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CLARK COUNTY  
WASHINGTON

# Clark County Regional Support Network Policy Statement

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**Policy No.:** AD01  
**Policy Title:** Policy and Procedure Review  
**Effective Date:** September 1, 2001

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**Policy:** Clark County Regional Support Network shall review its Policy and Procedure Manual in order to assure compliance with federal requirements, Washington Mental Health Division RSN contract requirements, Washington Administrative Code, adherence to best practice standards and consistency among all CCRSN policies. Policy and procedure review shall occur as needed or at a minimum of every three years.

**Reference:** Washington Mental Health Division RSN Contract

**Procedure:**

1. CCRSN staff shall review relevant policies and procedures whenever federal, state regulations or laws change, new or modified Washington Mental Health Division contracts are issued, or clinical practice models or guidelines are adopted or revised
2. CCRSN shall revise existing policies and procedures based on the outcome of the review. A new policy and procedure shall be written if existing policies and procedures cannot be revised to meet requirements.
3. New and/or revised policies and procedures shall be issued to CCRSN contracted providers with a minimum of 15 days to review and provide comment before becoming final. CCRSN may waive the comment period if revisions are minor or required by law or regulation.
4. All policies and procedures will be reviewed and approved with a signature by the Director of the Department of Community Services at a minimum of every three years.

Approved By: \_\_\_\_\_

**Vanessa Gaston, Director  
Clark County  
Department of Community Services**

Date: \_\_\_\_\_