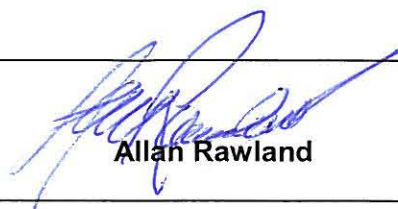


County of San Bernardino Department of Behavioral Health

Requests to Modify the Standard Practice Manual (SPM) Procedure

Effective Date 6/1/94
Revision Date 1/3/08



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Purpose To establish structured guidelines for requesting any changes to the Department of Behavioral Health's (DBH) Standard Practice Manual (SPM).

Revising and/or a New Policy/Procedure/Form When there is a change that needs to be made to the SPM, such as revisions to an existing policy, procedure or form, or creation of a new policy, procedure or form, the person requesting the change must take the following action:

Step	Action						
1	Obtain authorization by appropriate Supervisor to submit the request, unless requester is the Subject Matter Expert (SME).						
2	Complete the Policy/Procedure/Form Request form <table border="1" style="width: 100%; margin-top: 10px;"> <thead> <tr> <th style="text-align: center;">If...</th> <th style="text-align: center;">Then...</th> </tr> </thead> <tbody> <tr> <td>The request is for revisions to an existing policy, procedure or form</td> <td>Indicate the request is for a "revision" to an existing policy/procedure/form under the "Scope of Work" field and explain the changes needed under the "Reason for Request" field.</td> </tr> <tr> <td>The request is to add a new policy, procedure or form</td> <td>Indicate the request is for a "new" policy/procedure/form under the "Scope of Work" field and explain the need for the new policy/procedure under the "Reason for Request" field.</td> </tr> </tbody> </table>	If...	Then...	The request is for revisions to an existing policy, procedure or form	Indicate the request is for a "revision" to an existing policy/procedure/form under the "Scope of Work" field and explain the changes needed under the "Reason for Request" field.	The request is to add a new policy, procedure or form	Indicate the request is for a "new" policy/procedure/form under the "Scope of Work" field and explain the need for the new policy/procedure under the "Reason for Request" field.
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The request is to add a new policy, procedure or form	Indicate the request is for a "new" policy/procedure/form under the "Scope of Work" field and explain the need for the new policy/procedure under the "Reason for Request" field.						
3	Submit the request to the Policy Management Unit (PMU) Office Assistant via email at DBHPMUquestions@dept.sbcounty.gov . Note: Attach any supporting information and/or documentation to be utilized.						

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Deleting a Policy/Procedure/Form

When a policy, procedure or form is outdated and it contains information that is no longer relevant, the person requesting deletion must take the following action:

Step	Action
1	Obtain authorization by appropriate Supervisor to submit the request, unless requester is the SME.
2	Complete the Policy/Procedure/Form Deletion Request form
3	Submit the request to the Policy Management Unit (PMU) Office Assistant via email at DBHPMUquestions@dept.sbcounty.gov . Note: Attach any documentation that may be used for justification of the policy/procedure/form deletion.

Post Submittal

After a request has been submitted, a Staff Analyst within PMU is assigned to complete the requested action. The Staff Analyst may require the requesting party to clarify and/or elaborate on the topic; and the length of time required to complete the request may depend on the complexity of the topic.
