



DCYF Standard Operating Procedure

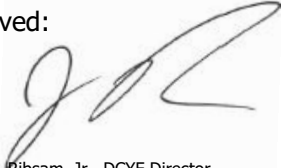
2780.5 RELEASING POLICY DIRECTIVES

Policy Directive: **20-09**

Approved:

Effective Date: **March 2020**

Implements Policy: **2780**


Joseph E. Ribsam, Jr., DCYF Director

This SOP defines the process for releasing Policy Directives (PDs).

Procedure

The following information is to support the implementation of the above referenced policy. This document shall not preclude staff from using their professional judgement based on individual circumstances, consistent with the requirements of the policy.

- I. Policies, SOPs, and forms are made official through the DCYF Director's signature on the respective Policy Directive, and on the direct documents as applicable.
- II. The Policy and Planning staff assigned as the project lead will release the PD and accompanying documents by email within 5 business days following the approval, unless otherwise instructed.
 - A. Any PD signed in advance will not be issued until the identified date.
 - B. Any document approved by the DCYF Director that is pending approval of the Joint Legislative Committee on Administrative Rules (JLCAR), will be held for issuance within 5 business days of JLCAR approval.
- III. Policy and Planning staff are responsible for coordinating the updates to the electronic manuals following each PD release.
- IV. Supervisors must provide and review the PD and associated document(s) with their respective staff when the documents are related to the staff's job duties:
 - A. PD receipts are completed for all Division documents applicable to a staff's role.
 1. Staff signatures should be completed on the PD receipt within 30 days of the PD release;
 2. Staff are responsible to raise any questions or concerns about released document(s) with their Supervisor or Administrator prior to signing the PD receipt; and
 3. All PD receipts shall be maintained by the Supervisor, or designee.
 - B. The documents released through the PD will be in full effect as of the effective date noted on the PD.

1. Effective dates should be the month following the issuance of the documents, with the exception of:
 - (a) When the documents have already been in use;
 - (b) The documents have been implemented through an Administrative Rule; or
 - (c) An expedited need has been identified.
 2. Any staff on leave will be responsible to review the released material, and sign the PD receipt if applicable, within 2 weeks of returning to work.
- V. The Policy and Planning staff will maintain a record of all PDs and the accompanying documents by year and numerical order.

Frequently Asked Questions

Q1. Are offices/units expected to maintain paper copies of the DCYF manuals?

- A** All policies, SOPS, and forms are accessible on the DHHS Intranet. Offices and units are not required to maintain paper copies of the manuals but should keep a shortcut to the electronic manuals on their desktop.

Glossary and Document Specific Definitions

A - B C - D E - F G - I J - L M - N O - Q R - S T - V W - Z

Document Change Log

PD	Modification Made	Approved	Date