

# DSPS RULEMAKING PROCESS

The need for a rule change is identified and a new rule project begins:

- \* By Board or Department (Dept.) initiative
- \* After legislation is signed into law

Scope Statements give a general overview of what the Board or DSPS wants to modify within the Administrative Code.

The Rulemaking process begins with a SCOPE Statement

## SCOPE APPROVALS

Draft Scope Statement is submitted to the Board or Dept. for approval.

Board or Dept. approved Draft Scope Statement is submitted to the Governor for approval.

Governor approved Scope Statement is submitted for publication in Administrative Register and implementation. Scope number assigned.

Following Governor approval of the Scope, the project begins a 30-month period from the date the Scope was published in the Administrative Register, to becoming effective.

## PRELIMINARY RULE DRAFTING

Before the 30-month period ends, a final rule draft must be submitted to the Legislature. If this is not done, the project will need to restart from the beginning.

The preliminary rule draft is based on what the Board or DSPS want or need to change in the Administrative Code.

The public, and all potentially affected parties have an opportunity to comment on the rule project as these comments may affect the rule draft. We do this by posting Economic Impact Analysis comment periods in the DSPS website, and we hold Public Hearings. Clearinghouse rule number assigned.

## FINAL DRAFT and LEGISLATIVE REVIEW

Once the final Rule draft is with the Legislature, we wait for them to complete their review. They could object or not take any action. If they object, that objection is reviewed, and the project is modified accordingly. If they do not take any action, the rule can be adopted.

Rules are usually set to become effective on the first day of the month after publication in the Administrative Register.