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**DOCUMENT TITLE:** Policy Implementation Standards

**POLICY ADMINISTRATION:** The Greater Kansas City Coalition to End Homelessness, Jackson/Wyandotte County Continuum of Care Lead Agency

­­­**Policy Formation and Approval Process**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Step | Responsible Party | Due Date | Date Completed | Link to Draft, Notes, etc. |
| Initial Draft | Coordinated Entry Workgroup & Policy and Procedure Coordinator | 8/12/2020 | 8/10/2020 | [Initial Draft](https://www.gkcceh.org/s/Policy-Implementation-Standards-Draft-1.docx) |
| Draft Review | Community Standards Committee | 8/19/2020 | 8/19/2020 | [Notes](https://www.gkcceh.org/s/Community-Standards-Meeting-Minutes-August-19-2020.docx) |
| 2nd Draft | Policy and Procedure Coordinator | 8/21/2020 | 8/19/2020 | 2nd Draft |
| 2nd Draft Review | Community Standards Committee-Via Email | 8/26/2020 | 8/26/2020 | Notes |
| ~~3~~~~rd~~ ~~Draft~~ | ~~Policy and Procedure Coordinator~~ | ~~9/3/2020~~ |  | ~~3~~~~rd~~ ~~Draft~~ |
| ~~Review & Committee Vote~~ | ~~Community Standards Committee~~ | ~~9/16/2020~~ |  | ~~Notes~~ |
| Committee Approved Policy Sent to Full Membership for 10 Business Day Review | Policy and Procedure Coordinator | 9/21/2020 | 8/26/2020 | [Email](https://conta.cc/2ExNgP8)  Website |
| 3rd Draft | Policy and Procedure Coordinator | 10/2/2020 | 9/10/2020 | 3rd Draft |
| 3rd Draft Sent to Full Membership for 3 Business Day Review | Policy and Procedure Coordinator | 10/5/2020 | 9/10/2020 | Email  Website |
| Final Draft | Policy and Procedure Coordinator | 10/9/2020 |  | Final Draft |
| Presented to Board of Directors for Approval, as needed. | Executive Director, Director of Programs, and Policy and Procedure Coordinator | 11/6/2020 |  | Notes |
| Approved Policy Published via Email and Website | Policy and Procedure Coordinator | 11/9/2020 |  | Email  Website |

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**ADOPTED DATE:** [Insert Here]

**EFFECTIVE DATE:** [Insert Here]

**POLICY**

It is the role of the Greater Kansas City Coalition to End Homelessness, the Continuum of Care Lead Agency for Jackson and Wyandotte counties (CoC MO-604), to set community-wide policies, procedures, and standards. To ensure Member Agencies (MA) have adequate time to implement policies once they are adopted by the Board of Directors, CoC MO-604 has developed the following standards for policy implementation:

* All approved policies will state both an “Adopted Date” and an “Effective Date”.
* All MA are required to submit an Acknowledgement of Receipt and Understanding for each approved policy.
* CoC MO-604’s Board of Directors is responsible for choosing the “Effective Date”.
* CoC MO-604 is responsible for:
  + - Notifying MA of the “Effective Date”; and
    - Providing Education Sessions, if determined necessary, for any approved policy, prior to the “Effective Date”.
  + MA are ultimately responsible for implementing policies by the “Effective Date” or notifying CoC MO-604 if they are facing challenges with its implementation.

**PROCEDURE**

* All board-approved policies will note:
  + An “Adopted Date”—the date the policy was approved by CoC MO-604’s Board of Directors; and
  + An “Effective Date”—the date a policy is expected to be fully implemented by all MA.
    - This date will include a 10 business day window for MA to complete the policy’s Acknowledgement of Receipt and Understanding Form.
* Upon approval of all policies, the Board of Directors will choose between one of the following options for an “Effective Date”, or date of implementation, based on the efforts that MA will need to take to implement the approved policy and if CoC MO-604 will need to schedule any educational sessions regarding the policy prior to implementation.
  + Immediate
  + 1-Month
  + 3-Months
* Once the Board of Directors decides upon an “Effective Date” the following steps will be taken by CoC MO-604:
  + The adopted policy:
    - Will be updated with the “Adopted Date” and “Effective Date”.
    - Will be posted on CoC Mo-604’s website and sent out via email to the full Membership with Acknowledgement of Receipt and Understanding Form ([example here](https://app.smartsheet.com/b/form/306435e0dd82468ba101facb15f5918e)) for all MA to complete.
  + An education session, if determined appropriate:
    - Will be scheduled and/or posted during the first half of the timeframe allotted for MA implementation (i.e. if 1-Month Effective Date is chosen, an educational session will be scheduled within the first two weeks of the policy’s “Adopted Date”).
      * The adopted policy’s educational session details will be posted on CoC Mo-604’s website and sent out via email to the full Membership.
      * All educational sessions will be recorded and posted on CoC MO-604’s website.
      * Should MA staff be unable to attend an education session, or would like additional guidance on implementing the policy, CoC MO-604 will provide technical assistance as requested.
* MA must complete the Acknowledgement of Receipt and Understanding Form within 10 business days of the adopted policy being posted on website and sent out via email.
  + The Acknowledgement of Receipt and Understanding Form must be completed by MA’s Executive Director or proxy named via this [Proxy Form](https://app.smartsheet.com/b/form/eec23a995d84421cb2a4fc454c877c78).
* MA who believe they will be unable to meet the “Effective Date” are required to:
  + Notify CoC MO-604, in writing, of the obstacles they are facing in meeting the deadline, noting:
    - A proposed, new deadline of when they will be able to fully implement the policy.
    - A detail plan of what steps will be taken to implement the policy by the proposed date.
  + Receive technical assistance from CoC MO-604, if determined appropriate by CoC MO-604.
* MA who do not implement CoC MO-604 adopted policies risk expulsion from CoC MO-604 and/or ineligibility to apply for/receive future funding through the U.S. Department of Housing and Urban Development’s (HUD) Notice of Funding Availability (NOFA).