

**GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT ON DISABILITY SERVICES**



PROCEDURE	
Subject: Procedure for the Development of Policies, Procedures and Standard Operating Protocols	Procedure No.: 2012-DDS-ADMIN-GEN-PR009
Responsible Program or Office: State Office of Disability Administration	Effective Date: January 01, 2013
	Number of Pages: 5
Cross References, Related Policies and Procedures, and Related Documents: Policy, Procedure and Standard Operating Protocols Development Policy	

1. PURPOSE

The purpose of this procedure is to establish the standards and guidelines by which the Department on Disability Services (“DDS”), will develop, revise, update and disseminate policies, procedures and standard operating protocols.

2. APPLICABILITY

This procedure applies to all DDS administrations, work groups, offices, managers, supervisors and employees requesting approval of a policy or procedure.

3. PROCEDURES

A. Policy Development

1. Policy Format: All DDS, Developmental Disabilities Administration (“DDA”), Rehabilitative Services Administration (“RSA”) and Disability Determination Division (“DDD”) policies will comply with the standardized DDS format, as follows.
 - a. Use standard DDS letterhead.
 - b. Use standard DDS Policy Heading, as below.

POLICY	
Department on Disability Services	Subject: <i>List the official title of the policy</i>
Responsible Program or Office: <i>Write out the administration or office, ie- Developmental Disabilities Administration</i>	Policy Number: <i>Year-admin-abbreviated subject – POL consecutive three-digit number</i>
Date of Approval by the Director:	Number of Pages:
Effective Date: <i>Must be equal to or later than the Date of Approval by the Director</i>	Expiration Date, if any:
Supersedes Policy Dated: <i>List any policy that this policy is replacing</i>	
Cross References, Related Policies and Procedures, and Related Documents: <i>List any other policies that are currently active and could impact the interpretation of this policy.</i>	

c. Include the following required elements:

- i. Purpose: Briefly state the purpose of the policy.
- ii. Applicability: State the groups of individuals to which the policy applies.
- iii. Authority: State the authority under which the policy is promulgated.
- iv. Policy: Provide a clear succinct policy statement.
- v. Responsibility: State where responsibility for the policy is vested and who is responsible for implementation.
- vi. Standards: Provide additional details to clarify expectations and interpretations.
- vii. Signature block for the Director, and, for policies governing RSA, the DDS Deputy Director for RSA.

2. Policy Review and Analysis. All policies must be reviewed prior to the Director's approval and signature as follows:

- a. All policies must be reviewed and determined to be legally sufficient by the Office of the DDS General Counsel ("OGC").
- b. All policies must be reviewed by the DDS Human Capital Administrator and determined to be in compliance with any collective bargaining agreements and D.C. personnel regulations. Any need for "Impact and Effects" bargaining will be initiated by the Human Capital Administrator, and will follow required timelines.
- c. Any policy that includes a requirement to expend funds at the present time or in the future must be reviewed by the Agency Fiscal Office ("AFO"), who will advise the Director of any financial concerns.

- d. Policies will be circulated internally to appropriate DDS Deputy Directors and other relevant managers for their review and/or the review of their staff.
- e. Certain policies will require stakeholder review and input, which will be coordinated by State Office of Disability Administration (“SODA”) staff.
- f. All policies will be reviewed and numbered by SODA.
- g. When policies are sent to the Director for approval and signature, they must be accompanied by their related procedures and other documents.

3. Policy Approval and Distribution

- a. DDS, DDA, RSA and DDD policies must be signed by the Director to become effective.
- b. RSA policies shall be co-signed by the DDS Deputy Director for RSA.
- c. No unsigned policies will be distributed within or outside of the agency unless specifically notated as a “draft” document.
- d. All signed DDS policies will be maintained in an accessible PDF format and will be posted on the DDS website through the Director, Chief of Staff, or SODA.

B. Procedure Development

Related procedures shall be in the following format:

- a. Use standard DDS letterhead.
- b. Use standard DDS Procedure Heading, as below.

PROCEDURE	
Subject: <i>List the official title of the procedure</i>	Procedure No.: <i>Year-admin-abbreviated subject – PR consecutive three-digit number</i>
Responsible Program or Office: <i>Write out the administration or office (i.e., Developmental Disabilities Administration)</i>	Effective Date:
	Number of Pages:
Cross References, Related Policies and Procedures, and Related Documents: <i>List any other policies that are currently active and could impact the interpretation of these procedures.</i>	

- c. Include the following required elements:
 - i. Purpose: Briefly state the purpose of the procedure.
 - ii. Applicability: State the groups of individuals to which the procedure applies.

- iii. Procedures: Provide direction on how the related policy will be implemented.
- 2. Procedures are not signed, but are reviewed and approved by the Director, and, if applicable, the appropriate DDS Deputy Director, and reviewed and numbered by SODA. Procedures do not require OGC, Human Capital or AFO review.
- 3. Procedures will be posted on the DDS website through the Director, Deputy Director or SODA and linked to the related policy.

C. Standard Operating Protocols (SOP).

- 1. SOP shall be in the following format:
 - a. Use standard DDS letterhead.
 - b. Use standard DDS Standard Operating Protocol Heading, as below

STANDARD OPERATING PROTOCOL	
<i>Subject: List the official title of the SOP</i>	SOP No.: <i>Year-admin-abbreviated subject – SOP consecutive three-digit number</i>
<i>Responsible Program or Office: Write out the administration and office where applicable. i.e., DDA, Service Coordination</i>	Effective Date:
	Number of pages:
<i>Cross References, Related Policies and Procedures, and Related Documents, including related SOPs: List any other policies, procedures and SOP that are currently active and could impact the interpretation of this protocol.</i>	

- c. Include the following required elements:
 - i. Purpose: Briefly state the goal of the SOP. Include how the work described will affect the people with disabilities whom DDS supports.
 - ii. Responsible Staff: List which staff positions are responsible for carrying out the protocol.
- 2. SOP related to all of DDS are reviewed by SODA and approved by the Director. Protocols solely related to DDA, RSA or DDD are reviewed by SODA and approved by the appropriate DDS Deputy Director or Chief of Staff. SOP are not signed and do not require OGC, Human Capital or AFO review.

3. All current and approved DDS, DDA, RSA, and DDD SOPs will be maintained in an accessible PDF format and will be posted on the DDS intranet in an electronic manual as a resource for DDS employees. They will not be posted on the DDS website.
 4. SOPs may only be posted on the DDS Intranet through the Director, Chief of Staff, Deputy Director or SODA.
- D. The Director will identify a location and party to function as the archivist and repository of agency policies, procedures and SOP.