

## Policies and Procedures

The TA Tidbit is an online publication of the TA Network highlighting resources developed or provided in response to requests from SAMHSA SOC grantees on various topics.

This month's topical focus is on **Policies and Procedures**.

Well-written policies and procedures can help to create a stable working environment by clearly defining an organization's guiding principles, outlining the structure of business operations, and/or detailing task instructions.

Well-structured policies and procedures:

- enhance employee ability to deliver consistently high quality work
- facilitate a culture of learning
- define and increase accountability

Developing policies and procedures that reflect the values, spirit, and complexity of Wraparound care coordination can be challenging. Examples of policies and procedures from several communities that have successfully implemented Wraparound care coordination are included below:

- [OK Health Home Flow](#)
- [MD Sheppard Pratt Notice of Privacy Practices](#)
- [Wraparound Milwaukee Policies & Procedures](#)
- [CO Care Coordination Resource Guide](#)

The [Federal Plain Language Guidelines](#) is an additional resource that can be helpful when creating or altering any written materials.