ARIZONA DEPARTMENT OF CHILD SAFETY

TITLE	POLICY NUMBER	
Director/Deputy Director Approval of Department Reports and Internal Requests	DCS 14-07	
RESPONSIBLE AREA	EFFECTIVE DATE	REVISION
Office of Correspondence	November 9, 2026	

I. POLICY STATEMENT

DCS shall make available to the public all reports, data, evaluations, and other information that are not confidential or otherwise protected by law. The Department recognizes that timely and accurate dissemination of such information supports public understanding of DCS operations and enhances trust in the child welfare system.

The Department of Child Safety (DCS) shall maintain an internal process to ensure accurate tracking, routing, and documentation of all requests requiring the Director's signature or approval. This process applies to documents that are matters of public record as well as internal DCS memoranda and directives. This policy supports consistent oversight, accountability, and compliance with statutory and administrative requirements.

II. APPLICABILITY

This policy applies to any formal document, correspondence, or other report or request that requires the signature or approval of the DCS Director and/or, by proxy, a Deputy Director. It also applies to DCS employees responsible for generating, maintaining, or transmitting reports, documents, agreements, and communications that require the Director's signature and are mandated under state or federal statute, administrative code, contract, or Department policy.

III. AUTHORITY

A.R.S. § 8-453 Powers and duties

A.R.S. §8-526 Child welfare; reporting requirements; definition

IV. DEFINITIONS

Department or DCS: The Arizona Department of Child Safety.

Department Reports: Reports required by Arizona statutes, federal laws, contracts, or determined by DCS policy or voluntary submission.

Director: The Director of the Arizona Department of Child Safety.

Internal Requests: A request for DCS Director or Deputy Director's signature or approval and which may include a letter, memorandum of understanding, protocol, rules changes, etc.

V. POLICY

A. Office of Correspondence Responsibilities

The Office of Correspondence is responsible for:

1. managing the process of obtaining the Director's signature on all relevant Department reports and internal requests as defined in this policy;

2. maintaining and continually updating a database of all Department reports and internal requests;

3. assigning Department reports to the appropriate report owners and tracking the date of the assignment, monitoring the progress made by the report owners, and identifying a date by which they will complete the report;

4. receiving internal requests and managing a routing process that ensures thorough review before elevation of the request to the Director;

5. tracking internal requests and notifying requestors when the Director has acted on the request;

6. reviewing Department reports and internal requests, making any edits deemed necessary, and routing them back for review by the appropriate owners prior to publication or dissemination. Additional reviewers may be added as necessary.

7. ensuring that Department reports and internal requests shall not contain confidential information when posted to the DCS website. Reports or internal requests containing confidential information will be provided exclusively through secure email or secure FileShare only.

VI. PROCEDURES

A. Assignment, Production and Publication of Department Reports

1. The Office of Correspondence assigns Department reports to an identified:

   a. data owner(s) who is responsible for the collection and quality review of the data;

   b. narrative owner(s) who is responsible for writing any description or summary of the subject of the report; and

   c. executive owner who is responsible for the final review and approval of the report prior to submitting it to the DCS Director for signature when one is required.

2. To ensure quality, the Office of Correspondence Coordinator sends Department reports with a routing slip to the data, narrative and executive owners prior to sending it to the Director for signature. The owners send a final draft to the Office of Correspondence when they determine it is ready to be routed for approval and signatures. Additional reviewers may be added as necessary and determined by the executive owner or Office of Correspondence.

3. The Office of Correspondence will send Department reports to the DCS Webmaster for posting on the Department website (https://dcs.az.gov/reports).

4. Department reports will be disclosed by the Office of Correspondence to the Arizona State Library, Archives and Public Records via email at: reports@azlibrary.gov;

5. The Office of Correspondence will forward to the DCS Legislative Liaison and Office of Communications/Public Information Officer copies of all Department reports submitted to the Arizona State Legislature.

6. Upon the Arizona Legislature adjourning sine die, the Office of Correspondence consults with the DCS Legislative Liaison to verify the addition, modification or termination of any statutorily required reports. The Office of Correspondence works with the Office of General Counsel throughout the legislative session to identify any bills that may add, remove or modify a reporting requirement for the Department.

B. Assignment, Production and Publication of Internal Requests

1. The Office of Correspondence is responsible for assisting in obtaining DCS Director signature or Deputy Director signatures on formal correspondence and internal requests.

2. Internal requests that require Director or Deputy Director signature include:

   a. memoranda of understanding;

   b. formal correspondence/letters;

   c. research request approvals/denials;

   d. letters of commitment;

   e. rulemaking-related submissions;

   f. behavioral health collaborative protocols;

   g. decision and orders by Office of Administrative Hearings (OAH);

   h. grants, non-contractual agreements, data sharing agreements, inter-governmental agreements and/or interagency service agreements;

i. responses to federal investigations; and

j. other items as identified and/or determine necessary by executive leadership.

3. The unit or program requesting a Director or Deputy Director signature shall submit the request to the Office of Correspondence at CorrespondenceControl@azdcs.gov. The submission shall include the names of all individuals who have reviewed the item, as well as the names of any individuals who are required to review and approve the item prior to obtaining the Director or Deputy Director's signature.

a. The Office of Correspondence reviews the request and prepares a routing slip and cover letter to upload to Docusign with a copy of the requestor's submission.

b. The required reviewers initial the routing slip.

c. The Office of Correspondence monitors the routing process to ensure its progress.

d. When the necessary signatures are obtained, the Office of Correspondence sends the documentation to the intended recipients or submits it to the DCS Webmaster for publication on the DCS website.

4. The Office of Correspondence utilizes an electronic means of production when allowed by rule, statute, contract, or agreement by requestor or recipient.

5. The Office of Correspondence records all internal requests in a database to track salient information such as the date received, assignment date, due date, and completion date.

C. Actions after the Director's Signature is Obtained

1. The Office of Correspondence Coordinator:

a. emails an electronic version of the Department report or internal

request to the appropriate recipients;

b. updates the Office of Correspondence database to reflect the completion date of the Department report/internal request process.

VII. FORMS INDEX

N/A