



Searching for Policies and Procedures

This instruction sheet will review the multiple ways to complete a Search within PolicyStat.

Note: PolicyStat refers to both Policies and Procedures as Policies. LifeWays identifies Polices and Procedures using a number series. Policies are identified by a four-digit number: 00-00. Procedures are identified with a six-digit number: 00-00.00. Instruction sheets will refer to all documents as Procedures.

Definitions:

General Search – Search for procedures by using key words located anywhere within the document.

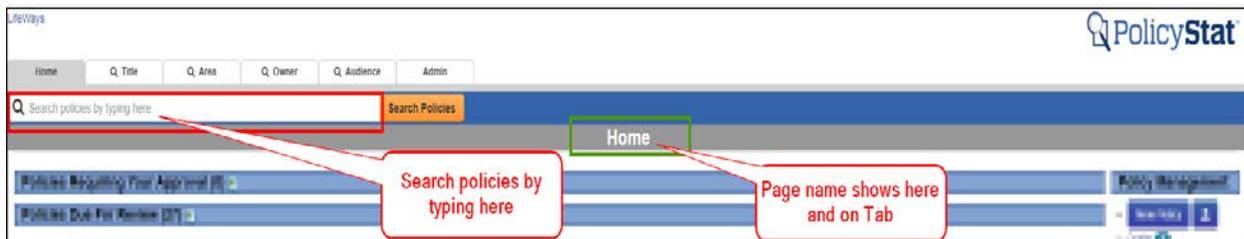
Title Search- Search for procedures based on its Titled name.

Area Search – Search for procedure bases on assigned Area/Department.

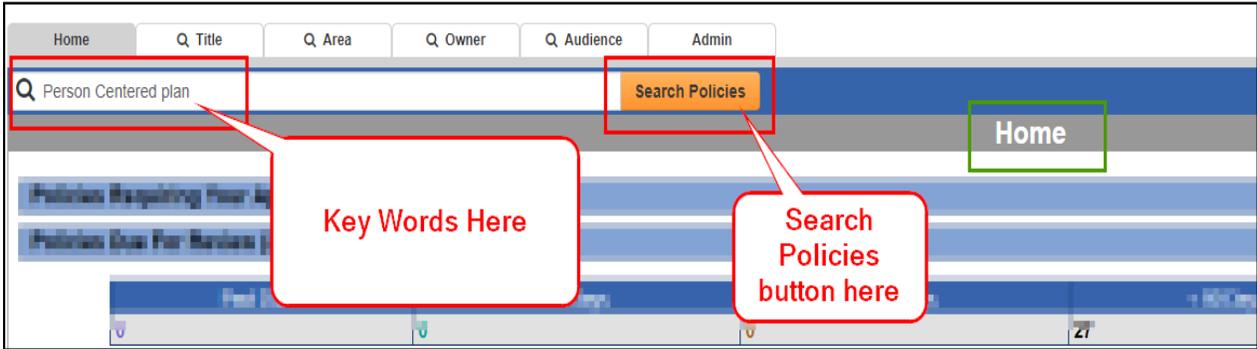
Owner Search – Search for procedures bases on the Owner (Restrictions may apply based on security).

