

<b>PROCEDURE # 1.3b</b>	<b>EFFECTIVE DATE</b>	<b>REVISED DATE</b>
<b>TITLE: Annual Policy Review</b>	<b>1/15/2025</b>	
<b><u>ATTACHMENT TO</u></b>	<b>REVIEW DATES</b>	
<b>POLICY #: 1.3</b>	<b>1/15/2025</b>	
<b>POLICY TITLE: POLICY PROMULGATION</b>		
<b>CHAPTER: GENERAL MANAGEMENT</b>		

## 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, who 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. 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.
5. If no revisions are needed, the policy review date is updated and the policy is posted on the LRE website.
6. When revisions to the policy/procedure are required, the SME forwards the revised document to the COO for presentation to the Executive Team for final review and approval.
  - a. The Executive Team determines if the changes are at a level of significance to require review from the Operations Council (or Board of Directors as appropriate).
  - b. If higher-level review is determined to be necessary, LRE CEO will forward the policy/procedure to the Operations Council (or Board of Directors as appropriate) for final review.

- c. After reviewed by Operations Council (or LRE Board of Directors as appropriate), final revision will be returned to the Chief Operating Officer for posting on the LRE Website

**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. The 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

**IV. CHANGE LOG**

<b>Date of Change</b>	<b>Description of Change</b>	<b>Responsible Party</b>
1/15/2025	New Procedure	CEO or Designee