

**UTAH DEPARTMENT OF HEALTH
OFFICE OF HEALTH DISPARITIES
POLICY AND PROCEDURES**

Number: 01.01	Original Issue Date: 11/02//2015	Revision Date: 11/02/2018
Section: Office of Health Disparities Operations		
Subject: Development, Approval, and Amendment of Office Policies and Procedures		
Authorized by: Dulce Díez		

A. PURPOSE

The purpose of this policy is to define the policy and procedures development, approval, and dissemination process and to establish policy review procedures.

B. DEFINITIONS

1. Policy - a statement of concept, principle, or purpose to guide present and future actions, decisions and procedures.
2. Procedures - a series of steps followed in regular order to implement and review policy.
3. Staff - all personnel employed by the Office including, but not limited to, the Director, Health Program Specialists, and Interns/Temporary Employees.
4. Partners - individuals and organizations that are formally engaged in collaborative efforts including (but not limited to) grantees/subcontractors, advisory board members, and task force members.

C. POLICY AND PROCEDURES

1. Policy

- a. The Office of Health Disparities staff shall have a clear understanding of their responsibilities in order to properly execute their assigned duties. Policies and procedures shall be made readily available to all Office staff. Policies and procedures which apply to subcontractors and partners of the Office shall be made available to relevant parties. Policies and procedures shall be consistent with federal laws, state law, and policies of the Utah Department of Health and the Division of Family Health and Preparedness.

2. Procedures

- a. Policy and procedures development shall be facilitated through the Office under the direction of the Office Director.
- b. The Office Director shall designate Staff to assist with policy development and review.
- c. Designated Staff shall meet to review and propose revisions of each Office policy in accordance with the revision schedule set for each policy.

- d. Designated Staff shall submit proposed revisions to the Director for review and approval.
- e. Once a policy has been reviewed and final revisions have been approved by the Office Director, the revised policy and procedures shall be posted on the Office website and distributed to all staff and partners to whom the policy applies.
- f. The Office Director shall ensure that revised policies and procedures are available and staff is trained for implementation, and shall update staff work plans and job descriptions accordingly, as needed.
- g. Unless otherwise specified by the Director, the revised policy and procedures shall be effective (30) thirty days after the policy approval date.
- h. Office Staff may recommend policy and procedure development, or revisions at any time by forwarding suggestions to the Director.
- i. Office policies and procedures shall be written in a standardized format.

3. Access to Policy and Procedures

- a. Office policy and procedures shall be made available through the Office's website. Printed copies shall also be available from the Office by request.

D. CERTIFICATION OF PROCESS

The following statement and sections shall be added to the end of all Office policies:

- a. "This policy has been reviewed by the Office of Health Disparities and is approved upon the signature of the Director."
- b. Director's signature block
- c. Date of signature block

E. CONTINUOUS RENEWAL

This policy shall be reviewed every three (3) years to determine its effectiveness and appropriateness. This policy may be reviewed before that time to reflect substantive change.