**Procedures Applicable to the**

**Service Area Development by the CDDO, 001**

**Revision Date: January 3, 2020**

**CDDO Policy 001**

**Policy:**

The Cowley County CDDO Department will develop and maintain written policies for CDDO operation, with input from community stakeholders, the Council of Community Members, the Cowley County Commissioners and approval of KDADS. Any changes in approved procedures will be in accordance with regulation.

**Procedures:**

1. Development of policy and procedures by the CDDO.

2. Pre-review by the Council of Community Members or Cowley County Commissioners if requested.

3. The following will occur no less than 30 days before adoption:

a. Presentation to the Community Council by the CDDO for written comment;

b. Set site and dates for public review or posting on the web site ;

c. Written notification to affiliates of public review dates and site and/or posting on the CDDO website;

d. Notification of opportunity for public comment on CDDO website;

e. Summarize public comments;

f. Forward policy change and comments to the Cowley County Commissioners;

g. Obtain written approval or comments from KDADS. Approval from KDADS must be obtained before the new or revised policy may be implemented; and

h. Publish and disburse approved policy.