

UTAH DEPARTMENT OF HUMAN SERVICES POLICY AND PROCEDURES		
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ORGANIZATIONAL CREDENTIALS & MEMBERSHIPS		
<p>RATIONALE: This policy is established to guide DHS investment in organizational credentials and memberships that are in the best interest of the state and critical to DHS' mission.</p> <p><i>Related/Tags:</i> FIACCT 05-08.00</p>		
Original Effective: September 22, 2021	Revision: n/a	Next Review Due: September 22, 2024

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 prior policy governing organizational credentials and memberships. It does not replace any existing state or DHS policies to which the department must adhere. This policy is applicable to all department divisions, institutions, bureaus, and offices (DIBOs).

II. DEFINITIONS

The following terms are defined for this policy as:

- A. DHS or department: The Utah Department of Human Services (DHS) and any of its divisions, institutions, bureaus, or offices (DIBOs).
- B. Credential: An organization's professional license, certification, or accreditation. This does not include an employee's individual licensure, certification, or accreditation. See DHS Policy 02-24 Employee Credentials and Memberships.
- C. Membership: An organization joining a professional body, association, or other organization.

III. POLICY

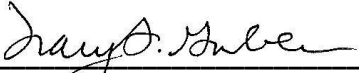
Organizational credentials and memberships will be in the best interest of the state and:

- A. Have specific objectives that support DHS:
 - 1. Mission, values, and strategic plans and priorities;
 - 2. Clientele needs;
 - 3. Workforce recruitment, retention, and quality performance; or
 - 4. Mission-critical relationships and partnerships.
 - a) Use the most efficient, accessible, equitable, and effective means to maximize opportunity, impact, and value; and
 - b) Be reasonably and appropriately evaluated by DHS or the DIBO to inform and improve future credentialing and memberships.
- B. Payment of credentials and memberships shall:
 - 1. Comply with state and DHS policies;
 - 2. Be within DHS and DIBO budgets;
 - 3. Comply with funding source requirements; and
 - 4. Require pre-approval by the executive director, department deputy director, or department assistant deputy director for allowable exceptions to this policy.
- C. DIBOs will first invest in credentials and memberships required by state, federal, or other governing or oversight entities, followed by any deemed beneficial.
- D. Prior to making any commitments or payments, credentials and memberships require pre-approval by the designated authority, and are subject to applicable state, DHS, and DIBO policy and procedure.
 - 1. DIBO directors may approve credentials and memberships up to a \$5,000 cumulative total per fiscal year.
 - 2. Any additional cost beyond the \$5,000 cumulative total shall require executive director, department deputy director, or department assistant deputy director pre-approval.

IV. PROCEDURE

- A. For DIBO director pre-approvals, follow state policy and any applicable internal DIBO policy and procedure.
- B. For executive director, department deputy director, or department assistant deputy director pre-approvals, submit DIBO-approved requests as outlined with any required forms to dhsedoapprovals@utah.gov:
 - 1. Submit as early as possible and no later than four weeks before approval is needed. A decision will be provided by EDO within five working days.

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 DIBO.
4. Provide fees or dues to be paid and any value or cost-savings (eg. membership covers registration fees for staff to attend a critical conference and costs less than the actual registration fees).



Tracy S. Gruber

Utah Department of Human Services Executive Director

September 22, 2021