



**Department of Human Services  
Online Directives Information System**

**Index:  
Revised:  
Next Review:**

**POL1441  
04/03/2019  
04/03/2021**

**SUBJECT: DHS On-line Directives Information System (ODIS)**

The policy of the Department of Human Services (DHS) is to maintain a directive information system that is comprehensive, centralized, current, and available electronically. The directive addresses the DHS mission of the Department and exists to meet the goals of the Strategic Plan for the Department.

**A. Authority**

The Office of Strategic Planning and Initiatives (OPSI), under the purview of the Commissioner, oversees the functionalities of the On-line Directives Information System (ODIS) through guidance of the Office of Technology (OIT). Using this method, DHS complies with the State Plan to continuously sustain a system which also measures strategic outcomes and allows for periodic updates to the plan for state government.

**(O.C.G.A. 49-2-1)**

**B. References**

The Department created transfer of powers, functions, and duties from the Department of Human Resources to the Department of Human Services. The Commissioner shall be the Chief Administrative Officer of the department and be both appointed and removed by the board, subject to the approval of the Governor. Subject to the general policy established by the board, the Commissioner shall supervise, direct, account for, organize, plan, administer, and execute the functions vested in the Department.

**(O.C.G.A. 45-12-73)**

**C. Applicability**

**POL1441** policy applies to all the Department.

**D. Definitions**

1) Directive: A directive is a generic term for all formal guidance, instructions, or orders issued by the organization. Within ODIS, there are three types of directives:

- Policies - A policy establishes measurable outcomes of the broadly stated initiatives of the Department, responsibility for the implementation of the policy, and a plan for evaluation of the outcome.
- Procedures - A procedure defines the implementation of the policy directive.
- Manuals directives - A manual is a compilation of directives related to a narrowly defined topic, activity, or program area that implements a policy directive.

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- 2) ODIS provides a:
- Centralized location of directives
  - Procedural process for adding and updating new directives
  - Standardized format for directives
  - Standardized medium for distribution for directives

### **E. Responsibilities**

- 1) The ODIS Manager is responsible for issuing and updating procedures for implementing ODIS policy.
- 2) The Director of ODIS designates an ODIS Manager within the Office of Strategic Planning and Initiatives who is responsible for administering and maintaining the system.
- 3) Each Division and Office Director is responsible for appointing a ODIS Publisher who is responsible for initiating and updating directives for each program within each unit that describes the statutory requirements and goals of their work unit.

### **F. History**

None

### **G. Evaluation**

ODIS Manager evaluates documents by taking sample directives and reviews the following:

- Invalid signatures on polices
- Incorrect DHS logos and content within manuals or policies
- Expired documents within manuals
- Ensure “**Next Review Date**” on header of manual or policy is within two years of last “**Revised Date**”