

DCS Policy Review Calendar 2019-2020

JANUARY

Task	Due Date
• Policy Owners submit new/revised policies and other documents to the Policy Development Unit (PDU)	January 8, 2019
• Policy Owners approve edits and return final drafts to PDU	January 18, 2019
• POLICY REVIEW COMMITTEE (PRC) MEETING	January 22, 2019
• Policy Owners review comments and submit revisions to PDU	January 24, 2019
• Preview & Executive Review (2 weeks)	January 29, 2019-February 12, 2019
• Policy Owners review comments and submit revisions to PDU (1 week)	February 19, 2019
• <u>COMMISSIONER'S REVIEW/APPROVAL</u>	February 21, 2019-February 25, 2019
• POLICY EFFECTIVE DATE	February 28, 2019

FEBRUARY

Task	Due Date
• Policy Owners submit new/revised policies and other documents to the Policy Development Unit (PDU)	February 5, 2019
• Policy Owners approve edits and return final drafts to PDU	February 13, 2019
• POLICY REVIEW COMMITTEE (PRC) MEETING	February 19, 2019
• Policy Owners review comments and submit revisions to PDU	February 21, 2019
• Preview & Executive Review (2 weeks)	February 26, 2019-March 11, 2019
• Policy Owners review comments and submit revisions to PDU (1 week)	March 18, 2019
• <u>COMMISSIONER'S REVIEW/APPROVAL</u>	March 20, 2019-March 25, 2019
• EFFECTIVE DATE	March 28, 2019

MARCH

Task	Due Date
• Policy Owners submit new/revised policies and other documents to the Policy Development Unit (PDU)	March 5, 2019
• Policy Owners approve edits and return final drafts to PDU	March 12, 2019
• POLICY REVIEW COMMITTEE (PRC) MEETING	March 19, 2019
• Policy Owners review comments and submit revisions to PDU	March 21, 2019
• Preview & Executive Review (2 weeks)	March 26, 2019-April 9, 2019
• Policy Owners review comments and submit revisions to PDU (1 week) (1 week)	April 16, 2019
• <u>COMMISSIONER'S REVIEW/APPROVAL</u>	April 18, 2019-April 23, 2019
• POLICY EFFECTIVE DATE	April 26, 2019

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

* Notification of Policy Reviews will be sent via e-mail on a Quarterly basis.

DCS Policy Review Calendar

APRIL

Task	Due Date
• Policy Owners submit new/revised policies and other documents to the Policy Development Unit (PDU)	April 2, 2019
• Policy Owners approve edits and return final drafts to PDU	April 11, 2019
• POLICY REVIEW COMMITTEE (PRC) MEETING	April 16, 2019
• Policy Owners review comments and submit revisions to PDU	April 18, 2019
• Preview & Executive Review (2 weeks)	April 23, 2019-May 7, 2019
• Policy Owners review comments and submit revisions to PDU (1 week)	May 14, 2019
• <u>COMMISSIONER'S REVIEW/APPROVAL</u>	May 15, 2019-May 22, 2019
• POLICY EFFECTIVE DATE	May 24, 2019

MAY

Task	Due Date
• Policy Owners submit new/revised policies and other documents to the Policy Development Unit (PDU)	May 7, 2019
• Policy Owners approve edits and return final drafts to PDU	May 13, 2019
• POLICY REVIEW COMMITTEE (PRC) MEETING	May 21, 2019
• Policy Owners review comments and submit revisions to PDU	May 23, 2019
• Preview & Executive Review (2 weeks)	May 28, 2019-June 11, 2019
• Policy Owners review comments and submit revisions to PDU (1 week) (1 week)	June 18, 2019
• <u>COMMISSIONER'S REVIEW/APPROVAL</u>	June 20, 2019, 2019-June 24, 2019
• POLICY EFFECTIVE DATE	June 27, 2019

JUNE

Task	Due Date
• Policy Owners submit new/revised policies and other documents to the Policy Development Unit (PDU)	June 4, 2019
• Policy Owners approve edits and return final drafts to PDU	June 10, 2019
• POLICY REVIEW COMMITTEE (PRC) MEETING:	June 18, 2019
• Policy Owners review comments and submit revisions to PDU	June 20, 2019
• Preview & Executive Review (2 weeks)	June 25, 2019-July 9, 2019
• Policy Owners review comments and submit revisions to PDU (1 week)	July 16, 2019
• <u>COMMISSIONER'S REVIEW/APPROVAL</u>	July 18, 2019-July 22, 2019
• POLICY EFFECTIVE DATE	July 26, 2019

