



F.Y.I.

from the Policy Unit

FYI-182

Date: June 27, 2018

SUBJECT: BG01 Reminder

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

This FYI is to remind staff, that, based on recent modifications to the BG01 process and strict DCSS confidentiality policies, **staff may no longer print the W5 or W6 transaction screens or place copies of BG01 screens in case files.** You may refer to the [Arizona Guide System \(BG01\) Desk Aid](#) for clarification on the BG01 process.

If you find BG01 screens that have been added in error to an OnBase case file, please remove them. Supervisors and Imaging staff all can remove files from OnBase. All DCSS offices are equipped with locked shred bins for the disposal of hard copy confidential documents.