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.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **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** |
|  |  |  | |  |  |  |  |
|  |  |  | |  |  |  |  |
|  |  |  | |  |  |  |  |
|  |  |  | |  |  |  |  |
|  |  |  | |  |  |  |  |
|  |  |  | |  |  |  |  |
|  |  |  | |  |  |  |  |