

1. External policies and procedures shall be developed consistent with all applicable statutory and regulatory authority and shall be approved by the applicable Director, Commissioner and KDADS Legal Division prior to posting, distributing, revoking or implementing. Changes requested by concurrence reviewers or as the result of public comments shall require the completion of a new concurrence form.
2. KDADS Commissioners shall be responsible for ensuring that each Commission's policies and procedure impacting KDADS as an agency or specific KDADS Commissions are reviewed for concurrence as needed by the following:
 - a. Fiscal and Information Systems Commission – if the policy relates to expenditure of funds, maintenance of grants, program budget, data collection or reporting, contracting and information systems.
 - b. Office of the Secretary, Communications Division – if the policy relates to media, web development and design, marketing, public events, audio/video recording and proclamations.
3. Each Commission shall be responsible for any engagement with stakeholders or workgroups as may be appropriate.
4. External policies and procedures shall include the following the steps:
 - a. External policies and procedures shall be drafted or revised using the approved policy format in KDADS Employee Manual section 2.4.A and shall be made available online by the effective date.
 - b. An initial draft or redline revision of a policy and any related procedure shall be provided to the Director for Policy and Regulation for authority review at least 10 days prior to submitting the policy for concurrence.
 - c. Medicaid-related policies or procedures shall be approved through the Kansas Department of Health and Environment (KDHE) policy process prior to implementation. The KDADS Director of Policy and Regulation shall facilitate communication between KDADS and KDHE to ensure KDADS' Medicaid-related policies and procedures are approved and implemented in compliance with the KDHE policy process.

5. External policies and procedures shall include the following:

a. Authority

- i. Policy shall be based on an existing federal statute(s) in the United States Code (U.S.C.), Code of Federal Regulations (C.F.R.), Kansas Statutes Annotated (K.S.A.), or Kansas Administrative Regulation(s) (K.A.R.).
- ii. A policy may also be based on federally approved program or grant or executed contract signed by KDADS Secretary.

b. Required Dates

- i. Date Established: Original date policy was established;
- ii. Date Effective: Date the policy will go into effect;
- iii. Date Revised: Date the policy was revised; and
- iv. Date Revoked: Date the policy was revoked, if applicable.

c. Fully signed concurrence form.