

Catholic Charities Diocese of Palm Beach, Inc.

Policy and Procedures Manual

No. of Policy 1001

SUBJECT: MAINTAINING WRITTEN POLICIES & PROCEDURES MANUAL

POLICY: Catholic Charities maintains a manual of written approved guidelines and standards that describe how the service delivery process is defined, organized and carried out.

PROCEDURES:

- 1) The Executive Director and Chairman of the Board of Directors shall assure the development, maintenance and distribution and compliance of the policy and procedure manual and its policies. These policies and procedures shall comply with accreditation and licensure standards.
- 2) All policies shall be approved through the Continuous Quality Improvement process.
- 3) The manual shall be reviewed and approved annually. The first page of the manual shall be a signed statement by the Executive Director and Board Chairman documenting approval and the date of approval.
- 4) All policy approvals or modifications shall be documented in the Continuous Quality Improvement Meeting minutes and approved by the Executive Director and Board Chairman prior to implementation.
- 5) Procedures and forms may be modified without modification of policy. If this activity is undertaken, the Executive Director shall assure that these modifications are approved through the Continuous Quality Improvement process.
- 6) The Executive Director shall maintain the master copy of the manual.
- 7) The Executive Director shall assure that all modification additions or deletions are communicated to all staff members who maintain a copy of the manual.

AUTHORIZED DATE: 06/25/09

REVISED DATE: