Department of Behavioral Health

TRANSMITTAL LETTER

SUBJECT **Notification Process for Proposed Actions Affecting Advisory Neighborhood Commissions**		
POLICY NUMBER **DBH Policy 640.2**	DATE FEB 1 1 2014	TL# 227

Purpose. This policy was revised to convert the former DMH policy into a DBH policy. No substantive changes were made to the policy.

Applicability. Applies to all DBH proposed major changes in service delivery at any DBH facility or the opening of a new facility in affected ANC areas. This policy does not apply to facilities that DBH licenses or certifies, such as Community Residential Facilities (CRFs) or Behavioral Health Providers, unless DBH operates the facility, such as Comprehensive Psychiatric Emergency Program (CPEP) and the Assessment and Referral Center (ARC).

Policy Clearance. Reviewed by affected responsible staff and cleared through appropriate Behavioral Health Authority offices.

Implementation. This policy is effective immediately.

Policy Dissemination and Filing Instructions. Managers/supervisors of DBH must ensure that staff are informed of this policy. Each staff person who maintains policy manuals must promptly file this policy in the DBH Policy and Procedures Manual.

ACTION

REMOVE AND DESTROY	**INSERT**
DMH Policy 640.2, same subject	**DBH Policy 640.2**

2/11/14

Stephen T. Baron
Director, DBH

GOVERNMENT OF THE DISTRICT OF COLUMBIA ★ ★ ★ **DEPARTMENT OF BEHAVIORAL HEALTH**	**Policy No.** 640.2	**Date** FEB 1 1 2014	**Page 1**
	Supersedes **DMH Policy 640.2, same subject, dated April 15, 2013**		

Subject: Notification Process for Proposed Actions Affecting Advisory Neighborhood Commissions

1. **Purpose.** To set forth procedures to provide proper notification to all affected Advisory Neighborhood Commissions (ANCs) when the Department of Behavioral Health (DBH) proposes actions that will significantly affect DBH facilities or open new facilities in a neighborhood.

2. **Applicability**. Applies to all DBH proposed major changes in service delivery at any DBH facility or the opening of a new facility in affected ANC areas. This policy does not apply to facilities that DBH licenses or certifies, such as Community Residential Facilities (CRFs) or Behavioral Health Providers, unless DBH operates the facility, such as Comprehensive Psychiatric Emergency Program (CPEP) and the Assessment and Referral Center (ARC).

3. **Authority**. D.C. Official Code §1-309.10 (2012), Advisory Neighborhood Commissions – Duties and Responsibilities.

4. **Background**. District agencies are required by law to notify affected ANCs in advance of proposed or impending departmental actions which may affect District residents in the ANC's area of responsibility.

5. **Definitions**. For purposes of this policy:

5a. Advisory Neighborhood Commission (ANC) – a non-partisan, neighborhood body made up of locally elected representatives. The ANCs serve as their neighborhood's official voice in advising the District government on issues that affect their neighborhoods, conduct neighborhood improvement programs, and monitor resident complaints.

5b. Great Weight – utmost consideration given to issues and concerns raised by an ANC. Great weight requires acknowledgement of the ANC as the source of recommendations and explicit reference to and written rationale for findings and conclusions with respect to each issue and concern raised by the ANC.

6. **Policy**. DBH shall notify affected ANCs thirty (30) days in advance of proposed major changes in service delivery at any DBH facility or the opening of a new facility in a neighborhood to allow early public input and discussion. Also see Section 7b(1) below for shorter notice for good cause or an emergency.

7. **Notification Responsibilities and Procedures**.

7a. DBH Office Directors shall notify the DBH Chief of Staff and the Office of Strategic Planning, Policy and Evaluation of any policy decisions that require significant changes in service delivery at any DBH facility or the opening of any DBH facility, and provide relevant information as applicable, such as:

- Whether it is a new program or a change in an existing program
- Program name and location
- Site of relocation
- Brief description of program
- Number of consumers and staff involved
- Proposed date of change
- Duration of change (is this permanent or temporary)
- Any other pertinent information.

7b. The Deputy Director, Office of Strategic Planning, Policy and Evaluation shall consult with the DBH Director and Chief of Staff, and take the following necessary actions as applicable, as required by law:

(1) Prepare written notice to each affected ANC to be delivered by mail thirty (30) days in advance of proposed significant changes in service delivery at any DBH facility or the opening of a new DBH facility. Shorter notice for good cause or an emergency may be provided if published in the DC Register.

(2) Provide written notification of proposed actions to each affected Ward Councilmember.

7c. ANCs must submit their response to a notice submitted by DBH within thirty (30) days of the mailing of such notice. The deadline for receipt of ANC comments may be extended from 31 to 45 days when additional time is requested to permit the affected ANC(s) to meet and discuss a pending action by DBH.

8. **DBH Review of Response/Proposals Submitted by ANCs**.

8a. Issues and concerns raised by the ANCs in their response to notices submitted by DBH must be considered and commented upon by appropriate DBH staff prior to making a final decision on the matter.

(1) ANC concerns and recommendations shall be given "great weight" during deliberations, and the decision on each issue raised by the ANC shall be documented with written specific findings and conclusions, as required by District law. Also see Section 5b above.

(2) DBH shall promptly send to the ANC and the respective Ward Councilmember a copy of its written decision.

8b. ANCs may also submit their own proposals to DBH for government action.

(1) If DBH receives such a proposal, the Office of Strategic Planning, Policy and Evaluation shall prepare an acknowledgement of the proposal for the DBH Director's signature to the initiating ANC within ten (10) days of receipt, and submit a status report to the initiating Commission within sixty (60) days of receipt.

(2) DBH must consider the proposal as indicated in 8a above, and act on the proposal within five (5) months of submission.

9. **Inquiries**. Questions regarding this policy may be addressed to the Office of Strategic Planning, Policy and Evaluation or the DBH Chief of Staff.

Approved by:

Stephen T. Baron
Director, DBH

2/11/14

(Signature) **(Date)**