

Standard:

AccessCNY is committed to ensuring all state and federal regulations are adhered to and participants receive quality care. In order to accomplish this, standards are implemented to provide guidance for decision-making and to streamline internal processes.

Procedure:

- All policies will be drafted using the AccessCNY policy template.
- All new and revised policies will be shared with the appropriate people within 30 days. This should be documented in some way (staff meeting minutes, attestation, email read receipt, etc.)
- Each department has identified priority policies that are reviewed with all staff during orientation.
- Policies will be reviewed as needed unless otherwise specified.

For Department Specific Standards:

- All policy drafts and revisions must be sent to the Associate Executive Director (AED) of the appropriate department for initial review.
- For all program policies (DDABI, MH, Clinic, CDPS), after the AED approves, the draft should be sent to the Chief Operating Officer for final approval.
- The standard will be saved to ADP for Human Resources related standards and SharePoint for all other standards in a PDF format.

For Employee Specific Standards:

- Please refer to Standards of Conduct 105 – Purpose of Employee Policies

For Agency Standards:

- All policy drafts and revisions must be reviewed by the policy committee consisting of the Associate Executive Director (AED) of Quality & Performance, Chief Operating Officer, AED of Human Resources and a Program Staff Representative for initial review.
- The draft will then be shared with the Executive Team for final approval. ~~which includes general counsel.~~
- The standard will be saved to ADP for Human Resources related standards and SharePoint for all other standards in a PDF format.

For Compliance Standards:

- All policy drafts and revisions must be sent to the Associate Executive Director (AED) of Quality & Performance, Chief Operating Officer, general counsel, and the Executive Director for initial review
- The draft will then be shared with the Compliance Committee for final approval.

- The finalized standard will be saved to SharePoint in a PDF format and on the website.
- Affected individuals will be informed of the updated/revised policy and instructed to share with their staff within 30 days.
- Compliance standards will be reviewed annually to ensure they are effective in meeting the goals of the compliance plan.

