

Guidebooks

Reviewed Date	<i>July 28, 1999</i>	Number	<i>GEN0103</i>
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Introduction

N/A

Purpose

This policy outlines the parameters for development and maintenance of guidebooks to support program implementation.

Legislative Authority

N/A

Policy Definitions and Interpretation

Guidebook: a program specific manual that outlines expectations and procedures for the delivery of services related to the program. It is not a policy/procedure document.

Policy

Guidebooks may be developed by Program Managers/Supervisors and made available for agency program staff to support them in carrying out the programs and services they provide and to provide parameters to enable decision-making by program staff.

Procedures

- Program guidebooks will contain a table of contents outlining the components of the guidebook. Guidebooks may include the program goals and objectives, operational plan activities implementation, work plan and other related material to the planning, direction, delivery and evaluation of the program.
- The Program Manager ensures that any guidebook that is developed is reviewed and revised as needed, or minimally every second year.
- The Administrative Coordinator of the service area that originates the guidebook ensures that all copies and forms of the guidebook are maintained and are current.
- An orientation to the contents will be provided by the Program Manager or designate as part of the orientation process for staff who are assigned to the program.

- Program staff are responsible for knowing the location of the guidebook and the contents in order to deliver services according to established parameters.
- Program Assistants are responsible for knowing the location of the guidebook and contents that relate to their current work assignments.

Distribution:

The Administrative Coordinator and Program Assistants assigned to the program will be notified of any revisions and will ensure updating of all copies.

There will be a copy available electronically on the Intranet.

Related Policies

N/A

Related Forms

N/A

Final Approval Signature: _____

Review/Revision History:

February 25, 2015 - Revised

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