Legislative Services Agency – Computer Services Division
Iowa Legislature

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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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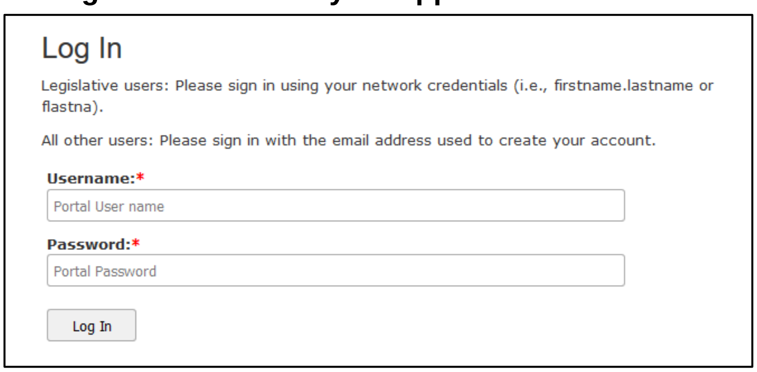
To Log in to Rules Analysis Application:

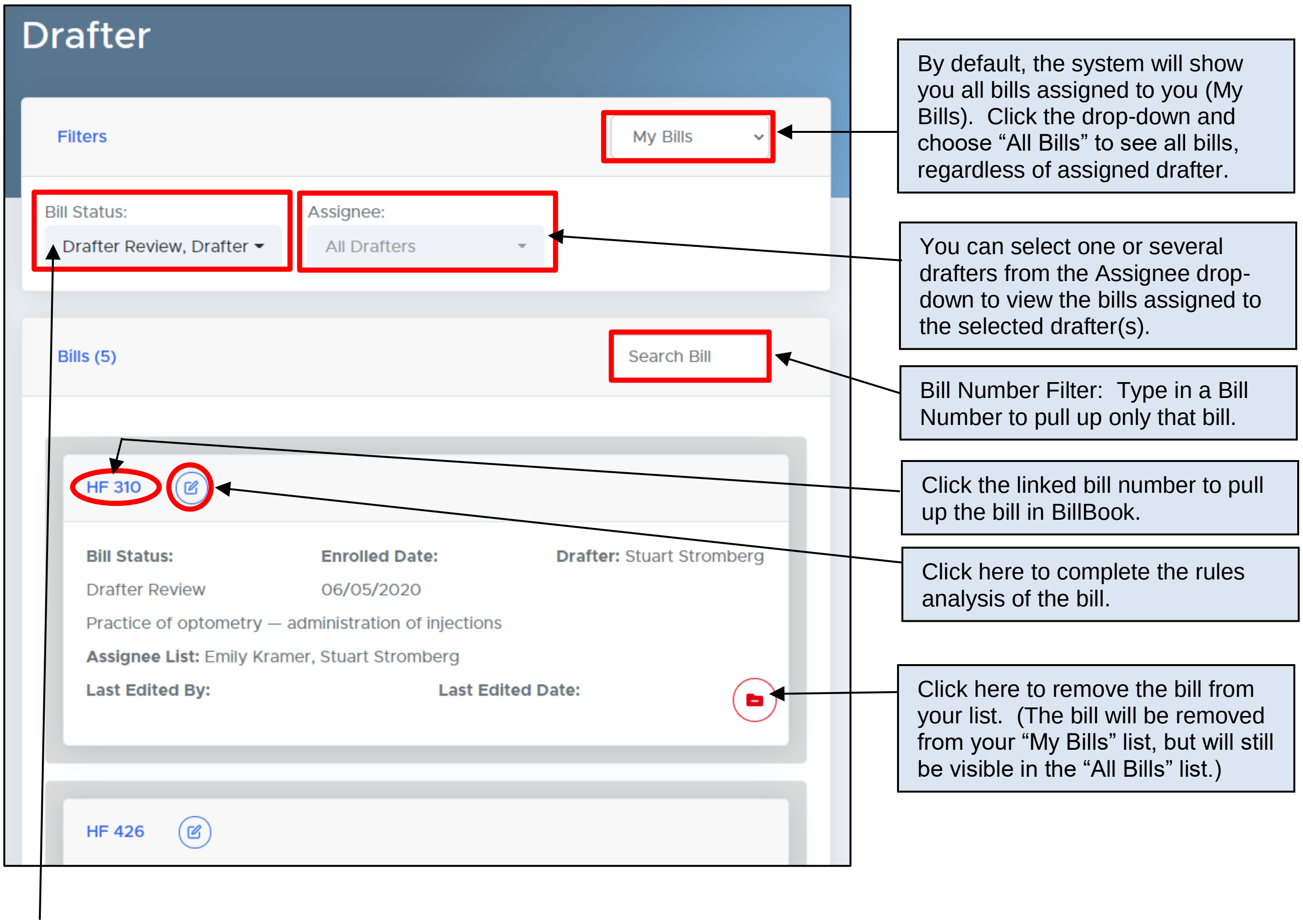


Sign in using your legislative credentials and then click **Log In**.

