

DCS Policy Review Calendar 2020-2021

JANUARY

Task	Due Date
• Policy Owners submit new/revised policies and other documents to the Policy Development Unit (PDU)	January 7, 2020
• Policy Owners approve edits and return final drafts to PDU	January 13, 2020
• POLICY REVIEW COMMITTEE (PRC) MEETING	January 21, 2020
• Policy Owners review comments and submit revisions to PDU	January 23, 2020
• Preview & Executive Review (2 weeks)	January 28, 2020-February 10, 2020
• Policy Owners review comments and submit revisions to PDU	February 13, 2020
• <u>COMMISSIONER'S REVIEW/APPROVAL</u>	February 18, 2020-February 26, 2020
• POLICY EFFECTIVE DATE	**February 28, 2020 or TBA

FEBRUARY

Task	Due Date
• Policy Owners submit new/revised policies and other documents to the Policy Development Unit (PDU)	February 4, 2020
• Policy Owners approve edits and return final drafts to PDU	February 10, 2020
• POLICY REVIEW COMMITTEE (PRC) MEETING	February 18, 2020
• Policy Owners review comments and submit revisions to PDU	February 20, 2020
• Preview & Executive Review (2 weeks)	February 25, 2020-March 9, 2020
• Policy Owners review comments and submit revisions to PDU	March 12, 2020
• <u>COMMISSIONER'S REVIEW/APPROVAL</u>	March 17, 2020-March 25, 2020
• EFFECTIVE DATE	**March 30, 2020 or TBA

MARCH

Task	Due Date
• Policy Owners submit new/revised policies and other documents to the Policy Development Unit (PDU)	March 3, 2020
• Policy Owners approve edits and return final drafts to PDU	March 9, 2020
• POLICY REVIEW COMMITTEE (PRC) MEETING	March 17, 2020
• Policy Owners review comments and submit revisions to PDU	March 19, 2020
• Preview & Executive Review (2 weeks)	March 24, 2020-April 6, 2020
• Policy Owners review comments and submit revisions to PDU	April 10, 2020
• <u>COMMISSIONER'S REVIEW/APPROVAL</u>	April 15, 2020-April 23, 2020
• POLICY EFFECTIVE DATE	**April 30, 2020 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 7, 2020
• Policy Owners approve edits and return final drafts to PDU	April 13, 2020
• POLICY REVIEW COMMITTEE (PRC) MEETING	April 21, 2020
• Policy Owners review comments and submit revisions to PDU	April 23, 2020
• Preview & Executive Review (2 weeks)	April 28, 2020-May 11, 2020
• Policy Owners review comments and submit revisions to PDU	May 14, 2020
• <u>COMMISSIONER'S REVIEW/APPROVAL</u>	May 19, 2020-May 27, 2020
• POLICY EFFECTIVE DATE	**May 29, 2020 or TBA

MAY

Task	Due Date
• Policy Owners submit new/revised policies and other documents to the Policy Development Unit (PDU)	May, 5, 2020
• Policy Owners approve edits and return final drafts to PDU	May, 11, 2020
• POLICY REVIEW COMMITTEE (PRC) MEETING	May 19, 2020
• Policy Owners review comments and submit revisions to PDU	May 21, 2020
• Preview & Executive Review (2 weeks)	May 27, 2020-June 8, 2020
• Policy Owners review comments and submit revisions to PDU	June 11, 2020
• <u>COMMISSIONER'S REVIEW/APPROVAL</u>	June 16, 2020-June 24, 2020
• POLICY EFFECTIVE DATE	**June 30, 2020 or TBA

JUNE

Task	Due Date
• Policy Owners submit new/revised policies and other documents to the Policy Development Unit (PDU)	June 2, 2020
• Policy Owners approve edits and return final drafts to PDU	June 8, 2020
• POLICY REVIEW COMMITTEE (PRC) MEETING:	June 16, 2020
• Policy Owners review comments and submit revisions to PDU	June 18, 2020
• Preview & Executive Review (2 weeks)	June 23, 2020-July 7, 2020
• Policy Owners review comments and submit revisions to PDU	July 10, 2020
• <u>COMMISSIONER'S REVIEW/APPROVAL</u>	July 15, 2020-July 23, 2020
• POLICY EFFECTIVE DATE	**July 28, 2020 or TBA

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

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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 7, 2020
• Policy Owners approve edits and return final drafts to PDU	July 13, 2020
• POLICY REVIEW COMMITTEE (PRC) MEETING:	July 21, 2020
• Policy Owners review comments and submit revisions to PDU	July 23, 2020
• Preview & Executive Review (2 weeks)	July 28, 2020-August 10, 2020
• Policy Owners review comments and submit revisions to PDU	August 13, 2020
• <u>COMMISSIONER'S REVIEW/APPROVAL</u>	August 18, 2020-August 26, 2020
• POLICY EFFECTIVE DATE	**August 31, 2020 or TBA

