

This document identifies the documentation necessary to meet the Organizational Standards required by USHHS. For each standard there is a list of documents; however, simply submitting one of the documents alone may not be sufficient to satisfy compliance with that particular standard. Therefore, it may be necessary to submit several of the identified documents.



Instructions: Just click on the standards in question and it will direct you to the minimum state requirements for that standard. This document also contains a break down of standards for various groupings to help organize and set up a timeline for submissions.

Click on the box below to begin.

Organizational Standards (Public)

Maintain

As needed/more
Frequently than
Annually

Annually

Every 2 Years

Every 3 years

Every 5 years

4.5 Documentation:

The department adheres to its local government policies and procedures around interim appointments and processes for filling a permanent vacancy.

The department needs two components to show it is in compliance:

(1) Local government policies and procedures

- A copy of the local government policies and procedures related to filling temporary and permanent vacancies in the department's executive function

And

(2) Evidence that it complies with them.

- A brief narrative on how the department adheres to the policies and procedures along with any necessary documentation (e.g. required planning documents)

Once the succession plan is in place it may be kept on file and no updates or further board action is required unless there are changes.