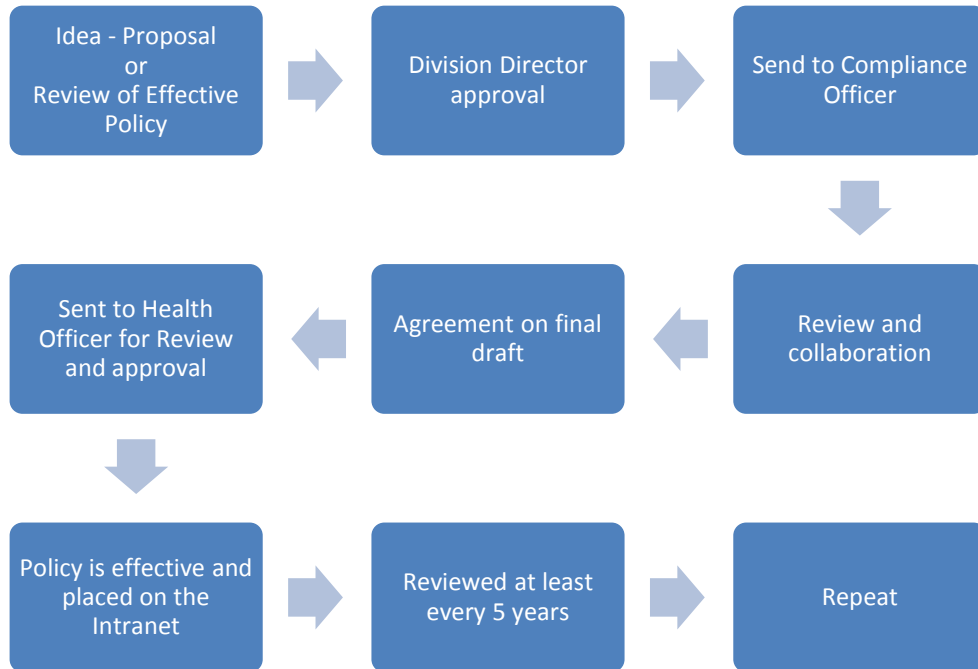# CHEAT SHEET

HARFORD COUNTY HEALTH DEPARTMENT

Policy Development and Revision

Effective 11/15/13

From Idea to Policy

POPD – Proposal of Policy Development

❑ Submit a Proposal of Policy Development (POPD) to the applicable Director of the Division for approval. (POPD attached)

Director

❑ Director approves the need for the policy.
❑ The initiating unit will send a paper copy and a digital copy via email to the Compliance Officer.

Compliance Officer

The Compliance Officer will review the POPD for the following criteria:

- Is the subject of the proposed policy one that affects programs or employees of more than one unit?
- Does the policy issue require the authority and approval of the Health Officer in order to be effective?
- Is a formal policy necessary to assure compliance or protect the liability of the Department?

Compliance Officer will assign a policy number, enter the policy into the index database and the policy status listing, and review the preliminary draft document.

Compliance Officer will recommend changes on a mark-up copy of the draft policy, returning it to the initiating unit for review.

❑ The responsible unit representative and the Compliance Officer will work collaboratively to complete the policy. Once agreement has been reached on the content and format of the policy, the Compliance Officer will place the draft document in a policy review folder with the supporting documentation to begin the review and approval of the Health Officer.

FORMATTING
Template is available and located on the HCHD Intranet. (http://hchd-web/policies/)

Formatting standards are intended for the MS-WORD version as follows:

❑ 8 ½" x 11" paper, portrait view
❑ *Normal* margins (1" margins on top/ bottom, and 1" on left /right
❑ The first page will include a standard policy header and all pages will have a standard footer.

Header: (Initial page only)
HARFORD COUNTY HEALTH DEPARTMENT POLICY

Title of Policy: (30-40 characters)	
Program Area:	
Approved By:	Original Effective Date:
Susan Kelly, Health Officer	Revised Dates:

Footer:
HCHD Policy # (policy number)   **Page__ of __**

Style Standards:
❑ Fonts –Times New Roman 12-point-regular
❑ Style standards do not apply to addenda and attachments.

BE SURE TO INCLUDE:
The responsible division will provide the necessary policy research including all relevant hypertext links and reference citations, especially the relevant Annotated Code and COMAR links.

HCHD policies should be consistent with Department of Health and Mental Hygiene (DHMH) policies and when applicable, DHMH policies will be used.

All policies must contain the following sections:
❑ **Policy** – a concise but general synopsis of the Procedure Section. All significant issues addressed in the policy are to be mentioned here, but also need to be addressed in detail in the Procedure section.

❑ **Purpose** – This portion should be the rationale and reasoning for the policy. It should outline the outcome for the policy.

