



Policy: Policies and Procedures

ChildNet Number: CN 001.009
Original Approved Date: March 26, 2021
Policy Revised Date(s): N/A
Policy Sunset Date: N/A
COA Standard(s): GOV 6.02

Statement of Policy:

The ChildNet Board of Directors is responsible for the approval and revision of all policies. Policies are a statement of intent and are implemented through procedures. Procedures are approved by the CEO & President with review and feedback from ChildNet Board of Directors' Program Quality Committee. The ChildNet Board of Directors is responsible for the monitoring of the implementation of ChildNet's Policies and Procedures.

Board Chair's Signature:  **Date:** 03-30-21



Procedure: Policies and Procedures

ChildNet Number: CN 001.009

Original Approved Date: March 26, 2021

Policy Revised Date(s): April 12, 2023; February 14, 2024, March 13, 2024

Policy Sunset Date: N/A

COA Standard(s): GOV 6.02

Definitions:

Executive Leadership Team – The Executive Leadership team is comprised of the CEO & President, Chief of Staff, Chief Financial Officer, Chief Clinical Quality Officer, Chief Program Officer, and Chief Legal Officer.

Management of Operating Procedures – The Management of Operating Procedures is reviewed by the Board of Directors and Compliance Committee on an annual basis and describes the procedures that have been reviewed and monitored during the year prior and includes a summary of any and all required corrective actions.

Policy – A policy is a statement of intent approved by the Board of Directors and implemented through procedures.

Procedure – A procedure is an established method of conducting the business of ChildNet. Procedures are owned by a member of the Executive Leadership Team, are reviewed by the Board of Directors' Program Quality Committee and Compliance Committee and are approved by the CEO & President.

Statement of Procedure:

A. Organization and Administration of Policies and Procedures

1. Policies and procedures will be organized based on the ChildNet department under which the policy and procedure applies.
2. Policies are numbered following the following protocol:
 - a. All begin with CN
 - b. First three numbers relate to the associated department/area
 - c. Second three numbers relate to the number of the policy in that area
3. Policies will maintain their first three numbers if moved to a new area of the organization.



4. ChildNet policies and procedures belong to one of the following areas:
 - a. Case Management (Formerly Client Services)
 - b. Community Relations
 - c. Continuous Quality Improvement
 - d. Contract Services
 - e. Executive
 - f. Facility Management
 - g. Finance and Administration
 - h. Human Resources
 - i. Legal Services
 - j. Management Information Services (MIS)
 - k. Service Coordination
 - l. Service Quality
 - m. Wellbeing
5. Each policy and procedure is assigned to a member of the Executive Leadership Team as the owner of that policy and procedure.
6. Policies and procedures are reviewed on an annual basis by the owner of the policy and procedure. If a policy or procedure requires update, the owner of the policy will complete an update of the policy and/or procedure with their department.
7. All proposed changes made to the policy and procedure will be presented to the Executive Leadership Team for review and feedback.
8. After presentation to and feedback from the Executive Leadership Team, the proposed changes will be documented on the Policy and Procedure Face Sheet. This Face Sheet will accompany the policy and/or procedure through the review and approval process.
9. All policy and procedure changes will be presented to the Board of Directors' Program Quality Committee for review and feedback.
10. Policies will require approval by the ChildNet Board of Directors. Procedures will require approval of the CEO & President. Policies and Procedures will also require approval by the organization's Compliance Committee and/or compliance leadership.
11. If revisions are made and approved by the authorizing party, the revision date will be noted on the policy and/or procedure. The updated policy and/or procedure will then be signed and dated by the authorizing party.



12. A master log of all policies and procedures, review dates and revision dates will be maintained each year to ensure that all policies and procedures receive an annual review.
13. All policy sunsets will require the approval of the ChildNet Board of Directors and the organization's Compliance Committee and/or compliance leadership. The sunset date will be noted on the policy.

B. Board Approval and Review Process of Policies

1. All new, revised, or sunset policies will be presented to the Program Quality Committee of the ChildNet Board of Directors. All revised policies will include the associated face sheet providing details on the new policy, revisions to an existing policy or request to sunset a policy.
2. The Program Quality Committee will review the policy, provide feedback, and prepare the policy for presentation to the ChildNet Board and the organization's Compliance Committee and/or compliance leadership. This process will be documented in the Program Quality Committee Meeting minutes.
3. The Board of Directors and the organization's Compliance Committee and/or compliance leadership will review, recommend any changes to, and approve policies during board and Compliance Committee meetings. This process will be documented in the Board and Compliance Committee Meeting minutes.
4. Upon approval, the policy will be sent to the Department of Children and Families Contract Manager for review and approval. Upon receipt of approval from the Department of Children and Families, the Board Chair will sign the new or updated policy.

C. Review, Update and Approval of Existing Procedures Process

1. All revised procedures will be presented to the Program Quality Committee and the Compliance Committee for review and feedback. The presentation will include the completed face sheet detailing the proposed procedural changes.
2. The Program Quality Committee and Compliance Committee will provide any recommendations regarding the policy and make a recommendation on if it is ready to be approved by the Chief Executive Officer.
3. Upon recommendation of approval from the Program Quality Committee and Compliance Committee, the procedure will be sent to the Department of Children and Families Contract Manager for review and approval. Upon receipt of approval



from the Department of Children and Families, the CEO & President will then approve the updated procedure.

D. Management of Operational Procedures

1. The Management of Operational Procedures will be reviewed annually in the Program Quality Committee and Compliance Committee. After review and approval by the Program Quality Committee and Compliance Committee, the Management of Operational Procedures will be presented to the full Board of Directors.
2. The Management of Operational Procedures will detail the policies and procedures that have been reviewed during the fiscal year, include details of the outcome of that review and include information on all required correction action plans.

E. Communication of Policies and Procedures

1. Upon approval of a new and/or updated policy and/or procedure, the updated policy and/or procedure will be uploaded to the ChildNet intranet and external website.
2. To communicate new and/or updated policies and/or procedures to staff, a summary or updates and changes along with a copy of the new and/or updated policy and/or procedure will be emailed to all staff.

President's Signature: _____

Date: _____

04-02-24