

TCMHCC Promotional Items Policy – Medical Director/Hub/HRI Feedback and Responses

Section	Original Language	Feedback	Updated Language/Explanation if No Change
1. Purpose	This policy outlines requirements and guidelines for purchasing program-related promotional items and staff program attire using Consortium funds and branding.	Add language to notify the reader that definitions are available in Section 4.	No change made. We use standard sentence structures for this section and do not want to deviate from our template/other TCMHCC policies. Definitions are clearly labeled further down in the policy.
1. Purpose	This policy outlines requirements and guidelines for purchasing program-related promotional items and staff program attire using Consortium funds and branding.	HRIs that have shown poor judgment in this area should have their promotion purchases monitored more closely rather than implementing a Consortium-wide policy to govern this.	No change made. The impetus for the policy arose due to concerns with inflationary costs, inappropriate items, and time spent on design, approval, and ordering. Policy is necessary for UT System to provide transparent, consistent guidance to all HRIs about what is permissible.
3.1 Budget and Purchasing/Staff Program Attire	HRIs may purchase program attire for staff to identify themselves with a Consortium program.	Clarify which programs attire can be purchased for.	Change made. HRIs may purchase program attire for staff to identify themselves with a Consortium program (<u>CPAN, PeriPAN, TCHATT, YAM, CPWE, CAP Fellowship, and OWE</u>).
3.1 Budget and Purchasing/Staff Program Attire 3.2 Approved Items/Staff Program Attire	HRIs may purchase program attire for staff to identify themselves with a Consortium program. If an HRI wishes to purchase attire not listed as approved, they must submit a Project Change Request (PCR) to UT System for review and approval prior to purchase.	Add Medical Director (MD) approval before purchase.	Change partially made. If an HRI wishes to purchase attire not listed as approved, they must submit a Project Change Request (PCR) to UT System for review and approval prior to purchase. <u>The program's Medical Director may be consulted in making final decisions.</u> MD approval is not required for all purchases because permissible program attire is limited. UT

			System will approve all purchases and may include the Medical Director in decisions when branding/appropriateness is questioned.
3.1 Budget and Purchasing/Staff Program Attire 3.2 Approved Items/Staff Program Attire	HRIs may purchase program attire for staff to identify themselves with a Consortium program. The total cost of attire purchases must not exceed \$50 per employee per fiscal year, and the overall budget for attire must not exceed 0.02% of each HRI's biennial budget for each program. Approved program attire includes T-shirts or polos and hats. HRIs may also purchase mugs for staff.	\$50 per employee/year for attire may not cover both T-shirt and hat or size inclusive.	No change made. The policy does not require HRIs to purchase any or all of the approved items. HRIs should determine whether to purchase approved program attire/mugs and which items are the most appropriate and cost-effective, given the budgeted amount per employee.
3.1 Budget and Purchasing/Staff Program Attire	HRIs may purchase program attire for staff to identify themselves with a Consortium program (CPAN, PeriPAN, TCHATT, YAM, CPWE, CAP Fellowship, and OWE).	What is the policy for TCMHCC staff wearing non-TCMHCC institutional attire when representing TCMHCC?	No change made. Because we do not have requirements for HRIs to purchase TCMHCC-branded attire, we will not be setting expectations for this at this time.
3.1 Budget and Purchasing/Promotional Items	HRIs may purchase program attire for staff to identify themselves with a Consortium program. The total cost of attire purchases must not exceed \$50 per employee per fiscal year, and the overall budget for attire must not exceed 0.02% of each HRI's biennial budget for each program.	It will be hard to calculate and monitor across multiple programs.	No change made. The policy does not require HRIs to purchase any or all of the approved items. HRIs should determine whether they can purchase program attire/mugs while meeting the requirements of the policy.
3.1 Budget and Purchasing/Promotional Items	All promotional items purchased using Consortium funds and/or with Consortium branding must be ordered exclusively through the State Medical Directors for CPAN, PeriPAN, and TCHATT, or through the YAM program hub for YAM.	How will this be handled operationally and budgetarily?	No change made. Medical Director and hub budgets for these programs should include funds for the costs to purchase and ship promotional items to HRIs. The MDs/YAM hub should ask for estimated numbers for items in the fall and spring, then

