

DIVISION OF MENTAL HEALTH AND HOSPITALS

ADMINISTRATIVE BULLETIN 7:16

DATE: June 25, 1984

SUBJECT: Forms Design and Control
Applicability: CO

I. Purpose

To establish the policy and procedures for the design and control of all new and revised manual forms used by Central Office of the Division of Mental Health and Hospitals; to establish the policy and procedures for the design and control of all computer input forms used by the Division of Mental Health and Hospitals; to establish the policy and procedures for printing of all forms other than those presently numbered Departments of Treasury and Human Services forms.

II. Definitions

- A. Forms - Printed or typed documents with blank spaces for insertion of requested data.
- B. Computer Input Forms - Any document designed to capture data for subsequent entry into a computer. Examples: keypunch forms, optical scan forms.
- C. Departmental Forms - Any form used by the Division to input data into the Department of Human Services' client information system.
- D. Permanent Forms - Shall refer to all numerically designated forms with an alphabetical prefix other than "T". These forms are centrally stocked in the Division Supply Stockroom because of high bulk.
- E. Temporary Forms - Shall refer to all forms prefixed by the letter "T". The full supply of these forms is maintained by the requesting unit; these forms are not stocked in the Division Supply Stockroom. A form may be made temporary if it is to be used on a trial basis or if the anticipated usage is very low.

- F. Manuscript - For the purpose of this Bulletin, manuscript will mean the input material for what will eventually appear in printed form as the State Plan, Annual Report, or as a booklet, brochure or pamphlet, which will involve one or more of the following conditions:
1. More than 1,000 copies.
 2. More than four pages.
 3. More than a single color ink.
 4. Binding (other than simple stapling).
- G. Printed Dummy - Facsimile of proposed finished product.
- H. Requester - The person who creates a form and/or redesigns the form with Departmental or Divisional authorization.

III. Responsibility

- A. The Office of Fiscal and Management Operations is responsible for the printing of all Divisional forms, reproduction of the forms, and maintenance of the master plate of each form.
- B. The Bureau of Information Systems, Office of Program Evaluation, will be responsible for the analysis and design of all computerized forms, and all forms designed for the Department of Human Services' client information system. The forms must meet the terminology standards of the dictionary of mental health terms, avoid duplicating data captured by related forms, and must be organized for efficient coding of keypunching, where required.
- C. The requester or the Divisional unit using the form will be responsible for the request of reordering the forms to the Office of Fiscal and Management Operations.
- D. The Department's Public Information Office will review and approve pertinent manuscripts prior to printing. The Assistant Director of the requester or requesting unit will evaluate the pertinency of the manuscript.
- E. The Department of Treasury, Centralized Printing Control Section, reviews all requests for outside printing to determine vendor, if the quantity to order has to be over the limits specified in the printing contracts.

IV. Sub-Procedures

- A. Requests for New Forms
- B. Printing by Outside Vendor
- C. Reordering and Revision of Forms

V. Procedures

A. Requests for New Forms

Requester

Assistant Directors

Bureau of Information Systems

Step

1. When a definite need for a new form arises, prepare a draft of the proposed form and complete an FS-7, "Forms Data Sheet and Requisition" (copy attached).
2. Submit the FS-7 and a copy of the proposed form to your Assistant Director for approval.
3. If you approve the form, sign the FS-7 and forward it, along with a copy of the proposed form, to the Bureau of Information Systems, Office of Program Evaluation, for review. The Bureau of Information Systems will check for consistency in form design and compliance with the dictionary of mental health terms.
4. Evaluate the proposed form and sign the FS-7, if you approve. Forward two copies of the FS-7, along with copies of the approved form, one to the Office of Fiscal and Management Operations, and the other back to the requesting unit.

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5. If disapproved, return the FS-7 and a copy of the form to the requesting unit, giving specific reasons for the disapproval.
6. Evaluate the proposed form and sign the FS-7, if you approve. Assign a number to the proposed form and prepare a proof in-house facility at Human Services Print Shop, if necessary.
7. If the form is not a multiple part snap-out with carbon interleave, it will be printed in-house facility at Human Services Print Shop. Otherwise, it will go to an outside vendor. The Human Services Print Shop is not capable of printing multiple part snap-out with carbon interleave. However, they can print multiple part on NCR paper.

When the form is printed:

Send the supply to the requester or the requesting unit.

B. Printing by Outside Vendor

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8. Send the proof, with a copy of the FS-7 and a memo recommending outside printing to the Head Audit Account Clerk, Office of Fiscal and Management Operations.

Head Audit Account Clerk,
Office of Fiscal and
Management Operations

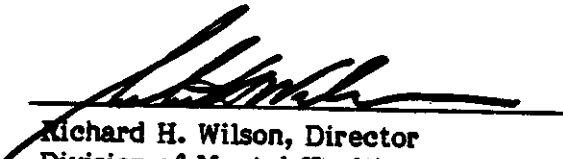
Administrative Analyst,
Office of Fiscal and
Management Operations

C. Reordering and Revision Forms

Requester/Requesting Unit

9. Prepare a Treasury Form PB-6, Requisition Encumbrance, to order the form.
 - a. Get an obligation number, agency purchase number, and final approval from Accounting.
 - b. Do not mail the final document to the vendor. Instead, hand this document to the Administrative Analyst for printing.
10. The Administrative Analyst is responsible to mail the final document, with sample attached, to the vendor. He is responsible for the proper procurement of the form and is sole mediator between the vendor and State.
11. The Administrative Analyst and the requester both are responsible to provide the Bill of Lading to the Head Audit Account Clerk with their initials, date and quantity received.
12. If revision of the form is necessary, make it through the Bureau of Information Systems to the Office of Fiscal and Management Operations.

13. For reprinting of a form, make a request note through the Assistant Director to the Office of Fiscal and Management Operations.
14. Office of Fiscal and Management Operations will evaluate the request to decide for outside or in-house printing.



Richard H. Wilson, Director
Division of Mental Health
and Hospitals

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