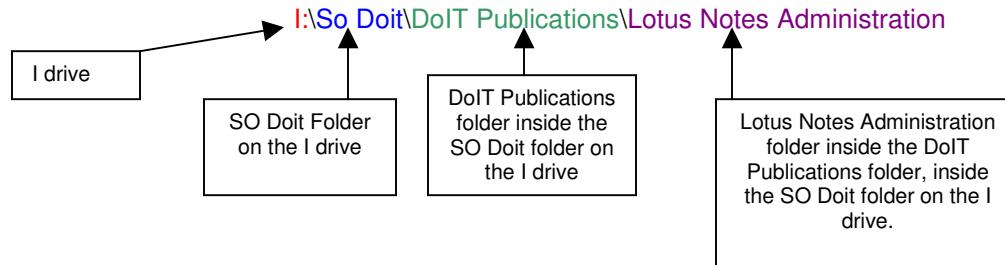


# “I” Drive Guide

## How To Use This Guide:

Page 2 includes a list of folders available on the I drive along with a brief list of some items included in that folder.

Pages 3-5 list items found in these folders on the I drive alphabetically along with their location. To use this list, look for the item you need, then jot down the location—it will look something like this:



This location (or address) tells you where to find each item. Each section is separated by a ‘\’ and can be compared to a street address. For example, the address above would equate to:

Lotus Notes Administration (name-most restrictive)  
DoIT Publications (company)  
So Doit (address)  
I (city, state, zip-least restrictive)

You can now use this location, or address, to find your item in a couple different ways, depending on your computer:

1. If you DO have an “I” drive icon on your desktop: double-click the icon. Check the next section of the address (“So Doit” in our example), find that folder and double click it. Continue on with each section of the location/address until you’ve reached your information.
2. If you DON’T have an I drive icon on your desktop: double-click on the ‘My Computer’ icon, then double-click the ‘dhs-info on 10.2.16.116 (I:)’ folder.

**“I” Drive Guide**  
I Drive Folders

<b>Folder Name</b> (Highlighted folders are accessible to County Staff)			<b>Includes:</b>
03-05 Legislative Testim...	File Folder	1/9/2003 4:15 ...	Copies of Legislative Testimony
2006 Strategic plan	File Folder	4/18/2006 7:4...	Inaccessible
EManuals	File Folder	6/16/2006 8:2...	Inaccessible
Published Graphics	File Folder	12/5/2005 5:1...	Various State Graphics
ROAP Info	File Folder	11/2/2005 12:...	ROAP Information
SO Aging Services	File Folder	5/11/2006 10:...	Taxonomy Updates, mostly old information
SO Child Support	File Folder	5/10/2006 7:5...	Child Support Policy, Program information
So Children And Family ...	File Folder	5/3/2006 1:21 ...	No valuable information
So Cshs	File Folder	3/3/2000 5:14 ...	Empty
So Databases	File Folder	3/24/2003 2:4...	No valuable Information
So Disability Services	File Folder	3/3/2000 4:34 ...	DD and VR information
So Doit	File Folder	6/14/2006 12:...	County Security Form, publications, various ITS info
So Economic Asst Policy	File Folder	5/12/2006 8:5...	EAP Program, policy, system and training information
So Executive Office	File Folder	5/10/2006 3:1...	Guide to Testifying Booklet, various other info
So Fiscal Administration	File Folder	5/17/2006 11:...	IM's, PI's, GI's, Conference Call Minutes, Service Chapters, etc.
So Hr	File Folder	5/10/2006 2:1...	Form letter samples, Forms, Policy, Salary Ranges, County Information etc
So Legal	File Folder	4/18/2006 4:1...	Appeals Guidebook, etc.
So Medical Services	File Folder	6/19/2006 11:...	Medicaid Hard Cards, TPL & State Review Team info, Medicare Part D, Training info, etc.
So Mental Health-subst...	File Folder	5/8/2006 8:45 ...	AOD & Substance Abuse info/policy
So Provider Audit	File Folder	4/10/2000 4:1...	Empty
So Research & Statistics	File Folder	9/22/2004 3:2...	Government performance measures
So Vocational Rehabilitati...	File Folder	6/6/2006 7:50 ...	Policy, sliding fee scale, forms, etc.
State Office Cose	File Folder	8/1/2005 3:43 ...	Inaccessible
Strategic Planning	File Folder	5/30/2006 4:4...	Various department strategic plans
Training	File Folder	5/11/2004 1:2...	FISH Training information
Video Conferencing	File Folder	5/15/2006 1:4...	Video conferencing scheduling/information

