

# Developmental Disabilities Program Policy and Procedures Manual

Control# 01.03.002

Volume 1: Program Administration Section 3: Developmental Disabilities Program Policies

Subject: Operations Manual Management

PURPOSE: (002.1)

To describe the process by which items in the Developmental Disabilities Program Operations Manual will be reviewed, clarified, revised or rescinded.

COMMITTEE: (002.2)

A standing Operations Manual Management Committee will be established by the Developmental Disabilities Program Director. A Committee Chair will be appointed by the Director. The Director will appoint to the Committee: 1) one or more staff persons from each of the Program Support and Community Services Bureau; 2) one or more representatives of contractors of Developmental Disabilities Services or contractor staff, if there are agenda items relating to them and they are qualified to address specific issues of concern regarding the policy/rule items on the agenda; and 3) a family or consumer representative to represent family interests if there are agenda items relating to them.

The Committee will convene every two years or as required by the Developmental Disabilities Program Director to review and evaluate the scope and contents of the Developmental Disabilities Program Operations Manual. The Committee will provide a summary of any current issues pertaining to rules, policies or clarifications to the Director, who after review and evaluation will make recommendations to the Committee concerning the continuing applicability of current policies, whether any policy or portion of a policy has been superseded or is in need of revision and whether additional policies are desirable.

The Developmental Disabilities Program Director may assign staff, as appropriate and if desired, create a workgroup, to undertake the development of the needed policy revisions or development. Assigned staff will: 1) assign a designation number to new volumes; 2) provide instructions for filing materials that are supplemental to existing volumes; and 3) distribute new material or notification of changes to all Developmental Disabilities Program Operations Manual holders.

In matters needing immediate attention, the Program Director may authorize an interim committee meeting to: 1) review proposed

changes/ additions to the manual; 2) evaluate concerns submitted by contractors or other interested parties which were not resolved through the clarification/ interpretation process; 3) propose rescinding volumes or content which are outdated or have been superseded; or 4) assign new material to the appropriate volume.

REQUESTS: (002.3)

Requests for new, or revisions to material in the Developmental Disabilities Program Operations Manual will be reviewed by the Program Director. The Director may notify the appropriate program person for consideration and reply or convene The Operations Manual Committee to consider the requests.

CLARIFICATION /

INTERPRETATION:

Clarification of Developmental Disabilities policies or any other material contained in the Developmental Disabilities Program Operations Manual may be obtained by submitting in writing a "Request for Clarification / Interpretation" form to the Developmental Disabilities Program central office.

The Program Director will assign responsibility for responding to the request. Replies will be developed and reviewed by the Director and the Bureau Chiefs. A reply will be completed and signed within 20 working days.

Prior to dissemination, an indexing number will be assigned along with instructions for filing the clarification form in the applicable volume of the Developmental Disabilities Program Operations Manual.

The Clarification Form, complete with answers and any attachments, will be disseminated to all manual holders.

The Committee Chair will maintain a log of current and rescinded clarification / interpretation forms.

Note: Clarification/ interpretation dissemination is not required if existing policy or rule clearly answers the question or addresses the issue. The appropriate Bureau Chief will contact the requestor and provide explanation.


CHANGES:(002.5)

Changes to the Developmental Disabilities Program Operations Manual will be made in accordance with this policy with the following exceptions:


- a. Revisions or additions to the Administrative Rules of Montana (ARM) must follow the process outlined in the Montana Administrative Practices Act.
- b. Revisions or additions to Developmental Disabilities Program Policies must follow the process outlined in policy number 001, " Policy Development"
- c. Revisions or additions to Developmental Disabilities Program Administrative Directives will be made upon approval by the Developmental Disabilities Program Director.

  
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Director, Developmental Disabilities Program

4/24/09  
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Date

  
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Department of Public Health & Human Services  
Office of Legal Affairs

24 April 09  
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Date

  
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Web Manager, Developmental Disabilities Program

4/24/09  
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Date