

**Delaware Health and Social Services  
Division of Developmental Disabilities Services  
Dover, Delaware**

**Title:** Policy Development & Review

**Approved By:** \_\_\_\_\_

  
Division Director

**Written/Revised By:** DDDS Leadership Team

**Date of Origin:** May 1984

**Revision Date:** September 2012

**I. Purpose**

To establish the process by which policies and forms included within policies are developed and disseminated.

**II. Policy**

It shall be the policy of the Division of Developmental Disabilities Services (DDDS) that the Leadership Team, as appointed by the Division Director, shall be responsible for the identification and review of Administrative and Community Service policies. All new and revised policies shall be approved by the Division Director. The Program Administrator assigned to the Office of the Director shall be responsible for the management of new and revised policies as well as the distribution of policies within DDDS and to all provider agencies.

**III. Application**

DDDS employees  
DDDS contract providers

**IV. Definitions**

- A. ELP Oversight Committee- The committee appointed by the Division Director and responsible for oversight and revisions to the Delaware ELP process.
- B. Leadership Team (LT)- A group of DDDS supervisors and managers selected by the Division Director to assist with and provide support for a broad array of administrative and management tasks.

**V. Standards**

- A. All new and revised DDDS administrative and Community Services (CS) policies shall be reviewed by the Leadership Team.
- B. DDDS administrative and CS policies shall be written in the prescribed standardized format (refer to Exhibit A).
- C. All new and revised DDDS administrative and CS policies shall be approved by the Division Director or designee.
- D. Forms included within the policies may be adapted for inclusion within the approved Division wide electronic record system. The conversion of a form attached to a policy shall be approved by the ELP Oversight Committee.
- E. The Program Administrator assigned to the Office of the Director shall maintain current original CS and Administrative policies signed by the Division Director.
- F. Comments/input on draft new and revised policies shall be solicited from members of the

- Leadership Team who in turn shall be responsible for seeking input from his/her staff.
- G. Primary units within the DDDS and all contracted agency providers shall identify an employee to the Program Administrator assigned to the Office of the Director to serve as the area's policy designee.
  - H. The policy designee shall be responsible for the dissemination of new/revised policies for staff review and signature to attest to his/her understanding and agreement to comply with the said policy.
  - I. All contracted agencies shall minimally maintain in each home/day program site those policies that directly deal with individuals receiving services (not required to maintain policies at each site that deal with management activities).
  - J. DDDS and agency administrators shall be responsible for ensuring that relevant policies are maintained in their working areas.
  - K. Supervisors shall be responsible for ensuring that staff comply with policies.
  - L. The ELP Oversight Committee shall ensure that forms approved for inclusion in an individual's record complies with applicable policies.
  - M. Contracted agencies may implement their own internal forms if they minimally include the name and all elements of the DDDS approved form.

**VI. Procedures**

<u>Responsibility</u>	<u>Action</u>
Program Administrator assigned to the DDDS Office of the Director	<ol style="list-style-type: none"> <li>1. Coordinates the revision/development of policies as applicable. Includes input from applicable disciplines when developing policies.</li> <li>2. Solicits comments/input on policies and forms under review from the Leadership Team. Addresses comments with the LT and/or incorporates comments into the draft document(s). Reviews final draft at LT meeting.</li> <li>3. Submits final draft of LT reviewed policy to the Division Director for review.</li> <li>4. Incorporates the Division Director's comments into the draft policy.</li> </ol>
Division Director	<ol style="list-style-type: none"> <li>5. Approves and signs the policy.</li> </ol>
Program Administrator assigned to the DDDS Office of the Director	<ol style="list-style-type: none"> <li>6. Drafts an e-mail message to be sent with electronic version of revised/new policy to the assigned Administrative Assistant.</li> </ol>
Assigned Administrative Specialist	<ol style="list-style-type: none"> <li>7. Disseminates revised/new policy to all identified policy designees.</li> <li>8. Maintains policy distribution list.</li> </ol>
Stockley Center Executive Director	<ol style="list-style-type: none"> <li>9. Advises members of his/her Executive Staff which policies are required to be maintained</li> </ol>

	in the residential and day program areas.
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<b>VII.</b>	<b><u>Synopsis</u></b>
	Changes to this policy include the transfer of responsibilities from the Policy and Records Committee (PARC) to the Division's Leadership Team.

**VIII.** **References**  
None

- IX.** **Exhibits**
- A. Standard Policy Format
  - B. Form Requirements

**STANDARD POLICY FORMAT**

- I. PURPOSE:** Reason the policy is written.
- II. POLICY:** Clear, concise statement of position or philosophy.
- III. APPLICATION:** Individuals affected by or responsible for carrying out the policy.
- IV. DEFINITIONS:** Explanation of specific terms or phrases used in the policy.
- V. STANDARDS:** Essential requirements/rules of the policy.
- VI. PROCEDURES:** Concise statements of action to be taken and the person(s) responsible, arranged in the order they are to be performed.
- VII. SYNOPSIS:** A brief condensation of the policy's highlights.
- VIII. REFERENCES:** Source documents for standards, and information contained in the policy.
- IX. EXHIBITS:** Forms, worksheets, formats and guidelines used in implementing the procedures.

**Exhibit B**

**Form Requirements**

All forms must include the following minimal elements:

- Title
- Date form was developed/revised
- Signature, title and date line to be signed by the person completing the form
- Name of consumer
- Residence of consumer
- MCI number of consumer
- Date form was approved/revised by DDDS

**Contractors may develop their own version of DDDS approved forms if the title remains the same and it includes all elements of the DDDS approved form.**