Series: 1700

Policy Name: Policy and Procedures Process

Policy Number: 1701

Regulations:

Origination Date: 3/8/2019   **Revision Date:** 2/17/2023

Policy:

It is the policy of Communities Connected for Kids to have a uniform approach to the creation, review, and execution of new and amended policies, ensuring routine review of policies for needed changes.

Procedure:

Establishing a need for a new policy: The need for a new policy may arise from:

- Newly implemented program or department
- Structural changes of a program from in-house to contract, or vice-versa
- CEO determination due to the need for guidance or direction that is not addressed elsewhere
- New Florida Administrative Code, statute, or CFOP

The director assigned to create a new policy (policy owner) will consult the Project Manager for a number to be assigned in the appropriate series.

When creating a new policy, the policy owner will use the policy and procedure template in the Policies and Procedures folder in the \shared drive.

The policy owner is responsible for ensuring the regulating authority (i.e., statute, administrative code, policy memo references, etc.) is cited and applicable attachments referenced in the policy are listed and included.

Format

All policies will use Arial Font and font size 11. All policies will be listed on the CCKids policy master index.

Policy Updates

Policy owners will review each assigned policy annually and record the date and outcome of the review (no changes, minor changes, substantial changes) on the Policy and procedure master index.

Policy updates may be driven by changes from administrative code, statute or organizational structure, or service delivery changes.

Policy review and approval process:

- The director to whom a policy is assigned on the Policy and Procedure Master Index (policy owner) is responsible for ensuring new and revised policies are initiated, routed, and executed in a timely manner.
- The policy owner will complete updates to a policy using Track Changes, including the policy revision date, which is also the proposed effective date of the revised policy.
- The policy owner will send the proposed policy to SMT email group requesting input and suggestions. The request for review will include a deadline for comments or suggested edits to be received. If no responses are received by the deadline, it signifies concurrence with the recommended changes.
- Policies under review will be located in the Draft Folder under the current year's Policy & Procedure Folder.
- The policy owner will make changes as needed following receipt of feedback; if there is disagreement on recommended changes, an additional discussion may be initiated with appropriate parties to resolve.
- After revisions have been made, if applicable, the revised policy will be recirculated for final review with a deadline for concurrence.
- All new or revised policies will be presented to the Board of Directors at the following Board meeting for review and approval.

Execution and staff notification:

- Following concurrence review, the policy owner will update the revision date, if appropriate, in the heading and signature block of the document and save the Word version in the current year shared drive Policy and Procedure folder, subfolder Policy Final Drafts. Future edits to the policy will be made using this final draft as a template.
- Policy owner will send the final policy in Word to the Project Manager, who will obtain the CEO's signature.
- The Project Manager will include proposed policies on CCKids' Board agenda for approval at the following upcoming Board meeting.
- Project Manager will send proposed policies to the DCF contract manager concurrent with submission to the Board of Directors to fulfill the contractual obligation for DCF policy approval.

- Should DCF review result in a request for policy revision, the Project Manager will provide the DCF feedback to the policy owner for review and incorporation as necessary. Policies with substantive DCF-requested changes will require re-submission to the Board for review. Should DCF provide no feedback within 30 days of submission, the policy will be reflected as DCF-approved.
- Following Board approval Project Manager will scan to the Systems Administrator for upload onto the internet and placement into the current year Policy and Procedure folder on the shared drive.
- The project manager will provide the original signed document to the Administrative Assistant for inclusion in the Policies and Procedure Manual.
- The policy manager will ensure that updated policies will be sent to all staff, and relevant subcontract providers will receive updated policies from the Contracts Department.
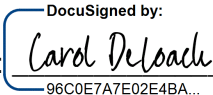
Retiring Policies:

Policies may be identified for discontinuation for reasons including but not limited to:

The policy is deemed duplicative or redundant

The content of the policy is being incorporated into another existing policy.

- The policy owner needing to retire a policy will notify the Project Manager about why the policy is being retired.
- Notification and reason for the retired policy will be presented at the next Board meeting, with notification going to DCF.
- CCKids Board will approve the retirement of a policy.
- After 30 days of DCF notification and approval, all staff will receive a retired policy notification.
- The policy number for the retired policy will be available for a future new policy within the series.

Approved: Carol Deloach

Carol Deloach, CEO