



FLORIDA DEPARTMENT OF JUVENILE JUSTICE PROCEDURE

Title: Forms Management Procedures

Related Policy: FDJJ 1001

I. DEFINITIONS

Approved Department Forms – Those documents that have been reviewed and approved by the organization affected by the form, the appropriate office(s), and the ELT prior to publication. Modification of approved Department forms may not be made without completion of the review and approval as outlined in Section II of this policy. To the extent possible, all Department forms will be available electronically.

Approved Policy Forms – Forms attached to reviewed and approved policies in accordance with FDJJ1000, Policy Development and Review.

Digital Signature – A digital signature may take the place of a hard copy signature and can be used to attest to a document in its current state being read, approved, or certified ready for others to review. Forms that include a space for electronic signatures permit the user to see all of the signatures that have been added to a document, check the validity of signatures, and revert to an earlier signed version of a document. Digital signature can appear on a page as a handwritten name, a logo or other graphic, or some text explaining the purpose of the signing. The appearance of a signature is its representation on the page and is not the actual signature information.

Electronic Form – A form template in an electronic data format, which assigns definitions, formulas, and restrictions to data fields. Form types include:

Interactive/Print – Forms that can be completed online or saved to desktop computers and printed, also referred to as “fillable forms.”

View/Print – Forms available in the Forms Library and are informational in nature. They can be printed as needed, eliminating the obsolescence of preprinted forms by allowing for better revision and version control.

Electronic Forms Library – Location on the Department’s Internet website, accessible to Department staff and contracted juvenile justice program providers, where all approved forms will be placed.

Executive Leadership Team – Members of the Executive Leadership Team (ELT) responsible for the development and approval of forms within their offices.

External Forms – Forms owned by entities outside the Department such as the Department of Management Services. If such a form can be completed electronically at the external site, a link will be provided to it from the Department’s online Forms Library. If not, the Department will maintain a copy of the external form.

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Forms – Any preprinted or electronic documents used on a recurring basis that convey a fixed message, and may include multiple choice as well as fill-in spaces. This definition applies to all temporary or permanent forms. Letter and memorandum templates created with word processing software, data entry screens, and reports from databases are not included in this definition.

Forms Incorporated in Administrative Rule – Each form created by the Department which is incorporated by reference in a rule shall clearly display the number, title, and effective date of the form and the number of the rule in which the form is incorporated.

Forms Management Coordinator – Staff member responsible for providing the necessary assistance to establish and maintain an active continuing program for the economical and efficient management of the forms for the Department as outlined in Section II – Standards/Procedures. The Office of Program Accountability has overall functional responsibility for forms management within the Department.

Forms Management Workgroup – Will implement the Forms Management Policy. Membership shall consist of representatives from the following offices: Chief of Staff, General Counsel, Inspector General, Administration, Detention Services, Probation and Community Intervention, Prevention and Victim Services, and Residential Services. The Chair of the Workgroup shall be the Forms Management Coordinator, who shall also set the meeting schedules.

Form Owner – The ELT member and their office or bureau responsible for creating a form. They retain control over the document from creation through any required revisions.

Form Standards – Forms must contain "State of Florida" and "Department of Juvenile Justice," Department logo, form title, a numeric identification comprised of a prefix acronym for the office and branch or bureau and assigned number (see Section II. B. 3. for a listing of established prefixes), creation and revision dates and page numbers. (Attachment I – Form Template).

II. STANDARDS/PROCEDURES

A. Purpose:

1. Establishment of an electronic Forms Library will allow the Department to:
 - a. Make all Department forms easily available;
 - b. Eliminate redundant forms and multiple form locations;
 - c. Facilitate authorized form changes;
 - d. Prevent unauthorized changes to forms;
 - e. Minimize printing costs when forms are changed;
 - f. Improve compliance with internal and external requirements;
 - g. Use technology to improve Department processes, and integrate forms with policies and procedures;
 - h. Improve accuracy of data input;
 - i. Meet legal, archival, and documentation standards; and
 - j. Provide uniform data collection for accounting and managerial reports.

