

Department of Children's Services
INSTRUCTIONS FOR USE OF FORM
CS-0251
Local Administrative Procedures

1. Local procedures required by DCS policies and procedures must be formatted on form **CS-0251, Local Administrative Procedures**.
2. **Fill in template as follows:**
 - a) **Facility/Region**: Enter name of facility, region or office as applicable.
 - b) **Local Administrative Procedures**: Enter corresponding **DCS Policy number** as specified on the official policy. Local procedures must be identified by the same number and title as the corresponding policy.
Example: Local procedures written to correspond with DCS Policy 1.1 ***must be numbered 1.1.***
 - c) **Subject**: Enter corresponding official DCS policy title.
 - d) **Effective Date**: Enter the effective date of official DCS policy.
 - e) **Supersede date**: Enter the date that the effective date superseded (located in policy footer).
 - f) **Regional/Facility Review Date**: Date region or facility reviewed local procedures.
 - g) **Approved by**: After finalization, the appropriate Central Office Executive Director/Director, Regional Administrator or YDC Superintendent must sign and date local procedures.
 - h) **Authority**: Type authority as it appears on the official DCS policy.
 - i) **Standards**: Type standards as they appear on the official DCS policy.
 - j) **Application**: Type application as it appears on the official DCS policy.
 - k) **Policy Statement**: Type policy statement as it appears on the official DCS policy.
 - l) **Purpose**: Complete purpose statement as outlined on policy document format below.
 - m) **Procedures**: List all detailed and sequential procedures and steps that must be executed for compliance with the official DCS policy. **NOTE**: [To add additional section rows if needed, place cursor under last row; select "TABLE"; "INSERT"; automatically "Rows above" is the only choice to select; click on the selection and a dialog box appears asking how many rows. Indicate how many rows to insert. **Also**, if the procedures area does not break properly to the next page and carries everything to the 2nd page, estimate where the rows should end on the first page and after that row, go to "Table" then to "Split Table" to try to remedy the problem.]
 - n) **Forms and Collateral Documents**: List any corresponding forms and collateral documents.

Review of local procedures:

Review and revise local procedures when official DCS policies are revised. The applicable Regional Administrator, YDC Superintendent, or Central Office Executive Director will review local procedures and document the review by date and signature.

Submit local procedures to the Policy Development unit in the Office of Performance and Quality Improvement, the applicable Regional Administrator, Central Office Executive Director/Director or their designees for review and approval.

Local procedure binders:

After review and approval, each region, facility and office will maintain local procedures in a binder labeled "**Local Procedures/Protocols**" and keep in a centralized location for access to employees and other persons as applicable. The applicable Central Office Executive Director/Director must maintain complete and current local directives, procedures and protocols related to official DCS policies and procedures within his/her division/region.