

DEPARTMENT OF  
PUBLIC HEALTH AND HUMAN SERVICES



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Administrative Directive

From: Jeff Sturm, Program Director

To: Developmental Disabilities Program Staff & Providers

Re: Clarification Protocol

The Developmental Disabilities Program receives many questions regarding policies and procedures. In an attempt to coordinate and communicate more effectively we request the following process be followed when seeking clarification regarding a policy or procedure which effects the program, the service recipients and the system in general.

Please use the Clarification Form PHHS-DDP-200 (Rev 04/98). This form can be acquired by sending an e-mail request to the Administrative Assistant, Karen Cech, e-mail address [kcech@mt.gov](mailto:kcech@mt.gov). Please state your question (s) in succinct language. Attach the Clarification Form to an e-mail and send it to Jannis Conselyea, [jconselyea@mt.gov](mailto:jconselyea@mt.gov). Jannis will research the question with the appropriate staff, draft a response and review the document with Jeff Sturm, Tim Plaska and Matt Bugni. Depending upon the complexity of the issue and the ramifications, other staff may be asked to review the draft for comment. This may create a delay in the response but is necessary in order to assure a complete and thoughtful decision is made regarding the issue in question.

Questions which can be thoughtfully answered without an extended review will be responded to in a timely manner and sent out via e-mail to all Developmental Disabilities Stakeholders. Your patience is requested as the Developmental Disabilities Program implements this new communication protocol.

Clarifications will be posted on the web. As the web application is developed the site and link information will be shared with all stakeholders.