



F.Y.I.

from the Policy Unit

FYI-327

Date: Thursday, February 18, 2021

SUBJECT: Modification Desk Aid, Standard Work and Form Updates

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

This FYI is to inform staff of recent updates to two existing Modification Desk Aids and the addition of a new Modification Standard Work document. Also, the [Modification Review Interview form](#) and the [Modification Referral Summary](#) are currently being converted to fillable forms and will be available in that format in the near future. Striving for continuous improvement of our internal processes, CSOA staff have made the necessary updates to bring the Modification process into alignment with current practices.

Below are links to the updated Modification Desk Aids and the new Stipulation Modification Standard Work:

- [Modification Interview \(Step 1\) \(Virtual\) Desk Aid](#)
- [Request for Modification Review \(Step 2\) \(Virtual\) Desk Aid](#)
- [Stipulation Modification \(Virtual\) Standard Work](#)

DCSS colleagues are urged to view this information directly on The PORT and not create a separate personal file.

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