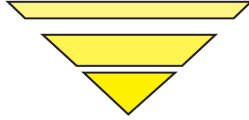


DIVISION OF
DEVELOPMENTAL
DISABILITIES



Division Directive
Development, Revision & Review Process

Goal: To provide consistency in the process through which assigned projects are adopted or revised and communicated to users of the policies.

Development & Design	Approval/Revision Process	Dissemination	Training	Implementation
<p>Statewide need identified</p> <p>Authority and resources identified and referenced</p> <p>QE Standards & Accreditation contact notified</p> <p>Sponsor(s) assigned for development, revision or review</p> <ul style="list-style-type: none"> • Content expert • Timeline developed for new directives • Revision or review to be completed within 30 days of annual review date <p>Additional stakeholders identified for participation</p> <ul style="list-style-type: none"> • RO Staff • HC Staff • TCM SB40 Staff • Other TCM Entities • Providers 	<p>Draft directive developed & # assigned; Draft revision or review completed <u>with tracked changes</u></p> <p>Draft document submitted to QE Standards and Accreditation contact</p> <p>Draft document submitted by QE to DD Executives, Regional Directors and HC superintendants (when applicable)</p> <p>New and revised draft documents posted on DMH-DD web site for 30 day public comment period (stakeholders receive e-mail notification of posting)</p> <ul style="list-style-type: none"> • Tracked changes available for viewing on revised directives <p>Sponsor(s) review comments and make revisions</p> <p>Possible second (10 day) public comment period dependant on the significance of changes from first comment period</p> <ul style="list-style-type: none"> • Tracked changes available for viewing <p>Final draft reviewed by Standards and Accreditation contact prior to submitting to DD Quality Enhancement Director</p> <p>Submission to Division Director for signature</p>	<p>Division Directive posted on DMH - Division of DD web site</p> <p>DD Executives and Regional Directors emailed that Division Directive is posted</p>	<p>If needed, training package developed by sponsor and QE contact</p> <ul style="list-style-type: none"> • Training code obtained by state QE • Timeline, training recipients and dissemination format are identified <p>Method will include stated outcome and measures to determine success/impact of training (e.g., post tests)</p> <p>2.030 - E-Learning Policy</p>	<p>Timeline for implementation included in all directives</p> <ul style="list-style-type: none"> • Date signed by director <p>If directive is rescinded, notification will be sent to stakeholders</p> <p>Evaluation</p> <p>When appropriate the new or revised process will be evaluated after implementation, e.g., 90 days, 6 months, etc.</p> <p>Feedback would be obtained from stakeholders involved in the process.</p> <ul style="list-style-type: none"> • RO Staff • HC Staff • TCM SB40 Staff • Other TCM Entities • Providers • Consumers/families/guardians