❑ **Procedure** – This section should explain an organized, hierarchic listing of definitions (optional), roles and responsibilities, principles, instructions, processes, considerations, standards, or other components of a plan to deal with the issue.

(Optional)
Definitions – Specific vocabulary and specialized terms may be included in a Definitions section when necessary.

References - A bulleted, alphabetical listing of laws, COMAR, publications, and information resources from which the policy is derived, or that are cited in the policy, with brief descriptions. Hypertext links to online references are to be included whenever available.

Addenda, Exhibits, or Appendix can include essential supplementary data, forms, tables, listings, spreadsheets, letters and other documents which support the policy statements.

NOTE - Other directives, laws, regulations, glossaries, dictionaries, etc. are not to be included in text as part of the policy, but may be incorporated by reference, and electronically connected by hypertext links.

Vocabulary -
- HCHD policies are intended to be user-friendly.
- Use plain English.
- Common abbreviations (such as HCHD) may be used for brevity purposes, if first printed in full, and if not used repeatedly with other abbreviations or acronyms.

Content -
- Policy titles should be concise. **(30-40 characters)**
- Detailed, technical, or complicated instructions may better be conveyed through non-policy directives such as protocols, manuals, etc.
- Procedures, rather than policies, are to be used to provide detailed instruction on how processes should be completed.

POLICY REVIEW
All policies must be reviewed at least every 5 years. The review process can be expedited and may come at the request of the Health Officer, Deputy Health Officer, Director of Administration, Compliance Officer or the initiating unit.

All policies (new, revisions, deletions) will first be approved by the Division Director and then begin the approval/review process, by submission to the Compliance Officer.

The Compliance Officer and Division representative will collaborate and refine the policy, the Division representative will resubmit to their Division Director for final approval and then the Compliance Officer will put together a Review Packet including the Proposal, Mark-Up Copy, supporting documentation, and a feedback form to the Health Officer for review and approval.

E-Mail Review-
To minimize review time, copies of the latest draft will be e-mailed to Directors of all programs affected by the policy with a request for comments and suggestions to be submitted generally within a week, a lack of response/comments indicates approval. The Compliance Officer and Division representative(s) will work collaboratively to address issues and modify the draft where necessary. The comments will be compiled and presented to the Director of Administration, Deputy Health Officer and Health Officer as part of the review package.

To facilitate processing, the Compliance Officer may make non-substantive, grammatical, or organizational changes to the policy, as needed, at any stage of policy development.

IMPLEMENTATION
The Health Officer will sign all policies. Policies will not be implemented or posted until final approval indicated by the signature is received. Original signed copies will be maintained by the Compliance Officer.

Accessibility -
Current policies can be found on the HCHD Intranet. http://hchd-web/
Electronic version of the policies will be disseminated via email for programs not having access to the Intranet.

Paper (Hard) Copies-
Divisions and programs will be encouraged to print and house paper copies of policies relating to their employees for easy retrieval and review.

COMPLIANCE AND ENFORCEMENT
HCHD Employees' Responsibility
- The HCHD policies are guidance documents for HCHD employees to enable them to accomplish desired outcomes in the course of the performance of their duties.
- All HCHD employees are responsible for maintaining awareness and familiarity with the policies that affect their job performance, and to comply with them.

Supervisors' Responsibility
- HCHD Policies are also guidance for supervisors, providing authority for management and designating responsibility. Supervisors are responsible for making their employees aware of applicable policies.
- Supervisor's evaluation of employee performance (PEP) should include the application of and compliance with HCHD policies.

Compliance Officer's Roles
- The Compliance Officer will act as the Policy Administrator.
- The Compliance Officer's responsibilities include monitoring HCHD units' compliance with policies.
- As one criterion of the audit process, the HCHD Compliance Officer will monitor adherence to policies by those HCHD units being audited and note discrepancies that are to be corrected in their audit reports.

Proposal of Policy Development (POPD) Directions

Number:	(assigned by the Compliance Officer)
Policy Proposal Name:	(No more than 30-40 characters if possible)
Author:	a. name b. email c. division
Proposal Version:	(assigned by the Compliance Officer)
Submission Date:	Date Received
Approved by:	Division Director
Proposal Type:	a. new, modification or deletion
Policy Term:	a. Temporary (time period) b. Indefinite
Rationale:	a. Arguments supporting the proposal b. Arguments opposing the proposal

Summary of proposal:

Policy Text:
   a. Current policy text (if modification)
   b. New policy text

Proposal of Policy Development (POPD)

Number:	
Policy Proposal Name:	_____
Author:	a. name - _____ b. email - _____ c. division - _____
Proposal Version:	
Submission Date:	
Approved by:	Division Director - _____
Proposal Type:	_____
Policy Term:	_____
Rationale:	_____ _____ _____ _____

Summary of proposal:
_____
_____
_____
_____
_____

Policy Text:
     Attach completed template