			divide the inventory among the HRIs. Extra inventory of all items can be maintained in case an HRI needs more than they expected.
3.1 Budget and Purchasing/Promotional Items	All promotional items purchased using Consortium funds and/or with Consortium branding must be ordered exclusively through the State Medical Directors for CPAN, PeriPAN, and TCHATT, or through the YAM program hub for YAM.	<p>Change the policy to permit HRI ordering with MD approval.</p> <p>Central ordering will place a major burden on Medical Directors and UT System staff and will lead to inefficiency/lengthened processes.</p>	<p>No change made.</p> <p>The impetus for the policy arose due to concerns with inflationary costs, inappropriate items, and time spent on design, approval, and ordering. Centralizing this activity with MDs is necessary to address these concerns. As stated in the policy, HRIs may make requests for specific items that are permitted per the policy.</p> <p>The policy draft was reviewed by MDs/YAM hub to ensure their support of/capacity to fulfill the requirements of this policy.</p> <p>The CPAN/TCHATT Medical Director currently coordinates statewide ordering of select promotional items for these programs and UT System has not been notified of inefficiencies/long wait times due to this process.</p>
3.1 Budget and Purchasing/Promotional Items	Each promotional item must cost \$5 or less.	<p>Increase per-item cost to \$6 and permit CPAN superuser items up to \$25/item.</p> <p>\$5 per item is tight due to inflation/supplier pricing and may limit perceived value or durability.</p>	<p>No change made.</p> <p>The impetus for the policy arose due to concerns with inflationary costs, inappropriate items, and time spent on design, approval, and ordering. Centralizing this activity with MDs is necessary to address these concerns.</p>

3.1 Budget and Purchasing/Promotional Items	Medical Directors and the YAM hub will manage distribution and restocking of these items up to twice per year—once in the fall and once in the spring—and will ensure a variety of items are available.	<p>Permit restocking as needed.</p> <p>Restocking twice per year and centralized control could cause stock-outs around events, health fairs, or back-to-school periods. There's no clear way to do an emergency restock.</p>	<p>No change made.</p> <p>MDs/YAM hub should ask for estimated numbers for items in the fall and spring as specified in the policy, then divide the inventory among the HRIs. Extra inventory of all items can be maintained by MDs/YAM hub in case an HRI needs more than they expected.</p> <p>The impetus for the policy arose due to concerns with inflationary costs, inappropriate items, and time spent on design, approval, and ordering. Centralizing this activity with MDs is necessary to address these concerns.</p>
3.2 Approved Items/Staff Program Attire	Mockups of all branded attire must be submitted to UT System for approval through the HRI's communications submission page on SharePoint and in adherence with the TCMHCC Communications Policy before any orders are placed.	Do HRIs need to submit attire mockups for approval?	<p>No change made.</p> <p>Existing policy language sets expectations for approval of attire mockups.</p>
3.2 Approved Items/Program Attire	<p>Approved program attire includes T-shirts and hats.</p> <p>If an HRI wishes to purchase attire not listed as approved, they must submit a Project Change Request (PCR) to UT System for review and approval prior to purchase.</p>	<p>Add polos and jackets.</p> <p>Polos are more professional than T-shirts and send a better message to our stakeholders.</p>	<p>Change partially made.</p> <p>Approved program attire includes T-shirts, <u>polos</u>, and hats.</p> <p>Jackets were not added. HRIs may submit a PCR to request to purchase other attire items.</p>
3.2 Approved Items/Staff Program Attire	If an HRI wishes to purchase attire not listed as approved, they must submit a Project Change Request (PCR) to UT	This could delay items and event readiness.	No change made.

	System for review and approval prior to purchase.		HRIs should plan in advance of a budgeted fiscal year if a request for additional attire is needed.
3.2 Approved Items/Staff Program Attire	Approved program attire includes T-shirts and hats. HRIs may also purchase mugs for staff.	Do not include hats in approved program attire. Staff have never requested hats. Do not include mugs in approved staff items.	No change made. The policy does not require HRIs to purchase any or all of the approved items. HRIs should determine whether to purchase approved program attire/mugs and which items are the most appropriate and cost-effective, given the budgeted amount per employee. Program attire/mug purchases should be decided by HRI leadership, not by staff, and should align with this policy.
3.2 Approved Items/Staff Program Attire	Approved program attire includes T-shirts or polos and hats. HRIs may also purchase mugs for staff.	Add name tags.	No change made. If an HRI wishes to purchase attire not listed as approved, they can submit a Project Change Request (PCR) to UT System for review and approval prior to purchase.
3.2 Approved Items/Promotional Items	Approved promotional items include pens, notebooks, calendars, buttons, magnets, hand sanitizers, and stress balls.	Do not limit the types of promotional items that are permitted.	No change made. Limits are necessary to ensure manageable ordering for MDs/YAM hub.
3.2 Approved Items/Promotional Items	Approved promotional items include pens, notebooks, calendars, buttons, magnets, hand sanitizers, and stress balls.	Add stickers to approved promotional items.	No change made. Decisions about permitted items were made based on historically approved items, cost-effectiveness, and appropriateness. Stickers have been a lesser-used item. If an HRI wishes to purchase attire not listed as approved, they can submit a Project Change

