

COUNTY OF HUMBOLDT
DEPARTMENT OF HEALTH AND HUMAN SERVICES
CHILD WELFARE SERVICES

POLICY & PROCEDURE

POLICY NUMBER: CWS 20-02	POLICY TITLE: POLICY & PROCEDURE DEVELOPMENT AND APPROVAL	EFFECTIVE DATE: 02/27/2024
PROGRAM: All Programs	REVISION DATES:	REFERENCES:

POLICY

To ensure compliance with federal, state, and county regulations as well as ensure practice that is consistent with the Humboldt Practice Model throughout the division, Child Welfare Services (CWS) has written policy and procedures (P&Ps) approved by CWS administration. As applicable, these P&Ps will be developed with community stakeholder input. These P&Ps are to be known and followed by all staff.

PROCEDURE

1. Definitions

- 1.1. P&P Coordinator – The designated analyst who serves as a point of contact for tracking, organizing and finalizing P&Ps.
- 1.2. P&P Lead – The analyst assigned to draft or revise the P&P.
- 1.3. P&P Manager – The Program Manager (PM) or Deputy Director (DD) who oversees the P&P Lead.

2. Identification and Assignment

- 2.1. The CWS Director, DDs and PMs are responsible for requesting the development, revision, or retirement of P&Ps.
 - 2.1.1. When possible, P&Ps are reviewed for updates at least every 3 years. P&Ps under revision will be reviewed in their entirety to ensure all information is current.
 - 2.1.2. The P&P Coordinator will be notified when a decision has been made to retire a P&P, and will remove the P&P from any websites and/or shared locations, as well as archive all working files.
- 2.2. The development and/or revision of program-specific P&Ps is the responsibility of that program’s analyst (P&P Lead) and PM/DD (P&P Manager).
 - 2.2.1. P&P Lead and P&P Manager assignments for cross-program P&P development and/or revision is determined by the PMs and DDs.

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3. Initial Development

- 3.1. The P&P Lead completes the P&P Overview section of the C-20-01 Policy & Procedure Tracking Document and notifies the P&P Coordinator.
 - 3.1.1. The P&P Coordinator will assign a new P&P Number if needed, and update the P&P Tracking Log throughout the development and approval process.
- 3.2. The P&P Lead, with input from the P&P Manager, completes a draft of the new or revised P&P inclusive of representatives from impacted programs and/or Subject Matter Experts, as determined by the P&P Lead and P&P Manager.

4. Draft Review

- 4.1. Once the P&P draft is ready for review, the P&P Lead sends the draft to all PMs and DDs to provide suggested edits or revisions. The P&P Lead will specify the review period, to be no less than 3 weeks, unless otherwise specified by the CWS Director.
 - 4.1.1. During the review period, the PMs and DDs may forward the draft P&P to additional staff for input as appropriate.
 - 4.1.2. Subsequent review periods may be needed depending on the feedback received, or if further review is required by additional parties, such as Tribes or County Counsel.
 - 4.1.2.1. The need for Tribal review for any P&P is determined by the ICWA PM. The ICWA PM will coordinate the draft review with the Tribes, and specify a review period, to be no less than 3 weeks, unless otherwise specified by the CWS Director.
 - 4.1.2.2. The need for County Counsel review is determined by the P&P Manager and/or their DD. The P&P Manager and/or their DD will coordinate the draft review with County Counsel, and specify a review period, to be no less than 3 weeks, unless otherwise specified by the CWS Director.
 - 4.1.3. The P&P Lead incorporates suggested edits and/or revisions into the draft P&P as appropriate.
 - 4.1.4. Prior to final review by the P&P Coordinator, the P&P Lead:
 - 4.1.4.1. Ensures the draft P&P passes the Microsoft Word Accessibility Checker
 - 4.1.4.2. Saves and organizes all related documents in the appropriate P&P folder

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4.2. After all the reviews described in section 4.1 are complete, the P&P Coordinator conducts a final review to ensure the P&P meets the requirements outlined in *CWS P&P 20-01 Standardized P&P Formatting*.

5. Approval

5.1. The P&P Coordinator will email the final draft P&P, along with the completed C-20-01 Policy & Procedure Tracking Document to the CWS Director, or their designee, for final approval.

5.1.1. Upon approval, the P&P Coordinator will update the Revision Date and/or Effective Date in the P&P document.

5.1.2. The P&P Coordinator will notify the P&P Lead and P&P Manager when approval has been received.

6. Finalization and Publishing

6.1. The P&P Coordinator converts the P&P to PDF, runs the Adobe Accessibility Checker, and corrects any outstanding ADA issues.

6.2. The P&P Coordinator publishes the final P&P PDF, and removes outdated versions, in the following locations:

6.2.1. Internal DHHS Bulletin Board and external DHHS Website via Media Request Tracker (MR T) form

6.2.1.1. The PDF version prepared by the Media Group via the MR T form should be the version saved/upload to other locations as they remediate the documents for screen reader accessibility. This ensure that the most accessible version is available to staff.

6.2.2. CWS SharePoint site (with appropriate document tags)

6.3. The P&P Coordinator sends a notification email to all CWS staff regarding the availability of the new/revised P&P, along with a link to its location on the CWS SharePoint site.

6.3.1. The P&P Lead and/or P&P Manager will forward the email to additional parties as needed.

7. Training

7.1. It is the responsibility of programs to train staff to new/revised P&Ps.

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- 7.1.1. Training assistance/support may be requested from the P&P Lead or Workforce Development Program via the CWS Workforce Development Request Form.