

# Shadowfax

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Title	Bulletins and Directives Policy
Policy Number	ORG.1002.000.000
Initiating Authority	Bulletin Committee
Approved By	Compliance Committee
Origin Date	June 21, 2021
Revision Date	
Effective Date	July 1, 2021
Next Review Date	June 2022
Associated Policies	
Associated Procedures	
Associated Documents	

## I. POLICY 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.

## II. PURPOSE

This policy provides a framework on the how Shadowfax will evaluate, implement, and communicate requirements from bulletins and directives from federal, state, and other funding sources.

## III. SCOPE

This policy applies bulletins and directives that effect policies, procedures, or operations.

## IV. GENERAL

This policy is based on the standards set by PA Code Title 55 Chapters 6100, 6400, 2380, 2390, and 52, and PA Code Title 6 Chapter 11 Older Adult Daily Living Centers, and statutes and regulations.

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

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## V. POLICY

Shadowfax will retain and disseminate bulletins and directives from funding sources. This includes directives from approved waivers and approved waiver amendments as posted on the Department of Human Services publicly accessible web site.

Shadowfax has established and will maintain a cross-department Bulletin Committee, who has ownership for this policy, and is responsible for establishing procedures for:

- Collecting and retaining bulletins and directives
- Identifying regulatory or operational changes based on bulletins and directives
- Ensuring that identified changes are implemented
- Disseminating information from bulletins and directives throughout the organization, including to the Compliance Committee and Policy Committee

The Bulletin Committee will meet monthly, at a minimum, and more frequently if requested by the Compliance Committee, Policy Committee, or Bulletin Committee.

The Compliance Committee assigns members to the Bulletin Committee and will review membership annually, at a minimum, and make changes to membership as necessary. Bulletin Committee members will include at least one member from each of these departments: Quality Management, Finance, Day Supports Programs and Residential Services Programs.

The Bulletin Committee will elect a Chairperson, which may be a rotating position that changes annually or as the Bulletin Committee decides. The Chairperson is responsible for scheduling and facilitating committee meetings, recording each meeting and/or creating minutes, posting meeting recordings/minutes in the

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designated online record, communicating action items from the meetings to responsible parties and following up to ensure action items are completed according to plan.

## VI. OVERSIGHT

Shadowfax’s Compliance Committee or their designee(s) (the "Approved By") shall be in charge of the administration of this Policy. The Approved By responsibilities include:

- 1. Identifying the action steps to come into compliance and directives to maintain compliance and implement the action steps.
- 2. Periodically reviewing this Policy and monitoring compliance to it.
- 3. Training responsible parties on their obligations under the Policy.

### Revision History

Name	Date	Reason for Changes	Version