



NEW YORK eHEALTH
COLLABORATIVE

**SHIN-NY POLICY COMMITTEE
TEMPLATE FOR SUBMISSION OF POLICY PROPOSALS**

Instructions: Please provide all of the information as outlined in the template below for submission of any policy proposals to be considered by the SHIN-NY Policy Committee.

1. **Policy Proposal Name:** Provide a name or title to clearly identify the proposed policy.
2. **Author:** Provide the contact information that includes the name, title, organization, email address of the author submitting the proposal.
3. **Submission Date:** Enter the date of submission on the proposal.
4. **Policy Type:** Indicate if this is a new policy, modification to an existing policy or removal of an existing policy.
5. **Policy Statement:** Provide a clear and concise policy statement that describes the policy that the author is seeking to have incorporated into the SHIN-NY policies and procedures.
6. **Rationale:** List the rationale or justification for the policy proposal. Things that might be included here are:
 - Identify the perceived problem that the policy seeks to remedy, including any provisions in the current SHIN-NY policies that conflict with the proposed policy.
 - Who is impacted by the problem?
 - How will the policy proposal remedy the problem?
 - What if any implementation implications are there for consideration?
7. **Timeline for Implementation:** Indicate your recommendations for when the policy should be implemented.
8. **Submission:** Policy proposals should be submitted to Cynthia Sutliff at csutliff@nyehealth.org.