

layout, and content. The Director will designate a Policy Manual Manager to implement and coordinate all activities of policy manual management.

- C. Division policies will follow the format described in the Procedures section below. For assistance in writing policies and using clear language, visit the [Governor's Website on Plain Talk](#).

PROCEDURES

- A. The Policy Manual Manager will:

1. Write, review, edit as necessary, and distribute draft policies for review and comment by the DDD Full Management Team, specific program managers, consumers, and other entities, as appropriate;
2. Finalize each policy for signature by the Director;
3. Ensure all signed policies are published on the DDD Internet website and distributed to all policy manual holders of record via the DDD Policy Manual ListServ; and
4. Ensure policies are reviewed at least every four years for continuing relevance and accuracy.

- B. Policy Format – Use the following format for all division policies:

Authority: *List federal and/or state statutes and regulations (e.g., CFR, RCW, and WAC) that give DDD the authority to have a policy on this subject.*

Reference: *List any DSHS and/or DDD policies, directives, or manuals that pertain to the topic of the policy and of which you want to make the reader aware.*

Background: *Optional section. Give a brief history of the issue that gave rise to the policy.*

Purpose: *Describe the policy's intent: what the policy is intended to accomplish. Most purpose statements are fairly short.*

Scope: *Indicate what division organizational units, staff, providers, and/or consumers the policy applies to. Some policies may include a list of exceptions here.*

- Definitions:** *Optional section. Include new or unfamiliar terms, or terms used in an unusual way. Try to use definitions that parallel those used in RCWs, WACs, or other DSHS policies.*
- Policy:** *Write complete policy statements that tell employees and/or providers what they must do in certain circumstances. Clearly describe what you expect to happen so that everyone can understand.*
- Procedures:** *In logical and sequential order, describe the action steps required to implement the policy. Include any monitoring functions and documentation processes or requirements. Be specific and try to use short, simple command statements.*
- Exception:** *List the level of approval for an exception to policy, if any. Most policies contain the statement: Any exception to this policy must have the prior written approval of the division director.*
- Supersession:** *List all previous issuances of the policy by number and date. If the policy is new, write: **None**.*
- Attachments:** *Avoid unnecessary attachments. Instead use hyperlinks within the policy to reference electronically available forms and other policies, regulations, and documents. Hyperlinks assist the reader to access references quickly.*

SUPERSESSION

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Approved: /s/ Linda Rolfe
Director, Division of Developmental Disabilities

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