
 <p>HAWAII HEALTH SYSTEMS CORPORATION "Touching Lives Everyday"</p> <p>PROCEDURE</p>	<p>Department: Office of the President and Interregional Policy Committee</p>	<p>Policy No.: ADM 019B</p>
	<p>Issued by: President & CEO</p>	<p>Revision No.: 1</p>
<p>Subject: Adoption of Corporate-Wide Policies and Procedures</p>	<p>Approved by:  By: Bruce S. Anderson HHSC President & CEO</p>	<p>Effective Date: 10/13/11</p>
		<p>Supersedes Policy: ADM 0019 06/12/08</p>
		<p>Page: 1 of 3</p>

Last Review: September 14, 2011. Next Review: September 14, 2014.

I. **PURPOSE:** To establish and define a process for adoption of corporate-wide policies and for adoption of corporate-wide procedures.

II. **DEFINITIONS:**

A. **"Policy":** A Policy is a predetermined course of action established as a guide toward accepted business strategies and objectives.

B. **"Procedure":** A Procedure is a method by which a policy can be accomplished; it provides the instructions necessary to carry out a policy statement.

III. **PROCEDURE:**

A. Policy Committee

1. A Policy Committee shall be established and shall be comprised of two representatives of the HHSC Board and a representative or designee of each regional system board.
2. The Policy Committee shall select a chair and a vice chair from among its members and may request staff assistance from the corporate and regional offices. Legal assistance may be requested from the Corporate Legal Department. Regional legal counsel may be consulted. The term of office for the chair and vice chair shall be two (2) years.
3. The key roles of the Policy Committee are as follows:
 - Guide development of corporate-wide policies for new governance model of HHSC (the transfer of custodial control from HHSC to regional system boards).

- Serve as a resource to the system to explore future policy refinements and developments as needed for the success of the system of care providers.
 - Provide a venue or forum within which the HHSC Board and regional system boards can study and seek resolution of policy execution disagreements.
 - Serve as a conduit for communication and collaboration among the HHSC Board and regional system boards.
4. The Policy Committee shall meet as often as necessary to conduct a review and comment on the policies in a timely manner. A tentative schedule establishing monthly meeting times, dates and places shall be adopted by the Policy Committee for each calendar year. The committee may conduct business through any means that allows all members to have access, such as in person meetings, telephone, videoconferencing, or a combination thereof.
 5. The Policy Committee shall review new corporate-wide policies and major changes to existing policies other than those changes mandated by legal or regulatory requirements. The Policy Committee is to additionally consider requests from the regional system board(s) and the HHSC Board to alter corporate-wide policies. The Policy Committee shall take into consideration the detailed justification to be provided with the request.
 6. All policies adopted by the regional system boards shall be consistent with any applicable corporate-wide policy.

B. Adoption of Policies

1. The adoption of a policy shall follow the process outlined in the attached document entitled Corporate-Wide Policies: Development and Approval Process.
2. All corporate-wide policies are to be reviewed by the Corporate Legal Department prior to adoption.
3. The Policy Committee shall try to reach a consensus on the policies reviewed. In the event a consensus cannot be reached, a vote shall be taken and recorded. The document submitted for approval shall reflect the majority opinion. The Policy Committee shall make every effort to reach a majority consensus. If they are unable to do so, the policy will be forwarded to the HHSC Board with comments from the committee. Brief comments from members of the Policy Committee and the vote shall be included in the submittal.
4. The Policy Committee will attempt to review and comment on policies within 30 days of receipt, as required by Act 290. If the Policy Committee does not comment on a policy within 30 days, the policy

may be considered, adopted, revised, or rejected by the HHSC Board. The Policy Committee chair shall inform the President & CEO ("PCEO") or designee, of the status of pending policies and may request additional time from the HHSC Board. The HHSC Board will attempt to review and consider approval of the policies within 30 days of transmittal by the Policy Committee or at the next HHSC Board meeting, as required by Act 290.

5. With consensus of the Policy Committee, a policy may be returned to the originator with suggested revisions or comments and a time line established for return to the Policy Committee.
6. Policies imposing requirements or limiting what authority is transferred or further delegated to the regional system boards shall only be adopted by the HHSC Board. Policies affecting only the corporate office and not otherwise impacting the regions, may be adopted by the PCEO and are not subject to the process outlined herein.
7. Policies shall follow the format of this policy and the identification system established at the corporate office.
8. Policies shall be published electronically on a website accessible to the public. An announcement email will be sent to all HHSC employees with a link to the policy index. The announcement shall state the name of the contact person responsible for the policy. The corporate office shall be responsible for publication of the policy and maintaining the original, signed hard copy of all policies, including subsequent adopted revisions.
9. Policies shall be reviewed at least every three years by the issuing department with a brief report to the Policy Committee.

C. Adoption of Procedures

1. The PCEO shall adopt procedures for corporate functions involving the facilities in order to establish consistent processes for implementation of policies and other tasks in collaboration with the facilities.
2. The corporate office shall publish a procedures manual of all corporate wide procedures in a manner that provides access to necessary personnel at the facilities and the corporate office.

IV. APPLICABILITY: This Procedure shall apply to all corporate-wide policies and procedures.

V. REFERENCE: HRS §§ 323F-7(a), (b), and (c); HHSC Policy ADM 0019A.

VI. ATTACHMENT: Corporate-Wide Policies: Development and Approval Process.

Corporate-wide Policies: Development and Approval Process

Goal: To provide an efficient process with collaborative input

RSBs may submit a request to the Policy Committee to alter corporate-wide policies along with justification for the request. Requests to be sent to Policy Coordinator.

Subject Matter Expert* (SME)/SME Team drafts/amends policy and sends to Policy Coordinator

Policy Coordinator submits policy to Corporate Legal for legal review

Policy Coordinator sends policy to PCEO and RCEOs. RCEOs have 10 calendar days to send comments to Policy Coordinator.

Legal review okay?

Back to SME/SME Team for handling via Policy Coordinator

Policy Coordinator receives comments from RCEOs and forwards to SME/SME Team for response, if applicable

Policy Coordinator compiles comments and SME responses and forwards to Policy Committee for discussion at next meeting. SME Leaders with policies on the agenda will be asked to attend the next Policy Committee meeting.

Back to SME/SME Team for action and return via Policy Coordinator w/cc to PCEO and RCEOs**

Policy Committee reviews draft policy and either recommends approval (with or without concerns) or returns to SME with comments via Policy Coordinator

- *Subject Matter Experts (Corporate Staff + Regional Counterparts)**
- Communications
 - Compliance
 - Credentialing/Med Staff
 - Fiscal
 - Human Resources
 - Information Technology
 - Legal
 - Quality

Policy Coordinator forwards to appropriate Board Committee

**May or may not require restart of entire process depending on scope of changes requested

Back to Policy Committee with Notice of Concern for action and return via Policy Coordinator w/cc to PCEO/RCEOs/SME**

Board Committee recommends for approval?

Policy forwarded to Board for review/approval

Back to Board Committee for action and return via Policy Coordinator w/cc to Policy Committee/PCEO/RCEOs/SME Team**

Board approves policy?

Policy formatted and posted to Intranet

FINAL 5/6/08

Notice of action from Board to Policy Committee