			Request (PCR) to UT System for review and approval prior to purchase
3.2 Approved Items/Promotional Items 3.3 Prohibited Items/Promotional Items	Approved promotional items include pens, notebooks, calendars, buttons, magnets, hand sanitizers, and stress balls. Prohibited promotional items for CPAN, PeriPAN, TCHAT, or YAM include toys, food, clothing, backpacks, tote bags, eating utensils, drinkware, alcohol, tobacco, drug-related non-educational items, and any item that is prohibited by state law.	Add tote bags to approved promotional items to package school staff/provider outreach materials.	Change made. Approved promotional items include pens, notebooks, calendars, buttons, magnets, hand sanitizers, <u>tote bags</u> , and stress balls. Prohibited promotional items for CPAN, PeriPAN, TCHAT, or YAM include toys, food, clothing, backpacks, tote bags , eating utensils, drinkware, alcohol, tobacco, drug-related non-educational items, and any item that is prohibited by state law.
3.2 Approved Items/Promotional Items	Approved promotional items include pens, notebooks, calendars, buttons, magnets, hand sanitizers, and stress balls.	Add backpacks to approved promotional items for disaster relief.	No change made. The policy covers items under normal program operations. During times of disaster response, exceptions may be made as needed and should be submitted to UT System for approval.
3.2 Approved Items/Promotional Items 3.3 Prohibited Items/Promotional Items	Approved promotional items include pens, notebooks, calendars, buttons, magnets, hand sanitizers, <u>tote bags</u> , and stress balls. Promotional items for CAP, CPWE, and OWE are prohibited. Prohibited promotional items for CPAN, PeriPAN, TCHAT, or YAM include toys, food, clothing, backpacks, tote bags, eating utensils, drinkware, alcohol, tobacco, drug-related non-educational items, and any item that is prohibited by state law.	Would a drawstring bag be categorized as a tote bag or a backpack?	Change made to clarify prohibited items. A drawstring backpack is a backpack, not a tote bag, and is prohibited. Prohibited promotional items for CPAN, PeriPAN, TCHAT, or YAM include toys, food, clothing, backpacks <u>including drawstring backpacks</u> , eating utensils, drinkware (mugs are approved for staff use but not for promotional items), alcohol, tobacco, drug-related non-educational items, and any item that is prohibited by state law.

3.2 Approved Items/Promotional Items	HRI branding will not be included on promotional items.	<p>Permit HRI branding on promotional items.</p> <p>Local stakeholders have attachments to their HRIs that they are unlikely to have to TCMHCC.</p>	<p>No change made.</p> <p>HRI branding will not be included because TCMHCC programs should be promoted as statewide programs to promote credibility and trust with the Consortium. This also helps manage ordering for MDs/YAM hub. Additionally, space on promotional items to brand is often limited and cobranding with HRI logos may not be possible.</p> <p>Educational materials, not part of this policy, may continue to be HRI-branded.</p>
3.2 Approved Items/Promotional Items	Approved promotional items include pens, notebooks, calendars, buttons, magnets, hand sanitizers, and stress balls.	<p>The approved items listed are not in line with the items we have seen as popular at events. The ability to have some creative flexibility with items, based on feedback from event participants, should be allowed per HRI. The ability to submit a PCR still puts a strain on State Medical Directors when considering 12 HRI requests.</p>	<p>No change made.</p> <p>If an HRI wants to purchase promotional items not included in the approved list, they can submit a PCR to UT System. If approved, UT System will forward CPAN, PeriPAN, or TCHAT requests to Medical Directors, and YAM requests to the YAM program hub.</p> <p>The policy draft was reviewed by MDs/YAM hub to ensure their support of/capacity to fulfill the requirements of this policy.</p>
3.2 Approved Items/Promotional Items	Approved promotional items include pens, notebooks, calendars, buttons, magnets, hand sanitizers, and stress balls.	<p>A focus group of outreach coordinators is recommended to decide the permissible promotional items.</p>	<p>No change made.</p> <p>If an HRI wants to purchase promotional items not included in the approved list, they can submit a PCR to UT System. If approved, UT System will forward CPAN, PeriPAN, or TCHAT requests to</p>

