

DEPARTMENT OF CHILDREN AND FAMILIES

Official Policy, Forms and Practice Guides

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Policy

The Department of Children and Families (DCF) Policy Manual shall identify legal requirements and agency mandates. The Policy Unit under the Division of Government Relations and Policy shall maintain the Policy Manual.

The Policy Manual may be supplemented with official DCF forms and practice guides.

Responsibilities of the Policy Unit

The Policy Unit shall:

- provide guidance to policy sponsors
 - track policy development so policies are completed in a timely manner
 - post all changes and updates to the DCF website.
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Responsibilities of the Policy Sponsor

The policy sponsor is defined as the subject matter expert (SME) assigned by the appropriate executive team member to develop and update policies under their purview. The policy sponsor shall notify the policy unit of any new or updated policies being developed. The chief administrator of government relations and policy will assign a member of the policy unit to work with the policy sponsor.

The policy sponsor shall:

- ensure the policy content is correct and up to date
 - discuss proposed new or revised policies with the executive team member in their chain of command for approval to initiate the process
 - draft new or revised policy
 - work with the policy unit through the final approval process
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First Draft

The policy sponsor's first draft shall include:

- the policy
- any related practice guides or other materials cited in the text
- any related forms (new or revised)
- reason for the policy change.

The first draft shall be submitted to all identified parties of interest and stakeholders, including:

- the clinical and community consultation support division (to ensure policy and content is trauma informed)
- the office of multicultural affairs and then to the racial justice state-wide policy and practice subcommittee for review
- the office of fiscal services (IV-E reimbursement implications and budget review)
- the academy for workforce development.

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First Draft (continued)

- The Legal Division shall have final review of the draft policy to provide legal consultation and advice regarding the intersection of the proposed policy with existing statutes and regulations.
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Final Approval Sequence

The policy sponsor shall:

- 1) review comments and proposed revisions from stakeholders with their chain of command, including their executive team member and revise the policy as appropriate
 - 2) submit the revised policy to senior administration meeting (SAM) for review and resolution of any outstanding disagreements/concerns with stakeholders proposed edits
 - 3) submit finalized policy to executive team for approval
 - 4) present final, approved policy to the business process meeting (BPM) for discussion of implementation plan, as necessary.
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Practice Guides and Forms

The policy sponsor may also develop a practice guide, educational materials or similar documents, to expand on related practice, procedure or protocol.

DCF forms must be related to a policy and shall be created or revised by the policy sponsor at the same time as the policy is developed or revised.

Note: DCF forms may be updated at the discretion of the policy unit/executive team.

All forms will be:

- assigned an official DCF form number prior to issuance
 - converted to a fillable PDF form before being published on the web.
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Promulgation

After approval by the executive team, the policy unit shall:

- make all final formatting edits
- forward the final draft to the commissioner
- post all approved policies, practice guides and forms on the DCF website.

For non-substantive policy changes and to promote efficiency, the executive team may adjust the promulgation/declaration process as needed on a case-by-case basis.
