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100 INTRODUCTION

101 Overview

This chapter provides an introduction to the Department of Economic Security/Division of Developmental Disabilities (Division) Policy Manual. It describes how the Manual is developed and how revisions are made and distributed to the Division staff, members, families, constituency groups, Individual Independent Providers, Qualified Vendors, and Contractors.

In order to make sure references to government agencies, division documents, job titles and practices are understood, the Division will continue to make every attempt to spell out acronyms on relevant pages at least once per page.

102 Development/Revision of Policies

The Division adheres to all State and federal laws, regulations and rules that relate to the operation of the Division and the programs it administers. The Division is required to develop policies for program operations that conform to State and federal requirements.

During the policy development and revision processes, comments may be solicited from appropriate Central Office and District staff, members, families, providers, advocates, other government agencies, constituency groups and advisory groups as required by state law or desired by the Division. All policies must be approved by the Division's Assistant Director.

Requests for Manual revisions which affect the Division should be directed to the Policy Manager.

Revised Manual sections for Division policies are identified by a revision date in the lower left corner of each page.

Requests for policy development/revision which affect other department programs are initiated through the Assistant Director for each division and processed through the Department of Economic Security's Policy and Procedures Administration. Additional information regarding the process for development/review of "universal" policies and procedures can be found at <http://deswebpro.azdes.gov/cms400min/dllist.aspx?type=1> under the Administrative Policies button (DES1-01-25).

103 Distribution of New Policies

Policy Manual issuances are distributed electronically through the Division's website at <https://www.azdes.gov/ddd/>. The Division maintains a master mailing list and manages the notification, distribution process for those who request individualized notice. Questions regarding this process should be directed to the Policy Manager.

104 Annual Policy Review

The Division will review all policies annually. After the review and recommended revisions are made, the Assistant Director or designee shall approve all final policies.

The Division will track and maintain a record of reviews and recommended revisions for policy drafts.