



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

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Reviewed:
Next Review:**

**POL1441
06/06/2023
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SUBJECT: DHS Online Directives Information System (ODIS)

POLICY

The policy of the Department of Human Services (DHS) is to maintain a directive information system that is comprehensive, centralized, current, and available electronically. ODIS provides:

- Centralized location of directives
- Procedural process for adding and updating new directives.
- Standardized format for directives
- Standardized medium for distribution for directives

The directive addresses the DHS mission of the Department and exists to meet the goals of the Strategic Plan for the Department.

A. Authority

O.C.G.A. 49-2-1

§ 49-2-1 - Department created; transfer of powers, functions, and duties of Department of Human Resources to Department of Human Services; creation, appointment, removal, and duties of commissioner

B. References

O.C.G.A. 45-12-73

§ 45-12-73 - Powers and duties generally

C. Applicability

This policy is applicable to all divisions and offices of DHS. 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.

D. Definitions

- Directive: A directive is a generic term for all formal guidance, instructions, or orders issued by the organization.
- Policy - 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.
- Procedure - A procedure defines the implementation of the policy directive.
- Manual - A manual is a compilation of directives related to a narrowly defined topic, activity, or program area that implements a policy directive.

E. Responsibilities

1. The Office of General Counsel (OGC), 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).
2. The ODIS Manager is responsible for updating and maintaining ODIS.
3. The Director of OGC designates an ODIS Manager within the Office of General Counsel who is responsible for administering and maintaining the system.
4. Each Division and Office Director is responsible for designating at least one ODIS Publisher to manage and update its policies and manuals.

F. History

None

E. Evaluation

The Office of General Counsel (OGC) ODIS Manager evaluates the effectiveness of this policy annually to:

- Ensure DHS logos are current by reviewing each policy.
- Ensure content within each policy is relevant.
- Ensure documents are reviewed 45 days prior to expiration date.
- Ensure compliance with format, structure, and DHS Style Guide.