DCSE Policy & Procedures Unit
Policy Update
PPU 10-11-003
Date November 29, 2010
SUBJECT: Spanish Documents Available in Eloquence

**Please contact the Policy Unit if you have any questions regarding these or any other changes at
*DCSE-POLICYQUESTIONS, CSE.POLICY or (602) 771-8127.**
The IV-D PARTNERS should send POLICY inquiries directly to **DCSE-POLICYQUESTIONS@azdes.gov**

When the language field on the demographics screens in ATLAS is updated with Spanish (Span), Spanish documents **must** be provided if available. The language field (Lang) is located on the right side toward the middle of the first panel of the demographics screens. For further instructions on how to update this field, please see PPU 10-08-001, dated August 16, 2010, subject: New Language Indicator.

There are 94 Spanish documents available in Eloquence. Of the 94 documents, 71 can be manually generated by staff. The other 23 are automated (trigger) documents and will be automatically generated by ATLAS when the language field is properly updated.

The DCSE documents on Eloquence web all begin with FCSE0001 followed by the form number then the version number. The Spanish form numbers all begin with S and the English form numbers all begin with F. The three numerals that follow the S are identical to the three numerals that follow the F for the English version of the same document. The last three numerals on each document are version numbers and will differ between the English and Spanish documents. The version number changes when a significant change is made to a document. The Spanish Document D-Code descriptions are the same as or similar to the English versions with "Spa" or "Spanish" added to the end, for example:

English: FCSE0001 F0001 004 CP INFORMATION REQUEST LETTER
Spanish: FCSE0001 S0001 001 CP INFORMATION REQUEST LETTER SPA.

Staff can find the Spanish forms in the Cincom Eloquence Workflow – Labels screen by:

- Searching in the Spanish label,
- Searching in the functional label, or
- Entering a form number or name in the "search for" field.

For further information on how to search or create a document, please refer to your Eloquence training manual. The Eloquence Document Generation User Guide (EDGe) can also be accessed from One Stop Training in GEARUP.

A complete list of all Spanish documents is attached below. The version numbers are not included in the list.

Eloquence
sh documents

Staff are urged to view this information directly on OPPM and not create a separate personal file. Click on the link http://dcsepc. You will find this Policy Update in Policy Updates 2010.