

### Condition Nomination Procedures

Activity	Timeline	Next Steps
1. Nomination packet is submitted and received by the NBS Program joint email: <a href="mailto:HHSNewbornAdvisoryCommittee@mt.gov">HHSNewbornAdvisoryCommittee@mt.gov</a>	48 hours	Notify the sender that the packet was received.
2. CSHS & Lab (and potentially Chair and Vice Chair) decide if the nomination packet is complete. Additional information may be requested. Renomination of a condition requires that new or updated information, from reputable sources, has become available since the condition was last considered.	2 weeks	Notify the sender that the packet was complete / incomplete.
3. Send completed nomination packet to full Advisory Committee for review.	1 month prior to meeting where it will be reviewed*	Put the nominated condition on the next available meeting agenda.
4. Designated person (or Chair) leads the Advisory Committee through the nomination packet during the meeting. Additional information will be presented from SME, Lab, and Family Story as appropriate.	X number of meetings*	Vote on the nominated condition in a Committee meeting once the process is complete.
5. Hold vote for nominated condition at Committee Meeting	2-3 weeks	Send report to DPHHS Director for review