



F.Y.I.

from the Policy Unit

FYI-365

Date: March 25, 2022

SUBJECT: Clear and Concise CAAL Narratives with Approved Acronyms and Abbreviations

Please contact the Policy Unit if you have any questions regarding these or any other changes at DCSS_POLICYQUESTIONS@azdes.gov

The Policy Unit reminds staff to adhere to the DCSS Guidelines for CAAL Narratives and the Approved DCSS Abbreviation and Acronyms List for writing CAAL narratives.

The guidelines were developed to ensure that all case documentation is professional, respectful, and thorough. Staff is expected to use the approved abbreviations and acronyms found in this list. Requests for additions to the table may be submitted to Policy through the dcsspolicyquestions@azdes.gov.

The DCSS Guidelines for CAAL Narratives is located in The PORT at file path:
APPENDICES > DCSS Guidelines for CAAL Narratives > DCSS Guidelines for CAAL (Case Action Listing) Narratives

The Approved DCSS Document Matrix is located in The PORT at file path:
APPENDICES > DCSS Guidelines for CAAL Narratives > Current DCSS Abbreviations

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

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