



## POLICY AND PROCEDURE MANUAL

SUBJECT Policy and Procedure Development and Approval	ACCOUNTABILITY NMRE Staff	Effective Date: April 25, 2018	Pages: 2
REQUIRED BY	BBA Section: PIHP Contract Section: Other:	Last Review Date:	Past Review Date:
Policy: <input checked="" type="checkbox"/>  Procedure: <input type="checkbox"/>	Review Cycle: Annual  Author:	Responsible Department: Administration	Reviewers: NMRE Board of Directors

### Definitions

**Master Policy Index Spreadsheet:** A list of all NMRE policies and procedures in Microsoft Excel with creator, effective dates, and due dates for review.

**MDHHS:** Michigan Department of Health and Human Services

**Policy:** A document that contains the Board’s policy statement and the procedures that it approves.

**Policy Statement:** Establishes a principle or position regarding specific matters adopted by the Board.

**Procedure:** The actions taken by designated individuals, with specific steps and responsibilities that operationalizes the Boards’ policy statement.

**Standard:** An authoritative directive establishing an expectation of particular conduct or procedure.

### Purpose

- (1) Policies will provide direction to support achievement of the organization’s mission, vision and values; to meet changing needs of the NMRE; to achieve compliance with applicable laws, rules, and funding requirements and; to assure responsiveness to customer/stakeholder needs.
- (2) Policies will be established/reviewed by responsible NMRE staff; NMRE Committees as appropriate; and reviewed and approved by the NMRE Board.
- (3) Policies will not be effective until formal Board action has occurred. NMRE Chief Executive Officer will determine the need for Board approval dependent on policy or proposed changes/revisions. Minor changes can be made and approved by designated NMRE staff member(s).

- (4) The NMRE Board will approve policy statements and standards for all new policies and any policies with substantive changes in statement/standards. The Board can request to review and recommend revision to any policy at any time.
- (5) The NMRE will reserve the right to review any policy at any time. Moreover, it reserves the right to add or delete policies to the NMRE Policy Manual as it deems necessary to achieve desired NMRE ends and outcomes.
- (6) The NMRE Chief Executive Officer will reserve the right to order immediate implementation should it be determined necessary based on need and/or guidance from MDHHS.

Policy

Then NMRE will ensure that all policies are developed, reviewed, and revised in accordance with the procedures outlined.

Approval Signature



NMRE Chief Executive Officer

4/25/18

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Date

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Procedure

**A. Policies**

1. All policies will document effective date, review dates, and most recent revision dates.
2. NMRE staff will have access to all policies through the NMRE Policy Manual.
3. NMRE Network Providers and the public will have access to NMRE policies through the NMRE website (nmre.org)
4. New Policies
  - a. The proposed policy will be developed by appropriate Department Leader with input from additional staff, as applicable.
  - b. The Department Leader will put draft content into NMRE policy format with assistance from NMRE Executive Assistant or designee.
  - c. The Department Leader will submit electronic versions of draft policies to the NMRE Leadership Team.
  - d. The NMRE Chief Executive Officer will provide the proposed policy to the NMRE Operations Committee for review and comment, as applicable.
  - e. The proposed policy will be submitted to the NMRE Policy Committee for recommendation.
  - f. The proposed revised policy will be submitted to the NMRE Board for final approval.
  - g. The approval date will be added to the policy and the policy will be signed by the NMRE Board Chair.
5. Revisions to Policies
  - a. Policies can be reviewed and updated at any time due to contractual or regulatory changes, or changes in business processes or need. The applicable Department Leader will update the policy.

- b. The Department Leader will submit electronic versions of the revised policy to the NMRE Leadership Team.
- c. The NMRE Chief Executive Officer will provide the revised policy to the NMRE Operations Committee for review and comment, as appropriate.
- d. The revised policy will be submitted to the NMRE Policy Committee for recommendation.
- e. The revised policy will be submitted to the NMRE Board for final approval.
- f. The revision date will be added to the policy and the policy will be signed by the NMRE Board Chair.

6. Annual Policy Review

- a. Annually, within 30 days prior to required review date, Department Leaders will review current policies and made changes as necessary.
- b. Additional staff, workgroups, or committees will be consulted regarding the annual review of NMRE policies as necessary.
- c. Department Leaders will submit electronic versions of updated policies to the NMRE Leadership Team. If no changes are recommended, the policies will be reviewed and updated with the latest review date.
- d. If updates to policies are recommended, the NMRE Chief Executive Officer will provide the policies to the NMRE Operations Committee for review and comment, as appropriate.
- e. If updates to policies are recommended, the policies will be submitted to the NMRE Policy Committee for recommendation.
- f. If updates to policies are recommended, the policies will be submitted to the NMRE Board for final approval.
- g. The review date will be added to the policies and, if updated, the policies will be signed by the NMRE Board Chair.

**B. Procedures**

- 1. All procedures will document effective date, review dates, and most recent revision dates.
- 2. NMRE staff will have access to all procedures through the NMRE Policy Manual.
- 3. NMRE Network Providers and the public will have access to NMRE procedures through the NMRE website (nmre.org)
- 4. New Procedures
  - a. The proposed procedure will be developed by appropriate Department Leader with input from additional staff, as applicable.
  - b. The Department Leader will put draft content into NMRE procedure format with assistance from NMRE Executive Assistant or designee.

- c. The Department Leader will submit electronic versions of draft procedures to the NMRE Leadership Team.
- d. The NMRE Chief Executive Officer will provide the proposed procedure to the NMRE Operations Committee for review and comment, as applicable.
- e. The approval date will be added to the procedure and the procedure will be signed by the NMRE Chief Executive Officer.

5. Revisions to Procedures

- a. Procedures can be reviewed and updated at any time due to contractual or regulatory changes, or changes in business processes or need. The applicable Department Leader will update the procedure.
- b. The Department Leader will submit electronic versions of the revised procedure to the NMRE Leadership Team.
- c. The NMRE Chief Executive Officer will provide the revised procedure to the NMRE Operations Committee for review and comment, as appropriate.
- d. The revision date will be added to the procedure and the procedure will be signed by the NMRE Chief Executive Officer.

6. Annual Policy Review

- a. Annually, within 30 days prior to required review date, Department Leaders will review current procedures and made changes as necessary.
- b. Additional staff, workgroups, or committees will be consulted regarding the annual review of NMRE procedures as necessary.
- c. Department Leaders will submit electronic versions of updated procedures to the NMRE Leadership Team. If no changes are recommended, the procedures will be reviewed and updated with the latest review date.
- d. If updates to the procedures are recommended, the NMRE Chief Executive Officer will provide the procedures to the NMRE Operations Committee for review and comment, as appropriate.
- e. The review date will be added to the policy and, if updated, the policy will be signed by the NMRE Chief Executive Officer.

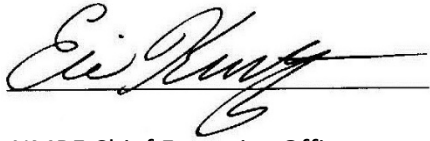
7. Maintenance

Adherence to the NMRE Policy and Procedure Development and Approval Policy and Procedure is monitored by the NMRE Administration Department and the NMRE Leadership Team, with input from Department Leaders. This policy will be reviewed at least annually.

Related Policies

Policy and Procedure Template (attached)

Approval Signature

A handwritten signature in black ink, appearing to read "Eric R. King", written over a horizontal line.

NMRE Chief Executive Officer

4/25/18

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Date



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Definitions

Purpose

Policy

Procedure

References

Other Related Policies

Approval Signature

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NMRE Chief Executive Officer

\_\_\_\_\_  
Date