# **HHS.gov FAQ**

*Attach this Word document to the JIRA ticket, using the Ticket issue type.*

What type of FAQ is this? Highlight one:

* Site-wide (HHS.gov/answers)
* Careers
* FOIA
* Travel
* Office for Civil Rights:
  + Civil Rights
  + HIPAA

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| **Field Title** | **Required** | **Content & Metadata** |
| Question | X | *Recommended length of up to 100 characters, including spaces.* |
| Short Answer | X | *Up to 500 characters, including spaces. May be shown independently of the full answer, for example, in search results and OneBox.* |
| Full Answer |  | *Enter the full answer and insert any hyperlinks where you would like them to appear on the live site.* |
| Topics |  | *If this FAQ should have a OneBox in search results, enter keywords that should trigger the OneBox.* |
| Category |  | *For site-wide FAQs only. Choose 1-2 categories from the “HHS Categories” taxonomy list.* |
| FAQ Subcategory |  | *For site-wide FAQs only. Select 1 sub-category from those in use on the site.* |
| Related Questions |  | *For site-wide FAQs only. List 3-5 related questions that should be shown together with this question.* |
| Careers FAQ Category |  | *For Careers FAQs only. Select 1-2 categories from those in use on the site.* |
| FOIA FAQ Category |  | *For FOIA FAQs only. Select 1-2 categories from those in use on the site.* |
| Travel FAQ Category |  | *For Travel FAQs only. Select 1-2 categories from those in use on the site.* |
| Civil Rights FAQ Category |  | *For Civil Rights FAQs only. Select 1-2 categories from those in use on the site.* |
| HIPAA FAQ Category |  | *For HIPAA FAQs only. Select 1-2 categories from those in use on the site.* |
| Audience | X | *Choose the main target audience from the “HHS Audiences” taxonomy list.* |
| Last Reviewed | X | *The date this FAQ was most recently reviewed and/or updated.* |
| Created By | X | *The office responsible for maintaining this content on HHS.gov.* |

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| HHS Categories [select 1-2 categories from this list]  Affordable Care Act  Emergency Preparedness & Response  Fraud  Global Health  Grants & Contracts  Health Care  Health Data  Health IT  HHS Administrative  HIPAA  Holidays & Observances  Medicare & Medicaid  Mental Health & Substance Abuse  Prevention & Wellness  Programs for Families & Children  Public Health & Safety  Research | HHS Audiences [select the primary audience from this list]  Academics/Researchers  Consumers  Grantees  Health Care Professionals  HHS Employees/Contractors  Human Services Professionals  Media/Journalists  Non-HHS Government Employees  Public Policy Professionals  Students/Youth |
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