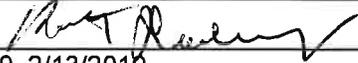




Division of Prevention and Behavioral Health Services
 Department of Services for Children Youth and Their Families
 State of Delaware

PBHS-ADM001		Development and Revision of Policies	
Authored by:	Varina Marshall, DBA, PHR, SHRM - CP	Title: Manager of Quality Improvement	
Approved by:	Robert Dunleavy, LCSW	Title: Division Director	
Signature:		Originated: 12/19/99	
Review Dates: 12/19/99, 2/13/2019		Revision Dates: 1/26/07, 2/7/08, 2/10/09, 8/10/10, 8/1/11, 8/1/12, 7/8/13, 3/28/19	

PURPOSE:

The purpose of this policy is to establish how the Division of Prevention and Behavioral Health Services (DPBHS) creates, implements, and revises policies.

DEFINITIONS:

- a. Policy – a concise statement of intent, course of action, or conduct applicable to employees and/or providers.
- b. Author – name and title of person or persons designated or assuming the responsibility for writing a policy.
- c. Approver – name, title, and signature of person authorized to approve policy for the division.

POLICY:

The Division of Prevention and Behavioral Health Services (DPBHS) issues policies to identify and/or clarify the Division's philosophy, structure, and/or operations in order to set standards of performance.

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 designees(s).

These policies 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.

Policies will not conflict with another existing DPBHS or Department policy, an existing contract, or the current Provider Manual. The Division Director and/or his/her designee(s) will develop supporting procedures.

POLICY FORMAT TEMPLATE:

All policies must be published using uniform format as is illustrated below. Existing policies which are being revised have a number assigned.

- Administrative Services (ADM) 001 - 099
- Clinical Services (CS) 101 – 199
- Performance Improvement (PI) 201 - 299



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PBHS-(Number):		TITLE:	
Authored by:		Title:	
Approved by:		Title:	
Signature:		Originated:	
Review Dates:		Revision Dates:	

- 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.