ORGANIZATIONAL PROCEDURE

LAKESHORE
REGIONAL ENTITY

PROCEDURE # 1.3a	EFFECTIVE DATE	REVISED DATE
TITLE: Policy Promulgation Procedure	9/18/2014	2/12/2020
ATTACHMENT TO	**REVIEW DATES**	
POLICY #: 1.3 POLICY TITLE: POLICY PROMULGATION CHAPTER: GENERAL MANAGEMENT	2/12/2020, 1/25/2023	

I. **PROCEDURES**

   A. Policies should effectively guide LRE in achieving its mission, values, purposes, goals and objectives consistent with statutory, regulatory and contractual obligations.

   B. Policies shall focus on requirements of successfully operating the PIHP, meeting and implementing required rules and regulations, or on the desired ends and outcomes of the successful management of the PIHP.

   C. Policies will provide staff with documented procedures appropriate to their jobs.

   D. Policies will clearly identify entities/ organizations and staff that are responsible for following a given policy.

   E. LRE Functional Area Leads will be accountable for development, Implementation, and revision of policies and making sure that policies are congruent with statutory, regulatory and contractual obligations. Functional Area Leads may direct their designee to draft the policy; however Functional Area Lead assigned will be required to review and finalize the policy's content.

   F. Policies will not be retroactively applied to external organizations unless mandated by MDHHS, CMS or other legitimate regulator. Policies that apply to external organizations will have a clear implementation date.

   G. Policies will use the appropriate LRE format and follow appropriate guidelines as listed below:

      1. Policies will be reviewed by LRE Executive Committees and Operations Committees.
      2. The final draft of the policy will be submitted to the Board for review and approval.
      3. Once a policy is approved, it will be posted on the SharePoint shared drive for internal use and the LRE website for external use, as applicable.

H. Procedures for policies:
1. All policies will document effective date, review dates and most recent revision dates.

2. LRE staff will have access to all policies through the SharePoint shared drive.

3. Member CMHSP's and external providers will have access to LRE policies, as applicable through the LRE website (www.lsre.org).

4. New Policies:
   a. The proposed policy is developed by designated PIHP staff with input from LRE staff, workgroups, ROAT's and committees as applicable.
   b. The initiator of the policy will draft content into LRE policy format.
   c. The draft policy will be forwarded to the Functional Area Lead for review.
   d. The assigned Functional Area Lead will forward the final draft policy to the Executive Team and Operations Committee for review and approval.
      i. New Board Governance and Finance Polices must be approved by the Board of Directors
   e. Upon approval by the Executive Team, Operations Committee, and Board (if applicable), the policy will be posted on the LRE SharePoint for internal use and the LRE website for external use, as applicable.

5. Revision of Policies:
   a. Policies can be reviewed and updated at any time due to contractual changes, updated procedures, or changes in business process or need. The Functional Area Lead or designee will update the policy.
   b. The assigned Functional Area Lead will forward the revised policy to the Executive Team for review.
   c. Executive Team will determine if the revisions to the policy are significant enough to require review and approval by the Operations Committee and/or Board of Directors (if applicable).
   d. Upon approval, the updated policy will be posted on the SharePoint site for internal use and the LRE website for external use, as applicable.
   e. Previous versions of the policy will be archived on the LRE SharePoint shared drive.