

Policy F.Y.I.

From the Policy Unit

Date: 07-25-2025

FYI-468

Please contact the Policy Unit if you have questions regarding this announcement at DCSSPOLICYQUESTIONS@azdes.gov.



SUBJECT: Policy FYI-468 | Preparing and Submitting Standard Work Documents to the Policy Unit for Review and Upload

This FYI is for all staff submitting Standard Work documents of any type to the Policy Unit. The following guidelines will help to ensure accurate and timely completion of your requests.

Before submitting anything to Policy for review and upload to The PORT please do the following:

- Review the [Create, Update and Review Process for Standard Work](#) and the [Submitting Requests to the Policy Unit Standard Work](#) for steps to follow and for standard timelines for Policy's review process. For our process, Standard Work documents include documents created on the current SW template and the current Job Description template.
- Complete a [Policy Review Request Form](#) (request form) for each document to be reviewed and uploaded. You must download the request form in order to complete it. After you download the form, it will be fillable. Complete sections 1, 2, and 3 on the request form when requesting a Standard Work review request.
- If your document is replacing an existing document in The PORT, provide the title of the document that needs to be removed and replaced.
- Submit your requests to the Policy mailbox (dcsspolicyquestions@azdes.gov). Include the completed request form and a copy of the Standard Work document to be reviewed.
 - Please submit **only one request per email** (ex. Submitting 12 forms for review means submitting 12 emails that each include one request form and one copy of the document to be reviewed and uploaded.) NOTE:

Please submit requests as they are ready. It assists with Policy's workflow if documents are not held and then submitted in bulk.

- Please also note that when there is an increase in submissions, the standard review times may be impacted. The Policy Team will work as quickly as possible when an increased number of documents are being submitted for review.
- When submitting documents for review to Policy, please remember to give access to the document to **Laura Gonzalez** and **Roxanna Quiroga** before you send the request to prevent delays in the review process. Also, please give them access to any documents that are linked in your SW. We review the primary document submitted and all linked documents included in the primary document.
- Once you have submitted a SW document to Policy for review, please do not go into the document and make changes while Policy staff is in the document reviewing. Please ask staff to refrain from making changes and/or addressing comments made by the Policy Team until we have notified you our review is complete.

Please direct questions about this communication to dcsspolicyquestions@azdes.gov.

**We urge DCSS team members 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.**