

MANUAL TRANSMITTAL

Arkansas Department of Human Services
Division of Children and Family Services

{ } Policy { } Form {X} Policy Directive
Service Programs Forms Manual

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From: Roy Kindle, DCFS Director

Expiration Date – Until
Superseded

Subj.: CFS-1136 (DCFS Employee Orientation Checklist Addendum).

The Division of Children and Family Services (DCFS) is committed to helping all staff members succeed in their jobs. This commitment exists from the first day of each staff member's employment with DCFS.

To help ensure that DCFS' commitment is kept with each new staff member, a DCFS Employee Orientation Checklist Addendum (CFS-1136) was developed. The CFS-1136 identifies a series of tasks (e.g., tour of work site) that must be carried out to fully orient each new employee to the Division. The CFS-1136 also identifies critical information (e.g., DCFS organizational structure) that must be shared with each new staff member. The checklist serves as the document on which to annotate the completion of each step in the orientation process. It then becomes a permanent part of both of the new employee's personnel records (official DHS record and field record).

Effective immediately, all managers, administrators and other supervisors will complete a CFS-1136 for each new staff member assigned. The orientation process and CFS-1136 will be completed within 30 days of the new employee's hire date.

This period of using the CFS-1136 will be on a trial basis while the DCFS Policy Unit sends the new form through internal review and promulgation. The internal review process will allow staff members throughout DCFS to comment on the new form and its related orientation process.

- CFS-1136 (DCFS Employee Orientation Checklist Addendum) – Form developed to serve as the document on which to annotate completion of the various steps required for orienting a new DCFS employee. It is used in conjunction with the DHS-1101 (New Employee Orientation Checklist). Completion of both orientation forms will be annotated on the employee's CFS-381 (Employee Training Record).

Form to be Deleted	Dated	Form to be Added	Dated
		CFS-1136	01/2004

Inquiries to: Policy Unit, 682-8750
Attachment