

UTAH DEPARTMENT OF HEALTH AND HUMAN SERVICES POLICY AND PROCEDURES		
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ORGANIZATIONAL CREDENTIALS AND MEMBERSHIPS		
RATIONALE: This policy is established to guide investment in organizational credentials and memberships that are in the best interest of the state and critical to the Department of Health and Human Services' mission.		
Original Effective: June 16, 2022	Revision: June 3, 2025	Next Review Due: June 1, 2030

I. DESCRIPTION

This policy provides guidance and procedures for investing in organizational credentials and memberships, including but not limited to joining professional associations and securing applicable licensure, certification, or accreditation. This policy supersedes any previous department policy governing this subject matter. It does not supplant any existing federal, state, or department laws/policies to which the department shall adhere.

II. DEFINITIONS

The following terms are defined for this policy as:

- A. **Credential:** A professional license, certification, or other accreditation.
- B. **DHHS or department:** The Utah Department of Health and Human Services and any operational unit within.
- C. **Membership:** An organization joining a professional body, association, or other organization.
- D. **OU:** Operational units within DHHS, including divisions, offices, or standalone operations whose director reports to the executive director, a deputy director, or an assistant deputy director. The Utah State Hospital and Utah State Developmental Center are considered OUs.

III. POLICY

- A. Organizational credentials and memberships shall be in the best interest of the state and:
 - 1. Have specific objectives that support DHHS:
 - a) Mission, values, and strategic plans and priorities;
 - b) Clientele needs;
 - c) Workforce recruitment, retention, and quality performance; or
 - d) Mission-critical relationships and partnerships.
 - 1) Use the most efficient, accessible, equitable, and effective means to maximize opportunity, impact, and value; and
 - 2) Be reasonably and appropriately evaluated by DHHS or the OU to inform and improve future credentialing and memberships.
- B. Payment of credentials and memberships shall:
 - 1. Comply with state and DHHS policies;
 - 2. Be within DHHS and OU budgets; and
 - 3. Comply with funding source requirements.
- C. OUs shall first invest in credentials and memberships required by state, federal, or other governing or oversight entities, followed by any deemed beneficial.
- D. Before making any commitments or payments, credentials and memberships require preapproval by the OU director, or designee, and are subject to applicable state, DHHS, and OU policy and procedure. OU directors may approve credentials and memberships for up to \$5,000 cumulative per fiscal year for their OU.

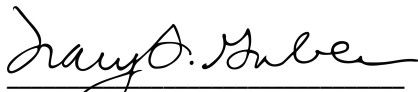
IV. PROCEDURE

- A. For OU director preapprovals, follow state policy and any applicable internal OU policy and procedure.
- B. For executive director, department deputy director, or department assistant deputy director preapprovals, submit OU-approved requests as outlined with any required forms to dhhseidoapprovals@utah.gov:

1. Submit as early as possible and no later than four weeks before approval is needed. EDO shall provide a decision within a reasonable time.
2. Describe the credential or membership.
3. Indicate if it is required and what entity requires it. If not required, describe why it is in the best interest of the state and beneficial to the OU.
4. Provide fees or dues to be paid and any value or cost-savings, such as membership covers registration fees for staff to attend a critical conference and costs less than the actual registration fees.

V. EXCEPTIONS

- A. The executive director may make exceptions to this policy, in accordance with procedures outlined in DHHS Policy 01-01.
- B. Payment of credentials and memberships shall require preapproval by the executive director, department deputy director, or department assistant deputy director for allowable exceptions to this policy.
- C. Any additional cost beyond the \$5,000 cumulative per fiscal year total shall require executive director, department deputy director, or department assistant deputy director preapproval.



Tracy S. Gruber
Executive Director

June 3, 2025
Date