STEERING COMMITTEE POLICY

PURPOSE

To ensure that LADD seeks input, reviews, updates, and communicates policies, procedures, systems, and practices efficiently and effectively; as needed to achieve the goals set by the company through the Strategic Plan, the Quality Improvement Plan, and that align with our Mission, Vision, and Values.

SCOPE

The committee will meet at a minimum of once a month and consist of the Executive Director, Department Directors, and Regional Directors participating in the meeting.

POLICY

It is the policy of LADD that the Steering Committee 'steers' the organization through collaboration of departments led by the Executive Director, at the discretion of the Board of Directors. The Steering Committee will complete meetings to review all issues related to the Strategic Plan, Contractual requirements, financial planning, Licensing and Accreditation, Documentation, Quality Assurance, Staff retention, Orientation, Competence and Supervision steering the operations of the organization. Together, this group establishes priorities and direct projects to address improvements in any of these areas to provide the highest quality services. The Executive Director will provide periodic reporting to the Board as well as provide minutes as necessary.

PROCEDURE

1. The Steering Committee will meet at least monthly. The meeting date can be changed or canceled with the approval of the majority of the members.
2. The Executive Director or designee will chair the meetings.
3. Each Steering Member must complete an orientation review and agreement, understanding their requirements as a member.
4. An agenda will be completed in advance of the meeting that consists of items that require discussion and/or action. Agenda items can come from a variety of sources, such as the suggestion box, audits, complaints, direct observation, etc.
5. Each recommendation will be reviewed and approved or disapproved by the committee with a majority vote; one vote per department and the Executive Director.
6. Minutes will be kept of each meeting and distributed to each member for action as needed.
7. Special notes for communication may be added to the Steering Minutes for things that need to be communicated or removed prior to dissemination.
8. Department and Regional Directors will ensure information is communicated to their teams.
9. Information will be communicated through the organization via the Corporate Communication Structure.
10. All members of the committee will have equal input.
11. Input will be obtained from Departments, Regions, Staff Council, Emergency Management Committee, the Quality Assurance Committee, and Contractual, State, & Federal Requirements as needed.
12. The Steering Committee will also be responsible for reviewing, at least annually, all Policies and Procedures within the company.

COMMUNICATION WITHIN THE CORPORATION- Policy, Procedure, Forms

1. When a Policy, Procedure, or Form (PPF) requires a correction or update the Quality Improvement/Assurance (QI/QA) department is notified of the recommended change.
2. The QI/QA department will review recommendations, including suggestions submitted via the LADD website or other formats, performing an analysis to see if it is a needed improvement to the system, and then submit to Steering for approval.
3. Approved changes/revisions/updates will be completed by the assigned department, and the final document will be communicated back to Steering, with the final document being sent through the final dissemination process to the appropriate people.

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4. The QI/QA department implements the PPF process with Steering approval, communicating necessary revisions. This department also reviews whether there are any other communications or training sessions that need to occur formally with this change; i.e., staff training development, addition to semi or annual training, online employee acknowledgement, etc.
5. If Steering determined the PPF is necessary for all Management, then a review occurs at the Manager Meeting as part of the implementation process and is added to the Manager Meeting agenda to discuss.
6. If Steering determined the PPF is necessary for all staff, then a review occurs at the Family Staff Meeting as part of the implementation process and is added to the Family Staff Meeting agenda to discuss. A formal training may also be conducted; as well as an employee read and acknowledgment via training sheet, or within the LADD Training Site.
7. The QI/QA department will send to all Management via email any special instructions the PPF has and complete any other training development, communicating timelines and the process for completion.
8. The QI/QA department updates obsolete information and will add the PPF and/or the link to the location of the PPF in the electronic system for reference.
9. The QI/QA department will complete the final portion of the PPF revision tracking to analyze outcomes and/or return on investment and report results to Steering.

COMMUNICATION WITHIN THE CORPORATION- Steering Minutes

- Information that needs to be communicated from the Steering Minutes and is essential for Management or staff to complete their job responsibilities will occur as follows:
  - Department Directors will disseminate to their employees
  - Services Management will disseminate to their employees and include necessary items in the Management Meeting and/or Family Staff Meeting Minutes as needed.
  - Steering Minute items that are for informational purposes only will be sent within the electronic health record system by the QI/QA department. News items may also be posted on LADD Facebook/Instagram Social Media accounts, via email, and on the employee log in section of the LADD website.
  - Suggestions from any employee or stakeholders can be made at any time via our website and are reviewed with any related department, and recommendations for efficient system change are made to the Steering Committee.

SPECIAL PROJECTS, SUGGESTIONS AND RECOMMENDATIONS

1. When a new project, system, or suggestion is submitted that will require dedication of company resources, the QI/QA department is notified of the project, suggestion, or recommendation.
2. The QI/QA department will review the project, system, or suggestion, collect additional information as needed, and make a recommendation to Steering Committee.
3. The Steering Committee will prioritize the project and may assign a project lead to forming a committee as needed to advance the project.
4. Once completed, the QI/QA department will begin the process as noted in the above section, Communication within the Corporation.

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