

The Right Door for Hope, Recovery and Wellness

Chapter Title <b>Governance</b>	Chapter # <b>G</b>		Subject # <b>400.1</b>
Subject Title <b>Development, Approval, Dissemination and Application of Procedures</b>	Adopted 3/1/96	Last Revised 04/06/17	Reviewed 11/1/05; 5/21/10; 2/17/14; 04/06/17; 12/18/18; 2/14/20

**PROCEDURE**

**Application**

This procedure shall apply to all staff of The Right Door for Hope, Recovery and Wellness.

**1.0 Development**

Proposals for the development or modification of The Right Door for Hope, Recovery, and Wellness procedures may be initiated by any The Right Door for Hope, Recovery and Wellness 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 Right Door for Hope, Recovery and Wellness 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.

Kerry L Possehn, Chief Executive Officer	Date		