



IFSTAN Program
LSI ♦ 111 W. 15th St. ♦ Davenport, IA ♦ 52803
(515) 271-7399

Technical Assistance Bulletin #1: July 2018 Revision Dates on Policies and Procedures

Tracking policy and procedure changes is a requirement to be eligible for the expedited renewal policy effective July 1, 2018. Programs must track these changes on a POLICY AND/OR PROCEDURE level to be eligible. If the program is not presently doing this but would like to participate in the expedited renewal process the program will review policy and procedure changes and institute a process similar to the suggestions below. If the policy has not changed since the last peer review programs will use the date of the last peer review as the “effective date.” There are two approaches IFSTAN suggests to include revision dates on policies and procedures.

Suggestion #1:

Keep track of the date the policy and procedure was first effective and all dates it was revised on the policy of procedure itself. Each policy would have its own “header.” This would be similar to how IFSTAN keeps tracks of these dates on our policies and procedures. Programs may also want to use this to keep track of when policies and procedures were approved by the board, what other policies and procedures it relates to, or even the Iowa Family Support Standard(s) it relates to. Some examples are as follows:

Procedure Name:	Memorandum of Understanding
Applicable to:	Programs, Program Specialists
Effective Date:	March 2008
Date(s) of revision:	May 2011; March 2014; May 2014; December 2015
Other References:	MOU, SEQIP; Involuntary Withdrawal Form



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Assessments and Frequency of Assessments

Effective Date:	January 1, 2011
Revised Date(s):	March 4, 2013 and November 9, 2016
Iowa Family Support Standard:	Standard 3, 3.01, 3.04
Approved Date:	December 4, 2010

Policy: <Statements of "WHAT" and/or "WHY"
"is a statement of guiding principles to be followed;"

Procedure: <Statements of "HOW" "WHEN" and/or sometimes "WHO">
"more detailed, step-by-step descriptions of the actions required to carry out and implement those principles."

Suggestion #2:

Many programs choose to use a "Policy and Procedure Manual" where individual policies are not tracked as revised but rather the manual as a whole. If the program chooses to do this the program should track those individual policy and procedure revisions and changes in a document that could be easily referenced prior to starting TA. Setting up a table that could document the effective date and renewed date is required at a minimum. An example is as follows:

Policy Name	Effective Date	Revised Date 1:	Revised Date 2:
Assessments and Frequency	January 1, 2011	March 4, 2013	November 6, 2016
Family Goal Planning	January 1, 2011	April 11, 2012	July 21, 2012
Frequency of Visits	January 1, 2011	April 3, 2016	