
INTERNAL DIRECTIVE DEVELOPMENT AND REVISION

Directive 1.24

Authorizing Code: [26B-6-403](#)

Rule: n/a

Version Date: January 2024

Next Review: January 2026

Forms:

Purpose

Establish a process to create a new internal directive or to revise an existing one.

Process

1. Staff members may request the development of either a new or revised division directive by sending their request to the division's policy team or technical writer. Requests must be in writing and should include:
 - a. a summary or draft of the proposed new directive; or,
 - b. suggestions for making changes to an existing directive; and
 - c. the rationale for either the new or revised directive.
2. The policy team or technical writer shall evaluate and research the request for a new or revised directive and then submit their recommendation to the division director who will then make a determination. Before making their recommendation, the policy team or technical writer will consult with any staff members whose responsibilities involve or may be affected by the requested new or revised procedure.
3. If the division director determines that a new or revised directive needs to be developed, the policy team or technical writer will then develop or facilitate the development of that directive. Staff mem-

bers whose responsibilities involve or may be affected by that directive will be consulted about the process, and may also be assigned the primary responsibility for its development.

4. A first draft will be prepared by the policy team or technical writer and then sent out for comment to the division's leadership team. If it is deemed necessary by the division director, the draft may also be added to the agenda for formal review by the division's leadership team at their next meeting.
5. The policy team or technical writer shall then prepare a second draft that incorporates any comments from the division's leadership team.
 - a. If it is deemed necessary by the division director, The policy team or technical writer will send that second draft to the Disability Advisory Council (DAC) for further review.
 - b. If necessary, a third draft will then be prepared that incorporates any comments from the DAC. If those changes are substantive, the third draft may also be sent out statewide to other stakeholders for additional comment.
6. The directive will include a review date for future review.
7. The directive will be approved electronically by the division director. If the directive involves a Medicaid waiver, then the final approved draft will be shared and submitted for review by the Division of Integrated Health (DIH) through the document submission tracker sheet. Upon completion of DIH review, the new directive will be posted to the DSPD website as an accessible PDF. Each month the policy team or technical writer will coordinate with the division's public information officer to notify division staff of all directives that have been updated or created during the preceding month. External support coordinators will be notified at their quarterly meeting of any directives that were updated or created during the preceding quarter. As deemed necessary by the division director, providers may also be notified of changes to specific directives.
8. If the division director determines that a new or revised directive is NOT needed, then the policy team or technical writer will notify the person or persons who requested the change of that decision.

**In addition to the steps listed above, Utah Code concerning rulemaking requires that policy/operating procedures placing requirements on anyone outside of the division become part of the Utah Administrative Code.