

The Right Door for Hope, Recovery and Wellness

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| Chapter Title<br>Governance  | Chapter #<br>G     |                          | Subject #<br>400   |
| Subject Title<br><b>Policies, Procedures, and Standard Operating Practices</b> | Adopted<br>2/26/96 | Last Revised<br>12/14/15 | Reviewed<br>1/26/04; 5/29/07;<br>7/23/07; 3/23/09;<br>2/22/10; 10/24/11;<br>11/26/12; 12/16/13;<br>12/15/14; 12/14/15;<br>12/19/16; 11/27/17;<br>12/17/18; 1/27/2020 |

**POLICY**

**Application**

This policy shall apply to The Right Door for Hope, Recovery and Wellness.

**1.0 Intent**

It is the intent of this policy for the Board to establish authority as related to the establishment and implementation of the policies, procedures, and standard operating practices of the organization.

**2.0 Policies**

The Board has sole authority to approve, rescind, and/or modify policies. Policy proposals, new and revised, may be developed within the organization and presented to the Board for review and disposition. Policies provide a conceptual description of the Board’s intent relative to a specific issue, topic, and/or standard and serves as the framework for the CEO to develop operational guidelines and procedures. The policies of the organization are divided into five major categories as identified and defined in the subsections that follow:

**2.1 Governance (G)**

These policies address the role of the Board and the manner in which the Board governs itself, including the Board Bylaws, Code of Ethics, Organizational Planning, the Board’s relationship with other organizations (e.g. Mid-State Health Network), Board member development, Corporate Compliance, Outcomes, Quality Improvement, and also establishes the relationship with the CEO.

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## 2.2 Fiscal Resources (F)

These policies address standards to ensure the fiscal integrity and viability of the organization including Method of Accounting, Audits, Schedule of Rates, Assets, Liabilities, Contracts, Purchasing, Budgets, Internal Controls, as well as Information Systems.

## 2.3 Clinical (C)

These policies address the standards of providing support, service, care, and/or treatment to consumers of the organization. It includes Best Practices, Medication administration, Infection Control, Access, and Delivery of Supports and Services.

## 2.4 Recipient Rights (RR)

These policies address consumer choice, inclusion, confidentiality and Recipient Rights.

## 2.5 Human Resources (HR)

These policies address Environment of Care, Health and Safety, Employment Procurement, Employment at Will, Termination, Supervision, Personal and Professional Conduct, Training and Education, Compensation and Benefits, Hours of Work, Drug Free/Tobacco Free Workplace, Employee Records and standards regarding all human resources.

## 3.0 Policy Review

The policies of the organization will be subject to continuous review. A comprehensive annual review of all of the organization's policies shall be conducted and documented by the Board.

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3.1 The Right Door for Hope, Recovery and Wellness Board reserves the right to amend, modify or delete any of its Policies from time to time as it determines necessary or desirable, at its sole discretion.

#### **4.0 Implementation**

The CEO is responsible for implementation of the Board's approval of a new or revised policy within 30 calendar days or unless otherwise specified by the Board.

#### **5.0 Procedures**

The development of procedures is intended to provide operating guidelines necessary to implement Board approved policies. All procedures developed are to be consistent with both the letter and intent of the corresponding policy. The CEO is solely responsible for ensuring the development, continuous review, and modifications of all existing procedures.

#### **6.0 Dissemination and Application of Policies and Procedures**

Staff are responsible to maintain awareness and perform application of all organizational policies and procedures.

#### **7.0 Severability**

If any portion of any policy or procedure, or the application thereof to any person or circumstance is found to be invalid by legislation or case law, such invalidity shall not affect the remaining portions or application of the policies and procedures which can be given effect without the invalid portion or application, provided such remaining portions are not determined to be inoperable; and to this end, such policies and procedures are declared to be severable.

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### 8.0 Waiver or Modification

The CEO may temporarily waive any policy at his/her discretion, to maintain congruence with the organizational values and the policy direction and intent of The Right Door for Hope, Recovery and Wellness Board. Such action shall be reported at the next scheduled full Board meeting.

### References

CARF Standards Manual, Sections: Governance, Human Resources and Leadership

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| Melissa McKinstry, Board Chairperson | Date |  |  |