

Top 10 Drafting Process Do's and Don'ts for Tribal Sponsorship Policies and Procedures

10. **DO** include your legal department in the drafting process. They are there to protect you.
9. **DON'T** just copy another program's policies. These policies are not one-size fits all.
8. **DO** have your Council adopt the policies.
7. **DO** review your policies regularly.
6. **DO** stay current on any changes to Washington Healthplanfinder policies and procedures, federal and state laws and regulations regarding sponsorship.
5. **DO** train all your staff on the policies and have them sign that they have read and understood them.
4. **DO** require your enrollees to sign a document that confirms that they have read and understood your policy.
3. **DON'T** draft policies that are inconsistent with your current contract health services/purchase referred care and other related policies.
2. **DON'T** forget to include in the footer of your policies the date your policies were adopted and a reference to the corresponding Council Resolution.

NUMBER ONE: DO IMPLEMENT & USE YOUR POLICIES!