

PROCEDURE # 1.3a	EFFECTIVE DATE	REVISED DATE
TITLE: Policy Promulgation	9/18/2014	1/10/2025
<u>ATTACHMENT TO</u>	REVIEW DATES	
POLICY #: 1.3	2/12/2020, 1/10/2025	
POLICY TITLE: POLICY PROMULGATION		
CHAPTER: GENERAL MANAGEMENT		

I. PROCEDURES

- A. Policies should provide a clear framework for decision-making and actions within the organization by effectively guiding LRE in achieving its mission, values, purposes, goals and objectives consistent with statutory, regulatory and contractual obligations. .
- B. Policies shall ensure adherence to laws, regulations, and contractual requirements, to help mitigate legal and regulatory risks.
- C. Policies will include documented procedures to provide LRE staff and member CMHSPs guidance on how to carry out specific tasks and processes.
- D. Policies will clearly identify entities/organizations and staff that are responsible for following a given policy.
- E. LRE Functional Area Leads will be accountable for development, implementation, and revision of policies and making sure that policies are congruent with statutory, regulatory and contractual obligations. Functional Area Leads may direct their designee to draft the policy; however Functional Area Lead assigned will be required to review and finalize the policy's content.
- F. Policies will not be retroactively applied to external organizations unless mandated by MDHHS, CMS or other legitimate regulator. Policies that apply to external organizations will have a clear implementation date.
- G. New Policies:
 - 1. The proposed policy is developed by the Subject Matter Expert (SME) with input from LRE staff, workgroups, ROAT's and committees as applicable.
 - 2. SME presents DRAFT policy to the Chief Managed Care Officer (CMCO) using the New Policy Cover Sheet.
 - 3. CMCO will review proposed policy within five business days and make needed edits.

4. CMCO will return the proposed policy to the SME and Chief Operating Officer (COO)
5. COO will present the final DRAFT policy to the Executive Team for review and approval.
 - a. New Board Governance and Finance Polices must be approved by the Board of Directors
6. Upon approval by the Executive Team (and Board, if applicable), the policy will be distributed to appropriate ROATs/workgroups for a specific review and comment period.
7. Final version of the NEW policy/procedure will posted on the LRE website.

H. Revision of Policies:

1. Policies can be reviewed and updated at any time due to contractual changes, updated procedures, or changes in business process or needs. LRE SME or designee will update the policy.
2. Subject Matter Expert, with input from appropriate Executive and/or ROAT/workgroup, will determine if further review by the Executive Team is needed prior to publication.
3. When it is determined that further review is needed, SME presents revised policy to the Chief Operating Officer.
4. COO will present the revised policy to the Executive Team for review and approval.
5. Upon approval, the revised policy will be posted on t LRE website.
6. Previous versions of the policy and/or procedure will be archived on the LRE SharePoint shared drive.

I. Policy Rescission

1. LRE Chief Executive Officer and/or LRE Chief Operating Officer and/or LRE Subject Matter Experts identify policies/procedures to be rescinded.
 - a. Board Governance policies and policies required by the Treasury Department and/or state statute that have been identified for rescission will be presented to the Board, with a rationale and justification for the decision to rescind the policy.
 - b. Policies approved by the Chief Executive Officer or designee that have been identified for rescission will be presented to the LRE Executive Team with a rational and justification for the decision to rescind the policy.
2. After approval by either the Board of Directors or the LRE Executive Team as appropriate, rescinded policies will be removed from the LRE Website and SharePoint.
3. All rescinded policies will be archived in the appropriate SharePoint folder
4. Rescinded policy numbers will be retired.