

## North Sound Behavioral Health Organization Section 1000 – Administrative: Policy Development and Review

Authorizing Source: North Sound BHO

Cancels:

See Also:

Responsible Staff: Deputy Director

Approved by: Executive Director

Signature:

Date: 6/29/2017

### **POLICY# 1006.00**

#### **SUBJECT: POLICY DEVELOPMENT AND REVIEW**

#### **POLICY**

North Sound Behavioral Health Organization (North Sound BHO) staff will review, revise and develop, as necessary, policies relevant to federal, state and contractual agreements. The review of Administrative, Clinical, Crisis, Information Systems/Information Technology (IS/IT) and Fiscal policies will be reviewed at a minimum of every five (5) years and/or as necessary. Privacy and Compliance policies will be reviewed and revised as necessary as Federal regulations governing these policies change.

North Sound BHO will expect contracted providers to follow all North Sound BHO Administrative, Clinical, Crisis, IS/IT and Fiscal Policies applicable by contract. These policies will be listed on North Sound BHO's website for easy access throughout the Region. The following language must be in the header of any North Sound BHO policies that affect them – "Providers must comply with this policy and may develop individualized implementation guidelines as needed". This statement falls under "See Also" and before "Responsible Staff".

#### **PROCEDURE**

North Sound BHO staff will review policies and procedures on an ongoing basis, which may be directed for review by the North Sound BHO Executive Director or his designee, Quality Management Oversight Committee (QMOC), North Sound BHO Integrated Crisis Response System (ICRS), or the County Authorities Executive Committee (CAEC).

##### **1. Administrative**

Policies that are Administrative in nature are updated as Federal and State law require. They go to the Executive Director for approval and signature.

##### **2. Clinical**

- a. QMOC will review all clinical policies that affect clinical care or will necessitate changes in clinical policies, procedures, or practices at the provider level. A copy of these policies will be provided to QMOC for a 30-day comment period prior to the request for QMOC approval. QMOC will not review policies internal to North Sound BHO or policies which do not require provider level implementation or impact delivery of service.

- b. After policies have passed the review and approval of QMOC, they will move on to be reviewed and approved by the Executive Director as outlined in the Charter.
- c. All policies and procedures which have been brought forward with consensus from QMOC will be reviewed and approved with a signature by the North Sound BHO Executive Director.

**3. Crisis**

ICRS Policy Subcommittee will revise and review all ICRS policies going before QMOC that affect crisis clinical care or will necessitate changes in ICRS policies, procedures, or practices at the ICRS provider level. This committee will not review policies internal to North Sound BHO or policies which do not require provider level implementation or impact delivery of service.

**4. Fiscal**

Policies with fiscal impact are reviewed by the North Sound BHO Executive Director for approval determination and routing.

**5. Information Systems/Information Technology (IS/IT)**

Policies with IS/IT impact are reviewed by the Leadership Team for approval determination and routing.

- 6.** Changes to the policies and procedures that affect providers will be issued in a Numbered Memorandum with a 60-day notice of compliance. Both redlined and finalized versions of policies will be distributed to providers. Policies reviewed within timeline requirements and require no changes will be sent to providers as an "FYI" and clean version only.

**ATTACHMENTS**

None