



## **POLICY DEVELOPMENT AND REVIEW**

### **POLICY:**

Policies and procedures are developed to provide guidance to individuals who carry out the work of the North Dakota Family Planning Program (ND FPP); ensure activities and operations are compliant with local, state, and federal regulations and laws governing operations. All policies are developed and maintained in a uniform manner to ensure information is current, accurate, relevant, understandable, and accessible. This policy provides guidance and action steps for developing, reviewing, and maintaining these documents.

ND FPP will provide an opportunity for maximum participation by existing or potential subrecipients in the ongoing policy decision making of the project. (42 CFR § 59.5(a)(11)(ii))

### **PROCEDURE:**

The ND FPP Policy & Procedure (P&P) Committee is led by the program director and consists of recipient and subrecipient members. The committee will conduct an annual review or as needed based on:

- substantial change in federal or state law(s) or regulations
- new or change in clinical guidelines
- staff feedback
- client feedback

All staff are encouraged to make recommendations for policies and procedures at any time throughout the year using the P & P Update Form on the ND FPP website or by emailing the program director.

Prior to the P & P Committee review, the program director reviews existing policies and adds notes to the bottom of each policy with suggested changes, if applicable. Current and/or drafted new policies will be provided to the committee members within a shared Teams channel (Tm-DOH-FP-Policy-Procedure-Committee). In addition, a Resource folder is created which may include:

- Title X Handbook
- RHNTC policy templates
- Program Review Tool
- other state policy examples that are accessible online

All committee members must review all policies and provide feedback on suggested edits. All reviews and edits will be recorded and tracked in the state Teams channel (Tm-DOH-FP-Policy-Procedure-Committee).

For recipient-specific policies, recipient staff complete the review and update if needed. However, committee members are still expected to review these policies, add comments, and/or ask clarifying questions.



After committee members complete their review, the program director addresses any remaining questions or needs for clarification. Email communication and/or virtual meeting(s) will occur if any final decisions need to be made. Policy adoption occurs after the policy committee approves the policies via email communication. Final authority for the policies rests with the P&P Committee.

The program director notifies subrecipients of the completion of the policy review and effective date of implementation. A description of key changes made to policies will be documented and distributed to users at the time of implementation.

Notification to subrecipients may occur in a variety of ways such as:

- email communication
- subrecipient director's meetings
- all staff meetings and/or lunch and learns

All staff must review the policies and sign the P&P Review Form. Signature forms are reviewed during site visits to ensure compliance.

Policy Format:

- Categories (1 – 6) align with the headings from the 2019 OPA Program Review tool. Additional policies for any category will use the category number followed by a period and further numbering.
- Policy statements reflect Federal Rules, Regulations and Bills (example (42 CFR 59.5(a)(5)) when applicable.
- Policies include hyperlinks and/or resources used for policy development, applicable forms or correlating policies and/or protocols.
- Policies are posted in a non-editable PDF format on the ND FPP website

Table of Contents and List of Required Agency Policies:

Subrecipients must:

- Develop policies to reflect the individual agency's procedures
- Have policies and procedures readily available for staff in digital or written format
- Have a process in place for archiving of local policies and procedures

The policies and procedures Introduction describes:

- the history of the Title X program
- changes in clinical recommendations
- changes in federal guidelines
- revisions of ND FPP P & P manual based on the above changes



The ND FPP will maintain an electronic repository to store policies and procedures that are no longer in effect.

- All reviews and edits will be recorded and tracked in the state H: drive and/or Teams site
- Outdated policies and procedures and related documents are to be moved to the archive.
- Related documents may include title pages, outdated forms, referenced materials, authorizing signature page, training materials, training documentation, memos and audit reports.

Archiving of outdated policies and procedures ensures:

- Compliance with federal and state laws and regulations
- Reduces the risk of accidental destruction of records earlier than intended
- Facilitates operations by promoting efficiency in retrieving records
- Frees up storage space with destruction of outdated documents