General Search

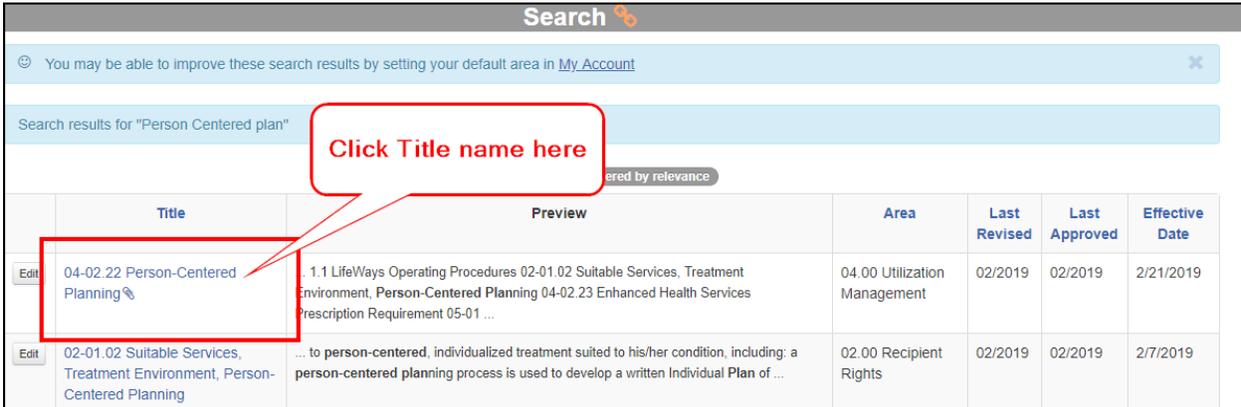
- 1) From the Home page in PolicyStat, type key words in the **Search policies by typing here** field.



2) Type Key words, then click **Search Policies** button.

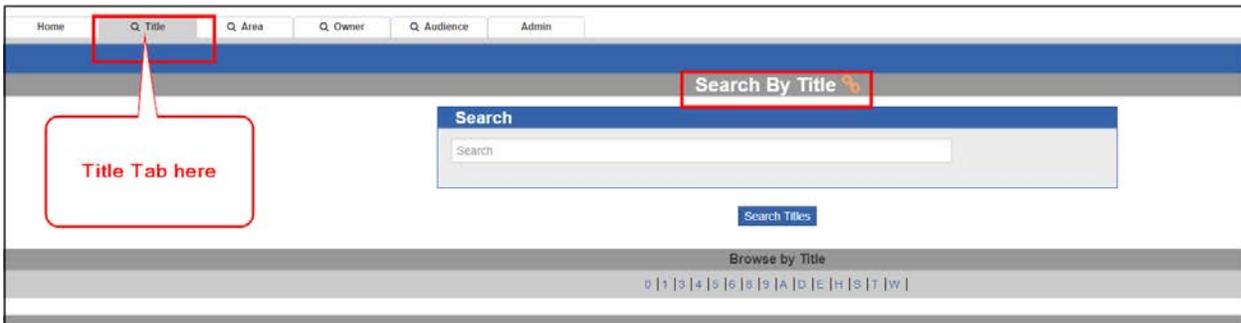


3) To view the desired procedure, select by clicking the Title Name hyperlink.

