

1. Each KDADS Commissioner shall designate a responsible staff for the oversight of internal and external policies and procedures, including their development, revision and maintenance using the approved format, incorporated in this policy.
 - a. Policies shall be clear and concise statements and shall be based on appropriate authority, where applicable.
 - b. Procedures shall provide clear steps to implement, enforce, or comply with the policy it is based upon.
2. Each KDADS Commission shall maintain a current list of their Commission's policies and procedures including effective dates, last revision dates, and other relevant information in the Commission's shared drive.
 - a. Each KDADS Commission shall provide their current master list of internal and external policies and procedures to the KDADS Director for Policy and Regulation.
 - b. Each KDADS Commission shall maintain a copy of all final policies and procedures with a fully signed concurrence form in the Commission's shared drive.
3. KDADS Commissioners are responsible to ensure policies and procedures are updated timely. Only active external policies and procedures shall be posted on the KDADS website. Outdated or unused policies and procedures shall be revised or revoked, as appropriate. Archived policies and procedures shall remain in a specific folder on the Commission's shared drive.
4. External policies shall be consistent with statutory or regulatory authority.
 - a. Prior to drafting or revising policies and related procedures, the responsible staff may contact the KDADS Director for Policy and Regulation for assistance determining if appropriate authority exists or needs to be established by statute or regulation prior to drafting or revising the policy.
 - 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.