

## GENERAL DEPARTMENTAL PROCEDURES

## TITLE I

## CHAPTER 1

## DEPARTMENT ORGANIZATION AND GENERAL DEFINITIONS

[Prior to 7/1/83, Social Services [770] Ch 1]

[Prior to 2/11/87, Human Services[498]]

Chapter rescission date pursuant to Iowa Code section 17A.7: 7/3/29

**441—1.1(217) History and mission.** The Iowa department of health and human services was established in 2022 pursuant to 2022 Iowa Acts, House File 2578, and fully codified pursuant to 2023 Iowa Acts, Senate File 514. The authority delegated to the department had previously been delegated to the departments of human services, public health, aging, and human rights; the Iowa commission on volunteer service; the child advocacy board and the department of inspections and appeals. In 2023, the general assembly combined these agencies and programs to create the department of health and human services. The department's mission is published on the department's website.

[ARC 8045C, IAB 5/29/24, effective 7/3/24]

**441—1.2(217) Definitions.** For the purposes of the department's rules, unless otherwise defined:

*"Council"* means the health and human services council.

*"Department"* means the department of health and human services.

*"Director"* means the director of health and human services.

*"Electronic signature"* means a confidential personalized digital key, code, or number that is used for secure electronic data transmission and that identifies and authenticates the signatory.

[ARC 8045C, IAB 5/29/24, effective 7/3/24]

**441—1.3(217) Department structure.**

**1.3(1) General.** The department's organizational structure consists of the council, the director and such divisions as the director may from time to time create.

**1.3(2) Director.** The department director is appointed pursuant to the requirements in Iowa Code section 217.5.

**1.3(3) Delegation of director authority.** The director may designate employee(s) to administer the department in the director's absence. The director may also delegate the director's authority to administer the department to other employees as determined necessary for efficient and effective department operations. Delegations of the director's authority will be documented by the department.

**1.3(4) Divisions.** The director may from time to time reorganize the department into administrative divisions to most efficiently and effectively carry out the department's responsibilities. Reorganization may include creating new division, eliminating existing divisions, or combining divisions as the director deems necessary.

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**441—1.4(217) Information.** The general public may obtain information about the department by contacting the department at its offices located at 321 E. 12th Street, Des Moines, Iowa 50319, telephone 515.281.5452, or through the department's website.

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**441—1.5(217) Health and human services council.** The council is established in Iowa Code section 217.2 and its duties are in Iowa Code section 217.3. Meetings of the council and any ad hoc committee it may establish are conducted in accordance with the provisions of Iowa Code chapter 21.

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**441—1.6(217) State council on developmental disabilities.** The state developmental disabilities council and its duties are established in 42 U.S.C. §15025.

**1.6(1) Designated state agency.** The department serves as the designated state agency.

**1.6(2) *Membership.*** The council consists of up to 26 members appointed by the governor. Members serve three-year terms. Appointments are staggered so at least one-third of the members are appointed each year. The nonattendance provisions of Iowa Code section 69.15 apply to the council's members.

**1.6(3) *Meetings.*** Meetings of the council are conducted in accordance with the provisions of Iowa Code chapter 21.

**1.6(4) *Council information.*** The general public may obtain information about the council at its offices located at 700 2nd Avenue, Suite 101, Des Moines, Iowa, 50309; telephone 800.452.1936; or the website [iowaddcouncil.org](http://iowaddcouncil.org).

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<sup>1</sup> The effective date of **ARC 7711C** was corrected to July 1, 2024, in the April 3, 2024, Iowa Administrative Bulletin.