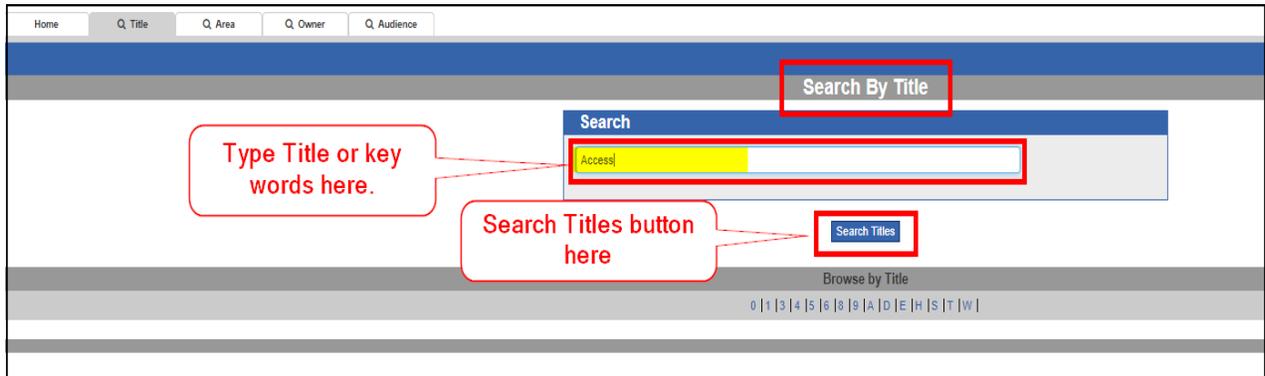


Title Search

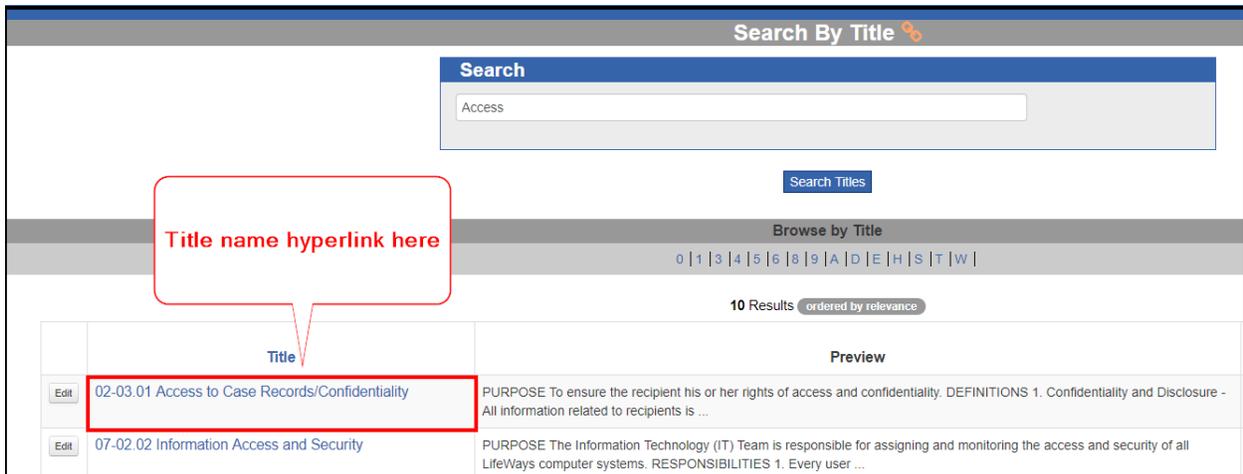
1) To search by Title of the procedure, select the Title tab at the top of the page.



- 2) Type the name or key words of the title in the Search field or select the **Browse by Title** hyperlink. Then click **Search Title** button.

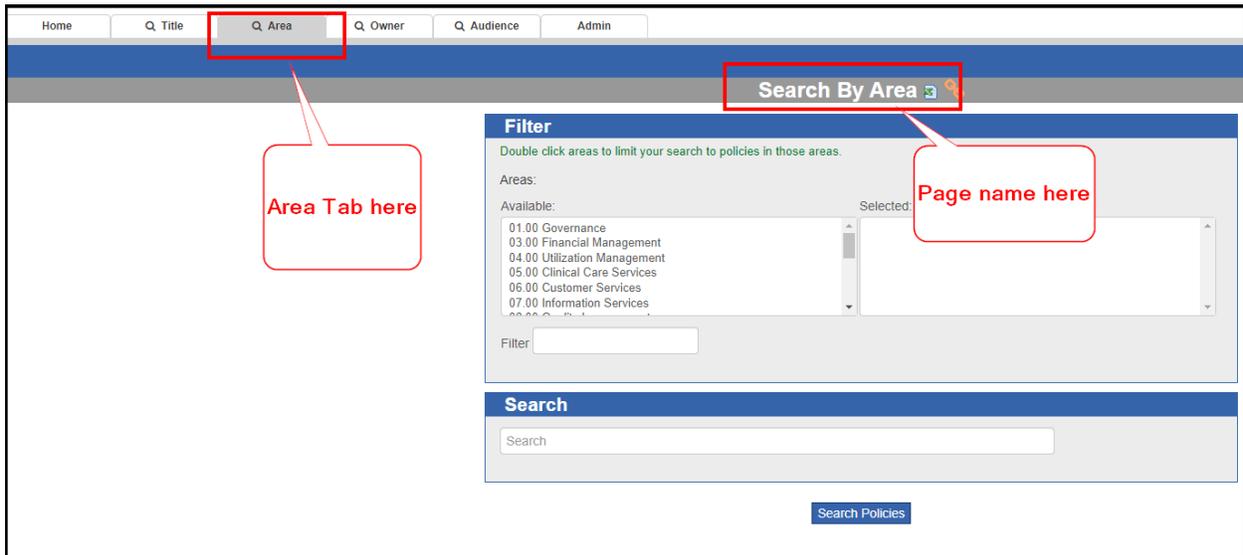


- 3) To view the desired procedure, select by clicking the Title Name hyperlink.



