

DDSN Official Directives and Policies Listed by Reference Number

| REFERENCE NUMBER | TITLE OF DOCUMENT |
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| 100-01-DD | Electronic Communications System |
| 100-02-DD | Implementation Procedures for the Internal Communications System |
| 100-04-DD | Use of Adaptive Behavior Scales |
| 100-05-DD | Endorsement of Solicitation Proposals and Projects |
| 100-06-DD | Contacts with Agency Heads of Other State Departments, Constitutional Offices and Certain State Government Executives |
| 100-07-DD | Naming of Facilities, Building Dedications and Groundbreakings |
| 100-08-DD | State Director's Absence from Office |
| 100-09-DD | Critical Incident Reporting |
| 100-10-DD | Consumer Elopement |
| 100-11-DD | Absence with Leave of District Director or Facility Administrator from Duty Station |
| 100-12-DD | AIDS Policy |
| 100-17-DD | Family Involvement |
| 100-21-DD | Adverse Operational Events |
| 100-25-DD | Disaster Preparedness Plan for DDSN and Other DDSN Providers of Services to Persons with Disabilities and Special Needs |
| 100-26-DD | Risk Management Program |
| 100-27-DD | Dual Relationships |
| 100-28-DD | Quality Management |
| 100-29-DD | Medication Error/Event Reporting |
| 100-30-DD | Eligibility Determination |
| 101-02-DD | Preventing and Responding to Suicidal Behavior |
| 101-03-DD | Procedures for Providing Genetic Services in DDSN Regional Facilities |
| 103-01-DD | Federal Grant Application and Change Policy |
| 104-01-DD | Certification and Licensure of DDSN Residential and Day Facilities |
| 104-02-DD | ICF/IID Conversion Protocol |
| 104-03-DD | DDSN Contract Compliance/Quality Assurance Reviews for Non-ICF/IID Programs |
| 133-01-DD | Media and Publication Policies |
| 133-02-DD | Freedom of Information (FOIA) Requests |
| 167-01-DD | Appeal Procedure for Facilities Licensed or Certified by DDSN |
| 167-06-DD | Confidentiality of Personal Information |

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| 200-01-DD | Personal Funds Maintained at Residential Level |
| 200-02-DD | Financial Management of Personal Funds |
| 200-03-DD | Accounts Receivable Collection Policy |
| 200-04-DD | Voluntary Contributions and Donations |
| 200-05-DD | Use of Consultants |
| 200-08-DD | Travel Regulations |
| 200-09-DD | Fees for Residential Services Provided by DDSN |
| 200-12-DD | Management of Funds for Individuals Participating in Community Residential Programs |
| 200-13-DD | Travel Regulations for Disabilities and Special Needs Boards and Contracted Service Providers |
| 200-14-DD | Community Capital Funding Applications |
| 250-05-DD | Cost Principles for Grants and Contracts with Community Providers |
| 250-08-DD | Procurement Requirements for Local DSN Boards and Contracted Service Providers |
| 250-09-DD | Calculation of Room and Board for Non-ICF/IID Programs |
| 250-10-DD | Funding for Services |
| 250-11-DD | Outlier Funding Request System – Capitated Funding System |
| 250-12-DD | Competitive Funding for Special Service Contract: Statewide Consumer/Family Support Networks |
| 275-01-DD | Missing Property Reporting |
| 275-04-DD | Procedures for Implementation of DDSN Provider Audit Policy for DSN Boards |
| 275-05-DD | General Duties of the Internal Audit Division |
| 275-06-DD | Procedures for Implementation of DDSN Audit Policy for Contracted Service Providers |
| 300-03-DD | Annual Certification of Electrical, Mechanical, Fire Alarm and Sprinkler Systems for Renewal of Licensure |
| 300-04-DD | Maintenance of Physical Plant |
| 300-05-DD | Maintenance Management Contract Requirements for Community Residential Homes |
| 300-06-DD | Energy Management Systems Operations and Parameters |
| 334-02-DD | Use of DDSN Regional Center Facilities by Outside Groups and Off-Duty Employees |
| 334-03-DD | Vehicle Management Program |
| 334-04-DD | Drug-Free Workplace and Alcohol and Drug Testing for Employees |
| 335-01-DD | Diet Manual for DDSN |

