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| --- | --- | --- |
| Title of Policy | Policy Number |  |
| Effective Date | (original issue) |
| Revision Date | (most recent) |
| Subject Matter Expert | (name or title) |
| Author | (name or title) |
| Approval Authority  | (name & title) |

# Purpose

(Describe the objective(s) for writing the policy. Generally limited to one paragraph of 2-3 sentences. Introduces the main focus of the policy and the need it addresses. Cite any law, rule, regulation, etc. by numerical identifier and publication date that requires the policy.)

# Policy

(Policy statements reflect executive decisions made at DSHS and are influenced by the mission and vision of DSHS. They are governing principles with mandatory compliance. Begin the policy statement with: “It is the policy of the Department of State Health Services (DSHS) that…” or “The policy of the Department of State Health Services is to ensure….”.)

# Definitions

(Define abbreviations, acronyms, forms, words infrequently used and technical terms.)

# Persons Affected

(Identify the users of this document. Every policy has an audience or targeted set of users, whether it is ‘all employees’ or a single department. Title of this section may be customized for unique need of individual policy e.g. Persons and Departments Affected, Persons and Programs Affected, etc.)

# Responsibilities

(Summarize the roles and responsibilities of all individuals involved with this document. See Commissioner’s Directive CD 2003.02 regarding responsibilities for ensuring compliance with policies. Responsibilities included in CD 2003.02 do not need to be repeated in every policy.)

# Procedures

(Define and outline the rules, regulations, methods, timing, place, and personnel responsible for accomplishing the policy as stated in the Policy section above. Depending on the complexity, format options are available for documenting procedures.)

* 1. Option A: Policy is self-explanatory and no procedures are necessary.
	2. Option B: Highly complex procedures may require the development of a Guide or Handbook. The intranet link to the guide must be included here for easy access.
	3. Option C: Less complex procedures can be conveyed in a table format with sequentially numbered steps and action descriptions. The table can be preceded with a narrative explanation

# Revision History

* 1. (Show list of changes to this document. Used for new documents and all subsequent changes. Action notations should include all document reviews, with or without changes. Section notations identify the location of any change e.g. 1.0, 2.3, etc.)

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| Date | Action | Section |
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