
POLICY TRANSMITTAL NO. 09-40

DATE: JUNE 23, 2009

OFFICE OF PLANNING, RESEARCH,
AND STATISTICS

DEPARTMENT OF HUMAN SERVICES
OFFICE OF LEGISLATIVE RELATIONS AND
POLICY

TO: ALL OFFICES

SUBJECT: MANUAL MATERIAL

OKDHS:2-31, Table of Contents; 2-31-15; 2-31-29; 2-31-35;
OKDHS:2-39, Table of Contents; 2-39-1; and 2-39-4.

EXPLANATION: OKDHS:2-31-15, 2-31-29, and 2-31-35 are revoked as this information is either included in other pertinent sections of policy or is no longer applicable to current strategic planning practices.

OKDHS:2-39-1 is issued to describe the role and function of the Office of Planning, Research, and Statistics (OPRS).

OKDHS:2-39-4 is issued to describe the role of OPRS regarding OKDHS forms and appendices.

Original signed on 6-17-09

Connie Schlittler, Director
Office of Planning, Research, and Statistics

Sandra Harrison, Coordinator
Office of Legislative Relations and Policy

WF # 09-R (NAP)

INSTRUCTIONS FOR FILING MANUAL MATERIAL

OAC is the acronym for Oklahoma Administrative Code. If OAC appears before a number on an Appendix or before a Section in text, it means the Appendix or text contains rules or administrative law. Lengthy internal policies and procedures have the same Chapter number as the OAC Chapter to which they pertain following an "OKDHS" number, such as personnel policy at OKDHS:2-1 and personnel rules at OAC 340:2-1. The "340" is the Title number that designates OKDHS as the rulemaking agency; the "2" specifies the Chapter number; and the "1" specifies the Subchapter number.

The chronological order for filing manual material is: (1) OAC 340 by designated Chapter and Subchapter number; (2) if applicable, OKDHS numbered text for the designated Chapter and Subchapter; and (3) all OAC Appendices with the designated Chapter number. For example, the order for filing personnel policy is OAC 340:2-1, OKDHS:2-1, and OAC 340:2 Appendices behind all Chapter 2 manual material. Any questions or assistance with filing manual material will be addressed by contacting Policy Management Unit staff at 405-521-4326.

REMOVE

INSERT

OKDHS:2-31, Table of Contents

OKDHS:2-31, Table of Contents, pages 1-2, revised 7-1-09

OKDHS:2-31-15

OKDHS:2-31-29

OKDHS:2-31-35

OKDHS:2-39, Table of Contents, 1 page only, issued 7-1-09

OKDHS:2-39-1, pages 1-2, issued 7-1-09

OKDHS:2-39-4, 1 page only, issued 7-1-09

SUBCHAPTER 31. LEGISLATIVE RELATIONS AND POLICY**PART 1. FEDERAL/STATE COORDINATION UNIT [REVOKED]**

Section

- OKDHS:2-31-1. Purpose and scope of responsibilities **[REVOKED]**
- OKDHS:2-31-2. Specific responsibilities **[REVOKED]**
- OKDHS:2-31-3. Federal regulations **[REVOKED]**
- OKDHS:2-31-4. State legislation **[REVOKED]**
- OKDHS:2-31-5. DHS-proposed legislation **[REVOKED]**
- OKDHS:2-31-6. Role of the FSCU during the legislative session **[REVOKED]**
- OKDHS:2-31-7. Action following final disposition of a bill **[REVOKED]**

PART 2. PURPOSE AND SCOPE

- OKDHS:2-31-10. Responsibilities of OLRP

PART 4. BUSINESS PLAN [REVOKED]

- OKDHS:2-31-15. Business Plan **[REVOKED]**

PART 5. POLICY MANAGEMENT

- OKDHS:2-31-25. Purpose and authority
- OKDHS:2-31-26. Definitions
- OKDHS:2-31-27. Policymaking
- OKDHS:2-31-27.1. Processing policy
- OKDHS:2-31-28. Policy central clearinghouse
- OKDHS:2-31-29. Policy studies **[REVOKED]**
- OKDHS:2-31-30. Policy availability

PART 6. STATISTICS AND RESEARCH [REVOKED]

- OKDHS:2-31-35. Statistics and research **[REVOKED]**

PART 7. PLANNING AND SYSTEMS DEVELOPMENT UNIT [REVOKED]

