

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.

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- **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

For Additional Information

- [DDA's PolicyStat Page](#)
- [PolicyStat Learning Center](#)

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