**Title**

**Division or Project Name**  
SUBJECT:   
Applicability:

TOTAL NUMBER OF PAGES: **5**

REVIEW FREQUENCY:

ORIGINAL DATE ADOPTED: MM/DD/YYYY

LAST EFFECTIVE DATE: MM/DD/YYYY

CONTACT TITLE & DIVISION:

DRAFT/FINAL



# A. APPROVAL

This document has been approved in accordance with the “800-001-P Policy Development” procedure as of the effective date listed above.

# B. REVISION & REVIEW HISTORY

|  |  |  |  |
| --- | --- | --- | --- |
| **Revision Date** | **Review Date** | **Person** | **Notes on what changed** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

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# D. PURPOSE

The intent of this document is to…..

1. You can use numbers
2. To add clarity

* As well as
* Bullet points

Example purpose statement: The purpose of the FIMR program is to gather critical data about fetal and infant mortality in Stark County. The FIMR program is part of Stark County THRIVE, an infant mortality reduction program designed to reduce infant mortality in Stark County, and disparity of birth outcomes.

### Use styles to properly format the sections. Styles for heading 1, heading 2, and heading 3 are formatted and part of this template. Do not make any major changes in the font, size, or styles.

# E. POLICY

State policy here.

# F. BACKGROUND

Add any background clarification that might be needed. If none, indicate this section with N/A.

# G. GLOSSARY OF TERMS

Include any terms and definitions. If none, enter N/A.

# H. PROCEDURES & STANDARD OPERATING GUIDELINES

Procedures and Standard Operating Guidelines are synonyms and the terms can be used interchangeably. Just choose the term that best names this section to edit the section header name.

1. Use a standard outline format for this section
   1. Keep it simple and to the point
      1. Use short sentences
2. Add enough detail as needed
   1. Use the outline
      1. Or other organization
      2. As needed.

# I. CITATIONS & REFERENCES

Use American Psychological Association (APA) format for any citations. Also include list of other reference materials including references to other policies. If not needed, indicate with N/A.

# J. CONTRIBUTORS

The following staff contributed to the authorship of this document:

1. List all of the people
2. Name, Job Title

# K. APPENDICIES & ATTACHMENTS

Use this section to add clarifying materials such as key reference documents, flow charts, and diagrams that help the reader understand the document.

Appendix A: Title of Document  
Attachment A: Title of Document

If not needed, indicate with N/A

# L. REFERENCE FORMS

Include a list of forms needed for this policy/procedure. If none, list as N/A.