# EOHHS Portal Content Submission Form

**DIRECTIONS:** User will create ticket through CA Service Desk <https://ehs-servicedesk.state.ma.us/CAisd/pdmweb.exe> using your Network ID and Password to log on.

If you have a problem logging in and receive an error message, please contact EOHHS Customer Service at 617-994-5050

**DPH Liaisons:** Please obtain pre-approval (thru John Jacob) for new content and include the [Content Submission Form – New Content](http://healthnet.dph.state.ma.us/services/webpublishing/newauth.doc) with your ticket.

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| **Date:** | March 30, 2021 |
| **Agency/Program Name:** | EOHHS |
| **Web Liaison:** | Kathy Stern |

## Content Submission Checklist:

* Liaisons must review ALL submissions before sending them through to HHS Web Services via the CA Unicenter Desk.
* Content Submission Checklist:
	+ [Complete Content Submission Form (this form)](http://healthnet.dph.state.ma.us/eohhs/forms/eohhs_content_form.doc)
	+ [Include accessible versions for downloads](http://healthnet.dph.state.ma.us/eohhs/eohhs_web_intranet.htm#a)
	+ Finalize document text
	+ [Remove track changes and spell check](http://healthnet.dph.state.ma.us/eohhs/documentation/hiddendata/hiddendata.htm)
	+ Confirm updated versions of documents match the exact filenames and formats of the versions on the Portal

## Submission Request:Please include “OFFERED BY” section consisting of the organization that offers this service or information (Ex: DPH, your Bureau, or division/office). This will serve as navigation for users to find more information.

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| **Offered by:** | Program/Bureau (Please provide the full title of your program.) |

| **URL for existing pages**Include **URL** for content to be uppdated. For new content, include URL for location and content type pages(e.g Org, Service, Service Detail, Information Detail, How-to, List, Meeting Events)  | **Request Details:**Include **title names** for any attached files. Include the exact text to appear on the website and instructions for publishing.  | **Files:**Include **filenames** related to the request. If updating an existing document, include the URL of that existing document as well. Please try to name it the same as the one to be replaced, omitting suffixes  |
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| <https://www.mass.gov/service-details/subcommittee-school-aged-birth-14-years-old-meetings> | Could you please add the following information to the Service details page under Subcommittee: Birth to 14 Years of Age?Meeting Agenda – November 22, 2019 | birth-14-subcommittee-agenda-11-22-19 |
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Accessibility Confirmation and Content Approval

I have confirmed that all content included in this request meets the Commonwealth Accessibility Standard <http://www.mass.gov/accessibility> and authorize this content to be published to the EOHHS Portal. NOTE: Approval may also be submitted via email.

Web Liaison: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_