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B. Electronic Form Standards:

1. Department forms shall be created using a Department approved software (Microsoft Word, Excel, PowerPoint, Access).
2. All Department forms must contain the following:
 - a. Department logo (top left),
 - b. Department identification "Florida Department of Juvenile Justice" (centered and to right of logo),
 - c. Form title (directly below Department identification),
 - d. Assigned numeric identification (bottom left corner of page),
 - e. Creation or revision dates (below numeric identification):
 - (1) New Department forms with no immediate precedent will include the following identifier: (NEW, and the form creation date) after the numeric identification.
 - (2) Revisions to existing Department forms will include (REV, and the form revision date) after the numeric identification.
 - f. Page number(s) - Page 1 of X, Page 2 of X, etc. (bottom of page).
 - g. Forms incorporated by reference in a rule shall include a reference to the rule in the right-side footer of the form. For example, the PAR Incident Report (ADSD-005), which is incorporated in rule 63H-1.002, F.A.C., shall include a reference to 63H-1 in the right-side footer of the form.
 - (1) Except for the reference to a rule, nothing else shall be placed in the right-side footer of forms.
3. The forms numeric identification shall include a prefix comprised of the office or bureau acronym as follows:

Administration	AD	General Counsel	GC	Program Accountability	PA
Budget	BG	Health Services	HS	Purchasing	PR
Chief of Staff	COS	Inspector General	IG	Quality Improvement	QI
Communications Office	CO	Leasing	LS	Residential Services	RS
Correspondence	CR	Legislative Affairs	LA	Staff Development & Training	SD
Detention Services	DS	Management Information Systems	MIS	Strategic Planning	SP
Education	EDU	Personnel	HR	Support Services	SS
Facility Services	FS	Prevention & Victim Services	PV		
Finance & Accounting	FA	Probation & Community Intervention	PCI		

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4. The numeric value for forms linked to a policy shall consist of the policy and attachment number after the prefix (for example FDJJ 1000 – 1). For other Department forms, the assigned numeric value shall be sequential based on a numbering system maintained by the form owner.

C. New Department Forms (Non-Policy Forms):

1. Creation of New Forms

1. The ELT member or designee (the form owner) shall identify the need for new forms based on a review of existing forms (including those already posted in the electronic Forms Library).
2. For forms impacting more than one office, the Forms Management Workgroup members shall consult with other workgroup members, as needed, for their input prior to finalizing the form.
3. The form owner shall develop the form to gather required information or to convey a fixed message using the formatting guidelines in Section II. B.
4. The form owner shall prepare instructions for completion of the form if information being requested or required is not readily discernable.
5. In conjunction with the office's Forms Management Workgroup liaison, the form owner shall create an assigned numeric identification for each form following the guidelines in Section II. B.3. and 4.
6. The form owner shall establish a draft version date for the form.
7. The form owner shall electronically transmit a copy of the form to the Office of General Counsel for review.
8. The Office of General Counsel shall review and approve, or request changes for any Department forms to ensure statutory authority for the form and that it is not in violation of state or federal laws or Department policies.
9. The form owner shall make any identified changes to the form as specified by Office of General Counsel review, and electronically transmit the new form to the Forms Management Coordinator.

2. Creation of New Forms Referenced in Rule

1. Any form or instruction which meets the definition of "rule" provided in section 120.52, F.S., shall be incorporated by reference into the appropriate rule. The reference shall specifically state the form is being incorporated by reference and shall include the number, title, and effective date of the form and an explanation of how the form may be obtained.
2. Any form that will be referenced in a rule shall be filed along with the rule before it is used.

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3. Posting of New Forms

1. Upon receipt of approved Department form, the Forms Management Coordinator shall convert the form to PDF or other approved format.
 - a. Format electronic form.
 - b. Create interactive form fields as required.
 - c. Password protect and lock form to prevent adding or changing form fields, text or graphics.
2. The Forms Management Coordinator shall post the form on the Department’s electronic Forms Library.
3. The Forms Management Coordinator shall provide electronic notification to Department staff and contracted juvenile justice program providers that the new form has been posted to the electronic Forms Library.

