

POLICIES AND PROCEDURES

Administrative Uniformity Committee (AUC)

1. Policy

008

2. Policy Title

AUC Surveys

3. Purpose

This policy and procedure documents the process for member organizations to follow to distribute a survey or question to the AUC Operations members.

4. Organizational Scope

This policy and procedure applies to all AUC member organizations.

5. Policy Statement

Surveys and questions can be distributed to the AUC Operations members as long as the AUC Executive Committee, in consultation with the Minnesota Department of Health, feels the topic is within the scope of the AUC and its TAGs and workgroups, and the survey does not conflict with the spirit and intent of the AUC anti-trust policy.

6. Definitions

N/A

7. Procedure

7.1 AUC member organizations will submit the proposed question or survey to the AUC Executive Committee by notifying the AUC email box at: health.auc@state.mn.us.

7.1.1 If found to be out of scope, it is returned to the submitting organization

7.1.2 If the question or survey is within scope, the member organization is responsible to send the question or survey – worded exactly as they would like it sent out - to the AUC email box at health.auc@state.mn.us.

7.1.3 The AUC Operations Committee members will be instructed to return their survey or answers to the submitting organization. The contact person at the submitting organization, must be clearly referenced, by name, email address and phone number.

7.2 The submitting organization will be responsible for compiling the answers.

7.3 The submitting organization will be responsible to bring the compiled information to a subsequent AUC Operations Committee meeting.

7.4 The submitting organization will be responsible for sending the compiled information to the AUC email box at health.auc@state.mn.us for posting to the website, as determined by the AUC Communications TAG, and for distribution via email to AUC Operations members.

8. Review Responsibility - AUC Executive Committee

9. Approved By - AUC Operations Committee

10. Date of Approval - September 2, 2014

11. Next Review Due Date - 2015