

Rules Analysis

Introduction:

This document provides technical instructions for using the new Rules Analysis tool to complete your annual analysis of rulemaking required, authorized, or implicated by your enacted bills for the ARRC. This tool replaces the Microsoft Word template from the previous process. See separately a memo from Jack Ewing with instructions on the legal framework for completing this analysis. Questions on this new process can be directed to Jack.

To Begin:

- **URL** - <https://www.legis.iowa.gov/portal>
Or click the **Applications** link at the bottom of the legislative website home page (www.legis.iowa.gov) to navigate to the sign in screen.
- Sign in and then click the **Rules Analysis** link along the left-hand side of the screen.

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To Log in to Rules Analysis Application:

Log In

Legislative users: Please sign in using your network credentials (i.e., firstname.lastname or flastna).

All other users: Please sign in with the email address used to create your account.

Username:*

Password:*

Sign in using your legislative credentials and then click **Log In**.

Once signed in, click the **Rules Analysis** link in the left navigation pane to launch the application.

Default View/My Bills List:

You will see a screen similar to the one below, showing all bills that have been assigned to you. The system will always default to the most current GA and session. See the **My Bills** filter at the top of the page. This is the default view for drafters:

The screenshot shows the 'Drafter' interface with the following elements and callouts:

- Filters:** A 'My Bills' dropdown menu (callout: 'By default, the system will show you all bills assigned to you (My Bills). Click the drop-down and choose "All Bills" to see all bills, regardless of assigned drafter.').
- Bill Status:** A dropdown menu set to 'Drafter Review, Drafter' (callout: 'You can select one or several drafters from the Assignee drop-down to view the bills assigned to the selected drafter(s)').
- Assignee:** A dropdown menu set to 'All Drafters' (callout: 'You can select one or several drafters from the Assignee drop-down to view the bills assigned to the selected drafter(s)').
- Search Bill:** A search input field (callout: 'Bill Number Filter: Type in a Bill Number to pull up only that bill.').
- Bill List:** A list of bills, with 'HF 310' highlighted (callout: 'Click the linked bill number to pull up the bill in BillBook.').
- Bill Details:** A detailed view for 'HF 310' showing 'Bill Status: Drafter Review', 'Enrolled Date: 06/05/2020', 'Drafter: Stuart Stromberg', and 'Assignee List: Emily Kramer, Stuart Stromberg'. A red 'X' icon is visible (callout: 'Click here to complete the rules analysis of the bill.').
- Remove Bill:** A red 'X' icon at the bottom right of the bill card (callout: 'Click here to remove the bill from your list. (The bill will be removed from your "My Bills" list, but will still be visible in the "All Bills" list.)').

By default, you will be shown all bills in Drafter Review status and Drafter Review Feedback status. Use the drop-down provided to select/deselect bill statuses. (See below for a screenshot of the drop-down provided.)

The screenshot shows the 'Bill Status' dropdown menu with the following options:

- Drafter Review, Drafter** (selected)
- Select All
- Deselect All
- Drafter Review ✓
- Drafter Review Feedback ✓
- Drafter Analysis Complete
- ARRC Legal Analysis Complete
- Agency Review Complete

Bill Status Key:

