
POLICY TRANSMITTAL NO. 07-05	DATE: MAY 7, 2007
OFFICE OF PLANNING, RESEARCH, AND STATISTICS	DEPARTMENT OF HUMAN SERVICES OFFICE OF LEGISLATIVE RELATIONS AND POLICY

TO: ALL OFFICES

SUBJECT: MANUAL MATERIAL

OAC 340:2-39, Table of Contents; and 2-39-1.

EXPLANATION: **Policy revisions were approved by the Commission and the Governor as required by the Administrative Procedures Act.**

OAC 340:2-39-1 is created to reflect the purpose and responsibilities of the Office of Planning, Research, and Statistics (OPRS).

Original signed 4-2-07

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WF # 06-20 (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

340:2-39, Table of Contents, 1 page only,
issued 5-11-07

340:2-39-1, pages 1-2, issued 5-11-07

SUBCHAPTER 39. PLANNING, RESEARCH, AND STATISTICS

Section

340:2-39-1. Planning, research, and statistics

340:2-39-1. Planning, research, and statistics

(a) Purpose. The purpose of the Office of Planning, Research, and Statistics (OPRS) is to:

- (1) promote the growth and development of strategic planning;
- (2) encourage and support data-driven decision making;
- (3) provide technical support regarding research, statistical analysis, and grant proposals;
- (4) support optimization of federal, state, and other resources in support of the Oklahoma Department of Human Services (OKDHS) mission;
- (5) assess whether policies and practices are attaining desired results or outcomes; and
- (6) assist in re-engineering policies and other forms of communications as needed to attain desired results or outcomes.

(b) Reports. OPRS prepares and files reports for the:

- (1) Social Services Block Grant (SSBG), Title XX of the federal Social Security Act, which includes the:
 - (A) Report of Intended Expenditures for each federal fiscal year that is submitted to the U.S. Department of Health and Human Services (DHHS) on or before September 30 of each year, per Section 96.10 of Title 45 of the Code of Federal Regulations (45 CFR § 96.10);
 - (B) Report of Actual Expenditures for each federal fiscal year that is submitted to DHHS on or before March 31 of each year per 45 CFR § 96.74; and
 - (C) a notice of submittal for each report that is published on the OKDHS Internet on or before the respective submitted date;
- (2) OKDHS Annual Report, required by Section 162(f) of Title 56 of the Oklahoma Statutes (56 O.S. § 162(f)) that is produced and submitted each year to the Governor on or before November 1; and

(3) OKDHS Strategic Plan, required by 62 O.S. § 45.3(A) that is produced and submitted every two years as described in OAC 340:1-1-18.