



DCYF Standard Operating Procedure
2780.6 EDITORIAL AMENDMENTS TO DIVISION DOCUMENTS

Policy Directive: **20-09**

Effective Date: **March 2020**

Implements Policy: **2780**

Approved:

Joseph E. Ribsam, Jr., DCYF Director

This SOP defines the process for amending official policies, SOPs, and forms to correct content that will not affect the implementation of the practice.

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 noted to have editorial needs should be referred to the Policy Administrator.
 - A. Substantive changes, such as changes in roles or responsibilities, will require a draft document be generated and reviewed pursuant to standard development practices.
- II. Editorial amendments to policies, SOPs, or forms can be made through a Policy Directive (PD) when:
 - A. A document has an error in spelling or grammar;
 - B. A document contains a citation/reference that is no longer correct/valid; or
 - C. A defined term such as a job title or implemented system/program has changed such that the former name in the document is obsolete.
- III. The Policy and Planning staff assigned will do a review for all impacted documents and draft revised versions with the corrected information.
- IV. A PD will be provided to the DCYF Director without circulation to Administration to expedite the correction of the information.
 - A. The PD will list all documents amended and the specific information modified.
 - B. The header on each policy, SOP, or form included with the PD will remain the same.
 - C. A line will be added in a change log at the end of the policy or SOP to note the Policy Directive that will implement the correction, the modification made, the DCYF Director approving the modification, and the date the modification is effective.

- D. For any form with instructions, a line will be added in a change log at the end of the instructions to note the Policy Directive that will implement the correction, the modification made, the DCYF Director approving the modification, and the date the modification is effective.
- V. Policy and Planning staff are responsible for coordinating the updates to the electronic manuals following each PD release.
- VI. Supervisors must review the PD with their respective staff when the documents are related to the staff's job duties, but are not required to obtain PD receipts for editorial amendments.

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