

# Harvey-Marion County CDDO Service Area Policy/Procedure

**Policy No: 001**

**Subject: Policy/Procedure Development, Review, and Revision**

**Ref: K.A.R. 30-64-21**

**Effective Date: March 2009    Revised: June 2014**

**Purpose:** Establish the process for developing, reviewing, and revising the policies and procedures that govern the Harvey-Marion County CDDO service area.

**Intended Outcome:** Policies and procedures are current, functional, and user-friendly.

**Policy:** Harvey-Marion County CDDO develops and maintains written policies and procedures for operating its service area in an open manner and in compliance with K.A.R.30-64-01 et seq, with input from its community stakeholders and interested parties, and with the approval of KDADS. Subsequent changes or revisions to policies and procedures follow the same process.

## **Procedure:**

1. With input from affiliated community service providers, the Executive Director develops policies and procedures that describe desired service area operations.
2. The Executive Director presents the policies and procedures to the governing board of the Harvey-Marion County CDDO for approval.
3. At least thirty (30) days before final adoption, the governing board of the Harvey-Marion County CDDO presents the policies and procedures to:
  - a) The Harvey-Marion Community Council. The Council's comments are noted in meeting minutes.
  - b) Persons served, families, guardians, community stakeholders, and other interested parties through a public hearing process subject to prior approval from KDADS. The Executive Director summarizes comments from the public hearing process.
4. The governing board of the Harvey-Marion County CDDO submits the policies and procedures, together with the Council's comments and the public comments, to KDADS for approval.
5. If the policies are not approved as submitted, the Executive Director and governing board revises and resubmits the policies and procedures to KDADS for approval.
6. Upon approval by KDADS the policies and procedures are published and made available to all affiliated service providers and as requested.
7. Any substantive changes to policies and procedures that have been approved by KDADS must follow the same process for development, review, comment, and final approval as set forth above.
8. Policies and procedures may be updated to reflect non-substantive changes, such as a name change, without following the process set forth above.
8. Policies and procedures are reviewed annually by the Executive Director and affiliated community service providers in regular provider meetings, to ensure that they are revised as needed to keep up with changes in contract, policy, and regulation.