Division of Child and Family Services Children's Mental Health	
Subject:	Policy Creation, Review and Approval Process
Policy Number:	A -1
Issue Date:	

Authored By:	Jenna Grant, LCSW Clinical Program Planner 3 Office of Performance and Systems Improvement
Reviewed By: **Date:**	Children's Mental Health Managers Kimbery Abbott, Acting Deputy Administrator 11/11/2026
Approved By: **Date:**	Commission on Behavioral Health
Supersedes:	A-1 Policy Clearance Process January 2014
References:	**Nevada Revised Statutes (NRS)** NRS 233B.050 **Definitions** DCFS Children's Mental Health Glossary of Terms
Attachments:	**Attachment A:** DCFS Children's Mental Health Policy Format Form **Attachment B:** DCFS CMH Policy Acknowledgment Form

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A. Purpose:

The purpose of this policy is to establish a standardized process for the drafting, review, approval, dissemination, training, and archiving of DCFS Children's Mental Health policies. This ensures that all policies are clear, consistent, adhere to applicable State and Federal guidelines, and align with the organization's vision and mission.

B. Policy:

The Division of Child and Family Services (DCFS) Children's Mental Health Programs will develop and implement policies governing children's mental health services to ensure consistent, effective, high-quality services, ensure child safety, monitor child and family outcomes and support permanency, and child and family well-being. DCFS is committed to serving all Nevada families effectively, which should be reflected in policies and procedures that support respectful engagement, accessibility, and nondiscrimination.

C. Guidelines and Procedures

1. Identification of need for new policy or revisions to existing policy:
   DCFS staff and stakeholders, including providers, children/youth, families, and advocacy groups, may submit recommendations for policy development, revision, or review to the responsible DCFS program manager. The program manager shall evaluate the recommendation and obtain approval from the Administrator or designee before initiating policy development or revision. Policy development, revision, or review may be prompted by:

   b. A need to improve efficiency, effectiveness, consistency, or outcomes for children/youth, families, or the service system;
   c. A need to clarify responsibilities or standardize procedures to achieve program objectives or protect the safety of children/youth, families, or DCFS staff; or
   d. Changes in state or federal laws or regulations.

   All policies shall be reviewed at least once every three years to determine whether revisions are needed.

2. New Policy and Policy Revision Development Process
   The Deputy Administrator responsible for Children's Mental Health will coordinate with the Office of Performance and Systems Improvement (OPSI) to assign an OPSI Policy Coordinator to lead each approved policy development, revision, or review assignment, including scheduled reviews.

   a. The Deputy Administrator will assign any new policy development and/or revisions that are needed outside of the scheduled review period to the OPSI Policy Coordinator.
   b. The OPSI Policy Coordinator will research the issue, define the problem and its scope, and identify applicable requirements and existing policies.
   c. The OPSI Policy Coordinator will convene and facilitate a Policy Review Team composed of subject matter representatives from direct services, fiscal, quality assurance/improvement, and other program areas, as relevant to the policy. The Coordinator will document the team's recommendations, incorporate applicable feedback into the draft, and refer unresolved issues to the Deputy Administrator for resolution.
   d. The OPSI Policy Coordinator will document the policy's rationale, objectives, applicable requirements, and anticipated operational impacts in supporting development materials.
   e. The draft policy will be marked "DRAFT" until approved by the Commission on Behavioral Health (Commission) and will be written in the prescribed format (Attachment A, DCFS Children's Mental Health Policy Format Form).

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f. The OPSI Policy Coordinator will assign a policy number according to procedures established in this policy. Revised policies will retain their existing policy numbers unless those procedures require otherwise.
g. The OPSI Policy Coordinator will submit the draft policy and supporting materials to the DCFS Deputy Administrator and Children's Mental Health Leadership team for review and approval.
h. The Deputy Administrator will submit the policy to the DCFS Administrator for review and approval to advance to the Commission. The Administrator will determine whether review by a Deputy Attorney General is necessary. The OPSI Policy Coordinator will coordinate any resulting revisions before Commission submission.
i. Following the Administrator's approval to advance the draft, the OPSI Policy Coordinator will submit it for placement on the Commission's agenda and consideration for approval, consistent with the Commission's submission deadlines. At the Deputy Administrator's request, the Coordinator will present the draft to the Commission.
j. The OPSI Policy Coordinator will maintain a record of the policy development, revision, or review process, including all draft policy documents, a preliminary implementation plan including anticipated challenges, meetings held, and persons who participated, and a summary of comments for and against the policy alternatives.

3. Policy Naming and Identification
   a. DCFS Children's Mental Health policies are divided into five (5) categories, as follows:
      - Services and Programs (SP)
      - Rights and Responsibilities (RR)
      - Information Management, Records, and Technology (IMRT)
      - Administrative (A)
      - Fiscal (F)
   b. The policies will be identified with the letter or letters of the appropriate category, a number to indicate the specific policy and the title of the policy will follow. For example, this Policy Creation, Review and Approval Process, is identified as A (for Administrative) and the number '1' because it is the first policy to be developed under this convention, followed by the title of the policy. Therefore, this policy convention is "A – 1 – Policy Creation, Review and Approval Process" in the policy manual table of contents.

4. Policy Dissemination and Training
   a. Once the policy has been approved by the Commission, the OPSI Policy Coordinator will ensure the policy document is in the required format, adding the approval date. The Coordinator will prepare the staff

acknowledgement form applicable to the policy to be disseminated (Attachment B – DCFS CMH Policy Acknowledgment Form).

b. The Deputy Administrator will be responsible for informing DCFS CMH managers that the policy has been approved and directing that they ensure their supervisors and staff are trained, as necessary, about the new policy and the implementation expectations.
c. The Deputy Administrator will send a statewide email to all CMH staff with the approved policy and all attachments included.
d. Upon completion of training, CMH staff will sign the DCFS CMH Acknowledgment Form (Attachment B), which will be retained by the program supervisor/manager.
e. The Deputy Administrator will ensure that the approved policy is saved and accessible from the applicable shared locations within 2 working days of dissemination to afford timely access to all policies by DCFS staff.
f. The Deputy Administrator will submit the approved policy and applicable attachments to the DCFS website coordinator for publication in the appropriate policy section.
g. If the policy replaces or updates an existing policy. the website coordinator will archive the superseded version and replace it with the approved version.

5. Scheduled Review and Revision of Existing Policies
   a. DCFS policies must be reviewed at least every three (3) years pursuant to NRS 233B.050 (1) (d). Policies may be reviewed more frequently.
   b. The OPSI Policy Coordinator will track the policy review process to ensure the Division's policies are reviewed timely.
   c. Scheduled reviewed and revised policies follow the same policy dissemination and training procedures as outlined in Section 4 of this policy.

D. Definitions

Policy definitions are housed in the *DCFS CMH Glossary of Terms* document.

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