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| LOCAL COMMISSIONERS MEMORANDUM |
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DSS-4037EL (Rev. 9/89)

Transmittal No: 91 LCM-173

Date: September 23, 1991

Division: Commissioner's
Office

TO: Local District Commissioners

SUBJECT: Administrative Directive (ADM) Survey

ATTACHMENTS: Local Social Service Districts and ADMs Perceptions and
Procedures (not available on line)

Attached you will find the results of our 1991 Administrative Directive Survey. The purpose of the survey, transmitted by 91 LCM-35, was to obtain district input in identifying ways in which ADMs can be improved to facilitate implementation of policies and procedures. The responses to the survey showed that the areas of major concern to local social service districts with regard to Administrative Directives are timeliness, clarity and content. The results of the survey have been shared with the Department's Policy Communications Advisory Group, and they will undertake a concerted effort to improve the format and quality of our releases based on these results.

If you have any questions regarding the results of the survey or would like to make any additional comments please contact Michael J. McNaughton, Director Local District Policy Communications at 1-800-342-3715, extension 3-6369.

I thank you for your considerable efforts in responding to this survey, we had a 91% return rate, which is an indication of the importance of ADMs as communications vehicle.

Gregory M. Kaladjian
Executive Deputy Commissioner