



# **F.Y.I.**

**from the Policy Unit**

**FYI-333**

**Date: Monday, March 22, 2021**

## **SUBJECT: Updated Triage SW Desk Aid**

Please contact the Policy Unit if you have any questions regarding these or any other changes at [DCSS\\_POLICYQUESTIONS@azdes.gov](mailto:DCSS_POLICYQUESTIONS@azdes.gov) or call 602-771-8127

The Policy Unit is pleased to announce an updated version of the Triage Desk Aid. Highlights of the updates include:

- Incorporating the DCSS Documents e-mail and local office drop boxes for clients to return necessary forms
- Modifying verbiage to include virtual service delivery

The new version may be found on The PORT in the following location:

Desk Aids>Global> Triage Standard Work

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

*\*Please do not reply directly to this message as we will not be able to respond. This email address is only used for outgoing mail*