

Internal Process Protocol (IPP)

A. Rulemaking (Permanent or Temporary)

1. Writer e-mails the following: Assistant Director - CAF, Deputy Assistant Director of Policy and Programs – CAF, the program's DOJ CW Contact Attorney, Central Office Program Manager, the corresponding Office Administrator, the CAF Administrative Rule Writer, and the Rules Coordinator. The brief e-mail should be narrative in nature. The e-mail must include the following:
 - An e-mail subject line stating – “Notice of Administrative Rule Revisions”.
 - Which rules are affected.
 - Why the rule change is needed.
 - What is being changed.
 - Whether a Rules Advisory Committee (RAC) exception is being requested, and, if so, the justification for doing so.
 - If a RAC is needed, the identified RAC membership needs.
 - Any known fiscal or workload impact resulting from the changes.
 - Anticipated timeline for completion.
 - If required by the responsible Central Office Program Manager or writer, a request for the recipients listed in section (1) to forward any objection to the rulemaking project moving forward to the writer by a specific deadline.
 - If an exception, as allowed under Child Welfare Policy III-A.11.1 “Development of Rules, Policies and Procedures”, was granted to any portion of this IPP.

2. Writer emails the Field Services Rep of the Policy Council. The e-mail must include the following:
 - Which rules are affected.
 - Why the rule change is needed.
 - What is being changed.
 - Any known fiscal or workload impact resulting from the changes.
 - Anticipated timeline for completion.The Field Services Rep forwards the email from the writer to the Chairperson and members of the Policy Council.

3. For a permanent rulemaking, the writer either:
 - Convenes a Rules Advisory Committee (RAC) in accordance with DHS policy DHS-010-012 (available at: http://www.dhs.state.or.us/policy/admin/exec/010_012.pdf) and Child Welfare procedure (available at: <http://www.dhs.state.or.us/policy/childwelfare/procedures/rac.pdf>); or
 - Secures a RAC exception in accordance with Child Welfare procedure (available at: <http://www.dhs.state.or.us/policy/childwelfare/procedures/rac.pdf>).

4. Writer attends Child Welfare Rule Writers group to review proposed changes.

5. Writer develops a draft and works with the CAF Administrative Rule Writer and Central Office Program Manager to assure the rule is consistent with rule writing requirements.

6. Writer e-mails rule draft with completed Child Welfare Cover Sheet for Draft Policies and Rules to the Field Services Rep and schedules date to attend Policy Council. The Field Services Rep forwards the draft rule to:
 - Council members to review as outlined on the cover sheet and prepare written feedback forms for the writer.
 - Field review teams to review as outlined on the cover sheet and prepare written feedback forms for the writer.
 - Field Services Rep forwards the feedback to the writer.

7. Writer presents at Policy Council.
 - Writer receives written feedback from Policy Council members and field review teams.
 - Writer receives and responds to oral feedback from Policy Council.
 - The Field Services Rep takes minutes and forwards minutes to Policy Council members and any additional individuals in attendance.

8. If requested, the writer attends Policy Council again to receive additional feedback (as in Steps 6 and 7 above.) If prior Policy Council feedback was not incorporated into revisions, writer provides an explanation to Policy Council.

9. The writer forwards the rules for final review with a specific deadline for providing feedback to the writer to: Deputy Assistant Director of Policy and Programs – CAF, CAF Administrative Rule Writer, central office program manager assigned to the rules, the corresponding administrator, DOJ CW Contact Attorney (with specific instructions to DOJ about which level of review is being requested and a timeline for completion of that review).
10. Writer collaborates with the CAF Administrative Rule Writer, Rules Coordinator and Central Office Program Manager to complete the rule filing process. Writer adequately completes and timely forwards the Temporary Rule or Notice Rule worksheet, as applicable for the particular rule filing, to the CAF Administrative Rule Writer and Rules Coordinator.
11. Writer creates the policy transmittal utilizing the form DHS 0079 “DHS Policy Transmittal (DHS)”.
12. Writer coordinates with the Child Welfare Web Master to complete the Policy Index template worksheet and post the updated rule on the effective date of the change.
13. The Rules Coordinator files the rule package with the Secretary of State’s Office.
14. For a permanent rulemaking:
 - The public comment period lasts for a minimum of 49 days after the Notice of Proposed Rule Making (NPRM) is filed at the Secretary of State’s Office.
 - The Rules Coordinator forwards any public comments received to the writer for a written response to the commentor.
 - The writer coordinates with the Rules Coordinator to schedule and participate, as necessary, in the Public Hearing.
 - The writer coordinates with the CAF Administrative Rule Writer to revise the rule draft, if necessary, within the scope of the NPRM, in response to public comments and program needs.
 - The writer e-mails a summary of the issues raised by substantive public comments, if any, and the program’s decision to make or not make changes in response to the public comments to the Assistant Director – CAF.
 - The writer coordinates with the Rules Coordinator to ensure the final version of the permanent rules is filed in a timely manner with the Secretary of State’s Office.

