

ARKANSAS DEPARTMENT OF HUMAN SERVICES  
 DIVISION OF DEVELOPMENTAL DISABILITIES SERVICES  
 DDS DIRECTOR'S OFFICE POLICY MANUAL

Policy Type	Subject of Policy	Policy No.
Administrative	DDS Divisional Policy Manual Promulgation	1001

1. Purpose. The purpose of this policy is to establish and to illustrate a format for the Developmental Disabilities Services agency-wide policy manual originating in the DDS Director's Office.
2. Scope. This policy is directed to all employees of the Division of Developmental Disabilities Services. Human Development Centers and Central Office areas will include a review of this policy as part of new employee orientation.
3. DDS Divisional Policy Manual. All agency-wide policies originating within the Division of Developmental Disabilities Services will be filed in the DDS Director's Office Policy Manual. As of the effective date of this policy, the DDS Divisional Policy Manual contents supersede all other policies on the same subjects originating within the Division. Any employee may submit draft policies or revisions to existing policies in the proper format to the DDS Director's Office for consideration as part of the policy manual.
4. Index. The DDS Director's Office will prepare, update, and periodically distribute an Index for DDS Divisional Policies. Rescinded policies are indexed by subject and cross-referenced to current relevant policies, if any. On-site copies of the Index are updated to reflect each policy release.
5. Retention. The DDS Director's Office retains the originals of policies released through the Divisional policy system regardless of revised or rescinded status.
6. Revisions. Policy is not a grievable issue, however any DDS employee may recommend revisions to Divisional policy through this process.

Replacement Notation: This Policy replaces DDS Commissioner's Office Policy 1001 effective March 9, 1981; April 23, 1982; DDS Director's Office Policy May 19, 1986, and January 8, 1987.

Effective Date: March 15, 1993

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References: Arkansas Department of Human Services Executive Director's Office Policy Manual. Board Action September 22, 1979, DDS Commissioner's Office Policy 1047, which is hereby superseded by DHS Director's Office Policy 1014, dated 08/19/91.

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7. DDS Divisional Policy Manual Format. As of the effective date of this policy, Developmental Disabilities Services adopts and will consistently follow the release procedures, format, and filing method of policies released from the Office of the DHS Director in the policy manual originating in the Office of the DDS Director. Note that procedures follow numerically and derive from policies in this format.
  
8. Procedural Additions. When necessary and appropriate, DDS will develop procedures for compliance with DHS Policies. (DDS Policies will be rescinded when DHS issues Policies of the same subject.) At the service section or unit level of Developmental Disabilities Services, procedural additions are developed as necessary to any policy issued from and filed in the DDS Director's Office Policy Manual. These additions, labeled by origin, should be recommended to the DDS Director for filing in the DDS Director's Office Policy Manual. Procedural additions may also refer the policy manual user to handbooks, manuals, or publications filed in the DDS Director's Office.
  
9. Rules of the Workplace. Rules governing on-site management of a particular program/activity will be developed/adopted and implemented at the discretion of the on-site administrator. Examples of rules necessary to on-site administration include health and safety related rules (no smoking, key control), authorizations (duty officer assignment, Superintendent designee), scheduling (trash collection, menu planning), individual facility control (laundry laboratory), etc., not covered by Divisional policy guidelines and without agency-wide impact.
  
10. Internal Divisional Coding/Data Collection. This policy does not preclude or restrict future requirements by DDS or any of its services, sections, or units for additional information/data on policies for internal purposes. Such data may include without being limited to references, distribution lists, contact persons, and data processing coding requirements.
  
11. Replacement Notation. The policy number and effective date of the policy being replaced will be noted on the first page of the new policy, along with all references to the policy. The effective date and page numbers will be shown on any additional page of the policy.

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12. Policy Drafts. The DDS Director's Office has responsibility for distributing suggested policy drafts and recommended revisions/procedural additions for comment. Policy drafts will have pending dates and the cover transmittal sheet will indicate the comment period. Each DDS services area administrator is responsible for involving employees in the comment process.
  
13. Final Policies. Filing in the DDS Director's Office Policy Manual requires transmittal of the dated, numbered policy under the DDS Director's dated signature. The DDS Director may issue and file policies using this procedure at any time.
  
14. Manuals. A copy of any handbook, manual, publication, or other document currently being used for policy guidance by any DDS services area will be provided to the DDS Director's Office for review. Those with agency-wide impact will be referenced in Divisional policies as procedural additions.
  
15. Administrative Procedures Act. When policy affects the General Public – i.e., rates of payment, eligibility, service, etc., the requirements outlined in the Arkansas Administrative Procedures shall apply and will be followed.
  
16. DDS Board Subcommittees. When policy is specific to the Human Development Center, the document will be referred to the appropriate Board Subcommittee for review and recommendation(s).

