

## Division of Developmental Disabilities

### NOTICE AND REQUEST FOR PUBLIC COMMENT

The Division of Developmental Disabilities is seeking public comment on proposed changes to the **AdSS Operations Policy 406 Member Handbook and Provider Directory**

This policy has been updated to reflect current guidance, updates include:

- Definitions updated for: Business Day, Member, Support Coordinator
- Clarified language for: Requirements for updating provider directories.
- Added language noting that the Division shall provide the current Member(s) or their Responsible Person(s) with written notification regarding how to receive a copy of the most recent member handbook, at least annually.

**Dates:** Public comment will be open for 30 days beginning November 27, 2024 and closing December 27, 2024. Comments must be received no later than December 27, 2024, 11:59 pm, Arizona time.

**Instructions:** (Complete instructions are located on the Division's [webpage](#))

- The policy may be viewed by clicking [here](#).
- Comments may be submitted online by clicking [here](#).
- Use the line numbers to reference specific comments.
- Do not include any information that you consider confidential or inappropriate for public disclosure.

If access to the online form is not available, comments can be submitted by email to the DDD Policy Unit at [DDDpolicy@azdes.gov](mailto:DDDpolicy@azdes.gov).

- Submit your comments, along with your full name, mailing address, and phone number.
- If you represent an organization, include the organization's name.

For further information contact the DDD Policy Unit at [DDDpolicy@azdes.gov](mailto:DDDpolicy@azdes.gov).