

BUTLER COUNTY CHILDREN SERVICES

POLICY NO: 15.1	SUBJECT: POLICY DEVELOPMENT AND IMPLEMENTATION
	EFFECTIVE DATE: 5/24/05
	REVISION DATE: 3/08
	REVIEW DATE: 10/24/06, 3/08

PURPOSE: To ensure the best possible development and implementation of new agency policies, procedures, and activities. This process will utilize the Butler County Children Services management team consensus, global participation, staff training and support, open communication, and appropriate timelines.

POLICY: All service areas within the Butler County Children Services Board will have documented policies and procedures.

PROCEDURES: Procedures are written in an effort to enact specific agency policies related to organizations mission and functioning. While a policy demonstrates an overall course of conduct, a procedure should demonstrate the specific steps taken to implement agency policies. As applicable, policy and procedures will reference Ohio Administrative Rules, Ohio Revised Code and PCSAO standards. Agency policies and procedures will be reviewed annually to ensure compliance with current practice requirements. The approval date, review date, and the date for all revisions will be documented for each policy or procedure.

A. Development

1. Any staff member may identify the need for new policy development or revision of existing policies.
2. The staff member shall request that a member of the policy committee present to the committee the request for a new and or revision to an existing policy.
3. The policy committee made up of staff and management will meet bi-monthly to discuss policy revisions and/or the need for new policy.
4. The committee will determine what should be included in the policy and or procedures. The group shall utilize applicable resource materials such as PCSAO Standards, Ohio Administrative Code, and Ohio Revised Code, and/or sample materials from other agencies or organizations.
5. The Director of Program and Policy Development will write the draft policy.

6. The draft policy will be presented to the committee for comment and approval at the next scheduled meeting.
7. The Director of Program and Policy Development will present the policy and/or procedure to the Executive Director for comment and approval.
8. The Executive Director may at his/her discretion adopt and implement such policies and procedures as he/she deems appropriate. Notwithstanding the request that all proposed policies and procedure be reviewed by the Policy Committee.

B. Structure

1. Each policy and procedure will contain a section describing the purpose, policy, procedural steps, associated forms. A policy template is available to staff writing policies.
 - a. Purpose: a description of the outcome, or goal, the policy and procedure seeks to ensure.
 - b. Policy: a statement of the appropriate policy
 - c. Procedural Steps: an ordered sequence of activities or steps which describe who does what when.
 - d. Associated Forms: a list of agency forms or other related paperwork which is referenced in the procedure, i.e., an Assessment Procedure would reference the assessment form.

C. Implementation:

Once the procedure has been reviewed and approved by the Executive Director, it is ready for implementation. Prior to implementation any supporting documents or functions must be developed and approved, i.e., a form which the procedure requires.

1. The administrative team will determine a target implementation date which will occur after necessary staff training whenever possible.
2. The IT staff will be notified by the Director of P & P to post the policy on the intranet.
3. All staff will be notified by e-mail that the policy has been posted, and the effective date of the policy.
4. Each supervisor will review the policy and procedure and all related documents with their units.
5. Specialized training needs which fall outside the role of supervisors will be conducted by the agency training coordinator.

Approval Date:



Michael A. Fox, Executive Director