

## TRANSMITTAL NOTICES AND MEMOS

### I. Policies:

#### A. Transmittal Notices (TN's)

All Department of Health Manual material (official Department policies and procedures) must be sent with a Transmittal Notice (ADH-34).

Note: See Memoranda in this policy for policy revisions sent using the Memorandum Form (ADH-38).

The effective date of each transmittal should be at least 30 days from the date of distribution. Exceptions can be made when needed.

Manual material with limited distribution must also be sent with a Transmittal Notice.

All Transmittal Notices and Manual material must have an Internal Transmittal Approval (ADH-36). The originator/contact person may use a copy of the ADH-36 as a log for tracking the transmittal.

Every transmittal is e-mailed by Policies and Procedures to all the reviewers listed on the ADH-36 to allow them time (10 working days) to review it simultaneously. The reviewer signs/enters name on the ADH-36 and returns it and any comments to the originator to send to Policies and Procedures for their files.

Note: The signed ADH-36 is emailed to the contact person listed on the ADH-36. An e-mail from the reviewer stating approval is acceptable

At the end of the review period and after making any needed revisions, the originator emails the ADH-36's. Policies and Procedures. Policies and Procedures submits the final version of the transmittal to the Deputy Director for Administration or the Deputy Director for Public Health Programs (depending on the content of the transmittal) for final approval.



## B. Memoranda

In cases where there is a short timeframe to implement a new policy or revision, a Memorandum Form (ADH-38) may be used.

A transmittal reflecting the policy revision in the ADH-38 should be distributed as soon as possible by the originator/appropriate program. Until then, the information contained in the ADH-38 supersedes the affected policy.

### Pilots

The Memorandum Form (ADH-38) is used as a cover sheet for policies, procedures, forms, etc., for pilots involving only a small number of Local Health Units.

Copies of all material and the ADH-38 are sent to Policies and Procedures to file. All changes, additions, etc., are also sent to Policies and Procedures for their files.

If the pilot expands to include at least one county in each Region, all appropriate material must be reviewed and placed in the Department's Manual according to the procedure for transmittals.

## C. Requirements for Transmittal's and Memos

Before any TN is distributed, it must have:

1. The required signatures on the Internal Transmittal Approval (ADH-36).

Note: An e-mail from the reviewer stating approval is also acceptable.

2. A number issued by Policies and Procedures and ADH logo will be added at the bottom right hand corner, if applicable.



Before any Memo is distributed, it must have:

1. A number issued by Policies and Procedures and ADH logo will be added at the bottom right hand corner, if applicable.

II. Procedures:

A. Transmittal

<u>Responsibility</u>	<u>Action</u>
Originator of Transmittal	Discusses concept with supervisor. Prepares rough draft of material.  Obtains initial approval of content and permission to proceed from Program.
Originator <u>and</u> Coordinator,	Put in proper format and identify persons for Internal Transmittal Approval (ADH-36).  Note: The Internal Transmittal Approval (ADH-36) is used to obtain approval signatures for material that is ready for distribution.
Policies and Procedures	Prepares ADH-34, ADH-36 and transmittal material and e-mails to persons listed on the Internal Transmittal Approval (ADH-36) for review. Allows the reviewer a minimum of 10 working days for review.
Reviewer	Reviews ADH-34, signs ADH-36 and e-mails to the contact person listed on the ADH-36.  Note: An e-mail from the reviewer stating approval is also acceptable.



<u>Responsibility</u>	<u>Action</u>
Originator	After receiving reviewers' signatures and making changes, if necessary emails material, ADH-34, and ADH-36 to Policies and Procedures to assign a number and ADH logo will be added at the bottom right hand corner, if applicable.
Policies and Procedures	Takes the final version of the transmittal to the Deputy Director for Administration or the Deputy Director for Public Health Programs for final approval.  After receiving final approval, sends the transmittal in an ADH All E-mail, AND  Uploads transmittal to the FileHold maintains a file of all original transmittals.

B. Memo

<u>Responsibility</u>	<u>Action</u>
Originator of Memo	Discusses concept with supervisor.  Prepares memo and places information on the Memorandum Form (ADH-38).  Gets initial approval of content and Permission to proceed from the Program.
Originator of Memo	E-mails the ADH-38 and attachment(s), if applicable, to the appropriate Center Associate Director for Management and Operations, the Regional Directors, and other appropriate employees for review.  Note: Contact Policies and Procedures for the names.
Reviewers	Review and respond to the originator through e-mail by the date designated by the originator.



Responsibility

Action

Originator

E-mails approved ADH-38 to Policies and Procedures to assign a number.

Policies and Procedures

Emails the final version of the ADH-38 to the Deputy Director for Administration/Deputy Director for Public Health Programs for final approval.

Sends the Memorandum in an ADH ALL E-mail.

Uploads the Memorandum to FileHold and maintains a file of all original memos.

