



GOVERNMENT OF THE DISTRICT OF COLUMBIA  
**DEPARTMENT ON DISABILITY SERVICES**

POLICY	
Department on Disability Services	Subject: Suggestions Committee
Responsible Program or Office: Office of the Director	Policy Number: 2018-DDS-POL01
Date of Approval by the Director: April 23, 2018	Number of Pages: 3
Effective Date: April 27, 2018	Expiration Date, if any: N/A
Supersedes Policy Dated: N/A	
Cross References, Related Policies and Procedures, and Related Documents: Suggestions Committee Procedure.	

### 1. PURPOSE

The purpose of this policy is to formally establish the Suggestions Committee (“Committee”) at the Department on Disability Services (“DDS”) and to provide uniform standards for the Committee and other DDS employees to make suggestions and for the Committee to consider such suggestions and make recommendations to the DDS Director for Level Two and Level Three changes for improvements either in agency work functions (*e.g.*, suggestions regarding improving the efficiency, effectiveness or quality of service delivery) or in workplace culture (*e.g.*, accountability, relationship building, and seeking understanding).

### 2. APPLICABILITY

This policy applies to all DDS employees.

### 3. AUTHORITY

The authority for this policy is established in the Department on Disability Services as set forth in D.C. Law 16-264, the “Department on Disability Services Establishment Act of 2006,” effective March 14, 2007 (D.C. Official Code § 7-761.01 *et seq.*).





#### 4. DEFINITIONS

**Level Two changes** – According to the person-centered model, these are changes that impact DDS as an organization and can only be effected by and with the approval of DDS management.

**Level Three changes** – According to the person-centered model, these are changes that impact the District of Columbia system and can only be effected by and with the approval of the DDS Director and may include the need for legislative or regulatory action.

#### 5. POLICY

It is the policy of DDS to: (a) establish and maintain a Suggestions Committee that considers suggestions and makes recommendations to the DDS Director for Level Two and Level Three changes for improvements either in agency work functions (*e.g.*, suggestions regarding improving the efficiency, effectiveness or quality of service delivery) or in workplace culture (*e.g.*, accountability, relationship building, and seeking understanding); and (b) provide incentives for DDS employees whose suggestions are recommended to the DDS Director and implemented by DDS.

#### 6. RESPONSIBILITY

The responsibility for this policy is vested in the DDS Director, and the implementation of this policy is the responsibility of the Co-Chairs of the Committee.

#### 7. STANDARDS

In order to ensure compliance with this policy, the agency has adopted the following standards:

- A. DDS shall establish, operate and maintain the Committee as further described in the Suggestion Committee Procedures.
- B. The Committee shall operate to facilitate and incentivize DDS employees making suggestions which may be recommended to the DDS Director for implementation of Level Two and Level Three changes for improvements either in agency work functions (*e.g.*, suggestions regarding improving the efficiency, effectiveness or quality of service delivery) or in workplace culture (*e.g.*, accountability, relationship building, and seeking understanding).
- C. The Committee shall work with DDS leadership to identify various modes for DDS employees to provide suggestions and to provide incentives for them to make suggestions that are implemented by DDS.






D. The Committee shall have a standing monthly working meeting to consider suggestions and to make recommendations to the DDS Director.

E. The Committee shall provide timely feedback to DDS employees who make suggestions.

  
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Andrew P. Reese, Director

  
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Date

