



Practice Points

How to Locate and Access CD Forms

The purpose of this Practice Point is to provide guidance to staff locating and utilizing CD forms/tools. To more effectively manage CD forms and tools an effort has been made to streamline the process of form storage by minimizing the number of versions and formats available. There has also been an effort to remove access to MSWord forms that are FACES generated, unless a case can be made that they are necessary in another format. (Ref: CWM [CD10-51](#), *Revised E-Forms Webpage*)

General Instructions on locating a form:

1. [E-Forms](#) - All forms should be listed on the E-forms webpage with a link to the form or instructions on where to find them. (i.e. Employee Access Only, FACES Generated, Warehouse,...etc.)
2. CD Forms on the Desktop – Employee access only forms are located on each worker’s desktop in a CD Forms folder. These forms are updated twice a month if there are forms that need to be posted, removed or updated. Computers have to be online at the time of the update; otherwise they can be updated at anytime by going to the CD webpage, clicking on Policy and Programs; Forms; and [How to Update CD Desktop E-Forms](#).
3. FACES generated – Most forms are only listed on E-Forms that are FACES generated, but there are some circumstances that require an MSWord form available.
4. Warehouse forms - Forms are printed, stored and ordered from the warehouse usually because they are brochures or they are forms used in the field that require NCR paper. (Authorization for release of Information forms, Safety Plans or Written Service Agreements that require a signature...etc.)
5. Translated Forms – Translated forms may be accessible from E-forms or may be employee access only, however there are currently no translated forms in FACES at this time.

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