

PolicyStat At a Glance

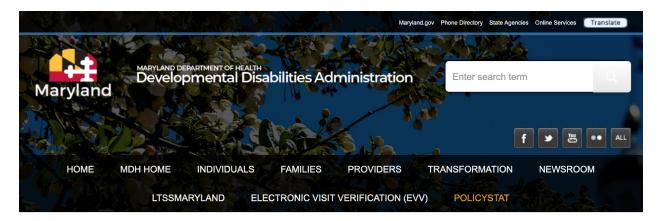
Purpose

 PolicyStat is an online platform for the DDA to publish and share policies related to DDA's programs, services, and procedures. Participants, families, and providers can view DDA's active policies at any time through the <u>site</u>.

How to Use PolicyStat

Searching for Policies

 Through the <u>DDA's PolicyStat</u> link posted on the <u>DDA website</u>, anyone can read the DDA's publicly published policies. Click the link to be taken directly to the DDA's <u>PolicyStat</u> index.



- The link on the <u>DDA's website</u> leads to a filtered search for policies in the following Policy Areas:
 - Administration;
 - DDA Programs;
 - Fiscal Services and Operations;
 - Forensic Services: and
 - State Residential Centers.

Scroll down to see a list of all policies in the selected policy areas.

o To limit the list to policies on a specific topic, type keywords into the search bar below the Policy Area filter box, and click the search button. This search looks at the full text of the policy, not just the title.

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o To view the full text of a policy in that list, click on the policy's title in the left-hand column.

Bookmark, Print, or Save Policies

o To print or save a printer-friendly copy of the policy, click on the "Printer Friendly" button in the blue bar at the top of the policy page. The policy will open in a new tab, where the user can save a copy or print a copy of the policy.

- Please note that the policies in <u>PolicyStat</u> may be updated or revised, so users should always refer to PolicyStat for the most up-to-date policies.
- Each web browser has a different process for creating a bookmark. Below are a few examples, but you may need to search for the method for your browser.
 - Google Chrome
 - Safari
 - Internet Explorer

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