

Process steps

Title:	DHS OHA 010-001 Policy Approval Process Steps
Related to:	DHS OHA 010-001 Policy on Shared Operational Policies
Effective date:	02/24/2017

Purpose

This document outlines the step-by-step process for approval of Department of Human Services and Oregon Health Authority administrative or operational policy.

Process steps

1. An agency office, division, or administrative body identifies a need for a new policy or policy revisions and assigns a policy owner. Non-substantive changes, including updates to contact names, links or grammatical errors, do not require the committee approval process and may be submitted directly to policy committee co-leads for correction.
2. For new policies or policy revisions that are a substantive change in policy direction, the office, division or administrative body submits form MSC 7461 to the Shared and Central Services Policy Committee (SCSPC) prior to creation of the policy.
 - a. The policy committee reviews the policy concept and either:
 - A. Requests more information; or
 - B. Sends the policy to DHS|OHA leadership teams.
 - b. The DHS|OHA leadership teams review the policy concept and either:
 - A. Request more information; or
 - B. Approve or deny the policy development.
3. For existing policies that require updating or approved policy concepts, the policy owner:
 - a. Writes or revises the policy (assistance is available to ensure writing continuity).
 - b. Ensures stakeholder review.
 - c. Finalizes the draft.
 - d. Submits Form 7460, the draft policy draft, and associated process, guideline and supporting documents to the SCSPC.
4. The SCSPC co-leads:
 - a. Review the policy, associated processes and supporting documentation.
 - b. Suggest edits.
 - c. Ensure there has been adequate stakeholder review.
5. The SCSPC co-leads:
 - a. Work with the policy owner to finalize the policy draft.
 - b. Submit the policy and associated processes to the full SCSPC for review, revisions or approval.

6. The SCSPC committee:
 - a. Requests revisions to the policy and processes for writing or clarity; or
 - b. Approves the policy.
7. The SCSPC co-leads submit approved policies to the DHS|OHA leadership teams if required and to the executive sponsors for signature.
 - a. DHS|OHA executive sponsors may request additional review prior to signature.
 - b. DHS|OHA leadership may request changes prior to signature.
8. The SCSPC co-leads or a designated member:
 - a. Provides the policy to Publications and Creative Services for posting.
 - b. Ensures the policy is posted to the shared website.

References

Shared and Central Services Policy Committee Charter

Forms referenced

MSC 7460 Policy Submittal or Revision Form

MSC 7461 Policy Proposal Form

MSC 7462 Policy Retraction Form

MSC 7464 Joint DHS|OHA Policy Template

DHS 7464 DHS Only Policy Template

OHA 7464 OHA Only Policy Template

MSC 7465 Policy Process and Guidelines Template

Related policies

DHS|OHA-010-001 Policy on Shared Service Operational Policies

DHS|OHA 010-001-02 Policy approval process map (existing policy)

DHS|OHA 010-001-03 Policy approval process map (new policy)

Contact

[Policy Requests DHS-OHA SCSPC](#)

Keely West

503-945-6292

Randy Blackburn

503-881-2191

Keywords

Policy, process, writing, creation, templates, joint, shared, central

This document can be provided upon request in an alternate format for individuals with disabilities or in a language other than English for people with limited English skills. To request this document in another format or language, contact the Publications and Design Section at 503-378-3486, 7-1-1 for TTY, or email dhs-oha.publicationrequest@state.or.us.