Project Development Procedures Manual Revision Request

Proposed By: 
Name ___________________________ Date ________
Unit ___________________________ Phone Number ________

Check One:  
Notification of errors ☐  Notification of proposed change ☐

Attach the draft document that authorizes the change in policy/procedure. Target date for statewide review of authorizing document: ___________________________

Subject of Proposed Revision:

Reason for Proposed Revision:

Location of Proposed Revision:

FOLLOWING A CONSULTATION WITH THE PDPM EDITOR, SUBMIT SUGGESTED WORDING FOR PROPOSED REVISION.

*******************************************************************************
[For Division of Design Use Only]

Submitted suggested wording for new policy ☐  
Submitted suggested language for change to existing policy ☐
Submitted suggested language for deletion of policy ☐
Submitted suggested language for other (explain) ☐

PDPM EDITOR RECOMMENDS THE FOLLOWING ACTION:

Proceed with preparation of draft revision ☐
Reject proposal (explain) ☐

Concurred By: 
Chief, Office of Project Development Procedures ___________________________ Date ________