

P&P Change - DRAFT

	Adopted
	Amended
	Lost

SOAR-8

Motion 1: P&P – Move forms to Region 8 website

Motion:

Move that Appendix E – Forms be removed from the Region 8 Policy and Procedure manual and be moved to the Region 8 website.

In addition, any reference within the Region 8 Bylaws and Policy and Procedure document that references Appendix E within the Policy and Procedures should be changed to make reference to the Region 8 website.

Submitted By:

Bylaws/Electronic Document Committee

Intent:

In order to ensure that the most current form is used by Region 8, minimizing the amount of locations the form appears can be achieved by placing the most current version on the Region 8 website.

In order to migrate to a paperless environment, the placement of forms on the Region 8 website would create a migration path to on-line use, reducing printing and mailing expense.

Since many of the forms in the P & P are distorted, printing of the forms is problematic. Downloading and printing from the Region 8 website would reduce any form clarity issues.

Implementation

1. Policy and Procedure Manual –

1. Remove forms from P&P document
2. Ensure most current version of form exists
3. Work with Tech/web team to download form to Region 8 website document section
4. Place Hypertext link in P&P document so that users can link directly to form located in the documents section of the Region 8 website.

2. Region 8 website

1. Download most current .PDF version of form ensuring labeling on website is correct
2. Provide the Hypertext link for the P&P
3. Two options exist for accessing the file:
 - a. Place the .PDF file on the website in which users would need to download the form, print it, complete it, sign it and then mail it in.
 - b. Place the .PDF file on the website where users would be able to fill out the form electronically, thus eliminating printing and mailing.
4. Ensure proper testing between P&P document and Region 8 document section.

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Cost:

Placement of a .PDF file on the website where users would be able to fill out the form electronically would cost approximately \$140 per year since special software is needed to complete forms on-line. (Estimate provided by the Tech/Web chairperson).

Rationale:

Removing all forms from the Policy and Procedure document and including a link to the forms in the document section of the Region 8 website will allow the following:

- a. Every time a form is changed, we would not have to update the Policy and Procedure document, just make the necessary change to the form on the website.
- b. Currently the forms in the Policy and Procedure document are distorted so that we could fit the whole form(s) on the page with page numbers and footers. A link to the form on the website will allow for a clear version of the downloaded form.
- c. Ensures proper version control of the most up-to-date form since the website version would be the most accurate.
- d. Allows for a migration path to eventually have all forms completed on line by not requiring a downloadable version.