
POLICY TRANSMITTAL NO. 09-03
OFFICE OF PLANNING, RESEARCH,
AND STATISTICS

DATE: APRIL 22, 2009
DEPARTMENT OF HUMAN SERVICES
OFFICE OF LEGISLATIVE RELATIONS AND
POLICY

TO: ALL OFFICES

SUBJECT: MANUAL MATERIAL

OAC 340:2, Table of Contents; 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 amended to clarify the purpose and role of
Office of Planning, Research, and Statistics (OPRS)

Original signed on 2-11-09

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

Sandra Harrison, Coordinator
Office of Legislative Relations and Policy

WF # 08-18 (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

340:2, Table of Contents

340:2-39, Table of Contents

340:2-39-1

INSERT

340:2, Table of Contents, pages 1-2, revised 4-25-09

340:2-39, Table of Contents, 1 page only, revised 4-25-09

340:2-39-1, 1 page only, revised 4-25-09

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 and Safety Management	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. <u>Office of Legislative Relations and Policy</u>	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
39. <u>Office of Planning, Research, and Statistics</u>	340:2-39-1

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 [REVOKED]
Appendix M.	Material Safety Data Sheet Surrogate Statement [REVOKED]

- 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]**

SUBCHAPTER 39. PLANNING, RESEARCH, AND STATISTICS

Section

340:2-39-1. Office of Planning, Research, and Statistics

340:2-39-1. Office of Planning, Research, and StatisticsRevised 4-25-09(a) **Purpose.** The Office of Planning, Research, and Statistics (OPRS):

- (1) conducts data-driven research and statistical analysis of Oklahoma Department of Human Services (OKDHS) programs and services, including grant evaluation;
■ 1
- (2) collaborates with OKDHS divisions to communicate and disseminate information regarding OKDHS research, programs, and services;
- (3) serves as the official clearinghouse for language translation, forms, and appendices for OKDHS;
- (4) provides technical assistance in designing, developing, and implementing strategic planning for OKDHS; and
- (5) maintains program statistics and prepares policy-related analysis and a variety of complex state reports.

(b) **Reports.** OPRS prepares and files the:

- (1) 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
- (2) OKDHS Strategic Plan, required by 62 O.S. § 45.3, every two years as described in OAC 340:1-1-18.

INSTRUCTIONS TO STAFF 340:2-39-1**Issued 4-25-09**

1. (a) To request a research project or technical assistance, submit Form 21AD004E, Request for Research and Statistics, to Office of Planning, Research, and Statistics (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.