Summary of Procedures for Submission and Review of Proposed Changes

Initial Receipt and Review of Proposals: Proposals for changes to DSM submitted through the web portal will be screened by the APA Research staff assigned to support the Steering Committee. The screening will identify proposals not appropriate for forwarding to the Steering Committee, including incomplete submissions, which will be referred back to the proposers for completion, and submissions that represent inappropriate use of the submission process. If in doubt as to whether a proposal should be forwarded to the Steering Committee, the assigned APA staff will consult with the chair and vice-chairs of the Steering Committee.

Type 1, 2, 3, and 5 Proposals
All complete, substantive proposals (i.e., Types 1, 2, 3, and 5) will then be forwarded to the Steering Committee for review to determine whether the proposal should be referred to the appropriate Review Committee for further consideration. The Steering Committee has the option of asking persons whom it identifies as experts in relevant areas to comment on it. Two members of the Steering Committee will be assigned as a primary and a secondary reviewer to present and critique the proposal at the beginning of the Steering Committee's discussion. Based on its own assessment and any comments from outside experts, the Steering Committee will determine whether the proposal should be referred to the appropriate Review Committee. **To make a decision for referral, the Steering Committee must determine that the evidence in support of the proposal appears likely to meet the criteria for approval.** Proposers will receive notification as to whether their proposal has been forwarded to a Review Committee. In the case of proposals that are not forwarded, the Steering Committee will provide the proposer(s) with a brief explanation of the rationale for its decision.

Type 4 Proposals
Proposals for clarifications and corrections of existing DSM-5 criteria and text (Type 4 proposals) will be referred to a subcommittee of the Steering Committee. The subcommittee will review the proposal to determine whether it is appropriate to consider it as a Type 4 proposal. If the subcommittee concludes that it is not, it will refer the proposal back to the Steering Committee, which will communicate with the proposers. If the subcommittee concludes that the proposal can appropriately be considered as a Type 4 proposal, it will consider the proposal on its merits, if necessary consult with experts in the relevant area, and determine whether to recommend approval to the Steering Committee. If the subcommittee recommends approval, the Steering Committee will follow the process described in the section on "Review of Proposals Submitted by a Review Committee to the Steering Committee" below.

Review and Modification of Proposals by the Review Committee: On receipt of a proposal from the Steering Committee, the Review Committee will consider the evidence in support of the proposed change. In doing so, the Review Committee will undertake whatever additional investigation is required (e.g., review of additional literature not cited in the proposal, consultation with experts in relevant areas) and summarize their findings. This may involve revision of the tables of validators and/or a narrative summary. The Review Committee may suggest revisions to the original proposal, as appropriate. If the Review Committee believes clarification or additional information is needed from the proposers, it will notify the chair of the Steering Committee, who will communicate with the proposers. Should the Review Committee conclude that the proposal does not meet criteria for revision, it will report that conclusion to the Steering Committee, which may accept it or propose grounds for reconsideration by the Review Committee. Otherwise, the Review Committee will forward the proposal to the Steering Committee, including its suggested revisions, utilizing a standard format and scoring system created by the Steering Committee. The Steering Committee will establish a timeline for the Review Committee's tasks reflecting the complexity and extent of the proposed revision, and will require regular progress reports to ensure timely completion.

Review of Proposals Submitted by a Review Committee to the Steering Committee: On receipt of a proposal or revised proposal from a Review Committee, the Steering Committee has the option of asking for comment from additional persons whom it identifies as experts in the area. After discussion of the proposal, taking such expert opinion into account, the Steering Committee will decide whether the proposal is suitable to be posted for public comment. **To decide to post for public comment, the Steering Committee must determine that there is considerable evidence in support of the proposal, and that public comment is therefore warranted.** Alternatively, the Steering Committee may refer the proposal back to the Review Committee for further modification, with specific guidance for the Review Committee as to the changes that are requested and the basis for them, or it may reject the proposal.

When a determination is made to post a proposal for public comment, appropriate and timely notice will be given (e.g., in *Psychiatric News'* email version), and organizations likely to have a specific interest in the proposal will be notified. The proposal will remain online and open for comment for a period of not less than 30 days. After the public comments are collated and reviewed, they will be summarized and shared with the relevant Review Committee for additional deliberation, if necessary. If the comments are largely supportive of the proposal, the Steering Committee will make a final determination regarding whether to recommend approval of the proposal. If the Steering Committee recommends approval, it will forward the proposal, along with an explanation

of the recommendation for approval and a summary of the public comments, for review by the Board of Trustees. **To decide to forward a proposal to the Board, the Steering Committee must determine that the proposal has met the criteria for approval.** Alternatively, **to reject a proposal the Steering Committee must determine that the proposal has not met the criteria for approval.** In the latter case, notification of the determination with a brief explanation will be forwarded to the proposer(s) and to the Review Committee.

Development of Text after Approval by the Board of Trustees: If a proposal is approved by the Board of Trustees, the Review Committee that considered the proposal will be asked to develop whatever text changes are needed in the DSM to reflect the approved change in a criteria set. The Steering Committee will review and approve those changes prior to forwarding them for inclusion in an updated version of the DSM.