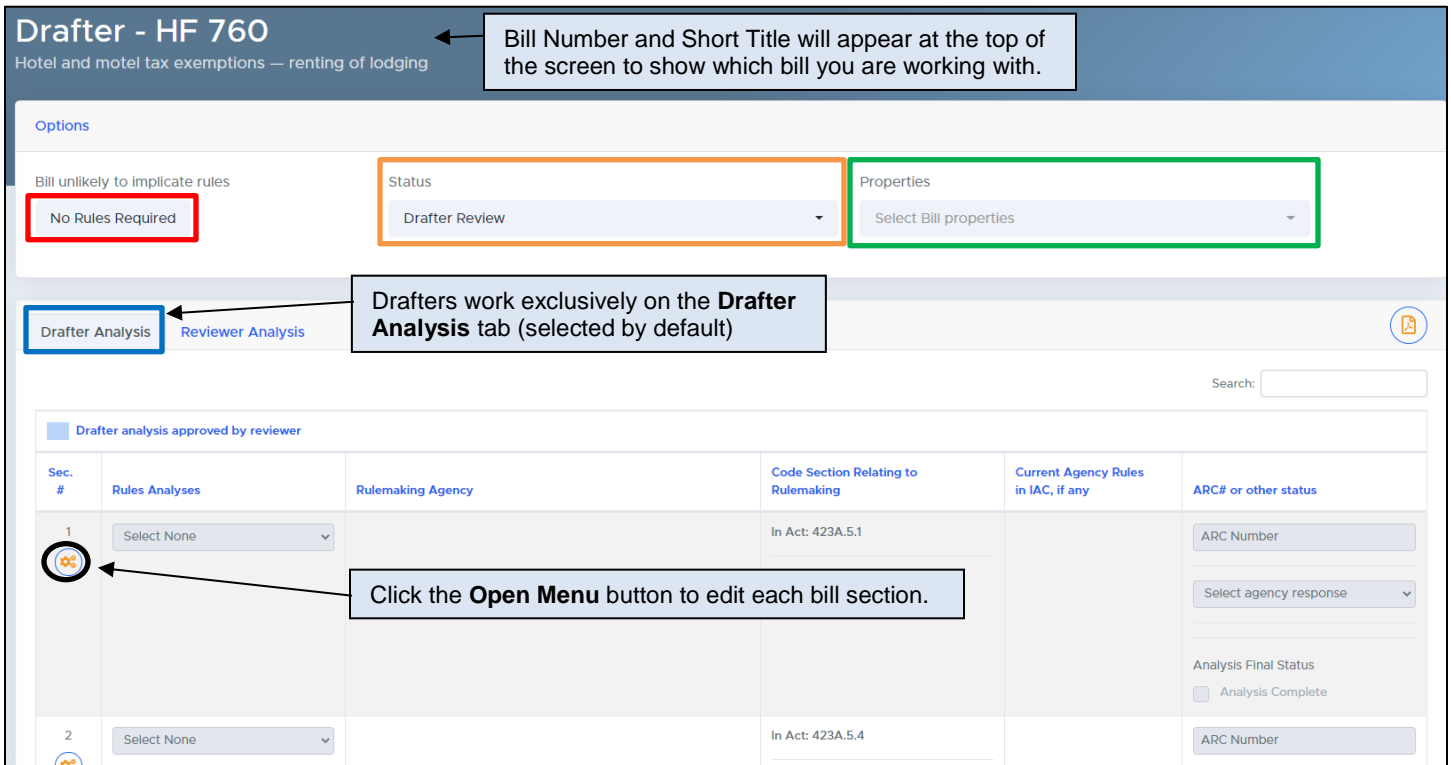
- Drafter Review:** Bill in need of review by drafter
- Drafter Review Feedback:** Feedback on drafter review submitted, provided by Jack
- Drafter Analysis Complete:** Bill reviewed by drafter and submitted to Jack
- ARRC Legal Analysis Complete:** Jack has completed his review of drafter analysis and marked complete
- Agency Review Complete:** Agency has submitted their review to Jack and Jack has finalized

NOTE: Drafters will only be able to edit bills in either Drafter Review Status or Drafter Review Feedback status. Drafters have read-only permission to all bills in other statuses. This means drafters can see bills in other statuses, but will be unable to edit them. This is by design.

Complete Rules Analysis of a Bill:

1. Click the Rules Analysis icon  next to the bill you wish to analyze.

You will see a screen similar to the one below:



Drafter - HF 760
Hotel and motel tax exemptions — renting of lodging

Bill Number and Short Title will appear at the top of the screen to show which bill you are working with.