			Medical Directors, and YAM requests to the YAM program hub.
3.2 Approved Items/Promotional Items	Approved promotional items include pens, notebooks, calendars, buttons, magnets, hand sanitizers, and stress balls.	Add greeting/holiday cards and prescription cards.	<p>No change made.</p> <p>If an HRI wants to purchase promotional items not included in the approved list, they can submit a PCR to UT System. If approved, UT System will forward CPAN, PeriPAN, or TCHAT requests to Medical Directors, and YAM requests to the YAM program hub.</p> <p>Prescription cards are considered educational material and are not part of this policy.</p>
3.3 Prohibited Items/Staff Program Attire	Prohibited staff attire includes accessories such as jewelry, backpacks, tote bags, shoes, and any clothing or items considered inappropriate for a professional work setting.	Remove tote bags and add them to the list of permissible items to tote staff/provider outreach materials.	<p>No change made.</p> <p>Tote bags have been added to the list of approved promotional items to meet this need.</p>
3.3 Prohibited Items/Staff Program Attire	Prohibited staff attire includes accessories such as jewelry, backpacks, tote bags, shoes, and any clothing or items considered inappropriate for a professional work setting.	Are vests included in allowed staff attire?	<p>Change made to clarify prohibited items.</p> <p>Prohibited staff attire includes <u>vests and</u> accessories such as jewelry, backpacks, tote bags, shoes, and any clothing or items considered inappropriate for a professional work setting.</p>
3.3 Prohibited Items/Staff Program Attire	Prohibited staff attire includes accessories such as jewelry, backpacks, tote bags, shoes, and any clothing or items considered inappropriate for a professional work setting.	For the Consortium to have a policy on this suggests that they would have control over what is considered appropriate in the future.	<p>No change made.</p> <p>TCMHCC policies are established to ensure alignment with statutes/legislative intent, consistency, and cost-effectiveness. TCMHCC is governed by an Executive Committee with representation from all 12 HRIs, and the Executive Committee makes final policy</p>

			decisions/determines what is considered appropriate.
3.3 Prohibited Items/Promotional Items	Promotional items for CAP, CPWE, and OWE are prohibited. Prohibited promotional items for CPAN, PeriPAN, TCHATT, or YAM include toys, food, clothing, backpacks, tote bags, eating utensils, drinkware, alcohol, tobacco, drug-related non-educational items, and any item that is prohibited by state law.	Clarify that mugs are permitted for staff but not for promotional items.	Change made. Promotional items for CAP, CPWE, and OWE are prohibited. Prohibited promotional items for CPAN, PeriPAN, TCHATT, or YAM include toys, food, clothing, backpacks, tote bags, eating utensils, drinkware (<u>mugs are approved for staff use but not for promotional items</u>), alcohol, tobacco, drug-related non-educational items, and any item that is prohibited by state law.
3.3 Prohibited Items/Promotional Items	Any items deemed prohibited under this policy that are currently in possession by an HRI are not approved for continued use and must be discontinued. Non-prohibited items with HRI branding can continue to be used until inventory is depleted.	Can we finish out our stock of prohibited items or do we need to discard these items? It does not seem appropriate to throw away thousands of items.	No change made. Items that are currently in stock and fall on the prohibited list cannot be used moving forward. Items that are currently in stock and are permitted can be used until they run out.
3.3 Prohibited Items/Promotional Items 4. Definitions	Promotional items for CAP, CPWE, OWE, and research programs are prohibited. Prohibited promotional items for CPAN, PeriPAN, TCHATT, or YAM include toys, food, clothing, backpacks, tote bags, eating utensils, drinkware, alcohol, tobacco, drug-related non-educational items, and any item that is prohibited by state law.	HRI's should be allowed to purchase backpacks for travel to events. "Toys" is subjective and needs additional definition.	Change partially made. Tote bags have been added to the list of approved promotional items to meet the need for carrying items to events. "Toy" added to definitions: <u>An item that a child plays with, such as a stuffed animal, puzzle, and electronic game.</u>