
 <p>HAWAII HEALTH SYSTEMS CORPORATION</p> <p>PROCEDURE</p>	Department: Office of the CCEO and Interregional Policy Committee	Procedure No.: ADM 019B
	Issued by: CCEO/Policy Committee	Revision No.: 4
Subject: Adoption of Corporate-Wide Policies and Procedures	Approved by:  By: Linda Rosen, M.D., M.P.H. HHSC CCEO	Effective Date: June 25, 2015
		Supersedes Policy: 10/13/11
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Last Review: March 10, 2015; Next Review: March 10, 2018.

- 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.
 - 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 quarterly 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 shall also 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, the applicable corporate office executive management team member, and the CCEO prior to dissemination to the committees and board for adoption.
3. The Policy Committee shall try to reach a consensus on the policies reviewed, to either approve or request that the corporate board reject the policy. In the event a consensus cannot be reached, a vote shall be taken and recorded. The policy will be forwarded to the HHSC Board with a summary of comments from the committee documented in the policy committee minutes. HHSC executive management may agree to make changes suggested by the Policy Committee, which may result in the policy being sent back to the originating HHSC board committee for review, depending on the nature of the changes.
4. The Policy Committee will attempt to review and comment on policies within 30 days of receipt, as required by HRS 323F-7 (b) ("Act"). 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 Corporate CEO (“CCEO”) or designee, of the status of pending policies and may request additional time for review and comment 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 the Act.

5. All policies imposing system-wide requirements or limiting what authority is transferred or further delegated to the regional system boards shall be adopted by the HHSC Board. Policies affecting only the corporate office and not otherwise impacting the regions, may be adopted by the CCEO and are not subject to the process outlined herein.
6. Policies shall follow the format outlined in ADM 0019A and the identification system established at the corporate office.
7. Policies shall be published electronically in a manner accessible to employees and board members. An announcement email for all new and revised policies will be sent to all HHSC employees with a link to the policy index. The corporate office shall be responsible for publication of the policy and maintaining the original, signed hard copy of all policies, including adopted revisions.
8. Policies shall be reviewed at least every three years by the issuing department followed by a brief report to the Policy Committee.

C. Adoption of Procedures

1. In collaboration with the HHSC facilities, the CCEO shall adopt procedures for corporate functions involving the facilities in order to establish consistent processes for implementation of policies and other tasks.
2. Procedures shall follow the format of this Procedure, ADM 0019B.
3. The corporate office shall publish a procedures manual of all corporate wide procedures in a manner that provides access to necessary personnel and shall give notice to all affected personnel of the adoption or revision of a procedure.

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

V. **REFERENCES:** 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