Options

Bill unlikely to implicate rules
No Rules Required

Status
Drafter Review

Properties
Select Bill properties

Drafting Analysis Reviewer Analysis
Drafters work exclusively on the **Drafter Analysis** tab (selected by default)

Search:

Drafter analysis approved by reviewer

Sec. #	Rules Analyses	Rulemaking Agency	Code Section Relating to Rulemaking	Current Agency Rules in IAC, if any	ARC# or other status
1	Select None		In Act: 423A.5.1		ARC Number Select agency response Analysis Final Status <input type="checkbox"/> Analysis Complete
2	Select None		In Act: 423A.5.4		ARC Number

Click the **Open Menu** button to edit each bill section.

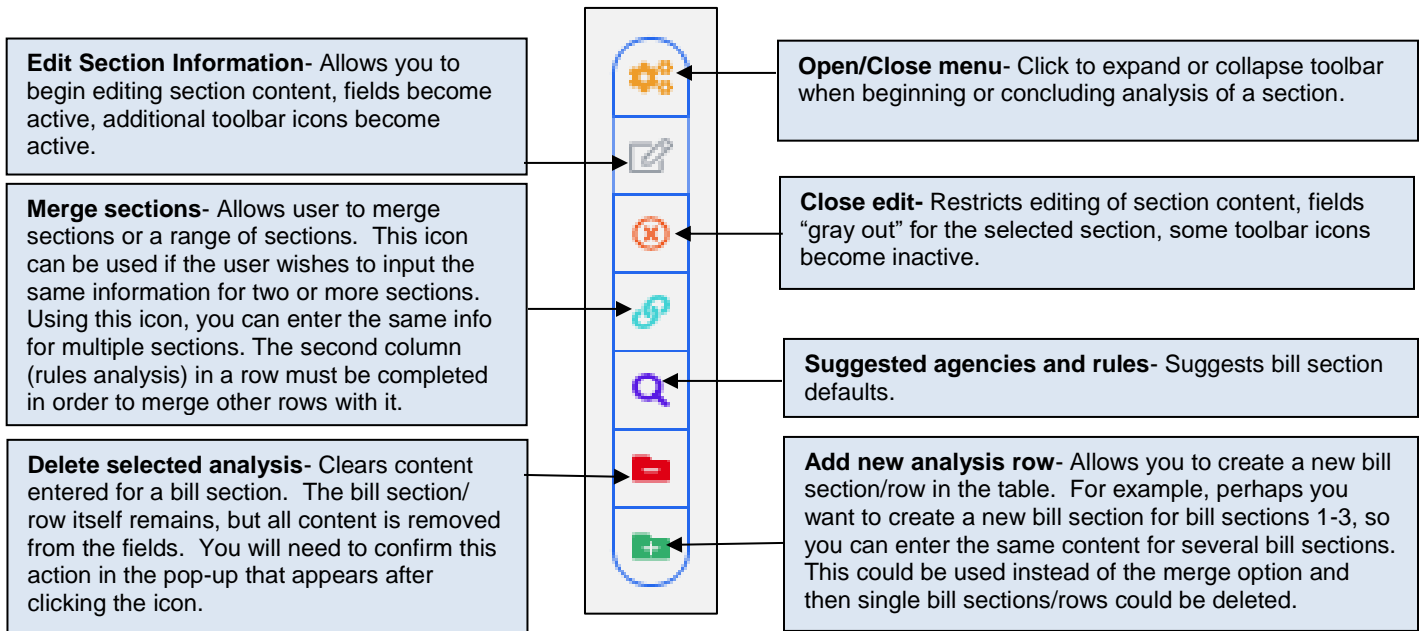
Hover text will display to show what everything does. Please your cursor over an area (but do not click) to read hover text. **This page is most effectively viewed on a screen in the landscape position or across multiple screens.**

- Click the **No Rules Required** button (outlined in red above) to set “no rules required” for **all** bill sections.
- **Status** (outlined in orange above) will be designated Drafter Review or Drafter Feedback, as applicable. Drafters will begin in Drafter Review.
- Set properties for the bill in the **Properties** drop-down menu (outlined in green above). This field allows you to mark the bill with “Delayed effective date or similar provision” if applicable.
- Drafters will work exclusively on the **Drafter Analysis** tab (outlined in blue above). This tab is selected by default after clicking the Edit Bill icon.

