ARIZONA DEPARTMENT OF CHILD SAFETY

TITLE	POLICY NUMBER	
Policy Creation and Revision	DCS 06-06	
RESPONSIBLE AREA	EFFECTIVE DATE	REVISION
Office of General Counsel	05/09/17	5

I.   POLICY STATEMENT

The Policy Unit publishes policies and procedures to support employees in achieving the mission of the Department of Child Safety (DCS). Policy guides employees in complying with federal and state legislation, program requirements such as Title IV-E, and best practices. Procedures instruct employees how to complete assigned responsibilities in compliance with policy.

II.   APPLICABILITY

This policy applies to all DCS employees.

III.   AUTHORITY

A.R.S. § 8-453(A)(10)   Powers and Duties

A.R.S. § 8-458   Inspections bureau; monitoring and evaluation; quality assurance process

IV.   DEFINITIONS

Administrative Policy: Policies that pertain to Department-wide operational issues and apply to the entire Department unless specifically stated otherwise in policy.

Administrative Procedures: The specific process, steps, and responsibilities that ensure compliance with administrative policies.

Applicability: The statement in a policy that identifies the scope of the policy or to whom or what the policy applies.

Authority: The mandate that supports creating the policy. Authorities include federal or state law, administrative rules, interstate compacts, Department directives, contracts, state policies, and sources such as the State of Arizona Accounting Manual (SAAM).

Department or DCS: The Arizona Department of Child Safety.

Policy: A statement of the Department's stance, determination, or course of action on a topic. Department policies are based upon an authority.

Procedures: The specific actions that must be taken to implement the policy. Procedures must comply with the intent and definitions of the governing policy.

Program Policy: Policies that pertain primarily to direct client service or field operational issues.

Program Procedure: The specific process, steps, and responsibilities that ensure compliance with field operations policies.

V.   POLICY

A.   Policy Creation and Revision

1.   Policy creation and revision can be requested by completing a Policy Request Form (DCS-1225A).

2.   The Policy Request Form requires approval by an Administrator.

3.   Policy creation and revision requests are prioritized in descending order as follows:

a.   implementing new or amended legislation or administrative rule (Note: legislation and administrative rules, new or amended, may affect collateral material that supports a policy. For example, per A.R.S. § 8-458, the Department shall submit a report to the Joint Legislative Oversight Committee clearly stating the justification for any proposed change in a standardized hotline assessment tool that is not a result of legislative action or an adopted administrative rule. This report shall be submitted at least 30 days before the proposed change is implemented).

        b.   meeting the requirements of an audit, directive, contract, or settlement agreement resulting from litigation;

        c.   updating, clarifying, or correcting existing policy.

4.   Administrative policy is organized as follows:

        a.   Policy Statement;

        b.   Applicability;

        c.   Authority;

        d.   Definitions;

        e.   Policy;

        f.   Procedures;

        g.   Forms Index.

5.   Program policy is organized as follows:

        a.   Policy;

        b.   Procedures;

        c.   Forms;

        d.   Related Information;

        e.   Legal.

VI.   PROCEDURES

A.   Requesting a New Policy or Revising an Existing Policy

1.   For new policies, the requestor researches the DCS Policy Manual to ensure a proposed new policy does not already exist. For existing policies, the requestor researches and documents the current DCS Administrative Policy number or DCS Program Policy Chapter/Section to be revised.

2. The requestor downloads a Policy Request Form from the Intranet.

3. The requestor completes the Policy Request Form and obtains written approval from the Administrator.

4. The requestor or Administrator sends the Policy Request Form to the Policy Unit mailbox (PolicyUnit@azdcs.gov), using the subject line: DCS Policy Request.

B. Policy Development Process

1. Policy Unit staff monitoring the Policy Unit inbox forward the Program or Administrative policy request to the Policy Manager.

2. The Policy Manager emails the requestor acknowledging the receipt of the request.

3. The Policy Manager reviews the request, obtains additional information from the requestor if needed, and determines whether to accept and assign the request.

4. The Policy Manager emails the requestor with a decision about whether the request is accepted or denied. If denied, a reason for rejection shall be included in the email. If accepted, the email shall include the name of the assigned Policy Specialist and, if the policy is new, an assigned policy number.

5. The Policy Manager assigns the request to a Policy Specialist and meets with the Specialist to discuss the assignment. During the meeting, a decision will be made on the priority of the request and a projected completion date will be established.

6. The Policy Specialist discusses the request with the requestor and identifies internal or external stakeholders (e.g. parents, youth, attorneys, child welfare agencies, etc.) who should have input into the content of the policy.

7. The Policy Specialist works with the requestor to schedule meetings with identified stakeholders in order to obtain their input on the requested policy. Input from stakeholders may be solicited through workgroups,

review of draft policies and procedures, and/or discussion at existing committees that have expertise in the topic.

8. The Policy Specialist works with the requestor to draft the policy. The draft policy is reviewed by relevant stakeholders.

9. The Policy Specialist submits a final draft for approval by the requestor and the requestor's Administrator.

10. The approved final draft is reviewed by the Policy Manager and other DCS management, as applicable, for final approval.

11. An email announcement is created by the Policy Specialist and submitted to the Policy Manager for final review and approval.

12. Policy Manager sends the email announcement to the Department.

13. The policy and any accompanying forms are published.

VII. FORMS INDEX

Policy Request Form (DCS-1225A)