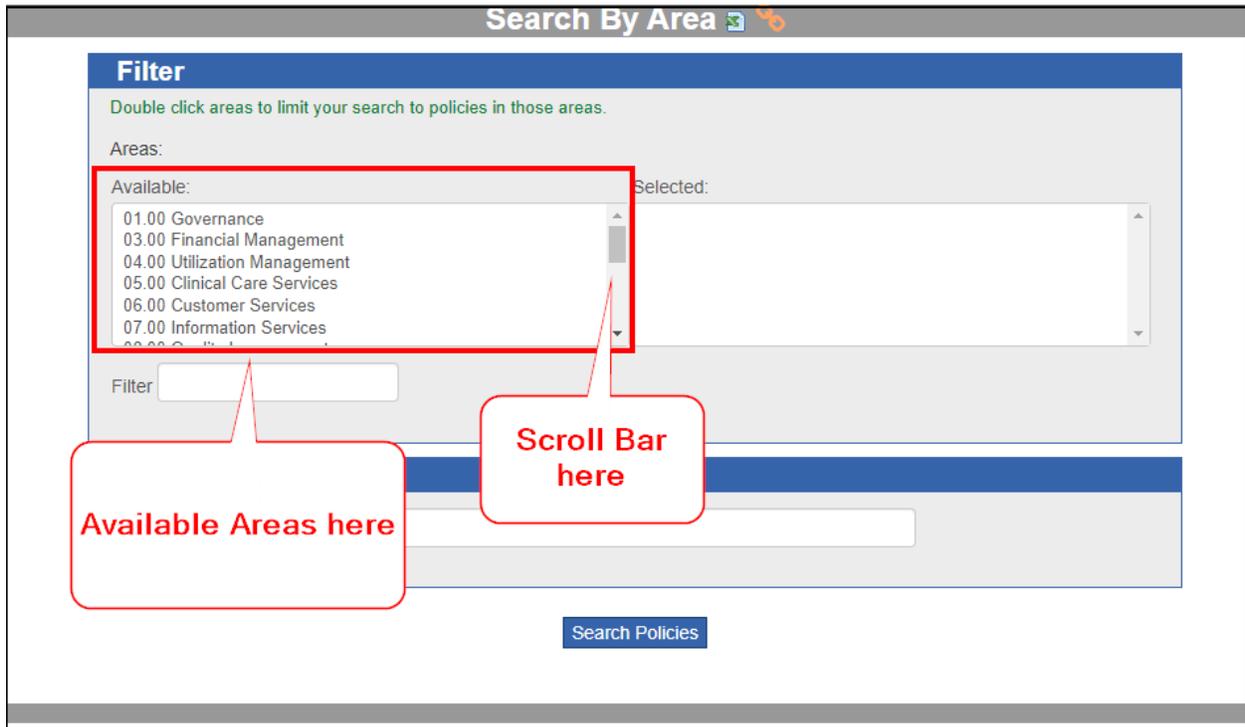
Search By Area

- 1) To search for a procedure by a Specific Area (Department), click on the **Area** tab at the top of the page.