NOTE – Rulemaking Timelines (these timelines vary based on the particulars of the rulemaking project):

a. Temporary (or Emergency) Rulemaking:

- Temporary rules may have any effective date.
- The Writer and the CAF Administrative Rulewriter should complete the rule and Summary Notice and Justification worksheet edits ten business days before the effective date of the rules.
- Temporary rules generally are effective on the date the rule package is filed at the Secretary of State’s Office.

b. Permanent Rulemaking:

- Permanent rules must go through a “notice” period before becoming permanent.
- The Writer and the CAF Administrative Rulewriter should complete the rule and Summary Notice and Fiscal Impact worksheet edits ten business days before the Notice of Proposed Rulemaking (NPRM) is filed.
- The Rules Coordinator must file the NPRM package with the Secretary of State’s Office by the 15th of the month or it is delayed until the next month.
- The Secretary of State’s Office publishes the NPRM on the first of the following month. For example, if the NPRM package was submitted on April 15 it is published on May 1.
- No earlier than 14 days after the NPRM is published, a public hearing must be held (this is scheduled and coordinated between the Writer and the Rule Coordinator.) For example, if the publication date was May 1 the hearing may be held on or after May 15.
- The Writer and the CAF Administrative Rulewriter should complete any rule edits ten business days before the rules become permanent (are certified.)
- Permanent rules generally may become permanent no earlier than 49 days after the NPRM package is filed and no later than 364 days after the NPRM package is published. For example, if the NPRM package was submitted on April 15 and published on May 1, the rule may become effective on any date between June 3 of the current year and April 30 of the following year.

B. Policy

1. Writer e-mails the following: Assistant Director - CAF, Deputy Assistant Director of Policy and Programs – CAF, the program's DOJ CW Contact Attorney, Central Office Program Manager, the corresponding Office Administrator, the CAF Administrative Rule Writer, and the Rules Coordinator. The brief e-mail should be narrative in nature. The e-mail must include the following:
 - An e-mail subject line stating – “Notice of Child Welfare Policy Revisions”.
 - Which policies are affected.
 - Why the policy change is needed.
 - What is being changed.
 - Any known fiscal or workload impact resulting from the changes.
 - Anticipated timeline for completion.
 - If required by the responsible Central Office Program Manager or writer, a request for the recipients listed in section (1) to forward any objection to the policy revision project moving forward to the writer by a specific deadline.
 - If an exception, as allowed under Child Welfare Policy III-A.11.1 “Development of Rules, Policies and Procedures”, was granted to any portion of this IPP.
2. Writer emails the Field Services Rep of the Policy Council. The e-mail must include the following:
 - Which policies are affected.
 - Why the policy change is needed.
 - What is being changed.
 - Any known fiscal or workload impact resulting from the changes.
 - Anticipated timeline for completion.The Field Services Rep forwards the email from the writer to the Chairperson and members of the Policy Council.
3. Writer develops a draft and works with the CAF Administrative Rule Writer and Central Office Program Manager to assure the policy is consistent with policy writing requirements.
4. Writer e-mails policy draft with completed Child Welfare Cover Sheet for Draft Policies and Rules to the Field Services Rep and schedules date to attend Policy Council. The Field Services Rep forwards the draft policy to:
 - Council members to review as outlined on the cover sheet and prepare written feedback forms for the writer.
 - Field review teams to review as outlined on the cover sheet and prepare written feedback forms for the writer.
 - Field Services Rep forwards the feedback to the writer.
5. Writer presents at Policy Council.
 - Writer receives written feedback from Policy Council members and field review teams.
 - Writer receives and responds to oral feedback from Policy Council.
 - The Field Services Rep takes minutes and forwards minutes to Policy Council members and any additional individuals in attendance.
6. If requested, the writer attends Policy Council again to receive additional feedback (as in Steps 4 and 5 above.) If prior Policy Council feedback was not incorporated into revisions, writer provides an explanation to Policy Council.
7. The writer forwards the policy for final review with a specific deadline for providing feedback to the writer to: the Assistant Director - CAF, Deputy Assistant Director of Policy and Programs – CAF, CAF Administrative Rule Writer, Central Office Program Manager assigned to the policy, the corresponding administrator, DOJ CW Contact Attorney (with specific instructions to DOJ about which level of review is being requested and a timeline for completion).
8. Writer collaborates with the CAF Administrative Rule Writer and Central Office Program Manager to complete the policy implementation process.
9. Writer creates the policy transmittal utilizing the form DHS 0079 “DHS Policy Transmittal (DHS)”.
10. Writer coordinates with the Child Welfare Web Master to complete the Policy Index template worksheet and post the updated policy on the effective date of the change.

