MHSOAC
Mental Health Services
Oversight and Accountability Commission

Policy and Procedure

2011-01 REVISED

Effective Date: **Immediately**
Review Date: **3/18/11**

SUBJECT: MHSOAC Website

Policy Statement

Nothing will be posted on the MHSOAC Website unless proper authorizations are secured.

Postings on the MHSOAC Website are categorized as routine or unique. A routine request is defined as a customary Commission or Committee work activity. A unique posting request is defined as all requests that are not listed as routine.

Procedural Directive

This policy articulates the approval procedure for routine or unique categories and identifies the requisite signatures in submitting Form W300 for implementing unique website content changes.

Governing Provisions

California Government Code Section 11135 (Accessibility)
Federal Law: Section 508, Rehabilitation Act of 1973 (29 USC 794d)

Website Coordination

MHSOAC Webmaster:

- Coordinates with management and staff on a monthly basis to ensure the accuracy and quality of the MHSOAC website
- Implements content changes received from MHSOAC web liaisons (substantive changes require additional approvals from Legal and the Executive Director)

MHSOAC Web Liaisons:

- Assist MHSOAC staff to augment or modify website and Committee content to provide information to the public on the MHSOAC Website: www.mhsoac.ca.gov

Monthly Website Update

Each month, the MHSOAC Webmaster will consult with management and committee staff responsible for website content to ensure that the currently posted information is accurate and timely. The Webmaster will ask the web liaisons to make changes to the website information after verifying with management and staff what should be saved, archived or deleted.

Contacts

Questions relating to website posting:

CONTACT	PHONE
Jose Oseguera, Webmaster	(916) 445-8722
Christina Call, Web Liaison	(916) 445-8732
Amy Shearer, Web Liaison	(916) 445-8724

MHSOAC Website, CONTINUED

Website Posting Procedure

Website posting requests are to be divided into routine and unique requests.

Routine Posting Request Procedure

Examples of routine posting request documents include: Meeting schedules, Committee and Commission agendas; meeting packet tab sections and PEI/INN plans.

Always send posting requests to both Web Liaisons and a copy to the Webmaster. All requests for "same day" postings should be sent to the Web Liaisons by 2:00 PM of the date of posting.

Include the following information if you are requesting additions/deletions/changes:

- The text and documents or link that you would like added or edited
- The page or URL where you would like the changes made (Example: "Announcements page" or **http://www.mhsoac.ca.gove/soac-announcements.aspx** -- both are acceptable

Unique Posting Request Procedure

A Form W300, Website Content Change, must be completed for unique posting requests.

Process:

1. Staff drafts a unique content change for website posting and submits completed Form W300 to his/her supervisor
2. Supervisor reviews unique content change and approves, rejects or asks for modifications
3. Supervisor sends the approved Form W300 (when possible) to Webmaster for review by 2:00 PM the day before the content is posted
4. Webmaster reviews unique content change and approves, rejects or asks for modifications
5. Webmaster sends the approved Form W300 to the MHSOAC Chief Counsel for review (1 day to consider changes)
6. MHSOAC Chief Counsel reviews unique content change and approves, rejects or asks for modifications
7. If modifications are suggested, Webmaster makes changes and submits revised document to Chief Deputy Director or the Public Information Officer (PIO)
8. Chief Deputy Director or the PIO reviews unique content change and approves, rejects or asks for modifications (1 day to consider changes)
9. Webmaster reviews the final unique content change and sends to the MHSOAC Web Liaisons for posting.

Sherri Gauger

SHERRI GAUGER
Executive Director
Mental Health Services Oversight
and Accountability Commission

MHSOAC Website Addendum

Important Posting Guidelines

This document is written pursuant to the requirements of the California Technology Agency (CTA), formerly OTECH, which sets out website standards in its website templates; these templates can be found at http://www.webtools.ca.gov/. The CTA templates are governed by accessibility rules set forth in Government Code Section 11135. Per these templates, please adhere to the following guidelines when submitting routine or unique posting requests:

Bullet points0

Please, use only the following bullet point types:

○

•

Please **DO NOT** use these bullet points/graphics, or any other bullet type not listed above:

➢

▪

❖

The following bullet types are not accessible and subsequently the reader software program cannot translate the symbols for individuals who are visually impaired when they are converted to PDF:

Check boxes and other symbols

Please **DO NOT** use check boxes, arrows, or other symbols.

Examples of what not to use are:

☐

→

Δ

Also note that watermarks should not be used and original Word or Excel documents are preferable.

STATE OF CALIFORNIA

WEBSITE CONTENT CHANGE

MHSOAC Form W300 (New 2/11)

Complete all information in Parts I and II and submit the signed request to the Webmaster.

PROCESS: Once a unique website content change has been identified, this form will be filled out and signed by the necessary supervisor. This form then goes to the Webmaster to be logged and processed. Unique website content changes will require approval from the MHSOAC Chief Counsel and the Chief Deputy Director or the Public Information Officer (PIO).

INSTRUCTIONS:

PART I – Fill out all needed information as applicable and provide a due date for text changes or documents which will require addition, removal or relocation after a specified date. Once supervisor approves, submit the form to the Webmaster.

PART II – Please select the type of unique content change and provide the desired file location and name, a description of the document or text change, and the Uniform Resource Locator (URL – i.e., http://mhsoac.ca.gov/Committees/) where the new information will appear and/or deleted.

PART I - REQUESTOR INFORMATION

NAME		DATE SUBMITTED	DATE & TIME DESIRED	EXPIRATION DATE (if applicable)
SUPERVISOR'S SIGNATURE	DATE	WEBMASTER'S SIGNATURE		DATE

PART II - REQUEST IS FOR THE FOLLOWING:

- ☐ Website tab modification (i.e., adding/deleting tabs):
- ☐ Homepage modification (i.e., adding/deleting articles):
- ☐ Newsletters or fact sheets (i.e., adding/deleting):
- ☐ Most Popular Links category (i.e., adding/deleting):
- ☐ Other (i.e., adding/deleting):

Webmaster Notes:

Chief Counsel Notes:

Chief Deputy Director or the Public Information Officer (PIO) Notes

PART III – EXECUTIVE MANAGEMENT TEAM REVIEW AND APPROVAL

Chief Counsel	Date	Chief Deputy Director or the Public Information Officer (PIO)	Date