Writing and Revising Policies

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1. **Purpose**
   The purpose of this policy is to provide guidance for development and maintenance of policies and procedures governing the operations of Buncombe County Health and Human Services – Department of Health (BC HHS-DH); ensuring standards of practice that follow applicable statutes, laws, rules, regulations, and professional practice guidelines.

2. **Applicability**
   This policy applies to all BC HHS-DH workforce and appointed Buncombe County Health and Human Services (BC HHS) Board members with direct or delegated/ designated responsibility for the development and maintenance of departmental policies and procedures.

3. **Policy**
   This policy ensures that all policies are developed, reviewed, revised, approved, and trained on based on the process outlined in the Writing and Revising Policies Procedure to provide current guidance on the practices of BC HHS-DH workforce and appointed board members.

4. **Policy Non-Compliance**
   BC HHS-DH workforce willfully violating the terms and conditions of this policy may be subject to appropriate disciplinary action, up to and including dismissal.

   BCHHS Board members willfully violating the terms and conditions of this policy may be asked to resign from their board position. If the board member chooses not to resign, the BCHHS Board may vote to remove the member.

5. **Audit**
   All policies for Buncombe County may be subject to audit or review as outlined in the Internal Auditor's Statement.

   All policies for BC HHS-DH are subject to review by the State Accreditation team during

each accreditation cycle visit.

6. **Definitions**
   6.1. **Policy:** A written principle or rule to guide decision-making and practices of the agency and workforce. It is the "what" and "why" of the goal or intent of the agency.
   6.2. **Procedure:** A series of chronological steps to be to be followed in order to implement a policy. A procedure is written to support a policy. The procedure describes the "how, who, when, or where" through which policies are carried out.
   6.3. **Workforce:** Employees, volunteers, contract staff, and other persons whose conduct, in the performance of work for Buncombe County, is managed by Buncombe County. The County's management of these persons may include training and development, direction of work activities, provision of resources, and policy oversight.
   6.4. **Buncombe County Health and Human Services - Department of Health (BC HHS-DH)**: A consolidated human services agency created pursuant to N.C.G.S. § 153A-77 that has the responsibility to carry out the duties of a local health department and the authority to administer the local public health programs established in Chapter 130A in the same manner as a local health department.
   6.5. **Buncombe County Health and Human Services Board**: A consolidated local county board that carries out the responsibilities and duties of a local board of health except as noted in N.C.G.S. § 130A-43.

7. **Approval and Revision History**

Policy Origination Date:	June 01, 2000	
Requires Board Approval:	☒Yes ☐ No	
Board Approval Date:		
Chair, HHS Board		
Health Director	Ellis Matheson	
Revision History:		
03/2025	• Add legal authority	• 8.
10/2022	• Renumbered to 2001.01; previously numbered 1001.01. • Reformatted • Updated template • Procedures removed from policy and listed in separate document. • Appendices removed and listed/referenced in procedure document.	
02/2021	• Corrected policy numbers for Clinical Services and WTC • Changed Attachment 1 to Appendix 3 • Added Standing Order definition. • Updated Workforce definition. • Added Care Coordination • Added procedure for converting/archiving policies. • Changed HHS Board Executive Committee to Program Advisory Committee	• Appendix 2 • Appendix 3 • 4.0 Definitions • 4.4 • 6.2.3.; Appendix 2 • 6.2.4.

12/2018	• Renumbered Board signed policy to 1001.01. • Reworded and bulleted purpose • Shortened description of policy • Edited and removed some definitions for clarity. • Edited and replaced with brief description of responsibilities. • Edited Procedures into 4 sections: Policy Development, Policy Review and Revision, Policy Dissemination, and Policy Storage and Retention; also edited Levels of Authority for Approval and Signature • Updated Appendix 1: Policy and Procedure Format to reflect most recent revisions. • Updated Appendix 2: Policy and Procedure Numbering Guide for consistency and new number for Board-signed policies • Added Attachment 1: Policy Resource Assessment Form	• Header • 2.0 • 3.0 • 4.0 • 5.0 • 6.0 • Appendix 1 • Appendix 2 • Attachment 1
07/2018	• Revisions to approval	• 6.4 HHS Board
02/2018	• Edits to the process of logging employee policy review.	• 6.2.8-10
11/2017	• Included Accreditation requirements under Purpose. • Reworded Policy section for clarity. • Added subject matter experts as someone who may have delegated policy review responsibilities under Supervisors, added revised definition of workforce. • Added definitions for staff designee, policy library, HIPAA, and Health Senior Leadership Team. • Clarified Responsibilities • Reorganized and clarified procedures for policy development, revision, notifications, review, training, and approval.	• 2.0 • 3.0 • 4.4 • 4.5-4.8 • 5.0 • 6.0
02/2017	• Changed agency name to Buncombe County Health and Human Services – Department of Health (BCHHS-DH). • Transferred policy to new template. • Updated to new electronic process. • Removed reference to Accreditation Program Administrator. • Added Administrative Secretary II (AS) • Added Agency Accreditation Coordinator • Added reference to Agency Accreditation Coordinator and CQI Manager • Removed Policy Format section and replaced with reference to electronic policy library. • Added criteria for policy development, revision. • Updated Record Retention and added link. • Updated training section	• Throughout • Entire document • Entire document • 5.0 • 5.0, 6.0 • 5.0, 6.0 • 5.2, 6.3.4 • 6.1 • 6.3 • 6.3 • 6.4
06/17/2014	• Added Legal Authority/Guidance section. • Changed Board of Health to Health and Human Services Board • Changed approval by Health and Human Services Board • Added proposed policy review steps and SharePoint information. • Removed Program and Standards Program and added Accreditation Program Administrator. • Clarified policy review process.	• 7.0 • Throughout • Approved by • 5.2 • Throughout • 6.0
03/01/2012	• Revised definition • Clarified responsibilities, added annual review & Medical Director signature.	• 4.2, 4.3 • 5.0

	• Created procedural topics. • Clarified BOH approval process, added delegation of authority to Health director. • Removed Nursing Director, relocated clinical nursing policies. • Removed specific training timeframe	• 6.1, 6.2, 6.3, 6.4 • 6.2.2, 6.2.3 • 6.2.3 • 6.4.1
03/10/2008	• Notation of program categories no longer applicable • Added approval grid. • Added BOH signature	• Appendix 1 • 6.5 • Approved by
12/11/2007	• Quality Improvement Coordinator changed to Practice and Standards Administrator • Clarification of roles, timeframes • Added requirements for training on policies. • Added legal authority section within format	• All sections as applicable • 6.0 • 6.11, 6.13 • 7.0
01/31/2004	• Procedure revised. • Form change: Format and categories changed. • Policy Name Changed • Purpose and policy statements revised. • Definitions added. • Responsibilities added. • Procedure revised	• Procedure sections • Sections 2-6
10/31/2002	• Form change: Format and categories changed	• Throughout

8. **Background/Legal Authority**
   8.1. N.C.G.S. § 153A-77 Authority of boards of commissioners over commissions, boards, agencies, ect.
   8.2. N.C.G.S. § 130A-43 Consolidated human services agency; board; director.
   8.3. 10A NCAC 48B Section .0602 Departmental Policies and Plans Benchmark 15
   8.4. 10A NCAC 48B Section .1202 Administrative Policies and Procedures Benchmark 31
   8.5. 10A NCAC 48B Section .1304 Board of Health Role in Assuring Qualified Staff Benchmark 37