

Rule Writing Update




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IDAHO PROCESS

- Department of Administration
 - Office of Administrative Rules
- State Agencies Write Own Rules

"ACE"

- **Accountability**
 - **Consistency**
 - **Efficiency**
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"ACCOUNTABILITY"

- Administration of Programs
- Alignment

"CONSISTENCY"

- Relationship to Rules
- Old Process of Writing Rules
- Standardize Rule Process

"EFFICIENCY"

- Creation of New Roles
- Use of Resources
- Adobe ® Framemaker


DESIRED OUTCOMES

- Customers
- Technology

BUSINESS MODEL-RULES

- Create Rule Writer Unit
- Consolidate Activities
- Optimize Resources


CREATION OF RULE WRITER UNIT

- Business Standards
 - Staff Skills and Resources
 - Communication
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RULE WRITER'S BUSINESS STANDARDS

- Research / Analysis
- Collaboration Activities
- Drafting Activities
- Communication/Education

WHAT IS PLAIN LANGUAGE

- Needs of Readers
 - Clear Correspondence
 - Reduces Burden
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WHAT IS PLAIN LANGUAGE

- Sends Message
 - What Government Does
 - What Government Offers
 - What Government Asks Of You

WHAT IS PLAIN LANGUAGE

- Provides Clarity
- Does Not Repeat Statute
- Avoids Being Vague

ADVANTAGES OF PLAIN LANGUAGE

- Improves Compliance
- Improves Relationship
- Saves Money, Time and Resources

HOW TO USE PLAIN LANGUAGE

1. Identify Intended Reader

- Anticipate Reader's Questions
- What Does He Need To Know
- What Does He Want to Know

HOW TO USE PLAIN LANGUAGE

2. Organize for the Reader

- Appeal to the reader visually

3. Use Words the Reader Understands

- Goal is not to “Dumb-Down”

1. IDENTIFY & SPEAK TO THE READER

- Who Is The Reader
- Anticipate Reader's Questions
- Personalize The Message
- Define The Reader


1. IDENTIFY & SPEAK TO THE READER

- Use Vertical Lists
- Use Headings That Inform
- Avoid Confusing Terms
 - Acronyms need to be defined

2. ORGANIZE TO SERVE THE READER

- General To Specific Requirements
- Major Topics To Minor Topics
- First Step To Last Step
- Strong Points Before Details
- Most Used To Least Used

3. USE WORDS THE READER UNDERSTANDS

- Use Active Voice
 - Use Questions and Answers
 - Omit Long, Complex, Run-on Sentences
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- A decorative silhouette of a mountain range in shades of teal, located at the bottom right of the slide.

IDAPA 16.02.15.102.02
Schedule of Intended Immunizations

"A statement by a legal parent, custodian or guardian of any child who is not immunized, excepted or exempted, and who is in the process of receiving, or has been scheduled to receive the required immunizations, must be in the possession of school authorities at the time of first admission and before attendance on a form provided by the Department or one substantially similar, to include the following information:"

USE WORDS THE READER UNDERSTANDS

- Use Positive Statements - Avoid Negatives
- Use Strong Verbs - Avoid Turning Verbs Into Nouns
- Use Clear, Direct Words - Omit unnecessary and useless

IDAPA 16.02.15.005.04
Laboratory Proof

"A written or typed document or certificate from a medical laboratory, licensed by the Department's Bureau of Laboratories or by a substantially similar body in another state or jurisdiction within the United States, stating the type of test performed, the date of each test, and the results."

CLEAR & DIRECT WORDS

- In accordance with
 - under, by, following, per
- For the purpose of
 - for, to
- Under the provisions of
 - under

CLEAR & DIRECT WORDS

- Due to the fact that
 - since, due to
- Whereas
 - because, since
- In a timely manner
 - promptly, on time,

CLEAR & DIRECT WORDS

- With regard to
 - about
- In the event that
 - if, when
- During such time
 - during, while

CLEAR & DIRECT WORDS

- An example of that would be
 - An example is
- There are three other considerations that far outweigh
 - Three other considerations outweigh

RULE UNIT'S GOALS

- Accountability
- Consistency
- Efficiency

RULE UNIT'S ACCOMPLISHMENTS

- More Coordinated Rule Development
- Time Saved by Consolidating Process
- Researching Impact of Rules on Other Rules and Programs
- More Negotiated Rulemaking With Providers, Participants and Staff

RULE UNIT'S ACCOMPLISHMENTS

- Eliminating Outdated Rules
- Better Quality Rules That Provide
 - A Guarantee to the Public
 - A Defense for the Department
 - Or State a Requirement

Acknowledgements

- ◆ Plain Language On Line Training
www.plainlanguage.gov
- ◆ Government Regulations and the Plain English Movement
[Policy & Practice - December 2002](#)
- ◆ Strategic Plan FY 2005-2008 IDHW
- ◆ Business Model for Improving the Rulemaking Process - IDHW 2002