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| 367-02-DD | Acquiring Information Technology (IT) Products and Services |
| 367-08-DD | Central Office Telephone Call Coverage Backup Policy |
| 367-09-DD | Acceptable use of Network Services and the Internet |
| 367-11-DD | Telephone Policy |
| 367-12-DD | Service Provider Data Protection |
| 367-13-DD | Electronic Signature Policy |
| 367-14-DD | Email Retention Policy |
| 367-15-DD | Mobile Device Security Policy |
| 367-16-DD | Removable Media Security Policy |
| 367-17-DD | Human Resource and Security Awareness Policy |
| 367-18-DD | Information Security Policy - Access Control |
| 367-19-DD | Physical Access and Environmental Security Policy |
| 367-20-DD | Portable Computing Devices |
| 367-21-DD | Data Protection and Privacy Policy |
| 367-22-DD | Information Security Policy - Asset Management |
| 367-23-DD | Information Security Policy Information Systems - Acquisitions, Development, and Maintenance |
| 367-24-DD | Information Security Policy - IT Compliance |
| 367-25-DD | Information Security Policy - IT Risk Strategy |
| 367-26-DD | Information Security Policy - Risk Management |
| 367-27-DD | Information Security Policy - Threat and Vulnerability Management |
| 367-28-DD | Information Security Policy - Business Continuity Management |
| 367-29-DD | Information Security Program Master Policy |
| 367-30-DD | Wireless Network Policy for Consumer and Guest Internet Access |
| 368-01-DD | Individual Service Delivery Records Management |
| 400-01-DD | State Service Award Program |
| 400-07-DD | Temporary Positions and Temporary Employees |
| 400-08-DD | Establishing and Filling Personnel Positions |
| 400-21-DD | Educational Credentials |
| 401-01-DD | Shift Differential Policy |
| 402-01-DD | Employee Performance Management System Policy |
| 403-01-DD | DDSN Employee of the Year |
| 405-01-DD | Employee Grievance Procedure |
| 406-03-DD | Reduction-In-Force Policy |
| 406-04-DD | Criminal Record Checks and Reference Checks of Direct Caregivers |
| 407-01-DD | Departmental Affirmative Action Plan for Equal Employment |
| 413-01-DD | Standards of Disciplinary Action |
| 413-02-DD | Off-Duty Conduct |
| 413-03-DD | Code of Conduct |
| 413-04-DD | Social Media Usage |
| 413-05-DD | Work Hours Policy and Procedure |
| 413-06-DD | Dress Code Policy |
| 413-07-DD | Leave Transfer Pool |

