

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

January 9, 2007

MEMORANDUM

What's Inside:
CD E-Forms
downloaded and
updated on
individual PC's

TO: REGIONAL EXECUTIVE STAFF, CIRCUIT MANAGERS, AND
CHILDREN'S DIVISION STAFF

FROM: PAULA NEESE, DIRECTOR

SUBJECT: INFORMATION TECHNOLOGY SERVICES DIVISION (ITSD)
E-FORMS DOWNLOADED TO INDIVIDUAL PC'S

DISCUSSION:

The purpose of this memorandum is to inform Children's Division staff of a new ITSD process of downloading CD e-forms directly to each worker's PC, accessible from a desktop icon labeled "cdfoms". This process does not replace the existing processes for accessing e-forms. E-forms are still available on the *Children's Division E-Forms Webpage* (Reference [CD06-99](#)) and through the FACES system.

On the evening of January 15th, 2007, ITSD will download all available MSword and PDF, CD forms to a folder labeled "cdfoms" on every PC's "D" drive. A short cut icon labeled "cdfoms" will be created on each PC desktop to access the folder. On approximately the 1st and the 15th of every month, ITSD will update the folder by adding new forms; overwriting old forms with new revisions; or deleting forms that will no longer be used.

In order for ITSD to complete this process, the computer has to be on and connected to the network. Laptops or other computers that are not connected to the network at the time of the download can be manually updated by:

1. Connecting to the network;
2. Going to the "Forms" heading on the CD intranet site;
3. Clicking on the link labeled "Update CD Desktop E-Forms"; (after January 15, 2007)
4. A file download box will appear and ask "Do you want to open or save the file";
5. Press "open"; and
6. "cdfoms" will be updated in your "D" drive.

The CD Desktop folder will not include Oneform forms, so staff will be required to access those forms from the *Children's Division E-Forms Webpage*.

For problems accessing the E-Forms index, forms that should be included or other questions or comments, please email AskCD@dss.mo.gov.

NECESSARY ACTION:

1. Review this memorandum with all Children's Division staff.
2. All questions should be cleared through normal supervisory channels and directed to:

PDS CONTACT:

Randall McDermit

573-751-8932

Randall.D.Mcdermit@dss.mo.gov

DEPUTY DIRECTOR:

James C. Harrison

573-751-2502

James.C.Harrison@dss.mo.gov