C. Procedure

1. Program Manager emails Child Welfare Policy and Programs Administrator, or designee, to request the specific Chapter and Section(s) to be revised or a new section of the Child Welfare Procedure Manual.
2. Child Welfare Policy and Programs Administrator, or designee, requests Word documents from Child Welfare Web Master who sends to identified writer and tracks Chapters and Sections currently under revision.
3. Program staff update/revise the Word documents using track changes function in Word software. As necessary, program staff will use a document with pre-formatted styles applicable to Procedure Manual formatting structure.
4. Writer e-mails draft procedure with completed Child Welfare Cover Sheet for Draft Policies and Rules to the Field Services Rep and schedules date to attend Policy Council. The Field Services Rep forwards the draft procedure to:
 - Council members to review as outlined on the cover sheet and prepare written feedback forms for the writer.
 - Field review teams to review as outlined on the cover sheet and prepare written feedback forms for the writer.
 - Field Services Rep forwards the feedback to the writer.
5. Writer presents at Policy Council.
 - Writer receives written feedback from Policy Council members and field review teams.
 - Writer receives and responds to oral feedback from Policy Council.
 - The Field Services Rep takes minutes and forwards minutes to Policy Council members and any additional individuals in attendance.
6. If requested, the writer attends Policy Council again to receive additional feedback (as in Steps 4 and 5 above.) If prior Policy Council feedback was not incorporated into revisions, writer provides an explanation to Policy Council.
7. Program Manager reviews and approves Chapter and Section changes.
8. Program staff sends Word document(s) with tracked changes to Distance Learning Trainer and CAF Child Welfare Training Manager for formatting in InDesign.
9. PDF versions of the revised Chapter and Section(s) are sent back to Program staff for review/proofing.
10. Program staff and Program Manager review and approve all changes/edits in the InDesign documents.
11. Child Welfare Programs and Policy Administrator, or designee, conducts the final review and approval for posting the new or revised procedure.
12. Distance Learning Trainer saves final documents (Word, InDesign and pdf documents) in the Transfer Folder (on the I-drive at: I:\CW Procedure Manual\!!Draft\Transfer) with applicable version number using agreed upon naming convention.
13. Distance Learning Trainer notifies the Child Welfare Web Master that all changes have been accepted. The Child Welfare Web Master saves all documents to the CW PM Master folder.
14. Program staff prepares an Information Memorandum (IM) utilizing form DHS 0080 "DHS Information Memorandum (IM) Transmittal" notifying field staff of revisions and coordinates posting date with issue of monthly IM.
15. The Child Welfare Web Master sends all applicable documents and instructions to web design team and works with them to get changes posted to the internet.