
POLICY TRANSMITTAL NO. 05-04	DATE: MAY 10, 2005
OFFICE OF PLANNING, POLICY AND RESEARCH	DEPARTMENT OF HUMAN SERVICES OFFICE OF PLANNING, POLICY & RESEARCH

TO: ALL OFFICES

SUBJECT: MANUAL MATERIAL

OAC 340:2, Table of Contents; and 2-19-1 through 2-19-3.

Old Style Manual Table of Contents 180; 190; 339; 1290; 1336; 1337; 1380; 1800; 2190; 2400; and 3370. Old Style Manual Sections 180 through 189; 190 through 191.4; 339 through 339.3; 1290 through 1294; 1336 through 1336.7; 1337 through 1337.7; 1380 through 1389.44. Old Style Manual Sections 1800 through 1860; 2190 through 2199.2; 2400 through 2462.2; and 3370 through 3378.OAC 340:2, Table of Contents; and 2-19-1 through 2-19-3.

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

OAC 340:2-19-1 through 340:2-19-3 rules are revoked as they are no longer relevant.

Old Style Manual Table of Contents 180; and Sections 180 through 189, regarding administration of civil rights and nondiscrimination are addressed in 340:1-11-1 through 340:1-11-5.

Old Style Manual Sections 190 through 191.4, regarding donations to the Oklahoma Medical Center, were promulgated at 340:1-1-16 and revoked April 26, 1999.

Old Style Manual Sections 339 through 339.3, regarding referral for social services is material that is no longer applicable or duplicated elsewhere in Policy.

Old Style Manual Sections 1290 through 1294, regarding adults in state hospitals released to a nursing facility, were issued as 340:35-9-103 and revoked June 14, 1996.

Old Style Manual Sections 1336 through 1336.7, regarding the Speech and Hearing Unit, were issued as 340:120-7-1 through 340:120-7-5 and revoked May 12, 1997.

Old Style Manual Sections 1337 through 1337.7, regarding the Psychological Unit, were issued as 340:120-9-1 through 340:120-9-6 and revoked May 12, 1997.

Old Style Manual Sections 1380 through 1389.44, regarding the Monitor and Review Unit's Policy, were issued as 340:120-19-1 through 340:120-9-9 and revoked May 12, 1997.

Old Style Manual Sections 1800 through 1860, regarding Administrative Review, are addressed at 340:2-23-13 through 340:2-23-22. In 1992, when these rules were originally promulgated, they were issued at 340:2-31-1 through 340:2-23-9 which were revoked April 1, 1998 and issued at 340:2-23-13 through 340:2-23-22.

Due to an inadvertent omission, instructions to remove Old Style Manual Sections 2190 through 2199.2 regarding Child Support Administrative Hearings were not included on Policy Transmittal Number 03-37.

Old Style Manual Sections 2400 through 2462.2 regarding correspondence are addressed in DHS:2-21-80 Instructions to Staff, DHS:2-31-28, and DHS:115-3-3. Some of the material is obsolete and no longer applicable.

Old Style Manual Sections 3370 through 3378, regarding the Policy Development Unit, are addressed at 340:2-31-10 and 340:2-31-31 through 340:2-31-33.

Original signed on 3-14-05

Sharon Neuwald, Interim Administrator
Office of Planning, Policy & Research

WF # 04-25 (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 a “DHS” number, such as personnel policy at DHS:2-1 and personnel rules at OAC 340:2-1. The “340” is the Title number that designates DHS 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, DHS 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, DHS: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) 521-3611.

REMOVE

INSERT

Old Style Manual:	-----
Table of Contents 180	-----
Sections 180 through 189	
Table of Contents 190	-----
Sections 190 through 191.4	
Table of Contents 339	-----
Sections 339 through 339.3	
Table of Contents 1290	-----
Sections 1290 through 1294	
Table of Contents 1336	-----
Sections 1336 through 1336.7	
Table of Contents 1337	-----
Sections 1337 through 1337.7	
Table of Contents 1380	-----
Sections 1380 through 1389.44	

REMOVE

INSERT

Table of Contents 1800

Sections 1800 through 1860

Table of Contents 2190

Sections 2190 through 2199.2

Table of Contents 2400

Sections 2400 through 2462.2

Table of Contents 3370

Sections 3370 through 3378

340:2, Table of Contents

340:2, Table of Contents, pages 1-2, revised
5-12-05

340:2-19-1

340:2-19-2

340:2-19-3

CHAPTER 2. ADMINISTRATIVE COMPONENTS

Subchapter	Section
1. Human Resources Management Division (HRMD)	340:2-1-1
3. Office of Client Advocacy	340:2-3-1
5. Fair Hearings.....	340:2-5-1
7. Office of Inspector General.....	340:2-7-1
8. Health Insurance Portability and Accountability Act (HIPAA)	340:2-8-1
9. Overpayments [REVOKED]	340:2-9-1
11. Finance.....	340:2-11-1
13. Contracts and Purchasing Unit.....	340:2-13-1
15. Risk & Safety Management Program	340:2-15-1
17. Staff Development Unit	340:2-17-1
19. Correspondence [REVOKED]	340:2-19-1
21. Departmental Services Unit.....	340:2-21-1
22. Commodities	340:2-22-1
23. Administrative Reviews	340:2-23-1
25. Office of General Counsel	340:2-25-1
27. Child Support Administrative Hearings [REVOKED]	340:2-27-1
28. Office of Administrative Hearings: Child Support.....	340:2-28-1
29. Parole, Review and Hearing Board [REVOKED]	340:2-29-1
31. Planning, Policy, and Research.....	340:2-31-1
33. Rates and Standards.....	340:2-33-1
35. Volunteer Services	340:2-35-1
37. Communications.....	340:2-37-1
Appendix A.	Application for Employment [REVOKED]
Appendix B.	Employment Supplement [REVOKED]
Appendix C.	Employment Eligibility Handout [REVOKED]
Appendix D.	Applicant Availability Letter [REVOKED]
Appendix E.	Statement of Grievance and Resolution [REVOKED]
Appendix F.	Student Grievance [REVOKED]
Appendix G.	Request for Fair Hearing [REVOKED]
Appendix H.	Request for Review of Decision on Appeal Before the Oklahoma Commission for Human Services [REVOKED]
Appendix I.	Withdrawal of Request for Hearing [REVOKED]
Appendix J.	Claim Form [REVOKED]
Appendix K.	Professional Service Contract Affidavit Form
Appendix L.	Access Clause for Purchase Contract
Appendix M.	Material Safety Data Sheet Surrogate Statement
Appendix N	Application for Occupational Therapy/Physical Therapy Scholarship [REVOKED]

- Appendix O. **[RESERVED]**
- Appendix P. Affidavit or Lost or Destroyed Warrant **[REVOKED]**
- Appendix Q. **[RESERVED]**
- Appendix R. Release of Information Regarding Juveniles **[REVOKED]**