

**DEPARTMENT OF HUMAN SERVICES
POLICY AND PROCEDURES**

Reference: 01-02

**Effective Date: January 1, 1995
Revision Date: March 18, 1996**

Page: 1 of 8

SUBJECT: POLICY MAKING AUTHORITY OF DIVISION BOARDS

**A = Administration (Division, Department, Governor)
B = Policy Board
L = Legislators
C = Consumers, Community Groups, Providers, etc.**

1. **BUDGET:** The Administration is responsible for the initial work on the budget preparation, based on Policy Board priorities, and presents the base budget and any enhancement requests to the Governor and the legislature.

DEVELOP	REVIEW/ COMMENT	APPROVE	IMPLEMENT	TO BE INFORMED	OTHER SPECIFIC	INPUT
A	B	A/L	A	B	*A	C

*A Division submits priorities to Department. Department priorities across Divisions and Offices.

2. **PROGRAMS:** The Administration has the responsibility to follow policies and priorities determined by the Policy Board. The Administration shall plan and implement programs accordingly. The Board shall be informed and approve overall program direction and policy.

DEVELOP	REVIEW/ COMMENT	APPROVE	IMPLEMENT	TO BE INFORMED	OTHER SPECIFIC	INPUT
A	B	A/B	A	B		C

3. **PROGRAM POLICY:** The policy Board has the responsibility to establish program policies that give general direction to the Administration. Policy is commonly defined as that which is subject to the State Administrative Rulemaking Act.

DEVELOP	REVIEW/ COMMENT	APPROVE	IMPLEMENT	TO BE INFORMED	OTHER SPECIFIC	INPUT
A/B	*A/L	B	A			C

* All program policy that is covered by the Administrative Rulemaking Act is also reviewed by the Governor's Office of Planning and Budget and the Legislative Rules Review Committee prior to adoption.

4. **PROGRAM PROCEDURES:** (term formerly used was Regulations): Procedures are established by Administration to assure uniformity and provide direction for program implementation. Procedures are based on program policy adopted by the Board.

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A	B	A	A	B		C

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5. **STAFF POLICY:** The Administration, in compliance with the rules of the Department of Human Resource Management, hires all staff and develops specific personnel policies relating to the operation of the Division or Department.

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A		A	A			

6. **PROGRAM STANDARDS OF QUALITY:** Definitions of the minimum level of care which will insure program policy compliance. They are developed by the division to license or certify a provider and/or monitor a program, based on policies established by the Board.

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A	B	A/B	A	B		C

7. **LEGISLATION:** The Administration proposes legislation based on identified needs for technical revisions or statutory changes to clarify or amend Administrative or program responsibilities or authority. Such legislation is based on goals and priorities established by the Policy Board, is drafted by the Administration and is presented to the Policy Board for approval prior to introduction to the Governor and Legislature.

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A	B	A/L	A			B/C

8. **LICENSING:** The Administration is responsible for licensing of facilities based on standards approved by the Policy Board.

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A		B	A			

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9. **TECHNICAL ASSISTANCE:** The Administration is responsible to assist or supply knowledge of information to staff, providers and the general public in relationship to problem solving, provision of specific data or information and follow up.

DEVELOP	REVIEW/ COMMENT	APPROVE	IMPLEMENT	TO BE INFORMED	OTHER SPECIFIC	INPUT
A		A	A			

10. **HIRING OF STAFF:** This needs to be broken into three separate sections:

- a. **HIRING OF DIVISION DIRECTOR:** Appointed by the Executive Director of the Department with the concurrence of the Policy Board.

DEVELOP	REVIEW/ COMMENT	APPROVE	IMPLEMEN T	TO BE INFORMED	OTHER SPECIFIC	INPUT
	A/B jointly participate in interviewing	A with Board concurrence	A			C

- b. **FIRING OF DIVISION DIRECTOR:** Removal of division directors is at the discretion of the Executive Director.

DEVELOP	REVIEW/ COMMENT	APPROVE	IMPLEMEN T	TO BE INFORMED	OTHER SPECIFIC	INPUT
	B	A	A	B		

- c. **HIRING OR FIRING OF DIVISION STAFF:** Hired or fired by the Division Director or his/her designee through the merit personnel process.

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		A	A			

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11. **APPROVAL OF WAIVERS:** This needs to be broken into two separate sections:

a. **BOARD POLICIES:** Authority to waive only by Policy Board or Policy Board process.

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	A	B	A			

b. **ADMINISTRATION PROCEDURES:** Authority to waive by Administration.

DEVELOP	REVIEW/ COMMENT	APPROVE	IMPLEMENT	TO BE INFORMED	OTHER SPECIFIC	INPUT
		A	A			

12. **GRIEVANCES AND FAIR HEARINGS:** Grievance and fair hearing processes and procedures are covered by state law and policy. The recommendations of the hearing officers are submitted to Administration for final action.

DEVELOP	REVIEW/ COMMENT	APPROVE	IMPLEMENT	TO BE INFORMED	OTHER SPECIFIC	INPUT
			A			

13. **CONTRACT NEGOTIATIONS AND APPROVAL:** The Administration is responsible for handling all contract negotiations and approvals. The Policy Board is kept apprised of general contractual impacts of their established program priorities or policies.

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A		A	A	B		

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14. **LIAISON ACTIVITY WITH FEDERAL GOVERNMENT, STATE GOVERNMENT, LOCAL GOVERNMENT AND PRIVATE PROVIDERS:** Administration has primary responsibility to contact or respond to each of these entities as appropriate. Any issues which may impact overall program direction or policy will be brought back to the Policy Board for consideration.

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A		A		B		B/C

15. **PROGRAM EVALUATION:** The Administration is responsible for evaluating the provision of services by state staff and contracted providers of services to ensure that programs are in compliance with policies, procedures and standards of quality.

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A		A	A	B		B/C

16. **TRAINING:** Administration is responsible for planning, developing and implementing all organized learning activities designed to improve functioning for staff, board members, volunteers and providers of the Department.

a. **STAFF TRAINING:**

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A		A	A			

b. **PROVIDERS/BOARDS/VOLUNTEERS:**

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A/B	B	A	A			B/C

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17. **SANCTIONS AGAINST PROVIDERS:** Developed and implemented by Administration based on non-compliance issues with policy, regulations and contracts.

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A		A	A	B		

18. **FEE SCHEDULE:** The Policy Board discusses proposed fees and process for fee setting and gives final approval to the fees.

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19. **PUBLIC RELATIONS:** The Administration is responsible to plan a public relations strategy for programs/services. The Board can play a large role in public relations.

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A		A	A/B	B		B/

20. **ADVOCACY:** It is a shared responsibility of Administration and Policy Boards "to speak in behalf of" consumers and to receive comments/input from them.

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A/B			A/B			C

21. **CROSS DIVISIONAL PROGRAM POLICY ISSUES:**

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A/B	A/B	A/B	A			C

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22. **JOINT BOARD MEETINGS:**

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A/B		A/B	A/B			

Robin Arnold-Williams

DATE: 03-18-96

Robin Arnold-Williams, Executive Director
 Department of Human Services