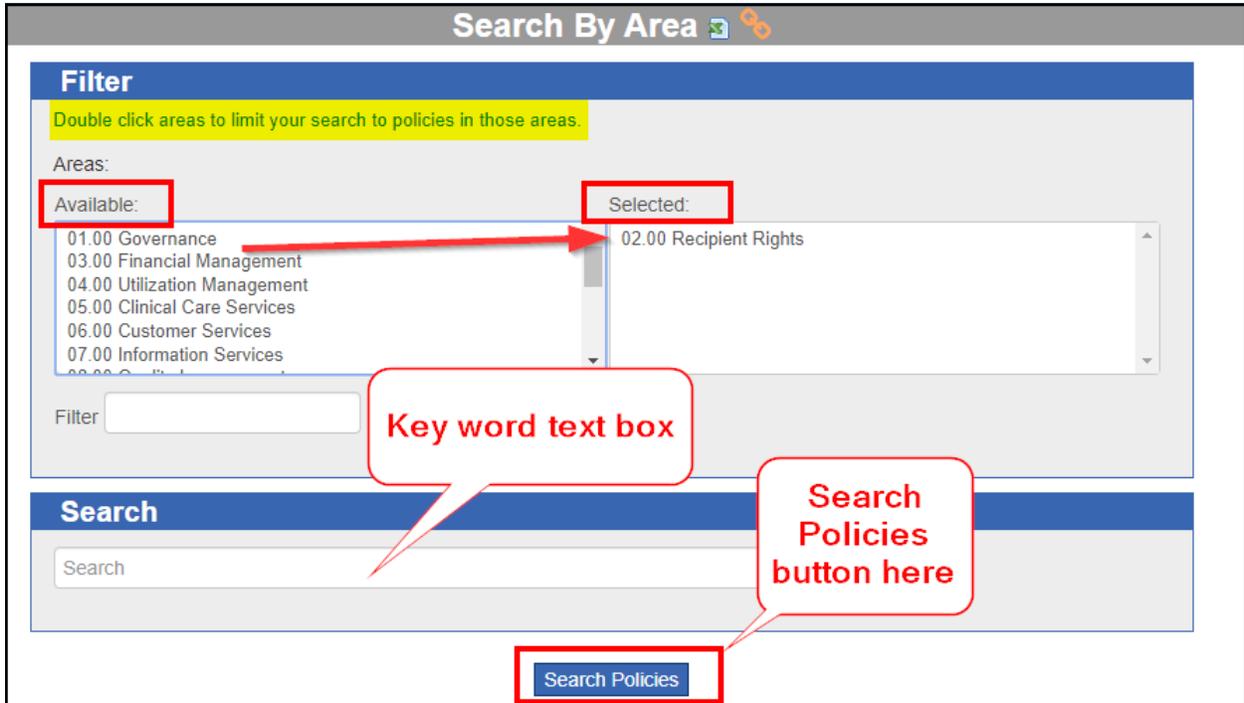


- 2) Search Area using the filter box. Area is located on the left side of the filter box under **Available** box. Double click the desired area, so that it displays in the right side of the filter box under **Selected** box. Use the scroll bar to view complete list of Areas.

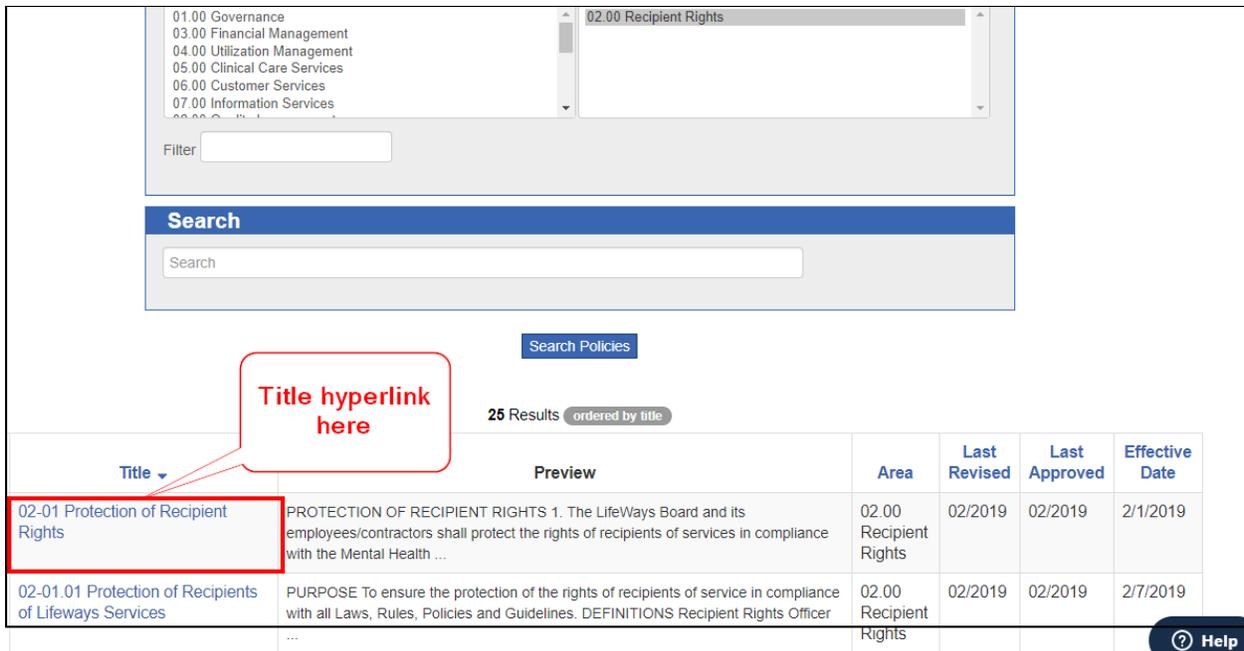
Note: Multiple Area can be selected during the same search by double clicking each desired Area.



