



DIVISION OF DEVELOPMENTAL DISABILITIES  
Olympia, Washington

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TITLE: POLICY MANUAL MANAGEMENT SYSTEM POLICY 1.01

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Authority: Chapter 71A RCW

**PURPOSE**

This policy describes the policy manual management system for the development, revision, approval, and distribution of division policies and other written communication.

**SCOPE**

This policy applies to all Division of Developmental Disabilities (DDD) organizational units.

**POLICY**

The DDD director, or his or her designee, shall approve and publish policies, procedures, and other written materials to inform division employees, consumers, the general public, and other entities of requirements necessary to manage division resources. These communications shall follow established Department of Social and Health Services (DSHS) standards.

The DDD Office of Analysis and Information (OAI) is responsible for managing the division's review and approval system for policies, procedures, and other written material, including website design, layout, and content. The OAI Office Chief shall designate a staff to maintain and coordinate all activities of policy manual management.

The activities of the designated policy manual manager include:

- A. Using only the Policy Format as described in Attachment A;
- B. Receiving and distributing all draft policies for review and comment by the DDD Full Management Team, specific program managers, consumers, and other entities, as appropriate;

- C. Forwarding each policy in its final form for signature by the director or designee;
- D. Ensuring all approved policies are published and distributed to all policy manual holders of record; and
- E. Ensuring policies are reviewed every four years for continuing relevance and accuracy.

**SUPERSESSSION**

DDD Policy 1.01  
Issued 2/17/94.

Approved: /s/ Linda Rolfe Date: 01/23/2002  
Director, Division of Developmental Disabilities



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TITLE: POLICY FORMAT POLICY 1.01

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**Authority:** *List pertinent federal and state statutes and regulations, and DSHS policies.*

**BACKGROUND:** *Describe history of issue briefly (Optional).*

**PURPOSE:** *Describe intent of policy (i.e., what it is intended to accomplish).*

**SCOPE:** *Indicate what division organizational units, staff, providers, and/or clients to whom the policy applies.*

**DEFINITIONS:** *Define important terms used in the policy.*

**POLICY:** *Write a complete statement of the policy.*

**PROCEDURES:** *In logical and sequential order, describe clearly the action steps required to implement the policy. Include any monitoring functions and documentation process.*

**EXCEPTION:** *List level of approval for exception to policy, if any.*

**SUPERSESSON:** *List previous policy directives by number and date of issuance.*