

Shadowfax

Appendix B – Shadowfax Policy and Procedure Naming Convention

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| Title | Shadowfax Policy and Procedure Naming Convention |
| Policy Number | ORG.1000.000.002 |
| Initiating Authority | Policy Committee |
| Approved By | Shadowfax Board of Directors 7-1-2021 |
| Origin Date | May 28, 2021 |
| Revision Date | |
| Effective Date | July 1, 2021 |
| Next Review Date | July 2022 |
| Associated Policies | All Shadowfax Policies |
| Associated Procedures | All Shadowfax Procedures |
| Associated Documents | All Shadowfax documents attached to policies and procedures |

I. PURPOSE

Documented policies and procedures ensure a business has a standard operating procedure (SOP) designed for all processes. This supports accountability of expectations of staffs and provides the resources they need to do their jobs effectively. Written instructions, guidelines and regulations provide consistency and quality assurance in the workplace. This document explains the Shadowfax document numbering system for policies, procedures and their related forms, templates, manuals and appendices.

Policies, procedures and supporting documents are separated into entity-level and/or department level, using an alphanumeric system with the format “XXX.####.###.### [document name]”, where:

- The first and second nodes (XXX and ####) represent the entity or department with an abbreviated alphabetic code and assigned number sequence for their policies (see table Shadowfax Policy Codes and Assigned Numbers, below)

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- The next node (###) is a sequential number for procedures attached to the policy
- The final node (###) is a sequential number for any supporting documents attached to the policy or procedure
- The document name describes the subject matter and the type of document. Document types are Policy, Procedure, Form, Template, Manual, Appendix. Changes or additions to these terms must be approved by the Policy Committee.

Policies provide the base for the document, using first the alphanumeric code and then the next-available sequential number in the block assigned to the group, e.g., ORG.1001.000.000, ORG.1002.000.000, ORG.1003.000.000, HR.3000.000.000, HR.3001.000.000, FIN.2000.000.000, FIN 2001.000.000, DAY.5000.000.000, DAY.5001.000.000, etc.

Organization-wide procedures take the number of the policy to which they are attached, e.g., an organization-wide procedure attached to policy ORG.1000.000.000 would be numbered ORG.1000.001.000, an organization-wide procedure attached to policy HR.3000.000.000 would be numbered HR.3000.001.000.

Department-level procedures attached to an organization-wide policy take the number of the policy to which they are attached, e.g., a Residential (RES) procedure attached to organizational-wide policy ORG.1000.000.000 would be numbered RES.1000.001.000, a Day Program Services (DAY) procedure attached to organization-wide policy HR.3000.000.000 would be numbered DAY.3000.001.000.

Department-level procedures attached to department-level policies take the number of the policy to which they are attached, e.g., a Residential (RES) procedure attached to a Residential policy RES.6000.000.000 would be numbered RES.6000.001.000, a Day Program Services (DAY) procedure attached to Day Program Services policy DAY.5000.000.000 would be numbered DAY.5000.001.000.

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All policies will be controlled by Shadowfax's Policy Framework ORG.1000.000.000.

| Shadowfax Policy Codes and Assigned Numbers | | |
|---------------------------------------------|------|-----------------------------|
| Department | Code | Policy Base Number Sequence |
| Organization (all of Shadowfax) | ORG | 1000-1999 |
| Finance | FIN | 2000-2999 |
| Human Resources | HR | 3000-3999 |
| Information Technology | IT | 4000-4999 |
| Day Supports (ATF and VOC) | DAY | 5000-5999 |
| Residential Services | RES | 6000-6999 |

Example 1: Base Policy

ORG.1001.000.000.Retention Policy (a base policy for all of Shadowfax)

ORG shows that this policy is for all of Shadowfax

1001 is the policy number randomly assigned. ORG policies may only have numbers from 1000 to 1999.

.000 since this is the base policy, the number is 000.

.000 is for manuals, forms, appendices, and templates that support the policy or procedure and is assigned sequentially, 001, 002, etc. In this example, since this is the base policy the number is 000.

Retention Policy is the document name.

Example 2: Organization Procedure Attached to Organization Policy

ORG.1001.001.000 Retention Procedure -- an Organizational Retention Procedure that follows the ORG Retention Policy

ORG shows that this procedure is for the entire Organization.

1001 Since this procedure is linked to ORG.1001.000.00 Retention Policy, it uses the ORG policy number of 1001

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Note: The term "Individual" is synonymous with resident, client, patient, consumer, participant.

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.001 is the assigned sequential number for the procedure.

.000 is for manuals, forms, appendices, and templates that support the policy or procedure and is assigned sequentially, 001, 002, etc. In this example, since this is the procedure, not a supporting document, 000 is used.

Retention Procedure is the document name.

Example 3: Department Procedure Attached to Organization Policy

DAY.1001.001.000 **Retention Procedure** -- a Day Supports Retention Procedure that follows the ORG Retention Policy

DAY shows that this procedure is for the Day Supports department.

.1001 Since this procedure is linked to ORG.1001.000.00 Retention Policy, it uses the ORG policy number of 1001

.001 is the assigned sequential number for the procedure.

.000 is for manuals, forms, appendices, and templates that support the policy or procedure and is assigned sequentially, 001, 002, etc. In this example, since this is the procedure, not a supporting document, 000 is used.

Retention Procedure is the document name.

Example 4: Department Form Attached to Organization Policy

DAY.1001.001.001 **Retention Procedure Form** -- a Day Supports Retention Procedure Form that supports the Day Supports Retention Procedure

DAY shows that this procedure is for the Day Supports department.

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.1001 Since this procedure is linked to the ORG.1001.000.00 Retention policy, it uses the ORG policy number of 1001

.001 is used because the form supports the Day Supports Retention Procedure numbered DAY.1001.001.001

.001 is the number for the form. In this example, since this is the first form supporting this procedure, 001 is used.

Retention Procedure Form is the document name.

Revision History

| Name | Date | Reason for Changes | Version |
|------|------|--------------------|---------|
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