Washington State
Department of Social
& Health Services

DEVELOPMENTAL DISABILITIES ADMINISTRATION
Olympia, Washington

TITLE: POLICY MANUAL MANAGEMENT SYSTEM   POLICY 1.01

Authority: Chapter 71A RCW   *Developmental Disabilities*

Reference: Governor's Office Plain Talk Website
              Writing Resources and Guidelines (accessible only via the DSHS Intranet website)

PURPOSE

This policy describes the policy manual management system for the development, revision, approval, and distribution of administration policies.

SCOPE

This policy applies to all Developmental Disabilities Administration (DDA) organizational units.

DEFINITIONS

Policy statements mean the administration's plan for implementing statutes, laws, court decisions, and agency directives. Policy statements describe administration philosophy and interpretation of law. Policy changes usually occur as the result of a change in statute, regulation, case law, agency decisions, reorganization, or a specific situation.

POLICY

A.   The Assistant Secretary or designee will approve and publish policies, procedures, and other written materials to inform administration employees, consumers, the general public, and other entities of requirements necessary to manage administration resources. These communications will follow established Department of Social and Health Services (DSHS) standards.

B.   The Assistant Secretary's Office is responsible for managing the administration's review and approval system for policies, procedures, and other written material, including website design, layout, and content. The Assistant Secretary will designate a Policy

Manual Manager to implement and coordinate all activities of policy manual management.

C.   Administration policies will follow the format described in the <u>Procedures</u> section below. For assistance in writing policies and using clear language, visit the websites listed under <u>Reference</u> on the first page of this policy.

PROCEDURES

A.   The Policy Manual Manager will:

1.   Write, review, edit as necessary, and distribute draft policies for review and comment by the DDA Full Management Team, specific program managers, consumers, and other entities, as appropriate;

2.   Finalize each policy for signature by the Assistant Secretary;

3.   Ensure all signed policies are published on the DDA Internet website and distributed to all policy manual holders of record via the DDA Policy Manual ListServ; and

4.   Ensure policies are reviewed at least every four years for continuing relevance and accuracy.

B.   <u>Policy Format</u> – Use the following format for all administration policies:

Authority: *List federal and/or state statutes and regulations (e.g., CFR, RCW, and WAC) that give DDA the authority to have a policy on this subject.*

Reference: *List any DSHS and/or DDA policies, directives, or manuals that pertain to the topic of the policy and of which you want to make the reader aware.*

Background: *Optional section. Give a brief history of the issue that gave rise to the policy.*

Purpose: *Describe the policy's intent: what the policy is intended to accomplish. Most purpose statements are fairly short.*

Scope: *Indicate what administration organizational units, staff, providers, and/or consumers the policy applies to. Some policies may include a list of exceptions here.*

Definitions: *Optional section. Include new or unfamiliar terms, or terms used in an unusual way. Try to use definitions that parallel those used in RCWs, WACs, or other DSHS policies.*

Policy: *Write complete policy statements that tell employees and/or providers what they must do in certain circumstances. Clearly describe what you expect to happen so that everyone can understand.*

Procedures: *In logical and sequential order, describe the action steps required to implement the policy. Include any monitoring functions and documentation processes or requirements. Be specific and try to use short, simple command statements.*

Exception: *List the level of approval for an exception to policy, if any. Most policies contain the statement: "Any exception to this policy must have the prior written approval of the Assistant Secretary."*

Supersession: *List the previous issuance of the policy by number and date. If the policy is new, write: "None."*

Attachments: *Avoid unnecessary attachments.*

- *Use hyperlinks within the policy to reference electronically available forms and other policies, regulations, and documents. Hyperlinks assist the reader to access references quickly.*

- *If a particular form or other information is available only on the DSHS Intranet website, it is acceptable to note this: for example, "This form is accessible via the DSHS Intranet website only."*

- *Use attachment only if the document is not available electronically.*

EXCEPTION

None

SUPERSESSION

DDD Policy 1.01
Issued January 3, 2011

Approved: _/s/ Kathy Leitch_   Date: April 25, 2013
            Assistant Secretary
            Developmental Disabilities Administration