Each bill section will already have a row in the chart. Inactive icons will be grayed out.

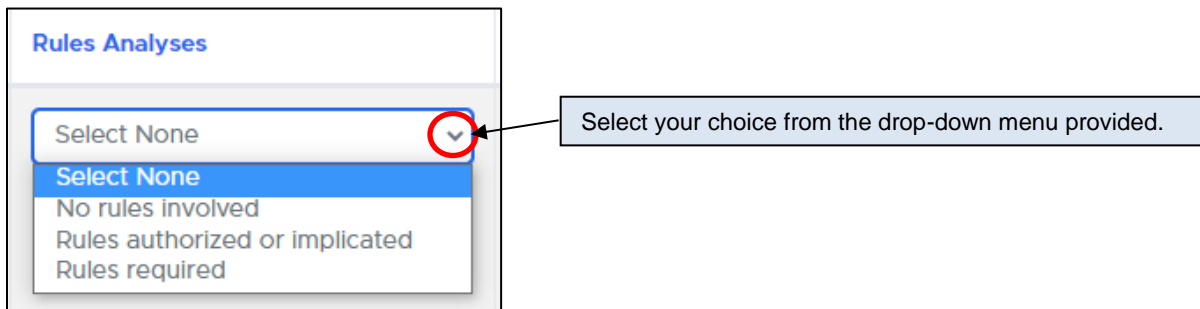
2. Click the **Open Menu** button next to each bill section (circled above in black) to begin analysis.

This will open a toolbar next to the section (see below):



Click the **Edit Section Information** icon to enter information for a bill section.

3. Select your choice for a bill section from the **Rules Analysis** drop-down in the second column of the table. See below:



When you make your choice, you will see a message displayed in green at the top of the screen, letting you know the bill status has been updated accordingly. (See below)



4. Enter the **Rulemaking Agency** in the third column.

- If a rule jointly adopted by multiple agencies is required, check the box next to “Joint Rule”; this will allow more than one agency to be entered in the field. (Checkbox circled in red on the screenshot below.)
- If the Joint Rule box is NOT checked, only one agency can be entered in the field.
- For bill sections that must be implemented separately by multiple agencies, use the green “Add new analysis row” in the Section Toolbar and create multiple rows for such sections.
- Predictive text is enabled, allowing you to begin typing the first few letters of the agency, and the system will return a list of agencies that fit that criteria. See below:

The screenshot shows a form titled "Rulemaking Agency". At the top, there is a checkbox labeled "Joint Rule" which is circled in red. Below this is a text input field containing the text "tran". A dropdown menu is open below the input field, displaying two search results: "Board of Sign Language Interpreters and Translitterators" and "Transportation Department". An arrow points from the text below to the "Transportation Department" entry in the dropdown.

Click on the appropriate agency in the list provided to select it. The name of the agency will be entered in the field and again you will see a message in green at the top of the screen telling you the agency was added successfully. See below:

The screenshot shows the same "Rulemaking Agency" form. The "Joint Rule" checkbox is now unchecked. Below it is a search bar labeled "Search Agency Name". The dropdown menu is still open, and the "Transportation Department" entry is highlighted with a red border. A trash can icon is visible at the end of this entry.

Click the trash can icon to remove the agency, if necessary.

