



# Illinois Department of Corrections

## Administrative Directive

Number: <b>01.03.110</b>	Title: <b>Forms Automation</b>	Effective: <b>3/1/2021</b>
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<b>Authorized by:</b>	<i>[Original Authorized Copy on File]</i>	<b>Rob Jeffreys</b> Acting Director
<b>Supersedes:</b>	01.03.110 effective 2/1/2020	

<b>Authority:</b> 730 ILCS 5/3-2-2	<b>Related ACA Standards:</b> 5-ACI-1A-01,05,12, 14
<b>Referenced Policies:</b> 01.03.100, 01.03.101	<b>Referenced Forms:</b>

### I. POLICY

The Department shall develop and process forms for automated completion in accordance with this directive.

### II. PROCEDURE

#### A. Purpose

The purpose of this directive is to establish written guidelines for developing and processing automated forms.

#### B. Applicability

This directive is applicable to all facilities, offices, programs and parole service within the Department.

#### C. Facility Reviews

A facility review of this directive shall be conducted at least annually.

#### D. Designees

Individuals specified in this directive may delegate stated responsibilities to another person or persons unless otherwise directed.

#### E. General Provisions

1. Statewide forms, including automated forms, shall be placed in the DOC Forms Directory in accordance with Administrative Directive 01.03.100.
2. Local forms may be placed on the local area network as approved by the Local Forms Coordinator in accordance with local procedures.
3. Field sizes and formats may be adjusted by the Local or Agency Forms Coordinator, as appropriate, without affecting the effective date of an approved form.
4. Form content may only be changed by processing a request for a forms revision in accordance with Administrative Directive 01.03.101.

#### F. Statewide Form Requirements

Upon request for an automated Statewide form, the Agency Forms Coordinator shall:

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1. Ensure the automated form is drafted, including format and field sizes, using computer software such as Microsoft Word or Excel, based on the following information provided by the requestor:
  - a. Field format information such as a text or numeric field, check box field or drop down field.
  - b. Field size (for example, 10 characters for allowing input of the date; 12 characters for a telephone number with area code; or unlimited for allowing text input).
2. Review the draft for accuracy and test the form to ensure the fields are adequate in size and format.
3. In accordance with Administrative Directive 01.03.101:
  - a. Ensure the form is submitted for review by administrative, executive and legal staff, as applicable;
  - b. Place the approved form in the DOC Forms Directory (“\\conweb2\policies”) and remove previous versions of the affected form; and
  - c. Provide notification of the change in accordance with Administrative Directive 01.03.101.

**NOTE:** Both an English and a foreign language version of the same form may be automated.

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