

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



Effective Date: December 1, 2010	Number of Attachments: 3
Responsible Office: DDS Deputy Director of DDA	
Supersedes Policy: Policy Development (Standards and Protocols) (effective January 1, 2007)	
Title/Subject: <b>Policy Development and Template Policy</b>	
Cross-References: All DDA policies and procedures	

All underlined words/definitions can be found in the Definitions Appendix.

**1. PURPOSE**

The purpose of this policy is to establish the standards and guidelines, by which the Department on Disability Services (“DDS”), Developmental Disabilities Administration (“DDA”), will develop, revise and update policies and procedures that govern DDA.

**2. APPLICABILITY**

This policy applies to all DDS employees, subcontractors, providers/vendors, consultants, volunteers, and governmental agencies that provide services and supports on behalf of individuals with intellectual or developmental disabilities receiving services as part of the DDA Service Delivery System funded by DDA or the Department of Health Care Finance (DHCF).

**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.*); and D.C. Law 2-137, the “Mentally Retarded Citizens Constitutional Rights and Dignity Act of 1978,” effective March 3, 1979 (D.C. Official Code § 7-1301.01 *et seq.*).

**4. POLICY**

It is the policy of DDS to ensure all individuals receiving services from the DDA service system have access to and receive quality supports, services, and health care. To ensure clear standards, expectations and business processes are communicated, each programmatic and business area will have policies and procedures that govern the operations of the District (State) Developmental Disabilities Administration and Service System. This policy mandates the format, structure and process by which those policies are developed and published.

## **5. RESPONSIBILITY**

The responsibility for this policy is vested in the Director, Department on Disability Services. Implementation for this policy is the responsibility of the Deputy Director, Developmental Disabilities Administration.

## **6. STANDARDS**

The following are the standards by which DDS will evaluate compliance with this policy:

DDA will establish policies and procedures that will govern the daily operations of DDA to include but not be limited to: implementation of the DD Home and Community-Based Services (HCBS) waiver program per the Rules as published in DCMR Chapter 29; standards for quality in the provider service delivery system; and, internal business operation system.

- A. DDA will develop a policy, procedure and attachment template to ensure uniformity in format.
- B. DDA will develop procedures to delineate a method of creating, revising and approving of policies and associated procedures.
  - i. When applicable, a review committee comprised of external and internal stakeholders will be created to review new or revised policies and/or procedures for public feedback on readability and operational clarity.
  - ii. When policies require broader subject matter expertise or input from outside stakeholders, DDA will establish a work group to assist in the development of such policies.
- C. DDA General Counsel will review all policies for legal sufficiency and compliance with statutory court mandated issues, prior to final approval.
- D. All policies that impact the operation of the DD HCBS waiver program must be reviewed and approved by DHCF, the HCBS waiver Administrative Authority, prior to dissemination.
- E. DDA will implement the following procedure for disseminating all policies to DDA employees, stakeholders and necessary persons after final approval.
  - i. All policies will be disseminated to the primary audience(s) with a cover memo from the Director or Deputy Director that highlights the significant change or direction contained in the policy, and, directs the audience to a specific person and/or DDS/DDA business unit for assistance or information to implement the policy.
  - ii. All Policies, procedures and attachments will be posted on the DDA website.
  - iii. The DDA Training Institute will ensure training of all DDA policies and procedures for DDA employees.
- F. All DDA Service Providers are expected to comply with all new and revised policies by the effective date. It is the responsibility of the

service provider to train its employees on the content of all applicable DDA Policies and Procedures.



Laura L. Nuss, Director



Approval Date

Attachments:

1. Policy Template
2. Procedure Template
3. Attachment Template



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



<b>Title/Subject: Policy Dissemination Procedure</b>
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Policy (cross-referenced to): Policy Development Policy
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All underlined words/definitions can be found in the Definitions Appendix.

**1. PURPOSE**

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**3. PROCEDURES**

The following are the standards by which DDS will evaluate compliance with this policy:

**A. Internal Dissemination**

1. Policy or Procedure is signed by Director.
  - a. Director’s Executive Assistant (or designee) will scan signed copy with attachments for website and will place original in file.
  - b. DDS Deputy Director of DDA’s Special Assistant will maintain the electronic copy of the signed copy.
  - c. The DDA Special Assistant will draft the cover Memorandum for distribution outlining changes to existing policy or major content of new policy for the DDS Director or Deputy as applicable for final distribution.
2. Memorandum will be sent out to all DDA staff via email, outlining changes in policy and who is affected. Policy and procedures will be available for viewing on website.
  - a. DDS Deputy Director of DDA’s Special Assistant will develop and track dissemination memorandum.
  - b. Once memorandum has been sent (internally and externally), the policy/procedure will be uploaded to website (and intranet).
3. DDS Training Institute will be notified of policy revisions or development.

- a. If training is needed, Training Institute will work with the specific Division to ensure development of training materials and schedule training of DDA staff.
- b. If training is not needed, the Training Institute will be informed of the development or revisions to policy/procedures (for reference to other training materials).

**B. External Dissemination**

1. Memorandum will be sent out to stakeholders via email (with attachments), outlining changes in policy and who is affected. Available policy and procedure will be available for viewing on website.
2. If training is needed for implementation, memorandum will include DDS Training Institute training plan.
3. In conjunction with the Divisions associated with the policy and procedure, DDS Training Institute will develop training materials and competency based tests.

Attachments:

1. Policy

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



Effective Date:	Number of Attachments:
Responsible Office: DDS Deputy Director, Developmental Disabilities Administration	
Supersedes Policy:	
Title/Subject:	
Cross-References:	

All underlined words/definitions can be found in the Definitions Appendix.

**1. PURPOSE**

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**4. POLICY**

It is the policy of DDS to ensure all individuals receiving services from the DDA service system have access to and receive quality supports, services, and health care.

**5. RESPONSIBILITY**

The responsibility for this policy is vested in the Director, Department on Disability Services. Implementation for this policy is the responsibility of the Deputy Director, Developmental Disabilities Administration.

**6. STANDARDS**

The following are the standards by which DDS will evaluate compliance with this policy:

- A. DDA shall...

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Laura L. Nuss, Director

\_\_\_\_\_  
Approval Date

Attachments:

- 1.



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



Title/Subject:
Policy (cross-referenced to):

All underlined words/definitions can be found in the Definitions Appendix.

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**3. PROCEDURES**

The following are the standards by which DDS will evaluate compliance with this policy:

**A. DDA ...**

Attachments:

1. Policy
- 2.



**GOVERNMENT OF THE DISTRICT OF COLUMBIA  
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Attachment:
Policy/Procedure associated with:

All underlined words/definitions can be found in the **Definitions Appendix**.