

Shadowfax

Title	Bulletins and Directives Procedure
Procedure Number	ORG.1002.001.000. Bulletins and Directives Procedure
Initiating Authority	Bulletin Committee
Approved By	Compliance Committee 8-25-21
Origin Date	July 15, 2021
Revision Date	
Effective Date	September 1, 2021
Next Review Date	July 2022
Associated Policies	ORG.1002.000.000 Bulletins and Directives Policy
Associated Procedures	
Associated Documents	ORG.1002.001.001 Bulletins and Directives Tracking Form ORG.1002.001.002 Current Subscription List

I. PROCEDURE STATEMENT

Bulletins and directives relay important information on new or changed regulatory and operational requirements. Shadowfax is committed to effectively evaluating, implementing, and communicating requirements from bulletins and directives and announcements (“bulletins”).

II. PURPOSE

This procedure outlines the steps the Bulletin Committee will take to receive, evaluate, determine relevance, and disseminate bulletins to appropriate departments.

III. SCOPE

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Note: The term “Individual” is synonymous with resident, client, patient, consumer, or participant.

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The Bulletin Committee will use this procedure to disseminate information to the appropriate Shadowfax committees or departments

IV. GENERAL

Bulletins from Federal, State, County, and Administrative Entities drive Shadowfax policies and procedures to remain compliant with such.

V. PROCEDURE

1) The Bulletin Committee will subscribe to any and all correspondence lists that are generated by funding sources and regulatory entities. A current subscription list will be maintained by the Committee. Electronic correspondence will be directed to bulletins@shadowfax.org. Access to this email address will be maintained by the Information Technology (IT) Department.

2) Filing System - An electronic folder in the Bulletin Committee Team folder. The folder will have subfolders for “Current”, “Not Relevant”, and “Obsolete” correspondence, with sub-folders for department and quarter within department. Departments are those listed in ORG.1000.000.001 Naming Convention, i.e., ORG, HR, etc. Any physical correspondence will be retained by the current Committee Chair.

3) Processing Bulletins - A spreadsheet will be maintained by the Committee to track actions taken for each bulletin that was received since the implementation date of this procedure. Each bulletin will be listed on the spreadsheet and must include the action taken, including the reason(s) a bulletin was marked Not Relevant or Obsolete.

- Bulletins that were received in the time between each Bulletin Committee meeting will be retained in incoming email until they are evaluated.
- Urgent bulletins will be handled by the Committee in between meetings, as necessary.

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- If determined to be relevant, Committee will summarize the impact to Shadowfax's operations, policies, procedures, etc., and send to the affected departments or committees with suggestions regarding potential impact.
- If determined to have no relevance, bulletin will be filed in appropriate folder.
- If bulletin makes an older one obsolete, move the old one to obsolete folder and flag it with the new one that replaces it.
- After each review meeting, the Committee will prepare a brief summary from the tracking sheet of the bulletins reviewed and any that were forwarded within Shadowfax for additional follow-up and send the summary to the Compliance Committee.
- The Compliance Committee has access to the Bulletin Committee bulletin storage folder so that they can access the tracking sheet and any bulletins directly.

VI. OVERSIGHT

The highest-level position for each Shadowfax department or their designate(s) (the "Approved By") shall be in charge of the administration of this Procedure. The Approved By responsibilities include:

1. Identifying the activities necessary to comply with this procedure based on regulatory and program requirements.
2. Assigning, as appropriate, designees to implement the procedure and associated procedures.
3. Periodically reviewing this procedure and monitoring compliance to it.
4. Training responsible parties on their obligations under the procedure.

Revision History

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Name	Date	Reason for Changes	Version