- Double click the desired Area to displayed it in the **Selected** box. (You can choose to select more than one Area). Once Area(s) are showing in the **Selected** Box. Use the Text Box for key words to narrow the search. Then select the **Search Polices** button.



- To view the desired procedure, click on the Title hyperlink.



Note: If the selected Area is the wrong Area, double click the Area title in the **Selected** Box. This will move it at the bottom of this **Available** list.

Search By Area

Filter

Double click areas to limit your search to policies in those areas.

Areas:

Available:

- 13.00 Access Services
- 14.00 Crisis Services
- 15.00 Integrated Care Services
- 16.00 Outpatient Services
- Implementations
- 02.00 Recipient Rights

Selected:

Filter

Search

Search Policies

Policy Owner Search

1) To search by Policy Owner, click the Owner Tab.

Home | **Q Title** | Q Area | **Q Owner** | Q Audience | Admin

Owner Tab

Search By Owner

Filter

Double click owners to limit your search to policies owned by those owners.

Owners

Available:

- Cascaddan, Karen
- Clevenger, Shannan
- Costa, Gina
- Cupp, Michael
- Evans, Randy
- Hodge, Amon

Selected:

Filter

- 1) To search using the filter box, double click the Owner name in the **Available** box, to move it to the **Selected** box. (Multiple names can be moved between the two boxes). Once the name shows in the **Selected** box. To narrow the search, type key words in the text box, (this is optional). Then click **Search Policies** button to view policies and procedures.

- 2) To view the desired procedure, click on the Title hyperlink.

Browse Owners							
All C E H K L M S W							
73 Results ordered by owner							
	Title	Preview	Owner	Area	Last Revised	Last Approved	Effective Date
Edit	01-01 Authority, Structure, Board Organization and Responsibility	PURPOSE To establish the guidelines of authority by which the Board of Directors of a Community Mental Health Authority exercises effective policy control of LifeWays, and to form a sound basis for the ...	Cascaddan, Karen: Executive Director, Governance	01.00 Governance	01/2019	01/2019	1/16/2019
Edit	01-01.01 Board of Directors Authority	PURPOSE To outline the authority by which the Board of Directors exercises effective policy control of LifeWays, and to form a sound basis for the ...	Cascaddan, Karen: Executive Director, Governance	01.00 Governance	01/2018	01/2019	1/16/2019
Edit	01-01.02 Board of Directors Membership	MEMBERSHIP 1. The LifeWays Board shall maintain a strong and diverse Membership, representing the needs of Jackson and Hillsdale counties. 2. The Board, through the ...	Cascaddan, Karen: Executive Director, Governance	01.00 Governance	01/2019	01/2019	1/16/2019