



**Form Title:** Magnate Consulting Human Services Policy and Procedure Template

**Purpose:** To establish standardized policies and procedures that guide consistent, compliant, and effective operations across human service programs.

**Instructions:** Use this template to develop or update each organizational policy. Ensure all sections are completed and reviewed before approval. (This is not customized for your specific program).

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## Sections

### *1. Policy Identification*

| Section                          | Notes |
|----------------------------------|-------|
| Policy Title                     |       |
| Policy Number / Code             |       |
| Effective Date                   |       |
| Last Review Date                 |       |
| Next Scheduled Review Date       |       |
| Responsible Department / Program |       |
| Approved By                      |       |
| Version Number                   |       |

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### *2. Purpose and Scope*

| Field Label                                | Options |
|--|---------|
| Purpose of Policy                          |         |
| Scope (Who and What the Policy Applies To) |         |

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### *3. Definitions*

| Field Label               | Options |
|---------------------------|---------|
| Key Terms and Definitions |         |

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### *4. Policy Statement*

| Field Label               | Options |
|---------------------------|---------|
| Official Policy Statement |         |



### *5. Procedures*

| Field Label                                | Options |
|--|---------|
| Step-by-Step Procedures                    |         |
| Roles Responsible for Implementation       |         |
| Related Forms or Documents                 |         |
| Documentation / Recordkeeping Requirements |         |

### *6. Compliance and Quality Standards*

| Field Label                        | Options |
|------------------------------------|---------|
| Regulatory / Licensing References  |         |
| Accreditation Standards Referenced |         |
| Related Internal Policies          |         |
| Consequences of Noncompliance      |         |

### *7. Review and Revision History*

| Field Label                | Options |
|----------------------------|---------|
| Revision Date              |         |
| Summary of Changes         |         |
| Reviewed By                |         |
| Approved By (for Revision) |         |

### *8. Sign-Off*

| Field Label                           | Options |
|---------------------------------------|---------|
| Policy Owner Signature                |         |
| Executive Director Approval Signature |         |
| Date of Final Approval                |         |