

## Policy 1.3

<b>POLICY TITLE:</b>	<b>POLICY PROMULGATION</b>	<b>POLICY #1.3</b>	<b>ADAPTED FROM</b>	
<b>Topic Area:</b>	<b>GENERAL MANAGEMENT</b>	Page 1 of 4	<b>REVIEW DATES</b>	
<b>Applies to:</b>	All CMHSP Programs	<b>ISSUED BY:</b> Chief Executive Officer  <b>APPROVED BY:</b> Board of Directors	9/18/14	2/12/20
<b>Review Cycle:</b>	Annually		12/16/21	
<b>Developed and Maintained by:</b>	LRE Chief Executive Officer			
<b>Supersedes:</b>	N/A			
		<b>Effective Date:</b> 9/18/14	<b>Revised Date:</b> 1/25/2023	

### I. POLICY

It shall be the policy of the Lakeshore Regional Entity (LRE) that all policies will be developed, reviewed, and revised in accordance with the policy procedures listed.

A. The CEO shall manage the annual review of policy and procedures and shall provide for maintenance of an electronic policy and procedure manual. The policy and procedure approval process shall be a collaborative effort inclusive of CMHSP Participants as appropriate. Policy review shall be led by a designated author with review and input being facilitated through appropriate councils and committees. A compliance and/or legal review shall be conducted as necessary.

B. Policies shall be developed, maintained, organized, and approved in a consistent, easily accessible format.

1. Policy Header includes:

- LRE Approved Logo
- Policy Chapter
- Policy/Procedure Title
- Page
- Review Cycle
- Developed and Maintained By
- Review Date
- Revision Effective Date

2. Policy Body includes:

- Policy- The governing principle and/or senior leadership expectations, plan or understanding that guides the action. It states what we do, but not how.
- Purpose- The rationale for the policy.
- Applicability and Responsibility- Defines who the policy or procedure applies to.
- Monitoring and Review- Defines who will monitor the policy/procedure and how often it will be reviewed.

- e. Definitions- Explanation of key terms/phrases not obvious or otherwise self-explanatory.
  - f. Related Policies and Procedure- Other source documents that provide context of support the need for the policy.
  - g. Reference(s)/Legal Authority- Provide a summary of related laws, regulations, and other institutional policies.
  - h. Change Log: Provides a history of the policy/procedure, including evidence or regular review and rationale for related changes.
    - i. Date of Change
    - ii. Description of Change
    - iii. Responsible Party
3. Procedure Body includes:
- a. Purpose- The rationale for the procedure.
  - b. Procedure- The governing principle and/or senior leadership expectations, plan or understanding that guides the action. It states what we do, but not how.
  - c. Applicability and Responsibility- Defines who the policy or procedure applies to.
  - d. Monitoring and Review- Defines who will monitor the policy/procedure and how often it will be reviewed.
  - e. Definitions- Explanation of key terms/phrases not obvious or otherwise self-explanatory.
  - f. Related Policies and Procedure- Other source documents that provide context of support the need for the policy/procedure.
  - g. Reference(s)/Legal Authority- Provide a summary of related laws, regulations, and other institutional policies.
  - h. Change Log- Provides a history of the procedure, including evidence or regular review and rationale for related changes.
    - i. Date of Change
    - ii. Description of Change
    - iii. Responsible Party
4. Formatting:
- a. Calibri (Body), 12 pt. font; bold for headings
  - b. One-inch margins on all sides
  - c. Paragraphs are left justified (i.e., left aligned with a ragged right edge)
  - d. Single spacing for paragraphs
  - e. Use position titles (e.g., Chief Executive Officer/CEO) rather than names
  - f. Acronyms should be used only after the full compound terms have been written out
  - g. Policies submitted for approval of revisions shall be submitted in Microsoft Word, 'Track Changes' format

5. Policy Development and Approval:
  - a. Policies shall be developed by the responsible LRE employee and subject matter expert.(s) ;
  - b. Policies are reviewed by appropriate councils, committees and/or ROATS within the LRE organizational structure;
    - i. Operational Policies are approved by the Chief Executive Officer (or designee).
    - ii. Board Policies and other policies as required by the Treasury Department and/or state statute and all revisions to Board Policies are approved by the Board of Directors.
  - c. After approval and posting to the website, LRE policies are in effect unless a specific date on which they become effective is noted.
  
6. Procedures: LRE personnel shall maintain operating procedures for all important organizational processes. Procedures shall be reviewed annually and approved by CEO or designee. Procedures shall be accessible and shall be communicated to involved personnel and LRE's provider network as part of the regular professional development/training and contract management practices. Any changes in procedures shall be consistent with and supportive of associated LRE policy.
  
7. Annual Policy Review: Annually, within 30 days prior to the required review date, the Functional Area Lead will review the current policy and will seek input from LRE staff, workgroups, ROAT's and committees, as applicable. The Functional Area Lead will make changes, if necessary and follow the "Revision of Policies" process listed above.

## II. PURPOSE

To provide standards and guidelines for the development, review, approval and publishing of Lakeshore Regional Entity (LRE) policies. LRE develops and maintains policies and procedures to support achievement of the organization's Mission, Vision and Values; to meet the changing needs of LRE; to achieve compliance with applicable laws, rules, and funding requirements and; to assure responsiveness to customer/stakeholder needs.

Policies that require approval are those that, if not followed, represent a risk to LRE. The Board has authorized the Chief Executive Officer (CEO) to recommend policies necessary to carry out the Mission of the organization and to accomplish the objectives established by the Board. Policy shall be easy to understand, communicated broadly, and enforceable.

Procedures are established by LRE staff/designees to assure effective and efficient implementation of approved policies and business practices. Procedures may be developed

in consultation with Community Mental Health Service Programs (CMHSP) Participants as necessary.

### **III. APPLICABILITY AND RESPONSIBILITY**

This policy applies to all LRE staff and operations.

### **IV. MONITORING AND REVIEW**

This policy will be reviewed by the Executive Operations Team, with input from the Operations Committee and Functional Area Leads, on an annual basis.

### **V. DEFINITIONS**

N/A

### **VI. RELATED POLICIES AND PROCEDURES**

A. Policy Promulgation Operational Procedure

### **VII. REFERENCES/LEGAL AUTHORITY**

N/A

### **VIII. CHANGE LOG**

<b>Date of Change</b>	<b>Description of Change</b>	<b>Responsible Party</b>
9/18/2014	New Policy	Chief Executive Officer
2/12/2020	Annual Review	Chief Executive Officer
2021	Language additions/changes	Chief Executive Officer
1/25/2023	Updated Policy Approval Process and Organizational Procedure	Chief Operating Officer