4. Revision of Forms

1. The ELT member or designee (the form owner) shall identify and modify forms that need to be revised.
2. Revision of a form that does not impact other offices or makes substantive changes to a previously approved form may be made and electronically transmitted to the Forms Management Coordinator for handling.
3. Any revision(s) to a form, referenced or incorporated in a rule, shall require a rule amendment.
4. For revised forms impacting more than one office, Forms Management Workgroup members shall consult with other workgroup members, as needed, for their input prior to finalizing the revised form.
5. Approval of revised forms shall comply with the procedures outlined in Section II. C. 1.
6. The ELT member or designee (the form owner) shall identify outdated or unnecessary forms for deletion to the Forms Management Coordinator.
7. Posting of revised forms by the Forms Management Coordinator shall comply with the procedures outlined in Section II. C. 2.
8. The Forms Management Coordinator shall provide electronic notification to Department staff and contracted juvenile justice program providers that the revised form has been posted to the electronic Forms Library and that previous copies of the form are obsolete or that an outdated/unnecessary form has been deleted.

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D. Policy Forms:

1. Creation of Policy Forms

1. Forms created in conjunction with the development of a policy by the ELT member or designee (the form owner), shall comply with the procedure as outlined in Section II. C.
2. Such forms shall be subject to the same review and comment period(s) as the related policy.

2. Policy Forms Approval

1. The scheduling and approval of forms attached to policies shall be in compliance with FDJJ1000, Policy Development and Review.
2. Once approved, the ELT member or their designee shall provide electronic copies of new forms to Forms Management Coordinator for conversion to PDF or other approved format.
3. The Forms Management Coordinator shall convert the forms, post the forms in the Forms Library, and provide notification to affected parties as outlined in Section II. C.

3. Revision of Policy Forms

1. The ELT member or designee (the form owner) shall identify and modify policy forms that need to be revised.
2. Revision of a policy form that does not impact other offices or make substantive changes to the previously approved form may be made and electronically transmitted to the Forms Management Coordinator.
3. The revision and approval of policy forms that make substantive changes to previously approved forms, or are part of a policy that is being revised, will be in compliance with FDJJ 1000, Policy Development and Review.
4. The identification by ELT members or their designees of outdated or unnecessary policy forms shall be in compliance with FDJJ 1000.
5. Once approved, provide electronic copy of new form to Forms Management Coordinator for conversion to PDF or other approved format.
6. The posting of revised policy forms by the Forms Management Coordinator shall comply with the procedures outlined in Section II. C.

E. Annual Review:

1. The Forms Management Workgroup shall complete an annual review of all forms posted in the electronic Forms Library.

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F. Other Policy Provisions:

1. Form users are not permitted to make changes to any forms without appropriate review and approval of the form owner.

III. RESPONSIBILITY AND DUTIES

A. Executive Leadership Team

1. ELT members shall be responsible for compliance with the Forms Management Policy within their office, and shall appoint a representative to serve on the Forms Management Workgroup.
2. The ELT, as part of their information gathering function regarding new and revised Department-wide policies, will review attached policy forms as a part of their regular policy approval process.
3. The Director of Program Accountability will designate a Forms Management Coordinator.
4. As owner of office specific forms, ELT members shall make decisions about the format and content of forms and approve the final draft of forms including, as required, instructions for the completion of forms.
5. ELT members shall resolve issues related to form creation, design, ownership, and distribution.

B. Forms Management Coordinator

1. Provide technical assistance to form owners on form development, design, and maintenance.
2. Convert approved Department paper forms to electronic forms using Adobe Portable Document Format (PDF) or other approved electronic form technology.
3. Post forms and maintain the Department's electronic Forms Library.

C. Forms Management Workgroup

1. Shall be responsible for implementation of the Forms Management Policy.
2. Shall recommend improvements in the form delivery process.
3. Shall serve as liaison to their respective office in the design and development of forms.
4. Shall identify for their respective ELT members, outdated or unnecessary forms for deletion and consolidation of other forms as appropriate.

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D. Office of General Counsel

1. Shall review and approve all Department forms to ensure compliance with applicable laws and Department policies.
2. Review and approval of forms as part of the policy review process.

IV. ATTACHMENTS

Attachment 1 – Form Template