

## Process for Revising Operating Policies

### With Director/Manager approval, staff member...

Requests OP Word document and any related policies, attachments, forms and/or associated documents via email to [OP-Requests@nwfhealth.org](mailto:OP-Requests@nwfhealth.org)

### Program Development & Support staff...

- Provides the Word document & *Policy & Procedure Change Record* to the requestor
- Logs the request and response

### Requesting Staff Member...

- Makes necessary changes to the policy, any related policies, attachments, forms and/or associated documents utilizing Microsoft Word's 'Track Changes' functionality
- Completes *Policy & Procedure Change Record* to facilitate Board approval
- Assures appropriate approvals/consensus
- Returns updated materials and the completed *Policy & Procedure Change Record* (copied to the approving Director) via email to [OP-Requests@nwfhealth.org](mailto:OP-Requests@nwfhealth.org)

### Program Development & Support staff ...

- Reviews the proposed OP to assure alignment with agency priorities and relevant standards and criteria (COA, Sterling, etc.)
- Works with staff and/or Management Team to revise or edit, if necessary
- Completes technical review and refines as needed to assure standardization
- Assures that proposed revisions are submitted for Board approval

### Executive Officer (or designee)...

- Presents proposed revisions to the Board of Directors for approval
- Documents Board response

### Program Development & Support staff ...

- Logs approved Policy updates
- Assures updates are posted to the NWFHN website
- Disseminates notification of the policy updates to NWF Health Network staff
- Archives the following documents: prior version of the policy, explanation for the change, and back up documentation
- Assures submission of updated Operating Policies are submitted to the NW Region Contract Manager, as required