



F.Y.I.

from the Policy Unit

FYI-140

Date: September 20, 2017

SUBJECT: The Policy Online Resource Tool (The PORT)

Please contact the Policy Unit if you have any questions regarding these or any other changes at DCSSPOLICYQUESTIONS@azdes.gov or call 602-771-8127

The purpose of this FYI is to remind all staff that the PORT is the official policy and procedure manual for the Division of Child Support Services (DCSS).

TIP: Always check the PORT before submitting a policy or procedure related question to the email box: DCSSPolicyQuestions@azdes.gov.

How to access the PORT

- Access the PORT by entering the following link into your web browser: <http://dcssmadcapprod>. Policy highly recommends that all DCSS staff to bookmark this link for quick access.

Navigating the PORT

- A search bar is located on the upper right section of the screen. The search will generate all related contents found within the PORT.
- The PORT user guide offers detailed instructions for navigating the PORT.
- Policies, procedures, and SOPs are organized according to their related function within DCSS under the Contents tab.
- Flowcharts and desk aids are organized according to their related function.
- The Appendices tab contains important resources such as Common Law Marriages, Continuing Exclusive Jurisdiction, FIPS code information, Hague convention countries, LabCorp alternative sample collection sites, FYIs, past PPUs and Tribal Identification codes. The DCSS Document Matrix contains a document overview and links to documents from, the DES Forms Library, Eloquence documents, DCSS Internal Forms and checklists, Central Print documents and Vendor documents.
- DCSS Guidelines for CAAL narratives provides detailed instructions for entering CAAL narratives.
- Frequently asked questions (FAQs) are organized by their related function.
- Locate terms and definitions in the Glossary tab.

Friendly reminder: The PORT (DECS10024) is now a mandatory training for all DCSS Colleagues.