

SPECIAL EMERGENCY POLICY

EMERGENCY POLICY CHANGES

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PURPOSE:

- I. During a declared emergency, government agencies may issue immediate and frequent notices of changes in regulatory requirements for health care providers. These may include temporary extensions of time frames for required activities or submission of paperwork, lessening of restrictions, documentation requirements, or suspension of some requirements altogether. These changes are generally allowed for a specified period of time and end when the declared emergency period ends. The purpose of this policy is:
 - A. To permit the Agency's leadership to respond quickly to changing regulatory requirements during a declared emergency.
 - B. To permit the Governing Body to implement temporary emergency policy revisions or suspensions during a declared emergency in response to emergency regulatory requirements or waivers by federal or state agencies or payors.
 - C. To ensure Agency staff are informed of rapidly changing operational and patient care requirements during a declared emergency.

POLICY

- I. During a declared emergency, the Administrator or their designee will monitor information from regulatory and authoritative bodies to ensure the Agency leadership is aware of rapidly changing requirements and assistance available to health care providers.
- II. The Governing Body will be informed of all regulatory changes and waivers that are issued related to the services and operations of the Agency.
- III. The Governing Body may implement emergency temporary policy changes by issuing a written notice to the staff that describes the temporary policy change and is dated and signed by a representative of the Governing Body.
- IV. Staff members will be educated on all policy changes and waivers and will sign an acknowledgment of the temporary policy changes.

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PROCEDURE

- I. During a declared emergency, the Administrator or their designee will monitor information available from regulatory and authoritative agencies. Pertinent information will be distributed among the Agency leadership to ensure the Agency responds appropriately and makes operational and care decisions in accordance with changing regulatory requirements.
- II. When emergency management changes relate to a current Agency policy or procedure, the Governing Body will determine if a policy or procedure change is indicated.
- III. When a temporary policy or procedure change is required, the Governing Body will approve a policy addendum describing the change(s) and the beginning and ending effective dates of the change(s). If the end date is not specified in the waiver, it may be indicated as the end of the declared emergency period or the end of the waiver period.
- IV. Policy changes will be distributed to staff for their education and signatures acknowledging receipt and understanding of policy revisions.
- V. When the declared emergency period ends or when the regulatory agencies rescind the waivers, the emergency policy addendums will be retired and the original policies will be reactivated by the Governing Body and the staff will be informed.