Purpose

- The DDA is publishing and updating policies for DDA’s programs, services, and procedures. Participants, families, and providers can view DDA’s active policies at any time through the PolicyStat site.

Parts of a DDA Policy

- **Applicability**
  - Explains which groups must follow the rules and processes within the policy
    - For example: participants, types of providers, and/or DDA staff

- **Implementation Date**
  - When the policy is active, and those listed in Applicability must follow the rules and processes included in the policy
  - Can be a specific date or “upon publication”

- **Purpose**
  - A short summary of the goal of the policy

- **Background**
  - Sometimes included to provide additional information about why the policy is needed

- **Definitions**
  - Lists the meaning DDA uses for key words or phrases in the policy
    - For example, sometimes “community” means a neighborhood or a group of friends who share an interest
    - But in many policies DDA must use a specific legal definition set by the federal government

- **Policy and Standards**
  - Includes the requirements that participants, providers, and/or DDA staff must follow to ensure services are high quality, person-centered, and following DDA’s federal authorization.
- **Eligibility Criteria, Service Scope, Requirements, and Limitations**
  - Explains what activities can or cannot be paid for within a DDA service
  - Lists requirements to receive payment from DDA for that service, including:
    - Process for requesting the service
    - Qualifications, training, and/or licences
    - Records and/or documents to submit to DDA
  - Sometimes included in Standards

- **References and Attachments**
  - Links to more resources with more details on some parts of the policy
    - State and/or federal laws or regulations related to the policy
    - Guidance, at a glance documents, and frequently asked questions

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**For Additional Information**
- [DDA’s PolicyStat Page](#)
- [PolicyStat Learning Center](#)