

POLICY #101	SUBJECT: DEPARTMENT POLICIES
EFFECTIVE DATE: June 17, 1986 REVISED DATE: May 21, 2008; February 24, 2014	PAGE 1 OF 4
AUTHORIZED SIGNATURE: 	

DEPARTMENT POLICIES

I. PURPOSE

The purpose of this policy is to insure that the Department of Services for Children, Youth and Their Families (DSCYF) has guidelines for the development, maintenance and communication of new department policies/procedures and the review, revision and/or deletion of existing policies/procedures.

II. SCOPE

This policy applies to all Department level policies/procedures.

III. DEFINITIONS

Policy: Formal guidance to coordinate and execute operations throughout DSCYF. Policies help focus and align attention, resources, and efforts to achieve the department's vision and mission.

Procedures: The operational processes required to implement departmental policy.

DSCYF Policy Workgroup: Inter-divisional workgroup chaired by DMSS responsible for assuring that existing department policies are regularly reviewed and revised/deleted as needed as well as to develop new policies.

IV. STANDARDS/REFERENCES

None

V. POLICY STATEMENT

DSCYF policies/procedures guide the agency operations and support the department's vision, mission and commitment to a trauma informed system of care. DSCYF develops and implements new policies/procedures as necessary and engages in cross-divisional periodic review of existing policies/procedures to revise or delete them as appropriate. DSCYF disseminates department policy information to employees and makes policies available to DSCYF clients, providers and other stakeholders.

PROCESS FOR REVIEW and REVISION/DELETION OF EXISTING POLICIES/PROCEDURES

- A. All department policies will be reviewed formally once every four years by a cross-divisional workgroup including representatives from the Divisions of Management Support Services (DMSS), Family Services, Youth Rehabilitative Services, and Prevention and Behavioral Health Services.
- a. Division Directors will each identify two staff (lead and backup) by the 10th business day in July of the review year and forward the staff names to the DMSS Director. The DMSS Director will identify a DMSS staff to serve as chair of the workgroup; the chair will be responsible for the coordination of the group including establishing a meeting and policy review schedule. Workgroup members will be responsible for obtaining input from their respective divisions and communicating outcomes of policy review (e.g. revision, deletion) or new policy development back to their divisions.
 - b. Staff assigned to the policy workgroup will serve until the next review cycle at which time each Division Director will determine whether a change in Division representation will be made. In the event that a workgroup member leaves the Department, the respective Division Director will identify a staff as soon as possible to serve on the workgroup. At any time, the Division Director may change staff assigned to the workgroup by notifying the DMSS Director of the new staff assigned and the DMSS Director will notify the workgroup chair.
 - c. The workgroup chair will be responsible for maintaining electronic tracking status of policy review. Upon completion of the policy review, the committee will submit a report to the DMSS Director with recommendations for any revision or deletion of existing department policies and/or the creation of new policies. The committee will be responsible for providing recommendation regarding which policies should be forwarded for review by the DSCYF Deputy Attorney General. Independent from the committee's recommendation, policies will also be forwarded to the DSCYF Deputy Attorney General at the request of a Division Director or the Cabinet Secretary. The committee is also responsible for providing a recommendation to the DMSS Director regarding the need for staff training for any revised or newly established policy.

- d. For policy deletion recommendations, upon approval from the DMSS Director, the information regarding rationale for deletion will be forwarded to the other Division Directors for comment within ten business days. If Division Directors unanimously support the deletion, recommendation for deletion will then be forwarded to the Cabinet Secretary for approval and will be considered effective from the date of signature by the Secretary. Upon approval from the Secretary, the Department internet and intranet websites will be updated to reflect that the policy has been deleted and a memo will be attached to the electronic policy review folder indicating the reason for deletion. If there is objection by Division Director(s), the matter will be referred for discussion at the next possible Division Director Leadership Team Meeting where a final decision will be made by the Directors whether to proceed with deletion, maintain policy as is or maintain policy with revision. The DMSS Director will communicate the outcome of the Director's Leadership Team to the chair of the policy workgroup.
- e. For policy revision recommendations, upon approval from the DMSS Director, the committee will complete a draft revised policy within ten business days which will be forwarded to the Division Directors for comment within the next ten business days. If Division Directors unanimously support the revision, the revised policy will be forwarded to the Cabinet Secretary for approval and will be considered effective from the date of signature by the Secretary. Upon approval from the Secretary, the DSCYF Public Information Officer will be notified of the revision and work with the DMSS Director and/or policy workgroup chair to communicate the revision to DSCYF staff and stakeholders. If there is objection by Division Director(s) to proposed revision, the matter will be referred for discussion at the next possible Division Director Leadership Team Meeting where a final decision will be made by the Directors whether to proceed with proposed revision, maintain policy as is or change/modify revision. The DMSS Director will communicate the outcome of the Director's Leadership Team to the chair of the policy workgroup.
- f. Outside of the regularly scheduled review, a Division Director or the Cabinet Secretary may notify the DMSS Director to request review of an existing policy. The DMSS Director will notify the chair of the policy workgroup who will be responsible for convening the group to conduct the requested review and provide feedback to the DMSS Director within fifteen business days.

PROCESS FOR ESTABLISHING NEW POLICIES/PROCEDURES

- A. Outside of the regularly scheduled review, a Division Director or the Cabinet Secretary may request the DMSS Director convene the policy workgroup to develop a draft new policy.
- a. The DMSS Director will notify the workgroup chair of the request and the workgroup will develop a draft of the policy within fifteen business days of the notification by the DMSS Director. The draft will be submitted to the Directors for comment within ten business days. Any recommended changes by the Division Directors will be incorporated by the workgroup into the policy and a final draft will be submitted within an additional ten business days to the DMSS Director. Upon approval from the DMSS Director, the policy will be forwarded to the Cabinet Secretary for approval and will be considered in effect at the time of signature by the Secretary. Upon approval from the Secretary, the DSCYF Public Information Officer will be notified of the new policy and work with the DMSS Director and/or policy workgroup chair to facilitate communication about the new policy to DSCYF staff and stakeholders.
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