

DCS Policy Review Calendar 2021-2022

JANUARY

| Task | Due Date |
|--|-------------------------------------|
| • Policy Owners submit new/revised policies and other documents to the Policy Development Unit (PDU) | January 5, 2021 |
| • Policy Owners approve edits and return final drafts to PDU | January 11, 2021 |
| • POLICY REVIEW COMMITTEE (PRC) MEETING | January 19, 2021 |
| • Policy Owners review comments and submit revisions to PDU | January 21, 2021 |
| • Preview & Executive Review (2 weeks) | January 25, 2020-February 5, 2020 |
| • Policy Owners review comments and submit revisions to PDU | February 10, 2021 |
| • <u>COMMISSIONER'S REVIEW/APPROVAL</u> | February 16, 2021-February 24, 2021 |
| • POLICY EFFECTIVE DATE | **February 26, 2021 or TBA |

FEBRUARY

| Task | Due Date |
|--|---------------------------------|
| • Policy Owners submit new/revised policies and other documents to the Policy Development Unit (PDU) | February 2, 2021 |
| • Policy Owners approve edits and return final drafts to PDU | February 8, 2021 |
| • POLICY REVIEW COMMITTEE (PRC) MEETING | February 16, 2021 |
| • Policy Owners review comments and submit revisions to PDU | February 18, 2021 |
| • Preview & Executive Review (2 weeks) | February 22, 2021-March 5, 2021 |
| • Policy Owners review comments and submit revisions to PDU | March 10, 2021 |
| • <u>COMMISSIONER'S REVIEW/APPROVAL</u> | March 16, 2021-March 26, 2021 |
| • EFFECTIVE DATE | **March 31, 2021 or TBA |

MARCH

| Task | Due Date |
|--|-------------------------------|
| • Policy Owners submit new/revised policies and other documents to the Policy Development Unit (PDU) | March 2, 2021 |
| • Policy Owners approve edits and return final drafts to PDU | March 8, 2021 |
| • POLICY REVIEW COMMITTEE (PRC) MEETING | March 16, 2021 |
| • Policy Owners review comments and submit revisions to PDU | March 18, 2021 |
| • Preview & Executive Review (2 weeks) | March 22, 2021-April 1, 2021 |
| • Policy Owners review comments and submit revisions to PDU | April 7, 2021 |
| • <u>COMMISSIONER'S REVIEW/APPROVAL</u> | April 13, 2021-April 23, 2021 |
| • POLICY EFFECTIVE DATE | **April 30, 2021 or TBA |

* Policies may be submitted on or before the first Tuesday of every month.

** Policy Effective dates are anticipated implementation dates or To Be Announced (TBA)

DCS Policy Review Calendar 2020-2021

APRIL

| Task | Due Date |
|--|----------------------------|
| • Policy Owners submit new/revised policies and other documents to the Policy Development Unit (PDU) | April 6, 2021 |
| • Policy Owners approve edits and return final drafts to PDU | April 12, 2021 |
| • POLICY REVIEW COMMITTEE (PRC) MEETING | April 20, 2021 |
| • Policy Owners review comments and submit revisions to PDU | April 22, 2021 |
| • Preview & Executive Review (2 weeks) | April 26, 2021-May 7, 2021 |
| • Policy Owners review comments and submit revisions to PDU | May 12, 2021 |
| • <u>COMMISSIONER'S REVIEW/APPROVAL</u> | May 17, 2021-May 26, 2021 |
| • POLICY EFFECTIVE DATE | **May 28, 2021 or TBA |

MAY

| Task | Due Date |
|--|-----------------------------|
| • Policy Owners submit new/revised policies and other documents to the Policy Development Unit (PDU) | May 4, 2021 |
| • Policy Owners approve edits and return final drafts to PDU | May 10, 2021 |
| • POLICY REVIEW COMMITTEE (PRC) MEETING | May 18, 2021 |
| • Policy Owners review comments and submit revisions to PDU | May 21, 2021 |
| • Preview & Executive Review (2 weeks) | May 24, 2021-June 4, 2021 |
| • Policy Owners review comments and submit revisions to PDU | June 9, 2021 |
| • <u>COMMISSIONER'S REVIEW/APPROVAL</u> | June 15, 2021-June 25, 2021 |
| • POLICY EFFECTIVE DATE | **June 30, 2021 or TBA |

JUNE

| Task | Due Date |
|--|-----------------------------|
| • Policy Owners submit new/revised policies and other documents to the Policy Development Unit (PDU) | June 1, 2021 |
| • Policy Owners approve edits and return final drafts to PDU | June 7, 2021 |
| • POLICY REVIEW COMMITTEE (PRC) MEETING: | June 15, 2021 |
| • Policy Owners review comments and submit revisions to PDU | June 18, 2021 |
| • Preview & Executive Review (2 weeks) | June 21, 2021-July 2, 2021 |
| • Policy Owners review comments and submit revisions to PDU | July 7, 2021 |
| • <u>COMMISSIONER'S REVIEW/APPROVAL</u> | July 13, 2021-July 23, 2021 |
| • POLICY EFFECTIVE DATE | **July 30, 2021 or TBA |

* Policies may be submitted on or before the first Tuesday of every month.

