D. Using the Family Services Manual (FSM) and the Administrative Rules Manual (ARM) on the Internet

1. To access the Family Services Manual (FSM) or the Administrative Rules Manual (ARM):

Open your Internet Browser (e.g., Internet Explorer, Foxfire, etc.).

FSM

(A) Go directly to http://www.dhs.state.or.us/policy/selfsufficiency/; OR

From the Department of Human Services (DHS) home page (https://inside.dhsoha.state.or.us/index.php):

(1) In the black menu line near the top of the page, click the “Agencies/Offices” tab. In the drop-down list, click “DHS.”

(2) From the column appearing on the right, select “Self Sufficiency.”

(3) On the column on the left, select, “Self Sufficiency Staff Tools.”

(4) On the column on the left, under “Manuals,” select “Family Services Manual.”

This brings you to the main Table of Contents for the FSM.

(5) Bookmark this Web page for easy reference.

(6) Click on a chapter heading to move directly into the table of contents for an individual chapter; or

(7) Click on a chapter heading to move directly into the table of contents for an individual chapter.

USE THE SEARCH FUNCTION TO LOCATE SPECIFIC POLICY OR RULES IN THE MANUAL (SEE #2, “USING THE SEARCH FUNCTION” BELOW).

ARM

(A) Go directly to http://www.dhs.state.or.us/policy/selfsufficiency/ and click on “Administrative Rules”; OR
From the Department of Human Services (DHS) home page (https://inside.dhosoha.state.or.us/index.php):

(1) In the black menu line near the top of the page, click the “Agencies/Offices” tab. In the drop-down list, click “DHS.”

(2) From the column appearing on the right, select “Self Sufficiency.”

(3) On the column on the left, select, “Self Sufficiency Staff Tools.”

(4) On the column on the left, under “Policy and Rules,” select “Administrative Rules – Self Sufficiency.”

This brings you to the main search page for the ARM.

(5) Bookmark this Web page for easy reference.

(6) Select from the drop-down list of divisions of administrative rules (e.g., definitions 461-101).

2. **Using the search function:**

   (A) Searching for topics in:

   (1) **The FSM:**

      (a) In the box under the text “Search:” (on the mid-right-hand side of the main FSM Table of Contents), you can type in:

      - The key word you want to find; or

      - A string of words you want to find, enclosed in quotation marks (e.g., “questionable information”); then

      - The results appear below under “Chapter” and “Description.” Currently, this just includes chapter titles.

   (2) **The ARM:**

      There are several different search options located in the middle section of the first ARM screen:

      (a) Search by Division Title:

      - Click on the down arrow next to All Titles and choose a division of Administrative Rules that you would like to browse; then
- Click the “Find” button.

This creates a screen listing all the rules located in that division of Administrative Rules within the ARM.

(b) Locate references by key words or by rule number:

- In the empty box, type in the “key words” or an Administrative Rule number to search for; then

- Click on the “Find” button.

OR

This creates a screen listing the Administrative Rules within the ARM where your keywords or Administrative Rule number were found.

(c) Find FSM references containing a rule number:

- In the empty box, type in the rule number to search for; then

- Click on the “Find” button.

This creates a screen listing the sections of the FSM where the Administrative Rule number was found.
3. Printing from the online FSM or ARM:
(A) Printing from the FSM:

(1) To print an entire section:
   (a) Select “File” from the menu at the top; then
   (b) Then click on “Print”; then
   (c) Click “OK” at the bottom of the page.
   (d) This will print the entire chapter.

(2) To print selected pages:
   (a) Select “File” from the menu at the top; then
   (b) Then click on “Print”; then
   (c) In the Print dialog box, click in the circle in front of the Pages from selection in the Print range box. Type in the pages that you want to print (e.g., 3 to 3 or 1 to 8); then
   (d) Click on OK.
   (e) This will print your selected pages.

(B) Printing from the ARM:

(1) To print an entire administrative rule (from the open screen of the individual rule):
   • Click on the “Print this rule” button in the tool bar (this automatically prints the entire administrative rule).

(2) To print selected page(s) of an administrative rule:
   (a) Click on File in the menu bar; then
   (b) Click on Print Preview; then
   (c) Locate the page(s) your selection is on (scroll through the pages by holding down the Alt key and pressing the right or left arrow); then
   (d) Click on Print in the Print Preview window; then
   (e) In the Print dialog box, click in the circle in front of the Pages from selection in the Print range box. Type in the pages that you want to print (e.g., 3 to 3 or 1 to 2); then
(f) Click on OK.

(g) The Print window is automatically closed and you are returned to the Administrative Rule.

4. **Links in the FSM and ARM**

While browsing through the online version of the FSM or ARM, you may notice text shown in blue. This means that there is a link in the manual to:

- A form;
- An Oregon Administrative Rule;
- A cross-reference within the FSM;
- The *Computer Guide*; or
- A website outside the FSM or ARM.

To use the link to more information, just click once on the blue text. To return to your place in the FSM or ARM, click once on the “Back” button on the tool bar.

If any link is not working, please notify the Central Office Service Desk at [DHS.SERVICEDESK@dhsoha.state.or.us](mailto:DHS.SERVICEDESK@dhsoha.state.or.us).