
POLICY TRANSMITTAL NO. 07-03

DATE: MAY 7, 2007

OFFICE OF LEGISLATIVE RELATIONS
AND POLICY

DEPARTMENT OF HUMAN SERVICES
OFFICE OF LEGISLATIVE RELATIONS AND
POLICY

TO: ALL OFFICES

SUBJECT: MANUAL MATERIAL

OAC 340:1-1-17, and 1-1-21.

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

OAC 340:1-1-17 is revised to reflect current names of divisions and offices within the Oklahoma Department of Human Services (OKDHS).

OAC 340:1-1-21 is revised to amend an OKDHS form number.

Original signed on 3-23-07

Sharon Neuwald, Coordinator
Office of Legislative Relations and Policy

WF # 06-22 (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

340:1-1-17

340:1-1-21

INSERT

340:1-1-17, pages 1-2, revised 5-11-07

340:1-1-21, 1 page only, revised 5-11-07

340:1-1-17. Organizational structure

(a) **Commission for Human Services (Commission).** The Oklahoma Department of Human Services (OKDHS) is governed by a nine-member Commission. Each Commissioner is appointed by the Governor of Oklahoma to serve a nine-year term. The Commission selects a Director of Human Services (Director) who is responsible for oversight of OKDHS.

(b) **Organizational chart.** OKDHS is organized as the Director and Commission deem desirable to carry out the OKDHS mission. Organizational charts are available upon request to Administrative Services.

(c) **Offices and divisions within the OKDHS.** The functions of the offices and divisions within OKDHS are outlined in this subsection.

(1) **Administrative Services.** The chief administrative officer serves as coordinator of the administrative divisions within OKDHS and provides oversight of divisions that report directly to the Director. Administrative divisions under Administrative Services are:

(A) Human Resources Management Division (HRMD);

(B) Support Services Division (SSD);

(C) Office of Communications;

(D) Office of Volunteerism;

(E) Office of Information and Referral;

(E) Office of Legislative Relations and Policy (OLRP); and

(G) the divisions responsible for the functions that report directly to the Director, which are:

(i) Office of Client Advocacy;

(ii) Office of Inspector General; and

(iii) Office for Civil Rights.

(2) **Legal Division.** The general counsel serves as the coordinator of the Legal Division and as chief legal counsel to the Commission and the Director.

(3) **Human Services Centers.** The chief operating officer serves as coordinator of services delivered through offices in each county. Divisions within the Human Services Centers are:

- (A) Family Support Services Division (FSSD);
- (B) Children and Family Services Division (CFSD); and
- (C) Field Operations Division (FOD).

(4) **Information Services Divisions.** The chief information officer serves as coordinator of OKDHS information technology. Divisions and offices within information services are:

- (A) Data Services Division (DSD);
- (B) Office of Planning, Research, and Statistics (OPRS);
- (C) Enterprise Project Management Office; and
- (D) Information Security.

(5) **Financial services.** The chief financial officer serves as coordinator of the Finance Division and is responsible for the coordination of OKDHS financial services.

(6) **Vertically Integrated Services Divisions.** The chief coordinating officer serves as coordinator of program divisions, which have vertically integrated administrations. For example, field staff and program design staff are under the same administrative structure. Divisions included in the vertically integrated services are:

- (A) Aging Services Division (ASD);
- (B) Division of Child Care (DCC);
- (C) Child Support Enforcement Division (CSED); and
- (D) Development Disabilities Services Division (DDSD).

340:1-1-21. Copyrighted software and documents

(a) Oklahoma Department of Human Services (OKDHS) employees:

(1) sign Form 11AD133E, Employee Acknowledgment of Confidentiality of Computer Accessible Case Records and Computer and Internet Usage Restrictions;

(2) comply with the terms and conditions regarding the copyrights of all vendors with whom OKDHS enters into software license agreements or from whom OKDHS purchases software; and 1

(3) may not reproduce software or its related documentation unless authorized by the software developer.

(b) OKDHS employees adhere to copyright laws. Copyrighted documents are not reproduced without written permission from the copyright source. 2

INSTRUCTIONS TO STAFF 340:1-1-21

1. Refer to OKDHS:2-41-16 regarding copyrighted software.
2. Refer to OKDHS:2-21-157 regarding copyrighted documents.