# PROCEDURE

## Application

This procedure shall apply to all staff of Ionia County Community Mental Health Authority (ICCMHA).

**1.0 Development**

 Proposals for the development or modification of ICCMHA procedures may be initiated by any ICCMHA organizational member and submitted for organizational review through the Quality Improvement (QI) process.

**2.0 Approval**

2.1 Procedure proposals so developed and reviewed will be presented to the ICCMHA Administrative Team for recommendation to and approval by the CEO.

2.2 Procedures so developed and reviewed will be signed by the CEO to indicate official approval.

**3.0 Dissemination**

Procedures shall be disseminated to all staff via intranet.

**4.0 Application**

Policies and procedures are applicable to all of the members of the organization.

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| Robert S. Lathers, Chief Executive Officer | Date |