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POLICY TRANSMITTAL NO. 04-23  
FINANCE DIVISION

DATE: JUNE 23, 2004  
DEPARTMENT OF HUMAN SERVICES  
OFFICE OF PLANNING, POLICY & RESEARCH

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TO: ALL OFFICES

SUBJECT: MANUAL MATERIAL

OAC 340:2-11, Table of Contents; 2-11-98 and 2-11-99.

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

Finance Division rules are revised to clarify the current responsibilities of the Finance Information Systems Unit (FISU) and remove language that is obsolete.

Original signed on 4-27-04

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Phil Motley, Chief Financial Officer  
Finance Division

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Marilynn Knott, Administrator  
Office of Planning, Policy & Research

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WF # 04-04 (dt)

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## **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**

340:2-11, Table of Contents

340:2-11-98

340:2-11-99

### **INSERT**

340:2-11, Table of Contents, pages 1-2,  
revised 6-25-04

340:2-11-98, 1 page only, revised 6-25-04

340:2-11-99, 1 page only, revised 6-25-04

**SUBCHAPTER 11. FINANCE****PART 1. AGENCY FUNDS [REVOKED]**

## Section

- 340:2-11-1. Purpose **[REVOKED]**  
340:2-11-2. Funds and accounts **[REVOKED]**  
340:2-11-3. Dispersing funds **[REVOKED]**  
340:2-11-4. Federal funding of Department programs **[REVOKED]**

**PART 3. APPROPRIATION OF FUNDS [REVOKED]**

- 340:2-11-25. Appropriation of the Human Services Fund **[REVOKED]**  
340:2-11-26. Appropriation of juvenile detention improvement fund **[REVOKED]**  
340:2-11-27. Appropriation of federal funds **[REVOKED]**

**PART 5. FISCAL OPERATION [REVOKED]**

- 340:2-11-45. Authorization and disbursement of payments **[REVOKED]**  
340:2-11-46. Assistance payments **[REVOKED]**  
340:2-11-47. Medical assistance **[REVOKED]**  
340:2-11-48. Rehabilitation assistance **[REVOKED]**  
340:2-11-49. Food Stamp Program **[REVOKED]**  
340:2-11-50. Processing and payment of miscellaneous administration and provider claims **[REVOKED]**  
340:2-11-51. Department payroll **[REVOKED]**  
340:2-11-52. Warrants **[REVOKED]**  
340:2-11-53. Overpayments **[REVOKED]**  
340:2-11-54. Maintenance and retention of records **[REVOKED]**  
340:2-11-55. Audit of finance records **[REVOKED]**

**PART 7. PREPARATION OF COST ALLOCATION PLAN [REVOKED]**

- 340:2-11-75. Cost allocation plan **[REVOKED]**  
340:2-11-76. Cost allocation responsibilities **[REVOKED]**  
340:2-11-77. Contents of cost allocation plan **[REVOKED]**  
340:2-11-78. Submission and approval **[REVOKED]**

**PART 8. GENERAL PROVISIONS**

- 340:2-11-79. Purpose  
340:2-11-80. Funds and accounts

340:2-11-81.	Appropriations
340:2-11-82.	Agency Budget
340:2-11-83.	Budget Unit
340:2-11-84.	Authorized signatures
340:2-11-85.	Collecting funds
340:2-11-86.	State Treasury Revolving Funds 700 Series
340:2-11-87.	Investments
340:2-11-88.	Cost accounting and revenue enhancement
340:2-11-89.	Authorization and disbursement of payments
340:2-11-90.	Food Stamp issuance
340:2-11-91.	Claims Audit Unit
340:2-11-92.	Warrant control
340:2-11-93.	Cashbook
340:2-11-94.	Financial reporting
340:2-11-95.	Audit of financial records
340:2-11-96.	Maintenance and retention of records
340:2-11-97.	Cost allocation
340:2-11-98.	<u>Information systems</u>
340:2-11-99.	Finance Information Systems Unit Disaster Recovery Plan
340:2-11-100.	State Bureau of Social Security (O.A.S.I)

### **PART 9. TRAVEL REIMBURSEMENT**

340:2-11-115.	Purpose and authority
340:2-11-116.	Definitions
340:2-11-117.	General regulations
340:2-11-118.	Completion of Form ADM-6, Travel Claim
340:2-11-119.	Authorization of travel, classified, unclassified, exempt service
340:2-11-120.	Attendance at previously arranged meetings
340:2-11-121.	Per diem
340:2-11-122.	Per diem in lieu of subsistence
340:2-11-123.	Miscellaneous expenses
340:2-11-124.	Completion of Form ADM-6-B, Actual and Necessary Travel Voucher

### **PART 11. PLANNING AND RESEARCH [REVOKED]**

340:2-11-140.	Planning and Research Unit <b>[REVOKED]</b>
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**340:2-11-98. Information systems**

(a) The Finance Information Systems Unit (FISU) is responsible for providing information technology services for the Finance Division and fiscal information for the Oklahoma Department of Human Services (OKDHS). These responsibilities include the:

(1) development and support of:

(A) claims processing;

(B) fiscal accounting;

(C) revenue tracking;

(D) cost allocating;

(E) budget controlling; and

(F) time and leave accounting; and

(2) support of information technology needs associated with:

(A) OKDHS purchases;

(B) consumable supply inventory;

(C) fixed asset management; and

(D) construction project tracking.

(b) All data residing on the Finance Division AS400 computer system, with the exception of client specific records, is public information. [51 O.S. § 24A.1 et seq. and OAC 340:25-5-66] All OKDHS employees are responsible for protecting the integrity and security of data.



**340:2-11-99. Finance Information Systems Unit Disaster Recovery Plan**

(a) **Purpose.** The purpose of the Finance Information Systems Unit (FISU) Disaster Recovery Plan is to ensure an orderly plan for continuing operation of the Finance Division AS400 computer system in the event of a major disaster. Emphasis is placed on:

- (1) system backup and recovery of data;
- (2) establishment of a temporary data processing center for emergency operation;
- (3) repair or procurement of new equipment; and
- (4) re-establishment of a permanent data processing site.

(b) **Scope.** For planning purposes, complete destruction of the Finance Division AS400 computer system is considered. Anything less than complete destruction requires implementation of only that portion of the Disaster Recovery Plan that is necessary to return to operation.

(c) **Disaster Recovery Plan.** The Disaster Recovery Plan manual is maintained in FISU and a copy is kept in a secured site away from the Sequoyah Building.