**Example of a Policy/Procedure Creation Process Map**

*Adapted from Connecticut Department of Public Health*

Determine with your supervisor if a policy/procedure is needed/required and meet with key staff/programs.

Read and consult “Policy Guide” for guidelines on policy creation, review, and approval.

Create policy with approval of supervisor, senior manager, and/or agency leadership.

Does the policy involve 2+ sections of the department from different branches?

Send to policy review team coordinator for standardization, policy review team review, health official signature, and posting in central location.

Send to senior manager or branch manager for review and approval.

No

Yes

**Example of a Policy/Procedure Review and Execution Process Map**

*Adapted from Connecticut Department of Public Health*

Policy/procedure signed by health official, designee, or other final signatory, and returned to policy review team.

No

Is policy/procedure recommended for approval?

Policy is returned to the policy holder and/or policy author with policy review team comments.

Policy review team invites subject-matter expert to review policy as needed.

FINAL REVIEW:  
Policy review team presents/submits reviewed policy to executive management team and/or agency leadership for review.

Policy holder updates policy per policy review team comments and resubmits to team.

Yes

Policy review team stores final signed policy/procedure in central access location.

Policy review team receives final electronic policy/procedure from branch chief for review.

Policy review team initiates and completes *Checklist for Approval of Policy/Procedure*.