

# OFFICIAL POLICY

## DEPARTMENT OF DEVELOPMENTAL SERVICES



**POLICY TITLE:** Promulgation of Department of Developmental Services Policies

**POLICY NUMBER:** 2023-02 (replaces former Policy #99-1)

**DATE ISSUED:** November 21, 2023

**EFFECTIVE DATE:** November 21, 2023

**COMMISSIONER'S SIGNATURE:** Jane F. Ryder, Commissioner  
*Jane F. Ryder*

### I. VALUES AND PRINCIPLES

The Department of Developmental Services (DDS) is responsible for ensuring high quality services are provided to individuals with intellectual and developmental disabilities (IDD) and their families, as established through State and Federal laws and DDS regulations. Where laws, statutes, and regulations are silent or unclear and formal regulation is not required, but direction to the agency as a whole is necessary or desirable, it is the responsibility of the Commissioner to provide that direction through policy.

### II. SCOPE

DDS's development and adoption of policy must follow the principles and procedures stated in this policy, and no "policy," however labeled, will be considered DDS policy unless approved and adopted in accordance with DDS Policy #99-1.

### III. POLICY REVIEW AND APPROVAL

Only the Commissioner may issue DDS policies. DDS policies are not official until the following steps have been completed.

1. Submission of the proposed policy to the appropriate Senior Manager or General Counsel for approval and endorsement.
2. Submission to the General Counsel who shall ensure that steps 3 through 10 occur.
3. Submission to the DDS Executive Team, for 30-working day review and comment.
4. Redraft by the General Counsel to reflect comments.
5. Distribution of a final proposed policy to the Commissioner, Senior Staff, Statewide Advisory Committee and Human Rights Advisory Committee for a 30- working day review and comment period.
6. Public comment as directed by the Commissioner.
7. Final redraft by the General Counsel.

8. Review, approval, and signature by the Commissioner.
9. Assignment of number, log-in, and copying by the Office of the General Counsel.
10. Distribution through the Assistant Commissioners, Regional, Area, and Facility Directors to all DDS staff and interested parties.

Notwithstanding the above, at the discretion of the Commissioner, any proposal may be approved and adopted as DDS policy. No such policy shall be official until signed by the Commissioner, numbered and logged.

Policies shall be reviewed and, as necessary, updated periodically to ensure that they are current and relevant. This bi-annual review process will be managed through the Office of the General Counsel.

#### IV. POLICY DISTRIBUTION

It is the responsibility of all DDS employees to comply with DDS policies, therefore, every division within central office, regional offices, area offices, and facility/developmental centers and appropriate providers will be required to maintain a complete set of DDS policies. DDS shall periodically distribute a list of current DDS policies to every division, regional office, area office, facility/developmental center, and appropriate providers to ensure that an accurate and up-to-date set of policies is maintained.