AUGUST

Task	Due Date
• Policy Owners submit new/revised policies and other documents to the Policy Development Unit (PDU)	August 4, 2020
• Policy Owners approve edits and return final drafts to PDU	August 10, 2020
• POLICY REVIEW COMMITTEE (PRC) MEETING:	August 18, 2020
• Policy Owners review comments and submit revisions to PDU	August 20, 2020
• Preview & Executive Review (2 weeks)	August 25, 2020-September 8, 2020
• Policy Owners review comments and submit revisions to PDU	September 11, 2020
• <u>COMMISSIONER'S REVIEW/APPROVAL</u>	September 16, 2020-September 24, 2020
• POLICY EFFECTIVE DATE	**September 29, 2020 or TBA

SEPTEMBER

Task	Due Date
• Policy Owners submit new/revised policies and other documents to the Policy Development Unit (PDU)	September 1, 2020
• Policy Owners approve edits and return final drafts to PDU	September 8, 2020
• POLICY REVIEW COMMITTEE (PRC) MEETING:	September 15, 2020
• Policy Owners review comments and submit revisions to PDU	September 17, 2020
• Preview & Executive Review (2 weeks)	September 22, 2020-October 5, 2020
• Policy Owners review comments and submit revisions to PDU	October 8, 2020
• <u>COMMISSIONER'S REVIEW/APPROVAL</u>	October 13, 2020-October 21, 2020
• POLICY EFFECTIVE DATE	**October 27, 2020 or TBA

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

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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 6, 2020
• Policy Owners approve edits and return final drafts to PDU	October 12, 2020
• POLICY REVIEW COMMITTEE (PRC) MEETING:	October 20, 2020
• Policy Owners review comments and submit revisions to PDU	October 22, 2020
• Preview & Executive Review (2 weeks)	October 27, 2020- November 9, 2020
• Policy Owners review comments and submit revisions to PDU	November 12, 2020
• <u>COMMISSIONER'S REVIEW/APPROVAL</u>	November 17, 2020-November 24, 2020
• POLICY EFFECTIVE DATE	**November 30, 2020 or TBA

NOVEMBER

Task	Due Date
• Policy Owners submit new/revised policies and other documents to the Policy Development Unit (PDU)	November 3, 2020
• Policy Owners approve edits and return final drafts to PDU	November 9, 2020
• POLICY REVIEW COMMITTEE (PRC) MEETING:	November 17, 2020
• Policy Owners review comments and submit revisions to PDU	November 19, 2020
• Preview & Executive Review (2 weeks)	November 24, 2020-December 7, 2020
• Policy Owners review comments and submit revisions to PDU	December 10, 2020
• <u>COMMISSIONER'S REVIEW/APPROVAL</u>	December 15, 2020-December 23, 2020
• POLICY EFFECTIVE DATE	December 30, 2020

DECEMBER

Task	Due Date
• Policy Owners submit new/revised policies and other documents to the Policy Development Unit (PDU)	December 1, 2020
• Policy Owners approve edits and return final drafts to PDU	December 7, 2020
• POLICY REVIEW COMMITTEE (PRC) MEETING:	December 15, 2020
• Policy Owners review comments and submit revisions to PDU	December 17, 2020
• Preview & Executive Review (2 weeks)	December 22, 2020-January 6, 2021
• Policy Owners review comments and submit revisions to PDU	January 11, 2021
• <u>COMMISSIONER'S REVIEW/APPROVAL</u>	January 14, 2021-January 21, 2021
• POLICY EFFECTIVE DATE	**January 28, 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)

**Policy Chapters
Policy Development Unit (PDU) Assignment Responsibilities
AND
Program Responsibilities**

**Documents Program Specialist- Lori Gauger
Old and New Form Requests/Deletions

Policy Chapters		PDU Contacts
1	Administration	Deborah Prochaska, Program Coordinator
3	Fiscal	Deborah Prochaska, Program Coordinator
4	Human Resources	Deborah Prochaska, Program Coordinator
5	Learning and Development	Deborah Prochaska, Program Coordinator
7	Information Technology	Deborah Prochaska, Program Coordinator
9	Child Records	Kelly Whitfield, Program Manager
13	Juvenile Justice Regional Services	Deborah Prochaska, Program Coordinator
14	Child Protective Services	Deborah Prochaska, Program Coordinator
15	Adoption	Kelly Whitfield, Program Manager
16 A	Foster Care	Kelly Whitfield, Program Manager
16B	Foster Homes	Kelly Whitfield, Program Manager
18	Administrative Services & Programs for Juvenile Justice	Deborah Prochaska, Program Coordinator
19	Mental Health Treatment & Behavioral Support Management	Kelly Whitfield, Program Manager
20	Health Services	Kelly Whitfield, Program Manager
21	Education	Deborah Prochaska, Program Coordinator
22-27	Youth Development Centers	Deborah Prochaska, Program Coordinator
28	Facilities Management	Deborah Prochaska, Program Coordinator
29	Fire, Safety, and Emergency Services Operations	Deborah Prochaska, Program Coordinator
31	Regional and Fields Services Operations	Kelly Whitfield, Program Manager
32	HIPAA	Deborah Prochaska, Program Coordinator
33	DCS Records Disposition Authority Policies	Deborah Prochaska, Program Coordinator