

MDH POLICY

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OFFICE OF THE SECRETARY – CENTRAL SERVICES DIVISION-

MDH POLICY 01.05.08
EFFECTIVE DATE 09/5/19

MDH FORMS MANAGEMENT POLICY

I. EXECUTIVE SUMMARY

The State Government Article, §§10-601—10-605, Annotated Code of Maryland is recognized as the primary forms-management directive that Maryland Department of Health (MDH) units are required to follow. This policy supplements the code for MDH management and employees by designating roles, delegating responsibilities, and providing more specific guidance where needed.

II. BACKGROUND

State Government Article, §10-602, Annotated Code of Maryland, authorizes the Secretary of Health to designate an employee as a Forms Management Officer for the Department. The Forms Management Officer is located in the Central Services Division (CSD). This policy defines the responsibilities for the various units, MDH forms custodians, and the MDH Forms Management Officer.

III. POLICY STATEMENTS

A. AUTHORITY.

1. State Government Article, §§10-601—10-605, Annotated Code of Maryland, is the sole basis for the listing of directives currently in effect and provides a basis of authority for the MDH Forms Management Program and the requirements of this policy. Other directives - Federal, State, or MDH, may also apply.
2. This policy is not intended to waive or limit any provisions of the code but to supplement and provide specific direction to management and employees.

B. SCOPE.

1. This policy shall apply to all employees of MDH including but not limited to full and part-time State employees with authority to act on behalf of the Department.

Maryland Department of Health

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2. This policy shall apply to all units of the Department to the extent specified:
 - Headquarters units;
 - MDH facilities;
 - Local Health Departments (LHDs).

C. DEFINITIONS.

The definitions provided in State Government Article, §10-601, Annotated Code of Maryland and the annual Forms Management Activities Report, shall also apply to this policy, in addition to the following:

1. **“Forms Custodian”** means an MDH unit personnel who functions as the specific representative to the Forms Management Officer for forms related issues.
2. **“Intra-Departmental/Agency forms”** means forms that require completion by the personnel of the reporting department/agency, exclusively.
3. **“Inter—Governmental forms”** means forms that require completion by any other State department/agency or local government agency.
4. **“Public use forms”** means forms that require completion by citizens, institutions, and businesses.

D. ASSIGNMENTS AND DUTIES.

1. DESIGNATION OF FORMS MANAGEMENT ROLES.

- a. The Secretary of Health designates the Central Services Division oversight of the MDH Forms Management Program.
- b. The Central Services Division designates the Forms Management Officer for MDH Headquarters, with authority to appoint Forms Custodians within headquarters units, in cooperation with the respective program managers.
- c. The Chief Executive Officers (CEOs) of MDH facilities and Health Officers of local health departments (LHDs) are authorized to appoint a Forms Custodian. Upon their appointment, the designees' names shall be submitted to the MDH Forms Management Officer and shall be updated whenever a change occurs.

2. ASSIGNMENT OF MDH FORMS MANAGEMENT PROGRAM RESPONSIBILITIES.

- a. The Forms Management Officer shall keep a log of all forms for MDH headquarter units.

- b. The Forms Management Officer shall receive from MDH headquarter units an MDH Form 4650 for any requested form changes, additions and deletions.
- c. The Forms Management Officer shall require all Forms Custodians to submit an annual Forms Management Activities Report.
- d. The Forms Custodian functions as liaison between their unit and the Forms Management Officer.
- e. The Forms Custodian will keep track of all forms utilized for their unit, including all changes, additions, and deletions if any. The MDH Form 4650 should funnel through the Forms Custodian to Forms Management Officer.

3. RACIAL IDENTIFICATION.

- a. Per State Government Article, §10-603, Annotated Code of Maryland, any form requiring racial identification shall include:
 - i. The following racial categories:
 - American Indian or Alaska Native
 - Asian;
 - Black or African American;
 - Native Hawaiian or other Pacific Islander; and
 - White.
 - ii. Instructions that multiracial respondents may select all applicable racial categories; and
 - iii. A separate question about whether a respondent is of Hispanic or Latino origin, with the question preceding the racial category question.
- b. Any new form requiring racial identification will not be approved by the Forms Management Officer unless the above criteria is followed with no additions, modifications or changes to wording or criteria.

4. FORMS MANAGEMENT ACTIVITIES REPORT.

- a. Per State Government Article, §10-605, Annotated Code of Maryland, the Department of General Services (DGS) requires all agencies to submit an annual report on its activities on or before July 31st.
- b. The Forms Management Officer requires Forms Custodians to fill out the Forms Management Activities Report by the third week of July each year.
- c. The Forms Management Officer consolidates all reports and submits an MDH consolidated report by the July 31st deadline.

IV. REFERENCES

- State Government Article, §§10-601—10-605, Annotated Code of Maryland
<http://mgaleg.maryland.gov/webmga/frmStatutesText.aspx?article=gsg§ion=10-601&ext=html&session=2018RS&tab=subject5>
- MDH Form 4650
<https://health.maryland.gov/docs/DHMH4650.doc>

APPROVED:



Robert R. Neall, Secretary



Effective Date