- * Policies may be submitted on or before the first Tuesday of every month.
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DCS Policy Review Calendar

JULY

Task	Due Date
• Policy Owners submit new/revised policies and other documents to the Policy Development Unit (PDU)	July 2, 2019
• Policy Owners approve edits and return final drafts to PDU	July 8, 2019
• POLICY REVIEW COMMITTEE (PRC) MEETING:	July 16, 2019
• Policy Owners review comments and submit revisions to PDU	July 18, 2019
• Preview & Executive Review (2 weeks)	July 23, 2019-August 6, 2019
• Policy Owners review comments and submit revisions to PDU (1 week) (1 week)	August 13, 2019
• <u>COMMISSIONER'S REVIEW/APPROVAL</u>	August 15, 2019-August 19
• POLICY EFFECTIVE DATE	August 23, 2019

AUGUST

Task	Due Date
• Policy Owners submit new/revised policies and other documents to the Policy Development Unit (PDU)	August 6, 2019
• Policy Owners approve edits and return final drafts to PDU	August 12, 2019
• POLICY REVIEW COMMITTEE (PRC) MEETING:	August 20, 2019
• Policy Owners review comments and submit revisions to PDU	August 22, 2019
• Preview & Executive Review (2 weeks)	August 27-September 10, 2019
• Policy Owners review comments and submit revisions to PDU (1 week)	September 17, 2019
• <u>COMMISSIONER'S REVIEW/APPROVAL</u>	September 19, 2019-September 23, 2019
• POLICY EFFECTIVE DATE	September 26, 2019

SEPTEMBER

Task	Due Date
• Policy Owners submit new/revised policies and other documents to the Policy Development Unit (PDU)	September 3, 2019
• Policy Owners approve edits and return final drafts to PDU	September 9, 2019
• POLICY REVIEW COMMITTEE (PRC) MEETING:	September 17, 2019
• Policy Owners review comments and submit revisions to PDU	September 19, 2019
• Preview & Executive Review (2 weeks)	September 24, 2019-October 8, 2019
• Policy Owners review comments and submit revisions to PDU (1 week)	October 15, 2019
• <u>COMMISSIONER'S REVIEW/APPROVAL</u>	October 17, 2019-October 21, 2019
• POLICY EFFECTIVE DATE	October 25, 2019

DCS Policy Review Calendar

OCTOBER

Task	Due Date
• Policy Owners submit new/revised policies and other documents to the Policy Development Unit (PDU)	October 1, 2019
• Policy Owners approve edits and return final drafts to PDU	October 7, 2019
• POLICY REVIEW COMMITTEE (PRC) MEETING:	October 15, 2019
• Policy Owners review comments and submit revisions to PDU	October 17, 2019
• Preview & Executive Review (2 weeks)	October 22, 2019- November 5, 2019
• Policy Owners review comments and submit revisions to PDU (1 week)	November 12, 2019
• <u>COMMISSIONER'S REVIEW/APPROVAL</u>	November 14, 2019-November 19, 2019
• POLICY EFFECTIVE DATE	November 22, 2019

NOVEMBER

Task	Due Date
• Policy Owners submit new/revised policies and other documents to the Policy Development Unit (PDU)	November 5, 2019
• Policy Owners approve edits and return final drafts to PDU	November 12, 2019
• POLICY REVIEW COMMITTEE (PRC) MEETING:	November 19, 2019
• Policy Owners review comments and submit revisions to PDU	November 21, 2019
• Preview & Executive Review (2 weeks)	November 26, 2019-December 10, 2019
• Policy Owners review comments and submit revisions to PDU (1 week)	December 17, 2019
• <u>COMMISSIONER'S REVIEW/APPROVAL</u>	December 19, 2019-December 26, 2019
• POLICY EFFECTIVE DATE	December 30, 2019

DECEMBER

Task	Due Date
• Policy Owners submit new/revised policies and other documents to the Policy Development Unit (PDU)	December 3, 2020
• Policy Owners approve edits and return final drafts to PDU	December 9, 2019
• POLICY REVIEW COMMITTEE (PRC) MEETING:	December 17, 2019
• Policy Owners review comments and submit revisions to PDU	December 19, 2019
• Preview & Executive Review (2 weeks)	December 23, 2019-January 6, 2020
• Policy Owners review comments and submit revisions to PDU (1 week)	January 13, 2020
• <u>COMMISSIONER'S REVIEW/APPROVAL</u>	January 16, 2020-January 21, 2020
• POLICY EFFECTIVE DATE	January 23, 2020

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

* Notification of Policy Reviews will be sent via e-mail on a Quarterly basis