

# POLICY REVIEW PROCESS AND TIMEFRAMES

## REGULAR POLICY REVIEW PROCESS

The Policy Office will identify policies that need to be assigned for regular review.

Notice will be posted to the internal and external website for at least 2 weeks before being assigned to the author for regular review. Attached to the notice will be a link to the current policy.

### Author/Delegate Review

Policy feedback will be sent to the author with a draft of the policy, a list of suggested stakeholders, and all associated forms to begin review of the policy.

- The policy author or their delegates will have 2 months to complete a policy review and/or revisions by:
  - Immediately soliciting input from stakeholders identifying a due date for input to ensure timely responses
  - Considering input provided by the Policy Office, stakeholders, procedural/statute/legislative changes to update policy and any associated attachments and/or forms
  - Ensuring all terminology is correct
  - Conducting an additional stakeholder review, if necessary
  - Consulting appropriate Appointing Authority regarding procedural and policy changes.
  - Submitting the completed policy draft and attachments, form revisions, and completed stakeholder list to the Policy Office Manager by the due date.
- If an author/delegate has a business reason (e.g., upcoming legislative changes) to extend the due date, a request will be sent to the Policy Program Manager. Approval from the Secretary will be required if a further extension is requested.
- If no changes are necessary, the policy will be processed as Reviewed Only.

### Policy Office Review

Upon receiving the final draft from the author/delegate, a Policy Specialist will be assigned to complete a review of the policy draft to include:

- Conducting research
- Ensuring:
  - Compliance with applicable RCW, WAC, and other Department policy
  - Verbiage is consistent with plain talk requirements and other Department policy language
  - Formatting is correct
  - Phrases and sentences make sense
  - Organization of the policy is logical
  - References are current, applicable, and mentioned in the body of the policy

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- Associated forms have been considered and are updated to include form standards and data classification
- Forms are listed numerically, have the correct titles, and if mentioned in body of policy they are listed in the Forms section
- Working with the policy author/delegate to resolve any issues that come from the review
- Unless there are unresolved issues, a policy should be ready within 3 months to go to the Assistant Secretaries and Deputy Secretary for review.

### **Assistant Secretary and Deputy Secretary Review**

The policy draft will be sent to Assistant Secretaries and the Deputy Secretary for a 2 week review.

- Any issues/questions that arise from this review must be addressed before the policy can move to the signature stage
- Reviewed Only policies will not be sent for review, but will go straight to the signature stage
- Comments received after the due date will be placed in the review file for consideration the next revision to the policy

### **Signature and Publishing**

Upon the conclusion of Assistant Secretary/Deputy Secretary review, the final draft of the policy will be prepared for signature.

- Health Services policies will be submitted to the Chief Medical Officer, then the Assistant Secretary for Health Services to be approved and signed before going to the Secretary for approval and signature

Policies will be published with up to a 5 week pending period prior to being posted as effective on the Department's websites, as appropriate.

- Effective dates will be contingent upon Department needs (e.g., Governor's order, legislative change, procedural change) and may be time-sensitive

## **URGENT POLICY REVISION**

Urgent policy revisions may occur before the scheduled review to implement urgent changes that will address:

- Legislative/regulatory changes
- Legal or budgetary decisions with immediate impact
- Major content errors or conflict between policies
- Changes as directed by the Secretary

When a policy is identified as needing an urgent revision, the Policy Program Manager will prepare a draft, have it reviewed and approved by the author/delegate and send it out for a one week review by the Assistant Secretaries and Deputy Secretary.

Upon Secretary signature, an urgent revision will be published as effective immediately or may have up to a 2 week pending period prior to being posted as effective on the Department's websites, as appropriate.