

CF OPERATING PROCEDURE
NO. 15-6

STATE OF FLORIDA
DEPARTMENT OF
CHILDREN AND FAMILIES
TALLAHASSEE, July 1, 2013

Documentation Management

MANAGING DEPARTMENTAL FORMS

1. Purpose. This operating procedure describes the procedures for creating a new Children and Families form or changing an existing Children and Families form.
2. Scope. This operating procedure applies to any form created by a Headquarters office unit for use by more than one region/institution, or more than one Headquarters office.
3. Explanation of Terms. For the purposes of this operating procedure, the following terms shall be understood to mean:
 - a. Edition Date. The date, consisting of the first three letters of the month and the year, which follows the form number in a form's legend. The edition date is not necessarily the date the form "became effective."
 - b. Office of Primary Responsibility (OPR). The Headquarters office that creates a form and that is responsible for updating the form when needed.
4. Region-Specific Forms. A form created by a region for use solely within that region is known as a region-specific form. Region-specific forms are not subject to the requirements of this operating procedure, but are subject to the requirements of applicable region operating procedures (if any). Each region may establish those procedures that the region deems appropriate for managing region-specific forms.
5. Creating A New Form.
 - a. The OPR is responsible for the form's content, and responsible for creating an electronic copy of the form. The OPR is also responsible for obtaining the necessary management approvals of the form's content.
 - b. For assistance in designing a form or making an electronic copy, contact the Forms Coordinator in the Office of General Services (ASG).
 - c. Microsoft Word will usually be used to make the electronic copy of the form to allow the widest possible access throughout the department.
 - d. All forms that may be used by more than one region or more than one Headquarters office must be numbered. Form numbers will be assigned by the Forms Coordinator. The department's logo (in black ink only) shall be included on each numbered form.
 - e. The form's number and edition date, and the department logo must be included on the form before copies are distributed for use.

This operating procedure superseded CFOP 15-6 dated July 1, 2001.

OPR: ASG

DISTRIBUTION: A

f. The OPR will send the Forms Coordinator an electronic copy of the form before copies are distributed for use.

6. Changing An Existing Numbered Form.

a. The OPR is responsible for changing an existing numbered form when needed, and for updating (or making) the electronic copy. For assistance in changing a numbered form or changing the electronic copy, contact the Forms Coordinator in the Office of General Services (ASG).

b. The OPR will notify the Forms Coordinator whenever an existing numbered form is updated. In most cases, the form will retain the same form number, but a new edition date will be assigned to the form.

c. The form's number and new edition date, and department logo must be included on the form before copies are distributed for use.

c. The OPR will send the Forms Coordinator an electronic copy of the form before copies of an updated numbered form are distributed for use.

7. Making Forms Available in DCF Forms.

a. For each new form or new version of an existing form, the Forms Coordinator will make an electronic copy of the form that can be filled in on-line, and add that copy to DCF Forms.

b. If users need to be able to "save" completed copies of the form, the Forms Coordinator will make a Microsoft Word form version. The Forms Coordinator may make a PDF version (with fields for completing the form on-line) if "saving" a completed copy of the form is not essential for effective use of the form.

c. Each Microsoft Word form will be a password protected document.

d. The Forms Coordinator is responsible for adding and deleting forms from DCF Forms. The Office of General Services is responsible for the maintenance of the DCF Forms application.

BY DIRECTION OF THE SECRETARY:

(Signed original copy on file)

SCOTT STEWART
Assistant Secretary for
Administration

SUMMARY OF REVISED, DELETED, OR ADDED MATERIAL

This operating procedure has been updated to reflect the department's current procedures for managing departmental forms.