

<b>Document Type:</b> <sup>1</sup>	<input checked="" type="checkbox"/> Policy & Procedure	<input type="checkbox"/> Process Guideline	Adopted: 01/25/07
	<input type="checkbox"/> Plan	<input type="checkbox"/> System Description	Last Reviewed: 05/06/10
			Retired: _____

Revisions: 04/05/07; 05/06/10

**Document Scope:** (applies to Policy & Procedure only)

- X – The requirements herein apply only to the GCBH Central Office and its functions.
- The requirements herein apply, verbatim, to GCBH and its network providers<sup>2</sup>.
- The requirements herein apply both to GCBH and its network providers<sup>2</sup>. Additionally, network providers must have internal documents outlining their processes for implementing the requirements, insofar as they relate to actions for which network providers are responsible.

**PURPOSE:** To define how GCBH documents establishing standards and/or describing business processes are developed, formalized and maintained.

**DEFINITIONS:**

- I. Policy & Procedure – A document defining organizational standards and prescribing specific behaviors. Because such documents typically define the organization’s response to externally imposed requirements, departure from the course of action articulated puts the organization at risk and may thus be subject to disciplinary action.
- II. Plan – A document describing the course of action by which the organization intends to achieve a specific goal or state. In most cases, such documents specify timeframes for accomplishing Plan milestones, and include measurable criteria against which outputs and/or outcomes will be evaluated.
- III. Process Guideline – A document describing a process or practice the organization seeks to standardize insofar as possible, recognizing that its implementation is subject to professional judgment based on the specifics of each situation.
- IV. System Description – A document describing the structure, purpose, responsibilities and/or interactions of relatively stable organizational divisions, programs, roles or functions supporting the organization’s mission.

**POLICY**

- A. GCBH employs four types of document—Policy & Procedure, Plans, Process Guidelines, and System Descriptions—to formally articulate its systems and processes. These documents are developed and revised via a collaborative process involving, at a minimum, designated GCBH staff and pertinent committees, the Regional Advisory Board, and the Board of Directors.
- B. Formal documents become effective within 15 calendar days of signature by the GCBH Director, following Board approval.
- C. Formal documents are reviewed as needed to assure consistency with current law and contractual requirements.

**PROCEDURE**

1. Document Development

<sup>1</sup>See definitions of document types in AD100, “Development, Approval & Review of Formal RSN Documents”

<sup>2</sup>“Network Provider” – An organization with which GCBH is contracted for the provision of direct services.

- 1.1. When the need for a formal document has been identified, an individual and a pertinent committee are designated by the GCBH Director as responsible for document development.
  - 1.1.1. A consistent format (i.e., the one used for this document) is used for documents designated "Policy & Procedure." Other formal documents may be formatted to best suit to their purposes, but must include a cover page with a Header like the one on the first page of this policy, and approval and date lines as at the end of this policy.
- 1.2. Prior to formal approval, new documents are reviewed by at least the parties below, in the order noted:
  - 1.2.1. The appropriate GCBH Manager(s) and pertinent committee(s),
  - 1.2.2. The GCBH Director,
  - 1.2.3. Legal counsel, if the document is a "Policy & Procedure,"
  - 1.2.4. The Regional Advisory Board,
  - 1.2.5. , and
  - 1.2.6. The Board of Directors.

## 2. Document Review/Revision

- 2.1. Unless otherwise designated within a given document, GCBH staff are responsible for assuring that formal documents are kept current. When reviews conducted for this purpose do not reveal a need for a revision, the review is documented by entering a review date in the document header and obtaining the GCBH Director's signature.
- 2.2. When a review results in revision, changes are reviewed and approved via the following process:
  - 2.2.1. Review by GCBH staff, Director and pertinent committees.
  - 2.2.2. Review by the Regional Advisory Board.
  - 2.2.3. Approval by the GCBH Board of Directors.

## 3. Document Preservation & Distribution

- 3.1. Documents designated "Policy & Procedure" are kept on file permanently and made available to network providers via the GCBH website. Those impacting network providers are announced via email at least one (1) week prior to becoming effective.
- 3.2. All other formal documents are kept a minimum of six (6) years after the last review or revision. The appropriateness of making them available via the website is determined on a case-by-case basis, by the GCBH Director.

### **APPROVAL**

/S/ Kenneth Roughton  
 Kenneth Roughton, Ph.D  
 Director

05/06/10  
 Date