

Big Bend Community Based Care Policy & Procedure

Series: 1000: Network Administration

Policy Name: Revision of Operating Policies and Procedures

Policy Number: 1007

Origination Date: 3/28/2009

Revised: Board Meeting of 12/13/2018

Referenced Documents:

1000-1007 x 1, Procedure for Revising Operating Policies

1000-1007 x 2, Policy and Procedure Change Record

Policy

Big Bend Community Based Care, Inc. (BBCBC), updates Operating Policies and Procedures using a standardized process designed to assure the integrity of published documents and the Agency's continued fulfillment of the Network Administration Standards set by the Council on Accreditation.

Procedure

- A. Policy and Procedure updates are initiated as a result of:
 1. Changes to applicable laws, regulations, or directives;
 2. Changes in the Agency's organizational structure, operational activities, or business approach;
 3. Changes in Network procedures that necessitate revisions in complimentary policies.
- B. The Quality Management Director (QMD) is responsible for the oversight and management of the Operating Policy and Procedure revision process.
- C. Requests for revisions to official Operating Policies and Procedures must be submitted or approved by the BBCBC Director responsible for the programmatic or administrative area to which the policy pertains.
- D. BBCBC staff will request, update, disseminate and track revisions to official Operating Policies & Procedures in accordance with *BBCBC OP 1000-1007 x 1, Procedure for Revising Operating Policies*.
- E. Revisions to Operating Policies and Procedures will be presented to the BBCBC Board of Directors for formal approval and provided to the DCF Contract Manager.
- F. Revisions to Operating Policies and Procedures will be disseminated throughout the Network via electronic transmission and available to the public via Agency website: <http://www.bigbendcbc.org/>.