HARFORD COUNTY HEALTH DEPARTMENT POLICY

Title of Policy: Policy Accessibility	
Program Area: All Areas	
Approved By: *Susan Kelly*	Original Effective Date: *11/15/13*
Susan Kelly, Health Officer	Revised Dates:

1.0 POLICY

Harford County Health Department (HCHD) policies are tools used to guide employees in the performance of their work, enabling them to achieve a desired set of outcomes. This policy ensures that policies and procedures are available to all staff in accessible forms and in all HCHD locations so that they can be regularly used.

2.0 PURPOSE

The purpose of this policy is to establish how employees can access policies when needed.

3.0 PROCEDURES

3.1 GENERAL

3.1.1 The Health Officer is responsible for the operation of the Department. HCHD policies are established under the authority of the Health Officer in order to promote the orderly and efficient administration of the Department. HCHD policies are tools for employees and supervisors to use to obtain the Department's desired results and will be easily accessed so that employees may implement them in an effort to reach desired outcomes.

3.1.2 Policies must be kept brief and user-friendly, but may be incorporated into comprehensive HCHD manuals or handbooks, such as a New Employee's Handbook. Care must be taken by the responsible unit to assure that the policies so incorporated are kept up to date by removing and discarding older policies when new policies are issued to replace said policies.

3.2 TRACKING SYSTEM

The Compliance Officer, in order to monitor the location and status of each policy folder particularly during the review process, will use an internal tracking system that indicates location and past-due responses.

3.2.1 The Compliance officer will maintain a current policy list on the HCHD Intranet and it will be accessible in a read-only format for all employees.

3.3 NOTIFICATION

Once a policy has been placed on the policy web page (http://hchd-web/policies/), an e-mail notification will be sent to all HCHD Division Directors/Senior Staff, Deputy Health Officer and Health Officer with a hypertext link to the online policy and an attached copy of the final policy. The Health Officer, Deputy Health Officer and Division Directors will distribute the policies to their staff, as appropriate.

3.4 ELECTRONIC VERSIONS

  3.4.1   Shared Drive Copy -
           An MS-Word version of all new or updated policies will be placed in the
           "Working Copies" folder located in the Administrative Policy Folder on
           the HCHD network Shared "S" Drive. An Adobe PDF version of the
           signed document will be kept in the "CURRENT policies – approved"
           folder located in the Administrative Policy Folder on the HCHD network
           Shared "S" Drive. Documents will only be accessible to the Health
           Officer, Deputy Health Officer, Director of Administration, HCHD IT
           Team and the Compliance Officer so that no unauthorized changes can be
           made.

  3.4.2   HCHD Intranet - **http://hchd-web/policies/**
           All staff will be able to access the Policies and Procedures. The
           Compliance officer will ensure that only updated PDF versions of the
           Policies and Procedures will be posted to the HCHD Intranet. For
           programs that do not have access to the HCHD Intranet, electronic version
           of the policies will be disseminated via email by Division Directors or
           their designees.

3.5 PAPER (HARD) COPIES

  3.5.1   Employees will be encouraged to maintain a paper copy of updated
           policies at their site location and can always request copies of policies via
           email to the Compliance Officer.

  3.5.2   One hardcopy HCHD Policy file will be maintained by the Compliance
           Officer. The original policy packet with Review/Authorization sign off
           sheet, and documentation including the official, signed copy of the policy
           will be kept as a permanent record by the Compliance Officer.