5. Enter the **Code Section Relating to Rulemaking** in the fourth column.

Code Section Relating to Rulemaking

In Act: 423A.5.1

(Format: Chapter.Section)

Not in Act

Code Section(s) in Act will automatically display here

Hover over field to display instructions. (See below)

Code Section Relating to Rulemaking

In Act: 423A.5.1

(Format: Chapter.Section)

Type Chapter.Section, then select item from list

- 423
- 423
- 423.1
- 423.2
- 423.2A
- 423.3
- 423.4
- 423.5
- 423.6
- 423.7
- 423.7A

For Code sections not in the Act, begin by typing the Chapter number in the field provided, again predictive text is enabled so all Chapters matching what you typed will display. Click the appropriate Chapter.Section (use periods only!) from the list shown.

Once you select a Code Section by clicking it, it will be added to the field. Repeat the process, as needed, to enter all Code sections relating to rulemaking for the bill section. You will get the message “Code Reference added successfully” at the top of the screen in green. See example below:

Code Section Relating to Rulemaking

In Act: 423A.5.1

(Format: Chapter.Section)

Not in Act

423.1

423A.5 1

To enter a subpart, choose the Chapter.Section from the drop-down and then enter the subpart number or letter in the blank field to the right.

Click the trash can button to remove a Code section.

6. Enter **Current Agency Rules in IAC**, if any exist, in the fifth column.

Current Agency Rules in IAC, if any

(Format: Agency.Chapter.Rule)

Begin by typing the Agency.Chapter.Rule, then select the item from the list. Predictive text is enabled so everything matching what you typed will display. Click the appropriate Agency.Chapter.Rule (use periods only!) from the list shown to select it.

Section Relating to	Current Agency Rules in IAC, if any
BA.5.1	(Format: Agency.Chapter.Rule)
	<div style="border: 1px solid red; padding: 5px;"> <p>Type Agency.Chapter.Rule, then select item from list</p> <p>Search Code Referenc</p> <ul style="list-style-type: none"> 761.1 761.1 761.10 761.11 761.12 761.13 761.14 761.15 761.16 761.17 </div>
1	
BA.5.4	

Once you select the proper IAC (if necessary), by clicking it, it will be added to the field. Repeat the process as needed to enter all current agency rules in IAC (if any) for the bill section. You will see the message "IAC added successfully" at the top of the screen in green. See example below:

Current Agency Rules in IAC, if any

(Format: Agency.Chapter.Rule)

To enter a subpart, choose the Agency.Chapter.Rule from the drop-down and then enter the subpart number or letter in the blank field to the right.

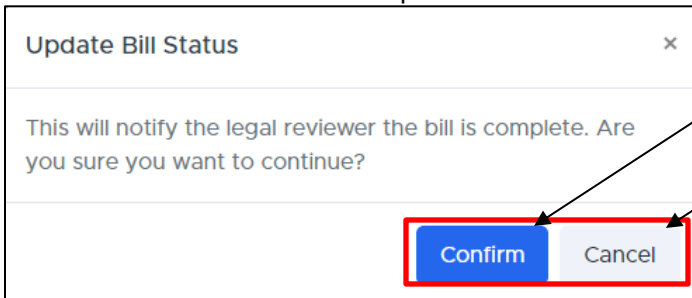
Click the trash can button to remove an IAC section.

The last column in the table is for the Reviewer (Jack). **You will NOT be able to edit content in this column.**

You can however view this information once added by Jack in the system.

Once you have filled in the required information for each bill section, go to the Status drop-down under the Options heading towards the top of the page and select **Drafter Analysis Complete** to submit your analysis to the Reviewer (Jack).

You will be asked to confirm the updated bill status. See below:



The dialog box titled "Update Bill Status" contains the text: "This will notify the legal reviewer the bill is complete. Are you sure you want to continue?". At the bottom, there are two buttons: "Confirm" (highlighted with a red box) and "Cancel".

Click **Confirm** to update the bill status to "Drafter Analysis Complete," which will submit the drafter analysis to the legal reviewer.

