Division of Prevention and Behavioral Health Services
Department of Services for Children Youth and Their Families
State of Delaware

ADM 001	Development and Revision of Policies		
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	Developed: 12/19/99 Susan K Cycyk 8/1/12	Revision Date: 1/26/07, 2/7/08, 2/10/09, 8/10/10, 8/1/11, 8/1/12	

I. PURPOSE

The purpose of this policy is to establish the process by which DPBHS creates, implements, and revises policies.

II. DEFINITIONS

a.. Policy - A concise statement of intent, course of action, or conduct applicable to employees and/or providers.

b. Procedure - Statement pertaining to the method(s) by which a policy should be implemented. This will be attached by reference to the policy and may be revised at any time if the method by which a policy is implemented is changed.

c. Policy Author - Name and title of person or persons designated or assuming the responsibility for writing a policy.

d. Policy Approver – Name, title and signature of person authorized to approve policy for the Division.

e. Policy Coordinator – Coordinates the policy initiation and review process.

III. APPLICABILITY

This policy applies to all employees of the Division of Prevention and Behavioral Health Services.

IV. POLICY STATEMENT

The Division of Prevention and Behavioral Health Services (DPBHS) issues policies and procedures to identify and/or clarify the Division's philosophy, structure, procedures and/or operations in order to set standards for performance. These policies and procedures will comply with state, federal and professional mandates and guidelines, establishing clear lines of accountability that support reasoned and effective decision-making at all levels to provide for safe and high quality services.

Since staff at all levels of the organization are responsible for the quality of services provided by DPBHS, any individual may suggest a policy to be developed or recommend a revision of policy. These suggestions must be made first through the supervisor and upward through the appropriate chain of authority to the Director of the Division and/or his/her designee(s).

The Manager of Quality Improvement may function as the Policy Coordinator or may designate another Quality Improvement Unit employee as the Policy Coordinator, but remains responsible for this function.

Procedures for developing and reviewing policies are attached to this policy.

A. Initiating Division Policy

The Division Director and/or his/her designee(s):

- Determines requirements, including timeframes, for initiation and development of policy.
- Designates a policy author to draft a new policy.

Policy Author

- Drafts policy and forwards for feedback to reviewers as designated by DPBHS Director and or his/her designee(s).
- Policy author incorporates feedback obtained through internal routing as appropriate.
- Policy author forwards final draft with recommendations incorporated, as appropriate, to QI Unit who forwards final document to DPBHS Leadership for review and approval.

Policy Coordinator

- Manages the procedures for policy development,
- Obtains leadership approval for policy,
- Routes policy for Director's signature
- Routes policy for scanning onto both the Department and the Division Websites.
- Maintains both a hard copy of the policy in the DPBHS Policy Manual and an electronic copy in the DPBHS U:Drive/DivPol and the DPBHS QI U:Drive/QI/Policies.
- Indexes and provides the policy to the Executive Secretary for distribution.

B. ROLE OF QUALITY IMPROVEMENT UNIT

The Policy Coordinator has the central role in assuring that policies are developed, maintained and distributed.

Routes New or Revised Policy

- Upon receipt of final draft of a policy from the policy author, Policy Coordinator reviews for completeness of format and correspondence with existing Division and Department policies.
- If additional changes are required, provides feedback to policy author who is responsible for incorporating any changes to the policy.
- Following approval of the final policy draft by the Leadership Committee, Policy Coordinator obtains Signature Approval from Division Director or his/her designee(s).
- Establishes and maintains log for internal routing.

Maintains Policy Review History

- Establishes an index which lists all policies with dates of initial approval, review and revisions dates.

Staff Information

- Provides policy to Executive Secretary for distribution.

Policy Availability

- Assures that policies are current on the Department and Divisional websites.
- Distributes the policy in a read only format on the Divisional drive (address: U:\DIVPOL\).
- Assures that hard copies of all current policies are available in the DPBHS Policy Manual maintained within the Quality Improvement Unit.

Policy Review

- Assures that all DPBHS Policies are reviewed on an annual basis.

DIVISION OF PREVENTION AND BEHAVIORAL HEALTH SERVICES
PROCEDURES FOR DEVELOPING AND REVIEWING DIVISION POLICY

POLICY FORMAT EXAMPLE:

All policies must be published using uniform format as is illustrated below. Existing policies which are being revised have a number assigned. For new policies "NO." in the first box below is assigned by the QI Unit using the following standard format and numbering system beginning 001.

Administrative Services **(ADM)**
Clinical Services **(CS)**
Clinical Service Providers **(CSP)**
Performance Improvement **(PI)**
Human Resources **(HR)**

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NO.	**Title**		
Authored by:		Title:	
Approved by:		Title:	
		Date:	Page: 1 of 2

I. **Purpose** – This is a clear statement of the goal DPBHS wants to achieve through issuance of the policy.

II. **Definitions** – Not all policies require definitions. These should be included if there are any terms that should be clarified in order for staff to understand clearly what is expected.

III. **Policy Statement** – This is the directive for which the policy is created and should clearly state what is expected.

IV. **Applicability** – This is a clear statement of staff to whom the policy applies. In most cases, policies apply to all staff of the Division.