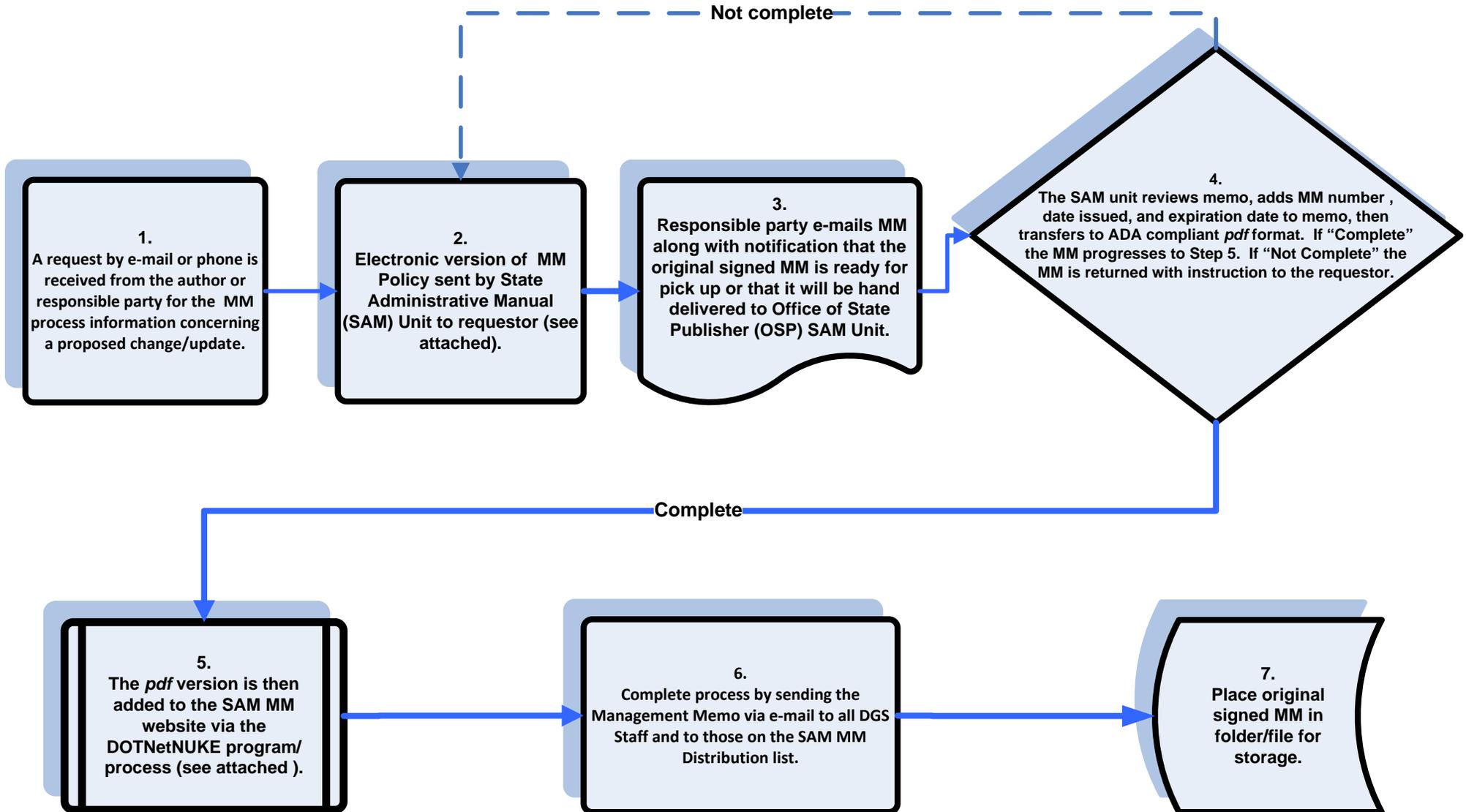


State Administrative Manual (SAM) Management Memo (MM) Process Flowchart



State Administrative Manual (SAM) Management Memo (MM) Policy

1. Type of Information

MM's shall only address matters of:

- Policy (i.e., new policy, revised policy, reminder of an existing policy),
- Announcements (i.e., new contract, new rates, or new services).

2. Expiration

MM's shall cite an expiration date and the time frame will be one year or less.

3. References

MM's shall include references, such as relevant statutory code citations, appropriate *State Administrative Manual* sections and previous MM's.

4. Layout

MM's shall adhere to the formatting (layout) standards of Information Mapping and all printing/copying of MM's will be "double-sided".

5. Fonts and Margins

MM's shall contain the following fonts and margins:

- Arial 12 font
- .8 and .8 margins, and
- No right justification.

6. Length

MM's shall be four pages or less in length, including Attachments.

7. Purpose

MM's shall state the purpose in the first sentence

8. Procedures

MM's shall reference (not include) lengthy procedures. When lengthy procedures would be helpful, MM's shall cite their availability on the respective DGS program's website, with an active link cited in the MM.

9. Attachments

MM's shall reference (not include) lengthy attachments. For lengthy attachments, MM's should refer to a website where MM recipients can read and/or download the information.

10. Contact

MM's shall include the following contact information (in order):

- Name
- Title
- Telephone, and
- E-mail address

MM's should also cite a TTY/TDD number if available and a website if applicable.

11. Signature

MM's shall conclude with a section for the Director's signature, which will be titled "Signature".

When sending the MM to OSPPR, send the MM in Microsoft electronic word format to the SAM Coordinator. Then hand-deliver the original signed copy to the SAM Coordinator with the author's name, telephone number, and e-mail address.

You must remember a MM is just an announcement that a change is coming to the SAM in the form of a Revision. And that the SAM is Policy.

*Once the items listed are received, the MM is processed and electronically sent out to all DGS Staff and our subscription distribution list, within 2 hours.

*Please note: The SAM Unit will not distribute the MM without the original signed copy delivered first.

**MANAGEMENT MEMO TO WEBSITE
(DOTNETNUK)**

1. Prep MM to the P:\SAM\mmemos folder first
2. From Featured Links in DGS site <http://dgsnet.dgs.ca.gov/default.htm>
3. Go to DGS Web Site: <http://www.dgs.ca.gov/Default.aspx?alias=www.dgs.ca.gov/dgs>
4. Scroll down to Botton-right Top Searches, Management Memo's
5. At top address box put in <http://www.dgs.ca.gov/osp/login.aspx>
6. User Log-in and Password are; MemoAdmin and m3moadmin
7. At OSP Home Page, at left-middle-below OSP Home Links click Resources
8. In Online Publications click SAM Management Memo's
9. Scroll down to DGS Accordian:
V
DGS Accordian
10. Click on V arrow
11. Click on Edit Panes
12. Click on > Go
13. It will take you to Panes
+
Edit pencil / X 2010 Management Memos v
14. Click Edit Pencil on year of MM needed
15. Scroll down to 2010 Management Memo, it will look like a word document, treat it like one.
16. Insert the new MM information
17. To link to MM, Highlight and click on Hyper Link in upper right corner
18. The URL is: [http://www.documents.dgs.ca.gov/osp/mmemos/MMxx_xx.pdf]
In the linktext box [MM Subject information]
In the Target box [New Window]
19. Clicking the disk below the Word Box will save
20. Check work [Back]
21. Send out MM Update