Click **Cancel** to leave the bill status as "Drafter Review." This will NOT submit the drafter analysis to the legal reviewer, but will save the bill information, which can be submitted at a later time, following the instructions above.

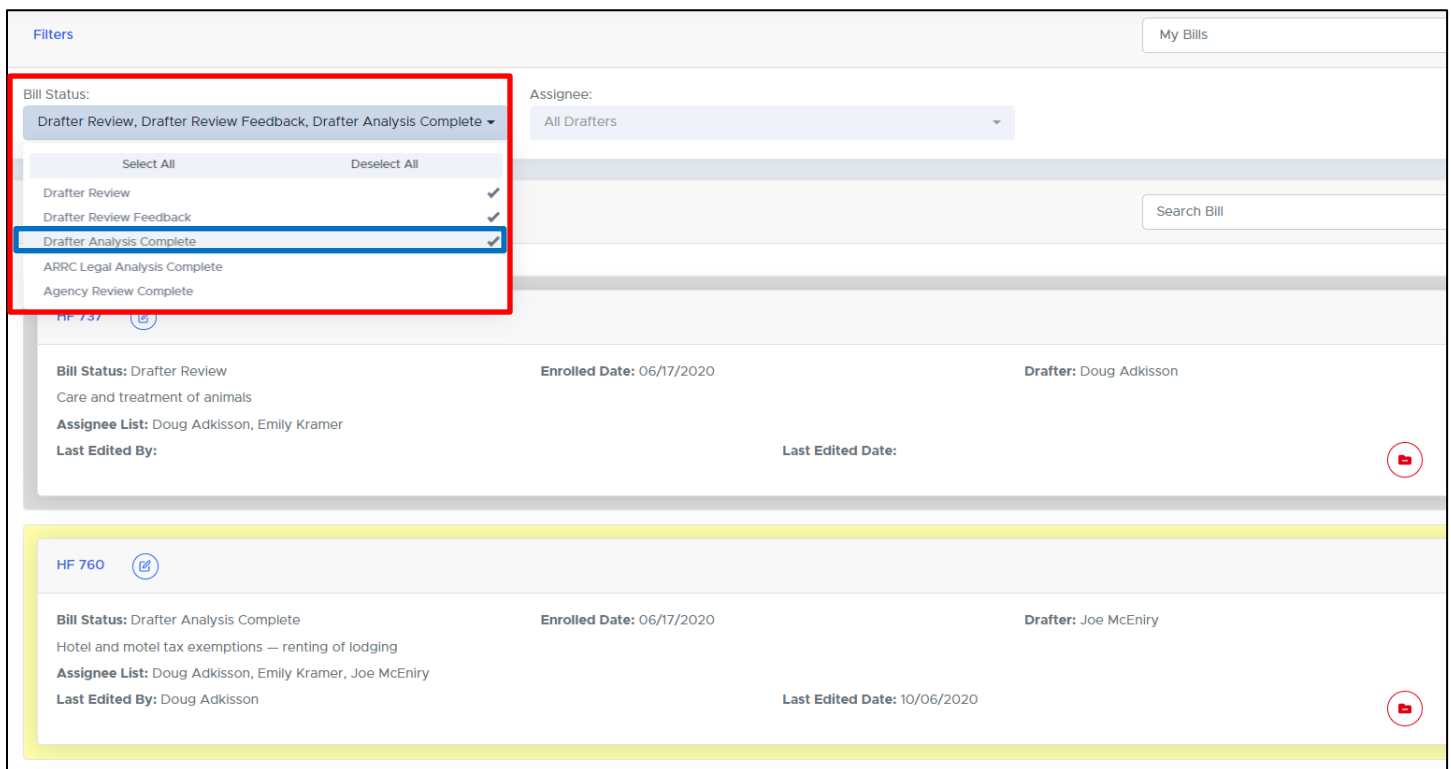
If you click the **Confirm** (above), an email will be sent to Jack indicating the bill has been marked "Drafter Review Complete" and is ready for ARRC Legal Analysis.

