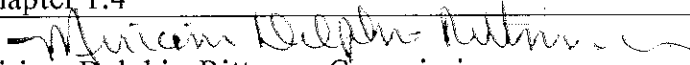




STATE OF CONNECTICUT
Department of Mental Health & Addiction Services



Commissioner's Policy Statement and Implementing Procedures

SUBJECT:	Agency Policy Development and Management
P & P NUMBER:	Chapter 1.4
APPROVED:	 Miriam Delphin-Rittmon, Commissioner
EFFECTIVE DATE:	July 1, 2013
REVISED:	April 5, 2017
REFERENCES:	
FORMS AND ATTACHMENTS:	See Policy Management Intranet to access: Policy Template and Guidelines Policy Submission Form

STATEMENT OF PURPOSE: To provide agency employees with direction, guidance and support to enable them to fully and effectively execute their duties in a manner that provides the highest quality healthcare services to individuals served by the Department of Mental Health and Addiction Services (DMHAS).

To ensure that agency, department and facility policies are updated as necessary, reviewed for consistency and are clearly stated in writing, accessible and available to DMHAS workforce.

POLICY: The Department of Mental Health and Addiction Services shall establish, disseminate and maintain written policies at major organizational levels that address the agency's overarching vision and mission, critical care-related issues and operational (including clinical and administrative) processes and procedures. It will also maintain structures and mechanisms necessary to address emerging policy questions and issues in a timely manner, to review and revise existing policies and to develop new policies and directives as needed.

PROCEDURE:

Implementation Guidelines

The Commissioner shall appoint a Chairperson to oversee the Commissioner's Policy Group (CPG) that is charged with:

- Development and review of Commissioner's policy statements;
- Manage the oversight of the policy manual in the Office of the Commissioner

Commissioner's policies are those that apply to all employees and operational units and facilities of the agency across the State of Connecticut. They include both policies that support and implement the vision of the Commissioner and the mission of the agency as a whole and policies that clearly define broad, expected standards of care and clinical practice. These policies are approved in writing only by the Commissioner or designee. The CPG will maintain a hard copy of each policy in a manual known as the "White Book" as well as posting the policy on the agency Intranet.

Divisional policies are those that pertain to major organizational divisions that cover all agency operations. These policies are approved in writing by both the department director and the CPG. Each department will maintain a hard copy of each policy in the appropriate manuals as well as posting a copy on the agency Intranet.

Facility Policy Manuals will be developed using:

- Commissioner's Policies;
- Accrediting requirements;
- Public Health requirements; and
- Funder requirements

Each facility will maintain a hard copy of the manual as well as posting an electronic copy that is accessible to all staff.

Policy Development

Policy development may originate at the request of the Commissioner, department head, facility head, and a person in recovery or other sources. Any proposed Commissioner's policy will be submitted in writing to the CPG. The CPG will ensure the policy has met the Guidelines for policy development, stakeholder review and approval. The CPG will make recommendations for final approval, Commissioner signature and approval as well as publishing to the Intranet

Periodic Review

The CPG chairperson will assist with periodic review of all Commissioner's policies.

Each division of the Office of the Commissioner (OOC) will be responsible for a periodic review of policies under their jurisdiction. The CPG Chairperson will periodically request the status of policies being reviewed (including recommendations for repeal or revision). If there are updates or changes to existing policies, those changes shall be submitted to the CPG chairperson.

Each facility Chief Executive Officer (CEO) is responsible for periodic review and maintenance of their facility's policy manual to ensure that it is consistent with the Commissioner's policies.

Maintenance

The CPG Chairperson is responsible for maintaining the "White Book" (a binder which contains policy hard copies), for ensuring documents are posted on the DMHAS intranet, and for oversight of the Commissioner's policies.

Format

Each policy will be written utilizing the Times New Roman font, 12pt, with one inch margins. In the "White Book," each policy will be identified relative to the following Chapters: (The CPG Chairperson will assign the appropriate chapter).

Chapter 1	Administration, Organization and Management
Chapter 2	Human Resources/Employee Services
Chapter 3	Compliance and Ethics
Chapter 4	Program Management
Chapter 5	Fiscal Management
Chapter 6	Clinical and Facilities
Chapter 7	Information Management
Chapter 8	Research

All Commissioners' policies will include:

STATEMENT OF PURPOSE:

POLICY:

PROCEDURE:

Any reference to previous policies, state or federal should be noted in the appropriate area in the prescribed format.