



Development and Revision of Policies

POLICY #ADM101	Page 1 of 2
Effective Date: 11/16/23 Prior Version Date(s): 1/26/07, 2/7/08, 2/10/09, 8/10/10, 8/1/11, 8/1/12, 7/8/13, 3/28/19, 11/16/23 Other Review Date(s): 12/19/99, 2/13/2019	Originated: 12/19/99 Approved By: Aileen Fink, PhD, Division Director Signature on file

1. Policy Purpose

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

2. Scope

This policy applies to all division level policies.

3. Definitions

Policy – formal guidance to coordinate and perform division operations. Policies help focus and align attention, resources, and efforts to achieve the division’s mission and vision.

Procedures – operational processes required to implement division policies.

DPBHS policy committee – division workgroup chaired by the DPBHS division director or their designee, that is responsible for assuring the regular review, revision, and archival of existing division policies and the development of new policies. The committee members represent division operating units. Other subject matter experts may be asked to join meetings as needed.

4. Policy / Procedures

The Division of Prevention and Behavioral Health Services (DPBHS) develops and implements policies to identify and/or clarify the Division's philosophy, structure, and/or operations, thereby setting standards for 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 an existing policy. Suggestions may be made to a supervisor, to the Division Director or Deputy Director, or directly to the DPBHS policy committee.

Division policies shall comply with state, federal, and professional regulations and guidelines, establishing clear lines of accountability, and reflect the Division’s vision, mission, and strategic plan, including a commitment to a trauma-informed system of care. Policies will support effective decision-making at all levels across the division.

When policies are established or revised, other division and department policies are also considered to avoid any conflicts.

Policies will be reviewed, revised, and/or archived at a minimum of every five years. DPBHS disseminates division policy information to employees and other key stakeholders and makes policy information available to division staff and clients, providers, and stakeholders through the division website and upon request.

5. Training

The chair of the division policy committee is responsible to ensure all policy committee members are aware of the provisions in this policy and that information about new policies or changes to existing policies is communicated with division staff. Such communication will be done through global division email and the Delaware Learning Center (DLC).

6. Associated Forms

All policies will be published using a uniform coding format as illustrated below. Existing policies with a number that does not follow this coding format will be re-coded upon review.

Administrative Services ADM 101-199

Client Services CS 201-299

The division will use the DSCYF policy template for all new and revised policies. Policy template below:



DSCYF Policy
Template 2023.docx

7. Responsibility for this Policy

The division leadership team and the policy committee are responsible for the implementation of this policy.