

## **1003 DISTRICT INDEPENDENT OVERSIGHT COMMITTEES**

REVISION DATE: 01/18/2023, 07/10/19, 07/13/15

EFFECTIVE DATE: July 31, 1993

REFERENCES: A.R.S. § 41-3801; A.R.S. § 41-3804

### **PURPOSE**

This policy outlines duties and membership body requirements for Independent Oversight Committees, which are established to promote rights of clients who are receiving developmental disabilities services.

### **POLICY**

#### **A. INDEPENDENT OVERSIGHT COMMITTEE DUTIES**

The Division of Developmental Disabilities (Division) shall establish Independent Oversight Committees within specific Division districts: Central, East, North, West, and South. Each Independent Oversight Committee shall:

1. Meet at least quarterly each calendar year, or as often as necessary as determined by the chairperson, in accordance with the bylaws of the committee.
2. Provide independent oversight to ensure the rights of members are protected, including but not limited to:

- a. Incidents of possible abuse, neglect, or denial of an individual's rights.
  - b. Administration of medication that changes recipient's behavior directly or as a side effect.
  - c. Aversive or intrusive programs.
  - d. Research proposals in the field of developmental disabilities that directly involve individuals receiving supports and services.
3. Submit, in writing, to the Arizona Department of Administration (ADOA) Director, any objections it has to specific concerns, actions by employees of the Division, or actions by employees of service providers.
  4. Issue an annual report summarizing its activities and making recommendations of changes it believes the Division should consider implementing.
  5. Additional information for specific DDD Independent Oversight Committees are available on the DDD ADOA website.

**B. INDEPENDENT OVERSIGHT COMMITTEE MEMBERSHIP**

1. Each committee shall be comprised of at least seven and not more than 15 persons with expertise in one or more of the following areas:
  - a. Psychology
  - b. Law
  - c. Medicine
  - d. Education
  - e. Special education
  - f. Social Work
  - g. Criminal Justice
2. Each committee shall include at least two parents of developmentally disabled members who receive services from the Division.
3. Employees of the Department of Economic Security, and subject-matter experts may serve on a committee only as non voting members whose presence is not counted for the purpose of determining a quorum
4. When there is a vacancy in an existing committee's membership, the committee shall review nominees presented by advocacy

groups, local advisory councils, committee members, and the ADOA director.