The page will become "grayed out"/inactive. You will no longer be allowed to make changes to the information you entered, as it was submitted to the legal reviewer. If you realize you need to make a correction after submitting, contact Jack.

You have successfully submitted your analysis for this bill. (This message will appear in green.)

Click the **Drafter** link in the upper left corner of your screen under "User" to return to the main page of the Rules Analysis application. You will see the bill has been removed from your "My Bills" list. This is because the page only shows bills in Drafter Review and Drafter Review Feedback status by default. The bills in this status are the only ones that drafters can edit.

If you wish to see the bill you just submitted, go to the Bill Status drop-down at the top of the screen and select "Drafter Analysis Complete." You will see a check mark will appear next to the status, indicating you will see bills with that status on the screen (in addition to the status(es) already selected). See example below:



The screenshot shows a "Filters" section with a "Bill Status:" dropdown menu. The menu is open, showing options: "Drafter Review, Drafter Review Feedback, Drafter Analysis Complete" (selected), "Select All", "Deselect All", "Drafter Review", "Drafter Review Feedback", "Drafter Analysis Complete" (highlighted with a blue box and a checkmark), "ARRC Legal Analysis Complete", and "Agency Review Complete". Below the menu, a table of bills is shown. The first bill (HF 737) has a status of "Drafter Review". The second bill (HF 760) has a status of "Drafter Analysis Complete" and is highlighted with a yellow border.

Bills in "Drafter Analysis Complete" status will be outlined in yellow (as on the screen above).

Drafter Review Feedback:

If Jack rejects any of the changes you have suggested to a bill, you may receive an email message if further analysis or corrections are needed. Do NOT reply to the email; it is only intended to alert you that the bill has been returned to you with feedback. An example of the email you will receive can be seen below:

The image shows a screenshot of an email from RulesAnalysis@legis.iowa.gov. The email content includes a subject line, recipient information, a status update for bill HF 760, reviewer feedback, a login link, and a disclaimer. Three callout boxes with arrows point to specific parts of the email: the bill number 'HF 760', the text 'Here is the reviewer feedback...', and the URL 'https://test.legis.iowa.gov/analysis'.

Thu 10/8/2020 3:57 PM

R RulesAnalysis@legis.iowa.gov
Rules Analysis - Drafter Review Feedback

To LSAProjectTeam
Cc LSAProjectTeam

HF 760 has been set back to drafter review status by the reviewer.

Reviewer feedback:
Here is the reviewer feedback...

Please log into <https://test.legis.iowa.gov/analysis> to make any necessary corrections.

Please do not reply to this email as this email account is not monitored.

Bill number sent back for review and reviewer (Jack's) feedback will display in the email body.

Click link provided to sign in to the **Rules Analysis** application.



When you sign back into the system, any bills returned with feedback will be outlined in red in your “My Bills” list (default view). See below:

Click the **Edit Bill** icon (outlined in blue above) next to the bill to view feedback and edit the bill information. You will see a screen like the one below:

Bill section(s) shown in blue mean(s) the analysis was *accepted* by the Reviewer.

Bill section(s) in white mean(s) the analysis for the section was *rejected* by the Reviewer.

Click the  next to the bill number in the left navigation pane to display the Reviewer feedback from Jack.

Click the **Open menu** icon  next to the bill section(s) rejected (in white) and then the **Edit Section Information** icon  to edit the bill section information, as before. Carry out any further work on the bill that is necessary. Previous analysis of a bill section can be done using the same process used to initially complete it.

When finished editing, choose **Drafter Analysis Complete** from the Status drop-down at the top of the screen and then click **Confirm**. This will resubmit the analysis to the Reviewer (Jack) and email him that the analysis for the bill has been completed.