



**Administrative Policies and Procedures: 3.27**

<b>Subject:</b>	<b>Fiscal Administrative Process for the Implementation of New Programs and Services or Changes to Existing Programs and Services</b>
<b>Authority:</b>	TCA 37-5-105 (3), 37-5-106
<b>Standards:</b>	COA: PA-FIN 3; PREA: 115.321
<b>Application:</b>	To All Department of Children's Services Employees
<b>Policy Statement:</b>	
The Department of Children's Services Office of Finance and Budget shall be notified and shall participate in any discussion or planning for the addition or deletion of programs and services, staffing changes, application for grants, contracting for services and funding issues within the Department.	
<b>Purpose:</b>	
To ensure the decision-making for the addition or deletion of programs and services, staffing changes, applications for grants, contracting for services and funding issues is inclusive of the Office of Finance and Program Support.	
<b>Procedures:</b>	
<b>A. Implementing new programs and services or changes to existing programs and services</b>	<ol style="list-style-type: none"> <li>To implement a new program/service or change an existing program/service, program staff provides a brief written description of the program/service and/or changes to a program/service to the Assistant Commissioner of Finance and Budget and the DCS Contract Management Unit.</li> <li>The information is reviewed for impact on the department's financial operations. It is also reviewed for conformity to existing processing systems and state and federal regulations</li> </ol>
<b>B. Contracts</b>	<ol style="list-style-type: none"> <li>All writing of new contracts or changes to existing contracts is coordinated with the DCS Contract Management Unit.</li> <li>The DCS Contract Management Unit executes all contracts in accordance with the policies and procedures established by the Department of General Services, Central Procurement (CPO) Office.</li> <li>The Contract Monitoring Quality Team (CMQT) monitors, evaluates, and enhances the quality and effectiveness of contracts and Delegated Purchase Authority providers (custodial and non-custodial) that fall outside the scope of TN DCS residential/performance based contracts. CMQT is a multidisciplinary</li> </ol>

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	team that consists of members from Licensing, Fiscal, Risk Management, Health, Legal, Juvenile Justice, Foster Care, Program, and Continuous Quality Improvement.
<b>C. Staffing patterns</b>	<ol style="list-style-type: none"> <li>1. If changes to existing staffing patterns are deemed necessary in the implementation of a new program, it is discussed with the DCS Executive Director of Human Resources or appropriate designee.</li> <li>2. Changes are reviewed to assess the impact on cost allocation. If changes are significant and cause a change in the existing method of allocation, an amendment to the cost allocation plan is required.</li> <li>3. If an amendment is determined to be necessary, required changes must wait until approval is received.</li> </ol>
<b>D. Application for grants</b>	<ol style="list-style-type: none"> <li>1. Before an application for a federal grant can be made, the idea must first be discussed with the Assistant Commissioner of Finance and Budget.</li> <li>2. After the discussion, if it is decided that acquiring a grant is in the best interest of the department, an application may be made.</li> </ol>

<b>Forms:</b>	<i>None</i>
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<b>Collateral documents:</b>	<a href="#"><u>Protocol for Contract Monitoring Quality Team</u></a>
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