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| 414-01-DD | Fair Labor Standards Act |
| 418-01-DD | Teri and Retiree Employment |
| 418-02-DD | Separation from Employment |
| 502-01-DD | Admissions/Discharge of Individuals to/from DDSN Funded Community Residential Setting |
| 502-04-DD | Short-Term Admission Services in a DDSN Regional Center or Community ICF/IID |
| 502-05-DD | DDSN Waiting Lists |
| 502-10-DD | Transition of Individuals from Regional Centers to Community |
| 502-11-DD | Permission to Evaluate and Service Agreement |
| 503-01-DD | Individuals Involved with Criminal Justice System |
| 505-02-DD | Death or Impending Death of Persons Receiving Services from DDSN |
| 508-01-DD | Competency to Stand Trial Evaluations |
| 510-01-DD | Supervision of People Receiving Services |
| 533-02-DD | Sexual Assault Prevention, and Incident Procedure Follow-Up |
| 534-02-DD | Procedures for Preventing and Reporting Abuse, Neglect, or Exploitation of People Receiving Services from DDSN or a Contracted Provider Agency |
| 534-03-DD | The Long Term Care Ombudsman Program |
| 535-02-DD | Human Rights Committee |
| 535-07-DD | Obtaining Consent for Minors and Adults |
| 535-08-DD | Concerns of People Receiving Services: Reporting and Resolution |
| 535-09-DD | Research Involving DDSN Resources and/or Persons Receiving Services from or Staff Employed by DDSN – Review and Approval |
| 535-10-DD | National Voter Registration Act (Motor Voter) |
| 535-11-DD | Appeal and Reconsideration Policy and Procedures |
| 535-12-DD | Advance Directives |
| 535-13-DD | Swallowing Disorders |
| 535-14-DD | Authorization to Discuss Medical Condition and Medical Treatment Plan |
| 535-15-DD | Obtaining Health Care Consent for Minors and Adults with Head And Spinal Cord Injuries (HASCI) |
| 535-16-DD | Required Use of Surveillance Video Cameras in DDSN Regional Center ICFs/IID Settings |
| 536-01-DD | Social-Sexual Development |
| 567-01-DD | Employee Orientation, Pre-Service and Annual Training Requirements |
| 567-04-DD | Preventing and Responding to Disruptive Behavior and Crisis Situations |

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| 600-04-DD | Individual Travel at DDSN Regional Centers |
| 600-05-DD | Behavior Support, Psychotropic Medications and Prohibited Practices |
| 600-10-DD | Individual Clothing and Personal Property-DDSN Regional Centers |
| 600-11-DD | Physical Management |
| 602-02-DD | Aquatics Program at DDSN Operated Facilities |
| 603-01-DD | Tardive Dyskinesia Monitoring |
| 603-02-DD | Employee Health Requirements |
| 603-03-DD | Safety Precautions for Medical and Dental Treatment |
| 603-05-DD | Policy for Management of Occupational Exposures of Health Care Personnel to Potential Blood Borne Pathogens |
| 603-06-DD | Guidelines for Screening for Tuberculosis |
| 603-07-DD | Do Not Resuscitate (DNR) Orders |
| 603-08-DD | Vaccination Information |
| 603-09-DD | Management of Individuals Exposed to Potential Blood Borne Pathogens |
| 603-10-DD | Latex Protocol for DDSN Regional Centers |
| 603-12-DD | Immunization Procedure for DDSN Regional Centers |
| 603-13-DD | Medication Technician Certification |
| 604-01-DD | Individual Clothing and Personal Property |
| 604-04-DD | Standard First Aid with Cardiopulmonary Resuscitation (CPR) – Adult, Child, Infant |
| 700-02-DD | Compliance with Title VI of the Civil Rights Act of 1964, American’s with Disabilities Act of 1990, Age Discrimination Act of 1975, Section 504 of the Rehabilitation Act of 1975 and Section 504 of the Rehabilitation Act of 1975 and Establishment of a Complaint Process |
| 700-03-DD | Informed Choice in Living Preference for (ICF/IIDs) |
| 700-05-DD | Pilot Services or Programs |
| 700-06-DD | Stated Funded Case Management |
| 700-07-DD | Employment First |
| 734-01-DD | Individual and Family Support and Respite – State Funding |
| 735-02-DD | Relatives/Family Members Serving As Paid Caregivers of Respite Services |
| 736-01-DD | Relatives/Family Members Serving As Paid Caregivers of Medicaid Waiver Services |
| 738-01-DD | Discharge Planning for those leaving ICF/IIDs and Enrolling in the ID/RD Waiver |

DDSN COMMISSION POLICIES

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| 800-01-CP | DDSN Ends Policy |
| 800-02-CP | DDSN Governance Process Policy |
| 800-03-CP | DDSN Executive Limitations Policy |
| 800-04-CP | DDSN Commission Staff Linkage Delegation |
| 800-05-CP | DDSN Public Invocation Act |
| 800-06-CP | Video Recording of DDSN Commission Meetings |