**Additional Instructions for filling out the DHS Website Request Form**

**Form Location:**

[\\dhs\share\oa\bis\DTE\DMS\DDU\Data Domain Standards\DMS Standards Documentation off the Website\DHS Website Request Form.2017 Final.docx](file://dhs/share/oa/bis/DTE/DMS/DDU/Data%20Domain%20Standards/DMS%20Standards%20Documentation%20off%20the%20Website/DHS%20Website%20Request%20Form.2017%20Final.docx)

**Website Name or URL:**

Enter the URL for the Inter/intranet domain you are working on. For example, for Access Domain:

**Intranet:** [http://mydhs/hhs-dc/busandtechstandards/accessdomain/index.htm](http://mydhs/hhs-it-dc/busandtechstandards/accessdomain/index.htm)

**Internet:** <https://www.dhs.pa.gov/providers/Providers/Pages/Business%20and%20Tech%20Standards/Access-Domain.aspx>

For a list of Domains go to this link, [http://mydhs/hhs-dc/busandtechstandards/index.htm](http://mydhs/hhs-it-dc/busandtechstandards/index.htm), Select Business and Technical Standards and a list of Domains will appear.

**Request Type:**

Click drop down and select *Addition, Deletion* or *Change.*

**Location of content on the web site:**

If this is new content, explain in plain text where on the specific page the content is to be placed. Be as specific as possible. If this is a deletion, again please be specific which content is to be deleted. Be as specific and precise as possible.

**Title:**

This is the title of the pdf or content page as you want it to show up on the web site.

**Type:**

This is a dropdown listing of content type. The “Type” of document selected here will help users search for documents and publications. Select “Web Copy” if the new content is a web page. If you are adding a PDF, please select one of the other categories.

**Subtype:**

Subtypes are used to further categorize pdf documents. Not every type of document requires a subtype. If you are adding a pdf, and using one of the following types, please enter a subtype for the document:

*Communication subtypes:* Quick Tip, Brochure, RFP, Pamphlet, Bulletin, Memo, Notice, Newsletter, Executive

*Form subtypes:* Electronic (for electronically filled in forms), Print (for forms that need to be printed, then filled out.)

*Manual subtypes:* Guide, Handbook, Training, Standard, Policy

*Plan subtypes:* Strategic, Program Improvement

*Report subtypes:* Special, Violation, Annual, Statistical

If the document you are adding does not fit into any of the subtypes, you may leave this space blank.

**Description:**

This field is used to further describe your document. This information will show up underneath the link for the document in search results. For example:

[Staff Contact Information](http://www.dpw.state.pa.us/dpworganization/officeofmentalhealthandsubstanceabuseservices/staffcontactinformation/S_002324)

Staff Contact Information for the Office of Mental Health/Substance Abuse Services

**Keywords:**

This information is used to help users search for your information. This could be the title for your document, as well as other key words. For example:

*Title:* Supplemental Nutrition Assistance Program

*Description:* Eligibility information for low-income families for SNAP benefits.

*Keyword:* Supplemental Nutrition Assistance Program, SNAP, Food Stamps, EBT, ACCESS card, eligibility, benefits

**Program Office:**

This is the program office that will be maintaining this information. (Normally it is “**OA**”)

**Form Number:**

If you are adding a pdf form that has a form number on it, please enter the form number here. This number will be used to assist users in searching for forms on the “Find a Form” web content page. Examples:

CD 930 is the form number for the Class/Training Schedule Verification form.

PA 1768 is the form number for the Home and Community Based Services Eligibility/Ineligibility/Change Form.

CY 113 is the form number for the Pennsylvania Child Abuse History Clearance Form.

PWEA 18 is the form number for the LIHEAP brochure

Form numbers are used for publications such as brochures, applications, and request forms. If you are adding a report, letter, notice, quick tip, presentation, or other document that is not used to collect information from someone, you will not need a form number.

If your form does not have an official DPW form number, please submit a DHS Website Request form, leave the space for the form number blank, and it will be published, and the number will be assigned by the Web team.

**Additional comments:**

Please remove Standard: p\_ 031758 Web Development and Document Management Procedures and Please remove link under Standards named: [Web Page Authoring Standards](http://mydhs/cs/groups/webcontent/documents/document/p_031758.doc)

OR

Please update Guidelines using document named:

p\_32261 ProcBatchProdPrimeTime.doc

After the form “DHS Website Request Form.2017 Final.docx” has been completed, the updated document and the completed form will be submitted to Service Strategy Standards for review and processing.

All documents that are new, changed or asked for deletion will be put in a Sharepoint folder and an email with the Sharepoint link will be sent to all domain leads for a two-week review. All discrepancies with the document will be discussed between domain leads and if necessary, changes can be made. If no response is given by the domain leads by the end of the two-week time frame, then the document is submitted for publication.