



DEPARTMENT OF  
ECONOMIC SECURITY  
*Your Partner For A Stronger Arizona*

## Division of Developmental Disabilities

### NOTICE AND REQUEST FOR PUBLIC COMMENT

The Division of Developmental Disabilities is seeking public comment on proposed changes to the **Division Behavior Supports Policy Manual Chapter 500-Planning Team Responsibilities**

**Reason for changes:** To clarify the roles and responsibilities of the planning team with regard to behavior plans and the PRC process

**Description of changes:**

- Added purpose statement
- Provide overview of the Planning Team Responsibilities, including:
  - Behavior Plan Development- Who is responsible for developing the plan
  - Coordination of FBA into a Behavior Plan
  - Required documents for Behavior Plan Packet
  - Support Coordinator Responsibilities
  - Behavior Plan Packet Submission Requirements

**Dates:** Public comment will be open for 30 days beginning February 28, 2024 and closing March 29, 2024. Comments must be received no later than March 29, 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).