

All KDADS Commission internal and external policies and procedures shall be developed, revised and maintained consistent with KDADS Employee Policy Manual section 2.4 *et seq.* Commission internal and external policies and procedures shall be reviewed for concurrence by KDADS Legal Division, and as appropriate, KDADS Human Resources and Fiscal Divisions, before submission to the Secretary for review and approval. Changes requested by concurrence reviewers will require the completion of a new concurrence form. A fully signed concurrence form is required prior to posting, distributing, revoking and implementing new or revised policies and procedures.

1. Internal policies and procedures that are specific to a KDADS Commission shall be approved by the Commissioner, KDADS Human Resources, and KDADS Legal Division prior to implementation.
2. External policies and procedures shall be coordinated between State agencies and among KDADS Commissions as may be required by law, memorandum, or directive from the Secretary, and shall be approved by the applicable Director, Commissioner, and KDADS Legal Division prior to posting, distributing and implementing new or revised policies.
3. Memoranda or similar documents related to a KDADS Commission, internal and external policies and procedures, shall only be used to clarify information or provide updates on statutory, regulatory or administrative authority that may impact KDADS employees, services, programs or policies and procedures.
 - a. A policy memorandum is a guidance document and does not establish or replace policies and procedures.
 - b. Existing policy memoranda or similar documents relied upon as current authority or guidance shall be replaced with a policy or procedure
 - c. Any guidance-type document issued by a Commission shall be based upon a KDADS policy or procedure that is specifically identified within the document.
4. Failure to comply with this policy may result in an invalidation and withdrawal of the policy and/or procedure.

Reference: