

RAC Process to Implement Recommendations

- 1. Committee has idea and develops recommendation with action steps**
- 2. The chair of the committee emails the cover sheet and recommendation to Beth, Wayne or Chair person no later than 7 days before a full RAC meeting and it will be put on the agenda**
- 3. Committee will present to the Full RAC membership**
- 4. RAC may suggest revisions-the committee has 30 days to complete revisions**
- 5. Once revisions are made it will be submitted to Voting Members-they have 2 weeks to review revisions**
- 6. Voting members approve, reject or revise**
 - a) If approved it will then be sent to DCF Executive Team-they have 2 weeks to review and make a decision**
 - b) If revisions are needed then back to committee to make the revision**
 - c) If rejected then committee starts over**
- 7. If approved by DCF Executive Team then DCF will create internal process to integrate**
- 8. DCF to report back to the RAC**
- 9. Process is completed/ Integrated**