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.

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[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: ___________________________ Date ____________

Chief, Office of Standards and Procedures