

A Policy Dissemination Review/Training Confirmation (FAA-1215A)

REVISION 46
(01/01/18 - 12/31/18)

The purpose of the Policy Dissemination Review/Training Confirmation (FAA-1215A) form is to establish a statewide monitoring tool confirming the receipt and review of new or changed policy and procedures. When there is a need to review current policy the review of this information must also be documented on the FAA-1215A. Office Managers and Supervisors are responsible for all of the following:

- Completing a review within one month from the date of issuance (earlier than 11/04/2019) of all the following:
 - Policy Change Alerts (PCA)
 - News Flash (NF)
 - Check This OUT! (CTO)
 - HEAplus Updates
- On 11/04/2019 and after, completing a review within one month from the date of publication of the [What's Changed](#) page.
- Obtaining the signature on the FAA-1215A of all staff required to attend the policy review or training.
- Retaining the FAA-1215A for 12 months from the date the policy and procedures are reviewed.