

	DIVISION OF CHILD AND FAMILY SERVICES Children's Mental Health
SUBJECT:	Policy of Policies
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REVIEWED BY:	Children's Mental Health Management Team
DATE:	January 4, 2010
APPROVED BY:	Patricia Merrifield, Deputy Administrator
DATE:	January 6, 2010
SUPERSEDES:	NA
APPROVED BY:	Commission on Mental Health and Developmental Services
DATE:	January 21, 2010
REFERENCES:	Department of Human Resources, Division of Child and Family Services Administrative Manual Chapter 270, Official Division Publications/Clearance Process
ATTACHMENTS:	Attachment A – Policy Format

I. POLICY

It is the policy of the Division of Child and Family Services' Children's Mental Health to create and maintain clear and cogent policies that describe a plan of action to guide decisions and achieve outcomes.

II. PURPOSE

The purpose of this policy is to ensure a consistent format and process for the development and approval of policies.

III. DEFINITIONS

As used in this document, the following definitions shall apply:

- A. Subject: This section contains the name or title of the policy.
- B. References: This section lists the informational references such as other sections of the Division policy manual, business processes, State Administrative Manual (SAM), Nevada Revised Statutes (NRS), the Nevada Administrative Code (NAC), and any other law or regulation that authorizes or governs the program which may impact the policy or which the policy may impact. All references should be in sufficient detail that workers can easily locate them.
- C. Attachments: This section includes all the forms, tools, and practice handbooks that relate to policy implementation.

D. Policy Statement: This section is typically only a few sentences in length and states what an organization must do and why the action is taken. Often this will begin with “It is the policy of the Division of Child and Family Services ...”

E. Purpose: This section defines the policy and the expected outcome of the policy.

F. Definitions: This section lists all the terms and definitions pertinent to the policy. The format will be to write and underline the word or phrase being defined.

G. Procedures: This section details the procedures to enforce and follow the policy in practice and will answer who should do what, when, where, and how.

H. Footnote: A footnote is on every page of a policy. It includes the following: DCFS Children’s Mental Health Services, Policy (number here), Effective Date noting “Update” of an updated policy, page number of total pages. Attachments are so noted after the policy number and are numbered separately from the body of the policy.

IV. PROCEDURES

A. Identify standards of professional practice or service delivery, an external requirement, or a need for implementation guidelines.

B. Define the subject of the policy to address the need identified in “A.”

C. Research references for the policy.

D. Follow the policy format (see attachment A).

E. Develop a policy concept which should provide a general direction and framework for Division action but not necessarily specifics on every possible contingency or situation that may arise.

F. Begin the policy review and approval process by submitting the draft policy to the Children’s Mental Health Management Team. After the Team approves the policy, the Children’s Mental Health Deputy Administrator reviews and approves the policy. If it is a Division-wide policy including services in addition to Children’s Mental Health Services, the Administrator’s review and approval is necessary. After the policy is reviewed and approved through the Division’s internal process, the policy is reviewed and approved by the Commission on Mental Health and Developmental Services.

G. Nevada Revised Statutes, Nevada Administrative Code, Department of Human Resources policies, and DCFS policies and procedures shall be adhered to by all employees and shall be the basis for any disciplinary action for the Employer to take against an Employee. Any changes in policy approved by the Personnel Commission, Nevada State Legislature, and Department of Health and Human Services will supersede Division/Agency policy.