** Policy Effective dates are anticipated implementation dates or To Be Announced (TBA)

DCS Policy Review Calendar 2020-2021

JULY

| Task | Due Date |
|--|---------------------------------|
| • Policy Owners submit new/revised policies and other documents to the Policy Development Unit (PDU) | July 6, 2021 |
| • Policy Owners approve edits and return final drafts to PDU | July 12, 2021 |
| • POLICY REVIEW COMMITTEE (PRC) MEETING: | July 20, 2021 |
| • Policy Owners review comments and submit revisions to PDU | July 23, 2021 |
| • Preview & Executive Review (2 weeks) | July 26, 2021-August 6, 2021 |
| • Policy Owners review comments and submit revisions to PDU | August 11, 2021 |
| • <u>COMMISSIONER'S REVIEW/APPROVAL</u> | August 17, 2021-August 26, 2021 |
| • POLICY EFFECTIVE DATE | **August 31, 2021 or TBA |

AUGUST

| Task | Due Date |
|--|---------------------------------------|
| • Policy Owners submit new/revised policies and other documents to the Policy Development Unit (PDU) | August 3, 2021 |
| • Policy Owners approve edits and return final drafts to PDU | August 9, 2021 |
| • POLICY REVIEW COMMITTEE (PRC) MEETING: | August 17, 2021 |
| • Policy Owners review comments and submit revisions to PDU | August 20, 2021 |
| • Preview & Executive Review (2 weeks) | August 23, 2021-September 3, 2021 |
| • Policy Owners review comments and submit revisions to PDU | September 8, 2021 |
| • <u>COMMISSIONER'S REVIEW/APPROVAL</u> | September 14, 2021-September 24, 2021 |
| • POLICY EFFECTIVE DATE | **September 30, 2021 or TBA |

SEPTEMBER

| Task | Due Date |
|--|------------------------------------|
| • Policy Owners submit new/revised policies and other documents to the Policy Development Unit (PDU) | September 7, 2021 |
| • Policy Owners approve edits and return final drafts to PDU | September 13, 2021 |
| • POLICY REVIEW COMMITTEE (PRC) MEETING: | September 21, 2021 |
| • Policy Owners review comments and submit revisions to PDU | September 24, 2021 |
| • Preview & Executive Review (2 weeks) | September 27, 2021-October 8, 2021 |
| • Policy Owners review comments and submit revisions to PDU | October 13, 2021 |
| • <u>COMMISSIONER'S REVIEW/APPROVAL</u> | October 18, 2021-October 27, 2021 |
| • POLICY EFFECTIVE DATE | **October 29, 2021 or TBA |

* Policies may be submitted on or before the first Tuesday of every month.

** Policy Effective dates are anticipated implementation dates or To Be Announced (TBA)

DCS Policy Review Calendar 2020-2021

OCTOBER

| Task | Due Date |
|--|--|
| • Policy Owners submit new/revised policies and other documents to the Policy Development Unit (PDU) | October 5, 2021 |
| • Policy Owners approve edits and return final drafts to PDU | October 12, 2021 |
| • POLICY REVIEW COMMITTEE (PRC) MEETING: | October 19, 2021 |
| • Policy Owners review comments and submit revisions to PDU | October 22, 2021 |
| • Preview & Executive Review (2 weeks) | October 25, 2021- November 5, 2021 |
| • Policy Owners review comments and submit revisions to PDU | November 10, 2021 |
| • <u>COMMISSIONER'S REVIEW/APPROVAL</u> | November 16, 2021-November 24, 2021 |
| • POLICY EFFECTIVE DATE | **November 30, 2021 or TBA |

NOVEMBER

| Task | Due Date |
|--|--|
| • Policy Owners submit new/revised policies and other documents to the Policy Development Unit (PDU) | November 2, 2021 |
| • Policy Owners approve edits and return final drafts to PDU | November 8, 2021 |
| • POLICY REVIEW COMMITTEE (PRC) MEETING: | November 16, 2021 |
| • Policy Owners review comments and submit revisions to PDU | November 19, 2021 |
| • Preview & Executive Review (2 weeks) | November 22, 2021-December 3, 2021 |
| • Policy Owners review comments and submit revisions to PDU | December 8, 2021 |
| • <u>COMMISSIONER'S REVIEW/APPROVAL</u> | December 14, 2021-December 23, 2021 |
| • POLICY EFFECTIVE DATE | December 30, 2021 or TBA |

DECEMBER

| Task | Due Date |
|--|--|
| • Policy Owners submit new/revised policies and other documents to the Policy Development Unit (PDU) | December 7, 2021 |
| • Policy Owners approve edits and return final drafts to PDU | December 13, 2021 |
| • POLICY REVIEW COMMITTEE (PRC) MEETING: | December 21, 2021 |
| • Policy Owners review comments and submit revisions to PDU | December 23, 2021 |
| • Preview & Executive Review (2 weeks) | December 27, 2020-January 7, 2022 |
| • Policy Owners review comments and submit revisions to PDU | January 12, 2022 |
| • <u>COMMISSIONER'S REVIEW/APPROVAL</u> | January 18, 2022-January 26, 2022 |
| • POLICY EFFECTIVE DATE | **January 31, 2022 or TBA |

* Policies may be submitted on or before the first Tuesday of every month.

** Policy Effective dates are anticipated implementation dates or To Be Announced (TBA)