

<b>Developmental Disabilities Program Policy and Procedures Manual</b>		<b>Control #</b> <b>01.03.001</b>
<b>Volume 1:</b> <b>Program Administration</b>	<b>section 3: Developmental Disabilities Program Policies</b>	
	<b>subject: Policy Development</b>	

**PURPOSE (001.1):** Policies provide basic principles, guidelines and details of implementation in relation to the services that the Developmental Disabilities Program is directed under law to deliver to persons with Developmental Disabilities.

Policies are in addition to pertinent legislation governing federal and state laws and rules. While policies adopted in Montana by a state entity do not in and of themselves carry the force of law, they have weight as to determinations of legal requirements and responsibilities. Furthermore, policies may be enforceable as to a contractor if incorporated by reference into a contractual agreement between the Department and a contractor. Policies can serve as interim measures as a program refines its practices and criteria in a matter to a point where final adoption of those into rule is appropriate. Policies may be directed, as appropriate, at Developmental Disabilities Program staff, consumers and providers.

This policy serves to consolidate and formalize all policy matters of the Developmental Disabilities Program into one official administrative framework that is recognizable and accessible by all. Uniform procedures in adoption and presentation of policies fosters better service delivery and avoids confusion as to implementation and application.

To assure formal adoption and acceptance, in addition to a recognizable format, policies will be issued under signature of the Developmental Disabilities Program Director.

**POLICY MAKING  
PROCESS (001.2):**

Prior to any new policy or policy modification being developed, the following will occur:

1. Department staff obtain initial input formally and informally, study available existing materials and policies, then draft the proposed policy or policy change.
2. The draft policy/modification will be distributed to all contractors and other interested parties for review and

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comment. Interested parties will submit their written comments, recommendations, etc. within a period of time not less than fifteen (15) working days.

3. At the end of the review period, written input will be studied by Department staff in relation to the policy/modification draft.
4. The final policy statement will be distributed to all Developmental Disabilities Policy and Procedures Manual holders within fifteen (15) working days from the end of the comment period and will be posted on the Developmental Disabilities Program website unless further information and review is needed.
5. The final policy will include the signatures of the Developmental Disabilities Program Director and the Developmental Disabilities Program Web Manager.

**INITIATING POLICY CHANGES  
AND POLICY REVISIONS  
(001.3):**

Policies may be clarified or interpreted through the Clarification/Interpretation Procedure. When a particular policy appears to need substantive clarification, the policy may be revised to fully address the application of the policy.

When situations arise in the course of a contract year which potentially affect all clients or all contractors, the Department may initiate a policy to address the situations system-wide.

When any interested party believes an area needs to be covered by a policy or a current policy needs revision, they may either seek a clarification/interpretation of that area or policy, or request a new policy or policy revision by writing to the Developmental Disabilities Program Director.

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 Director, Developmental Disabilities Program

4-21-10  
 Date

  
 Web Manager, Developmental Disabilities Program

4-23-10  
 Date

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