

# Shadowfax

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Title	Procedure Workgroup Responsibilities
Procedure Number	ORG.1000.003.000
Initiating Authority	Policy Committee
Approved By	Compliance Committee 10-20-21
Origin Date	9/17/2021
Revision Date	
Effective Date	November 1, 2021
Next Review Date	September 2022
Associated Policies	ORG.1000.000.000 Policy Framework
Associated Procedures	
Associated Documents	

## PROCEDURE STATEMENT

Shadowfax Corporation (“Shadowfax”) recognizes our responsibility to good corporate governance and operations of our organization and is establishing a system for how Shadowfax’s policies and associated documents will be created and managed.

### II. PURPOSE

Shadowfax desires to create open, two-way communications within the organization to ensure that policies are supported by thorough, accurate and efficient procedures. To help accomplish this goal, Shadowfax is creating a Workgroup of selected staff members to review and provide feedback on procedures. This procedure establishes the Workgroup, its responsibilities, and operations.

### III. SCOPE

This procedure applies to the Procedure Workgroup and all new or updated procedures.

### IV. GENERAL

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

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This procedure is based on Shadowfax operational standards and policy ORG.1000.000.000 Policy Framework standards.

## V. PROCEDURE

### Procedure Workgroup

The Procedure Workgroup will have at least three staff members each from Residential and Day Supports programs. Workgroup members will be selected by the Compliance Committee. Workgroup membership will be re-evaluated and/or changed annually when this procedure is reviewed, or as requested by the Compliance Committee.

The Workgroup will meet quarterly, at a minimum, and more frequently if requested by the Compliance Committee or Policy Committee. The Workgroup will have a Chairperson/Facilitator that is a member of management, selected by the Compliance Committee. The Chairperson is responsible for scheduling and facilitating meetings, taking meeting notes, communicating action items from the meetings to responsible parties and following up to ensure action items are completed according to plan.

Workgroup responsibilities include:

1. Reviewing new or updated procedures, as requested by the Policy Committee, for:
  - a. Thoroughness
  - b. Completeness
  - c. Agreement with the associated policy
  - d. Logic and efficiency

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e. Confirmation that the procedure references any needed tool, form, computer system, handbook, method, certification, etc.

2. Raising questions on procedures in an effort to improve the procedure's content

## Workgroup Meetings

Meetings should be scheduled to work within members' existing work schedules, as much as possible. Overtime will be allowed for meetings with prior management approval. The Workgroup may meet as separate DAY and RES groups to make scheduling meetings easier and to allow for each group to focus on the procedures most applicable to their work. The Workgroup may have to meet as one group from time-to-time to review organization-wide procedures, i.e., ORG, IT, HR, FIN procedures.

Procedures to be reviewed should be sent 10 business days in advance of meetings, whenever possible, to allow for workgroup members to review documents in consideration of their work schedules and duties.

Materials and information on draft policies and procedures shared within Workgroup meetings are confidential, however the Workgroup is encouraged to provide informal, word-of-mouth or email communications with peers on approved policies and procedures.

## Tools for Procedure Review and Comment

The Workgroup has their own set of folders in Shadowfax's Microsoft Teams, used by the Workgroup Chair.

## **VI. OVERSIGHT**

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

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

## Revision History

Name	Date	Reason for Changes	Version