

ORGANIZATIONAL PROCEDURE

PROCEDURE # 1.3b	EFFECTIVE DATE	REVISED DATE
TITLE: Annual Policy Review	2/12/2024	
<u>ATTACHMENT TO</u>	REVIEW DATES	
POLICY #: 1.3		
POLICY TITLE: POLICY PROMULGATION		
CHAPTER: GENERAL MANAGEMENT		

I. PURPOSE

To outline the process for regular review of LRE policies and procedures to ensure content is accurate and aligns with all current federal, state, and regional requirements.

II. PROCEDURES

A. Policy Tracking

A Master Policy Tracking log will be maintained by the Chief Operating Officer (COO) and/or designee, which will detail all policies and required review dates.

B. Subject Matter Expert Review/Revision:

1. The COO or designee will inform the Subject Matter Expert (SME) to review the policy 90 days prior to the next required policy review.
 - a. The current policy and any associated procedures will be provided to the SME in Microsoft Word format.
2. SME will ensure that policy content is consistent with all contractual, state, and federal requirements and associated LRE policies.
3. SME will make necessary edits in the document(s) provided using the markup feature available in Microsoft Word.
4. SME submits all revised policies, along with a completed New/Revised Policy Cover Sheet, to the Chief Managed Care Officer (CMCO) no less than 45 days prior to the scheduled review date.
 - a. CMCO will review the revised policy within five business days.
 - b. CMCO will make any necessary edits.
 - i. If significant changes are required, CMCO will discuss with the SME to determine next steps.
 - c. CMCO will return the final revisions back to the SME and COO within five business days
5. Revised policy/procedure(s), with markup, will be presented to the appropriate Regional Operations Advisory Team (ROAT) or regional workgroup for review no less than 30 days prior to the review due date.
6. When no revisions to the policy/procedure are required, the SME forwards the document to the COO for presentation to the Executive Team for final review.

- a. After final review by the Executive Team, policy will be presented to the Operations Council for review and acceptance.

C. Policy/Procedure Review by CMHSP Directors

1. Using the New/Revised Policy Cover Sheet (cover sheet), COO presents policy and cover sheet to the Operations Advisory Council (OAC) for review.
 - a. After acceptance by the OAC, LRE Chief Executive Officer (CEO) signs the cover sheet approving the revised policy.
2. Upon final approval, the markup version of the policy/procedure(s) will be forwarded to the COO, for completion and posting on the LRE website.
 - a. The policy tracking log will be updated to reflect the most recent and next scheduled review dates.
 - b. COO will then email the entire LRE staff indicating the policy is revised on the website.
 - c. All previous versions of LRE policies (with markup) will be archived

III. SUPPORTING DOCUMENTS

- Policy 1.3 Policy Promulgation
- New/Revised Policy Cover Sheet
- 1.3b Policy Review Flowchart

IV. CHANGE LOG

Date of Change	Description of Change	Responsible Party
2/12/2024	New Procedure	CEO or Designee

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