

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

Policy Type	Subject of Policy	Policy No.
Administrative	HDC Site Visits	1005

1. Purpose. This policy has been prepared to set forth the DDS position toward and administrative procedures for program visits by persons other than HDC personnel.
2. Scope. This policy pertains to all programs directly operated by the Department of Human Services, Developmental Disabilities Services.
3. Visits by Advocates. DDS welcomes visits to its programs by representatives of organizations whose primary interest is ensuring the rights of people with developmental disabilities, and persons interested in the program and services provided.
4. Group Representative. Groups who wish to have their representatives visit DDS operated programs shall be directed to contact the Superintendent/designee.
5. Clearance Requirement. The Superintendent's Office will make a determination on the nature of the group and will clear all recommendations from the group for representation.
6. Official Representation. The Office of the Superintendent will maintain records of official representatives who will be allowed access to programs. Persons who visit programs but are not official representatives will be directed to contact the Superintendent for access clearance.
7. Access. Access means that the visitor is welcome to view all phases of programming, when visit is not disruptive and/or detrimental, maintaining the following procedure:
  - A. The Representative will first check in with the Activity Manager/Designee and provide identification (as required) upon their arrival at the visit site;
  - B. Honor rights and preferences of individuals such as privacy protection;
  - C. Maintain confidentiality;
  - D. Possess proper consent(s) for accessing individual's records.

Replacement Notation : This policy replaces DDS Commissioner's Office Policy 1005 effective November 17, 1979 and DDS Director's Office Policy January 8, 1987.

Effective Date: December 1, 1993

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References: Board Action: December 15, 1979.

Administrative Rules & Regulations Sub Committee of the Arkansas Legislative Council: November 4, 1993.

