



Document Submission Cover Sheet: Policy, Procedure and Plan

Instructions:

Please complete a separate cover sheet for each policy, procedure and plan that is submitted, following these instructions.

Please submit your document and cover sheet to your Agency Review Officer by **March 31, 2017** or the date arranged by your Agency Review Officer.

Section A. Submission Details

- (1) **Shelter Name:** Use the drop down list to select your shelter site/program name.
- (2) **Type of Document:** Use the drop down list to select the type of document (policy, procedure, combined policy & procedure, plan) that you are submitting.
- (3) **Name of Document:** Enter a descriptive title for your document (e.g., Harm Reduction Policy; Evacuation Plan).
- (4) **Shelter Standards Reference:** Use the drop down list to select the specific section of the Shelter Standard that requires this document.
- (5) **Document Approved By:** Select the appropriate check box to indicate the highest level of approval received for this document.
- (6) **Document Approval Date:** Enter the approval date in the following format: mmm-dd-yyyy

Section B. Document Details

Questions (7) – (10): Select the appropriate check box.

Questions (11) – (12): Use the readability score tool available within Microsoft Word (or similar tools available online) to check your document and enter the requested scores.

For instructions on how to turn on this feature in Microsoft Word click [here](#).

If you did not use Microsoft Word to create your document, you can find similar tools online to check the readability of your document.

What is the Flesch Reading Ease score?

This test rates text on a 100-point scale. The higher the score, the easier it is to understand the text.

What is the Flesch-Kincaid Grade Level score?

This test rates text on a school grade level e.g., 8.0 means an eighth grader can understand the text.



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A. Submission Details

(1) Shelter Name:			
(2) Type of Document:			
(3) Name of Document:			
(4) Shelter Standards Ref:			
(5) Document Approved By:	Management	Board	Unapproved
(6) Document Approval Date:			

B. Document Details

(7) Can this document be easily accessed by shelter staff?	Yes	No
(8) Can this document be easily accessed by shelter clients?	Yes	No
(9) Is a plain language version of this document available?	Yes	No
(10) Is the font size 12 pts or larger?	Yes	No
(11) What is the Flesch Reading Ease score?		
(12) What is the Flesch-Kincaid Grade Level score?		