

# ADMHS Policy and Procedure Development Process

*How our collective ideas become formal ADMHS policies and procedures*



Begin

## 1. Policy Request

ADMHS Steering Committee/Mental Health Commission/ADP Advisory Board/Staff/Action Team/CBO/Client/Stakeholder/Family Member/Change Agent originate policy request.

## 2. Refer to OSM

Refer to OSM to help with refinement.

## 3. Review by Exec Team and Steering Committee

Refer to Exec Team and Steering Committee for review.

Feedback given to idea originator

## 4. Additional Edits/Stakeholder Input

OSM edits and/or gathers further stakeholder input.

Are additional edits and/or stakeholder input needed?

## 5. Regulatory Review

Compliance Committee conducts regulatory review.

## 6. Final Approval

Exec Team makes final approval. Major stakeholder groups informed of final approval.

Feedback given to idea originator

## 7. Policy Implementation

OSM conducts system training, communication and ongoing evaluation of new policy for continuous quality improvement.

End

## Role of OSM in Policy Development

- ✓ Provides technical assistance in formulation/amendment of policy and procedure
- ✓ Processes policy through system flow to approval
- ✓ Drafts policy for referring body review/refinement
- ✓ Develops and implements system training to policy
- ✓ Evaluates policy outcomes
- ✓ Communicates new policies to system
- ✓ Offers technical support for ongoing quality improvement of policy as needed
- ✓ Advises on regulatory requirements as related to policy
- ✓ Maintains collection and organization of system policies
- ✓ Engages internal/community stakeholders