The intent of this document is to provide health centers with a systematic way to track activities related to implemented policies and protocols. Such activities include:

* Regular review of policies (annually or as required by Health Center operations, funding regulations, etc.)
* Revisions of implemented policies

This Tracking Sheet is to be attached to each policy to ensure timely review of all implemented policies.

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| **Policy Implementation/Review/Revision Tracking Log*****(Implemented DATE; log may not reflect all prior revisions.)******(revised DATE & STAFF INITIALS)*** |
| **Policy Name** |  |
|  |  |
| **Initial Effective Date:** | **Last Reviewed Date:**  | **Last Revised Date:** |  |  |
|  |  |  |  |  |
| **Updated By: STAFF (POSITION)** |
| **Revised/Review Date**  | **Revised/Reviewed By** | **Revision Approval/Review Date** | **Revision/Review Approved By** | **Revision/Review Description** | **Posted to Staff Date** | **Recommended Primary Information Delivery Method** |
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