

# PLANNING AND DEVELOPMENT 6.0

## Program Policy Manuals -- 6.9

---

**Date Issued:** December 31, 1998

**Issued:**

**Date Last Revised:** March 23, 2011

**Revised:**

**Signature:**

A handwritten signature in black ink that reads "Cathy R. Taylor, DrPH, MSN, RN". The signature is written in a cursive style and is centered within a light gray rectangular box.

**By:** Cathy R. Taylor, DrPH, MSN, RN  
Assistant Commissioner  
Bureau of Health Services

---

**POLICY:** All programs within the Bureau of Health Services will maintain an up-to-date program manual which contains all pertinent standards and guidelines for the delivery of services in counties and regions.

**APPLICABILITY:** This policy applies to Central Office personnel.

**PURPOSE:** To maintain program accountability and to ensure up-to-date program manuals are available to the field.

**PROCEDURE:** Any program that develops a manual designed to set standards or guidelines for the delivery of services in counties or regions is responsible for performing an annual review and update of the manual to keep it current. As new information relative to any of the areas covered by one of these manuals is relayed to the field, programs will provide corresponding replacement pages for the affected manual or direction in how to add the new information to the existing manual.

The Office of the Medical Director shall be responsible for initiating the annual process of review of manuals.

**OFFICE OF PRIMARY RESPONSIBILITY:** Office of the Medical Director,  
Bureau of Health Services, (615)532-6369