## “I” Drive Guide

### Alphabetical List of Items Available on the I Drive

100, Administration Service Chapters	I:\So Fiscal Administration\Service Chapters\Sc100 Administration
200, Internal Procedures Service Chapters	I:\So Fiscal Administration\Service Chapters\Sc200 Internal Procedures
400-27	I:\So Fiscal Administration\Service Chapters\Sc400 Economic Assistance Programs
416-01, LIHEAP Vendor's Billing Procedures Document	I:\So Fiscal Administration\Service Chapters\Sc415-417 LIHEAP Programs
417-05 LIHEAP Energy Assistance Data Entry & Inquiry Procedures	I:\So Fiscal Administration\Service Chapters\Sc415-417 LIHEAP Programs
447-10, IV-E Foster Care Eligibility	I:\So Fiscal Administration\Service Chapters\Sc400 Economic Assistance Programs\Sc447
Appeals Guidebook 2006	I:\So Legal\Appeals
Basic Care Screen Images	I:\So Economic Asst Policy\Basic Care
Child Care Assistance Computer Systems & Worksheet, 400-27	I:\So Fiscal Administration\Service Chapters\Sc400 Economic Assistance Programs
Child Support AC Action Communication Index (6/06)	I:\SO Child Support\Indexes
Child Support IVD Case Flowchart	I:\SO Child Support\Program Information
Child Support Legislative Material (2005)	I:\SO Child Support\Legislative Material 2005
Child Support Non-IVD Case Flowchart	I:\SO Child Support\Program Information
Child Support Policy Manual Chapters	I:\SO Child Support\Policy Manual Chapters
Child Support Program Presentation (Power Point 1/06)	I:\SO Child Support\Program Information
Child Support Regional IVD Office Maps	I:\SO Child Support\Program Information
Child Support SSN Requirements Table	I:\SO Child Support\Program Information
Child Support Staff Training Information	I:\SO Child Support\Staff Training and Resources
Child Support Tribal Material	I:\SO Child Support\Tribal Material
Conference Call Notes	I:\So Economic Asst Policy\Field Staff
County Directory	I:\So Hr\County Information
County Security Form	I:\So Doit\DoIT Central Repository\County Security Form
County Security Form Authorization List	I:\So Doit\DoIT Central Repository\County Security Form
Crossroads Program Service Chapter 620-15	I:\So Fiscal Administration\Service Chapters\Sc600 Program & Policy Programs
Developmental Center Phone List	I:\So Hr\Division Telephone Listing
DHS Organization Chart	I:\So Executive Office
DoIT Lotus Notes Archive Instructions	I:\So Doit\DoIT Publications\Lotus Notes Administration
DoIT Lotus Notes Calendar/To Do Delegation Instructions	I:\So Doit\DoIT Publications\Lotus Notes Administration
DoIT Lotus Notes Filtering New Mail Using Rules Instructions	I:\So Doit\DoIT Publications\Lotus Notes Administration
DoIT Lotus Notes Instructions (Beginning User Guide)	I:\So Doit\DoIT Publications\Lotus Notes Administration
DoIT Lotus Notes Setting up Out of Office Instructions	I:\So Doit\DoIT Publications\Lotus Notes Administration
DoIT Lotus Notes User Guide	I:\So Doit\DoIT Publications\Lotus Notes Administration
DoIT Lotus Notes Webmail Set Up Instructions	I:\So Doit\DoIT Publications\Lotus Notes Administration
Dolt Organizational Chart	I:\So Doit\DoIT Central Repository
Earned Income Tax Credit Brochure	I:\So Economic Asst Policy\Public Assistance\TANF
EBT Client Web Access Handout	I:\So Economic Asst Policy\Food Stamps