- OKDHS:2-31-46. Purpose **[REVOKED]**
- OKDHS:2-31-47. Authority **[REVOKED]**
- OKDHS:2-31-48. Management analysis **[REVOKED]**
- OKDHS:2-31-49. Strategic planning system **[REVOKED]**
- OKDHS:2-31-50. Federal plans **[REVOKED]**
- OKDHS:2-31-51. Grants **[REVOKED]**
- OKDHS:2-31-52. Interagency coordination **[REVOKED]**
- OKDHS:2-31-53. DHS/Tribal Child Welfare agreements **[REVOKED]**

PART 9. PUBLICATIONS UNIT [REVOKED]

- OKDHS:2-31-70. Purpose, Scope and Authority **[REVOKED]**

- OKDHS:2-31-71. Definitions **[REVOKED]**
- OKDHS:2-31-72. Publications Unit **[REVOKED]**
- OKDHS:2-31-73. Accessing Publications Unit Services **[REVOKED]**
- OKDHS:2-31-74. Publications Unit Special Products **[REVOKED]**
- OKDHS:2-31-75. Publications Unit Policy and Procedure Support **[REVOKED]**
- OKDHS:2-31-76. Payment for Publications Unit services **[REVOKED]**

SUBCHAPTER 39. PLANNING, RESEARCH, AND STATISTICS

Section

OKDHS:2-39-1. Planning, research, and statistics

OKDHS:2-39-4. OKDHS forms and appendices

OKDHS:2-39-1. Planning, research, and statistics

Issued 7-1-09

(a) Planning. The Office of Planning, Research, and Statistics (OPRS):

(1) collaborates with Oklahoma Department of Human Services (OKDHS) divisions to communicate and disseminate information regarding OKDHS research, programs, and services;

(2) provides technical assistance in designing, developing, and implementing strategic planning for OKDHS; and

(3) prepares and files:

(A) OKDHS Annual Report, required by Section 162 of Title 56 of the Oklahoma Statutes (56 O.S. § 162), each year to the Governor on or before November 1; and

(B) OKDHS Strategic Plan, required by 62 O.S. § 45, every two years as described in OAC 340:1-1-18.

(b) Research. The OPRS Research Unit (RU) conducts data-driven research and statistical analysis of OKDHS programs and services at the request of the Director, chief officers, division directors, or their designees in support of program development and management productivity. RU may:

(1) complete policy studies, briefs, analyses, and impact reports on important issues facing OKDHS;

(2) provide ad hoc information requested by the Director, Oklahoma Commission for Human Services, Governor, Legislature, or Oklahoma Congressional offices;

(3) assist with preparing and submitting grant applications; and

(4) collaborate with other agencies on various research projects.

(A) To request a research project, technical assistance, or policy study, Form 21AD004E, Request for Research and Statistics, is submitted to OPRS.

(B) Upon receipt of Form 21AD004E, a staff or team is assigned within resource limits, and contact is made to clarify the request or offer assistance in obtaining an evaluation from another source.

(c) **Statistics.** The OPRS WebStats Unit has primary responsibility for collecting and disseminating data related to services provided by OKDHS. This includes, but is not limited to:

(1) publication of a monthly statistical bulletin;

(2) publication of the OKDHS Strategic Plan and Annual Report;

(3) ad hoc information requested by the Director, Oklahoma Commission for Human Services, Governor, Legislature, or Oklahoma Congressional offices;

(4) ad hoc information requested by other entities as resources permit; and

(5) other statistical information provided on the OKDHS Internet.

OKDHS:2-39-4. OKDHS forms and appendices

Issued 7-1-09

The Office of Planning, Research, and Statistics (OPRS) maintains a log of all official Oklahoma Department of Human Services (OKDHS) forms and appendices that includes date issued, revised, or revoked. Upon request, OPRS creates or revises forms and appendices in coordination with the division policy liaison.

(1) To initiate issuance, revision, or revocation of forms and appendices, the originating division submits to OPRS:

(A) Form 21AD083E, Request for Document Assistance; and

(B) an electronic or paper copy of the form with revisions indicated.

(2) OKDHS Appendices ST001E, OKDHS Standards for the Web, and ST002E, OKDHS Document Standards, and The Policy Handbook, are used for guidance in issuing, revising, or revoking forms and appendices.

(3) OPRS disseminates forms and appendices created via the OKDHS InfoNet and Internet.