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EBT Single Call PIN Handout	I:\So Economic Asst Policy\Food Stamps
EBT WebAdmin County User's Guide	I:\So Economic Asst Policy\Food Stamps
EBT WebAdmin Sign-On Guide	I:\So Economic Asst Policy\Food Stamps
Economic Assistance DN's List	I:\So Economic Asst Policy\Forms
Economic Assistance Forms List	I:\So Economic Asst Policy\Forms
Economic Assistance Policy Interdependencies (12/05)	I:\So Economic Asst Policy\System Support & Development
EPC Card	I:\So Economic Asst Policy\Electronic PaymentCard Program - US Bank
EW List	I:\So Economic Asst Policy\Food Stamps
FACSES EW Ledger Manual	I:\So Economic Asst Policy\FACSES
Field Staff Notes	I:\So Economic Asst Policy\Field Staff
Food Stamp Hard Cards	I:\So Economic Asst Policy\Food Stamps
Food Stamp Recoupment Codes	I:\So Economic Asst Policy\Food Stamps
Food Stamp Worksheets	I:\So Economic Asst Policy\Food Stamps
Food Stamp-GLA Treatment Centers & FNS Auth Facilities (4/06)	I:\So Economic Asst Policy\Food Stamps
FYI's	I:\So Economic Assistance\FYI
Government Performance Measures-all programs	I:\So Research & Statistics\Gov Perf Measures
HSC & Central Office Phone List	I:\So Hr\Division Telephone Listing
Human Resources Policies	I:\So Hr\Policies
Human Resources Salary Ranges	I:\So Hr\Salary Ranges
IM's	I:\So Fiscal Administration\Ims
Interstate Compact on Placement of Children Service Chapter 619-01	I:\So Fiscal Administration\Service Chapters\Sc600 Program & Policy Programs
ITD Phone Listing	I:\So Doit\DoIT Central Repository\Phone Listings
ITS Phone Listing	I:\So Doit\DoIT Central Repository\Phone Listings
IV-E Foster Care Eligibility, SC 447-10	I:\So Fiscal Administration\Service Chapters\Sc400 Economic Assistance Programs\Sc447
JOBS MOU-Master	I:\So Fiscal Administration\Service Chapters\Sc400 Economic Assistance Programs
JOBS Training Instructor Modules (4/05)	I:\So Economic Asst Policy\Public Assistance\JOBS\Instructor
JOBS Training Learner Modules (4/05)	I:\So Economic Asst Policy\Public Assistance\JOBS\Learner
JOBS Tribal NEW Coordinator Directory	I:\So Fiscal Administration\Service Chapters\Sc400 Economic Assistance Programs
Legislative Testimony (03-05)	I:\03-05 Legislative Testimony
LIHEAP Energy Assistance Data Entry & Inquiry Procedures	I:\So Fiscal Administration\Service Chapters\Sc415-417 LIHEAP Programs
LIHEAP Reporting Change in Head of Household Hard Card	I:\So Economic Asst Policy\LIHEAP\Hard Cards
LIHEAP Reporting Changes Hard Card	I:\So Economic Asst Policy\LIHEAP\Hard Cards
LIHEAP Transferring a LIHEAP Case Hard Card	I:\So Economic Asst Policy\LIHEAP\Hard Cards
LIHEAP Vendor's Billing Procedures Document, 416-01	I:\So Fiscal Administration\Service Chapters\Sc415-417 LIHEAP Programs
LIHEAP Workers by County List (FY 2006)	I:\So Economic Asst Policy\LIHEAP
Manual Letters	I:\So Fiscal Administration\Manual Letters for Service Chapters
Medicaid Administrative Staff List (6/06)	I:\So Medical Services\Medicaid - Information for County Use
Medicaid- Annuity Information	I:\So Medical Services\Medicaid - Information for County Use\Annunity Information
Medicaid Hard Cards	I:\So Medical Services\Medicaid - Information for County Use\Hard Cards

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Medicaid Personal Care Services Information	I:\So Medical Services\Medicaid - Information for County Use\Personal Care Services
Medicaid Reports	I:\So Medical Services\Medicaid - Information for County Use\Reports
Medicaid State Review Team Information	I:\So Medical Services\Medicaid - Information for County Use\State Review Team Information
Medicaid TPL Information	I:\So Medical Services\Medicaid - Information for County Use\TPL
Medicaid Training Presentations/Materials	I:\So Medical Services\Medicaid - Information for County Use\Training
Medicare Part D	I:\So Medical Services\Medicare Part D
Quality Control Staff Listing – QC Regions (3/05)	I:\So Economic Asst Policy\Quality Control\QC Staff Listing
Regional Rep Address/Phone List	I:\So Economic Asst Policy\Field Staff
Regional Rep County Map	I:\So Economic Asst Policy\Field Staff
SFN 827 Credit Form (7/05)	I:\So Fiscal Administration\Forms
SFN 828 Medicaid Credit Form (7/05)	I:\So Fiscal Administration\Forms
SFN 828 Medicaid Credit Form Instructions (7/05)	I:\So Fiscal Administration\Forms
Subsidized Guardianship Service Chapter 623-10	I:\So Fiscal Administration\Service Chapters\Sc600 Program & Policy Programs
TANF Cases by County Report	I:\So Economic Asst Policy\Public Assistance\TANF\Reports
TPQY Training Guide (2002)	I:\So Economic Asst Policy\Field Staff
Training-Administrative Appeals by Melissa Hauer, Legal (4/06)	I:\So Economic Asst Policy\Training\Spring Trainng 2006
Training-Conduct of Fair Hearings by Bonny Fetch, ALJ (4/06)	I:\So Economic Asst Policy\Training\Spring Trainng 2006
Training-Tips on Testifying by Jean Mull, AG Office (4/06)	I:\So Economic Asst Policy\Training\Spring Trainng 2006
Vocational Rehabilitation Policy & Other Information	I:\So Vocational Rehabilitation