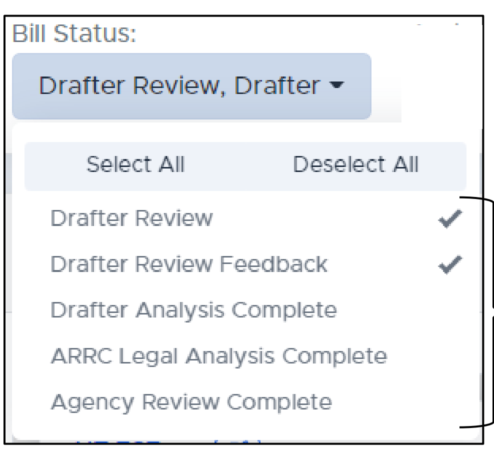
Once signed in, click the **Rules Analysis** link in the left navigation pane to launch the application.

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:



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.)



<u>Bill Status Key</u>:

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

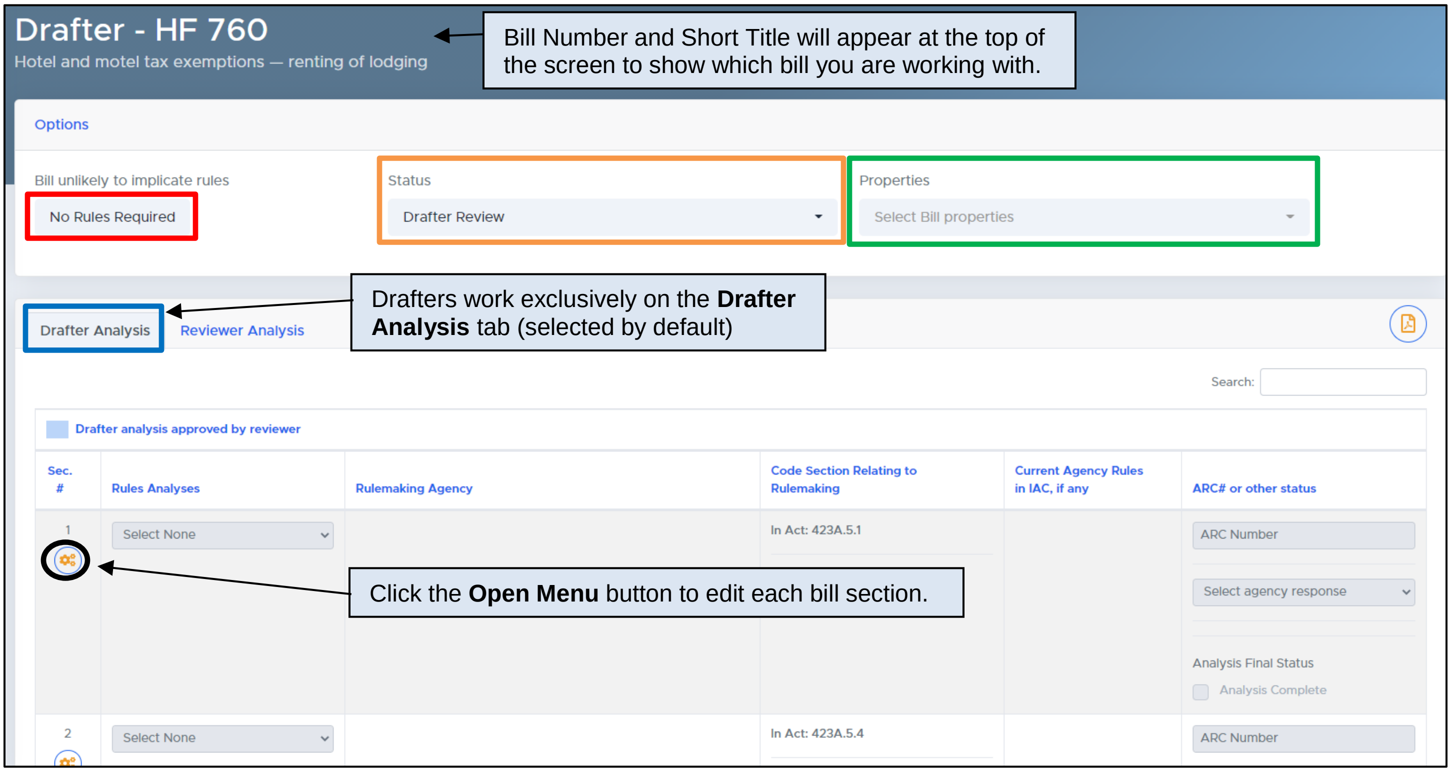
Agency Review Complete: Agency has submitted their review to Jack and Jack has finalized

<u>NOTE</u>: 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:



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.

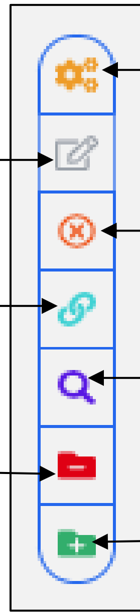
2. Click the **Open Menu** button next to each bill section (circled above in **black**) to begin analysis.

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

Edit Section Information- Allows you to begin editing section content, fields become active, additional toolbar icons become active.

Merge sections- Allows user to merge sections or a range of sections. This icon can be used if the user wishes to input the same information for two or more sections. Using this icon, you can enter the same info for multiple sections. The second column (rules analysis) in a row must be completed in order to merge other rows with it.

Delete selected analysis- Clears content entered for a bill section. The bill section/ row itself remains, but all content is removed from the fields. You will need to confirm this action in the pop-up that appears after clicking the icon.



Open/Close menu- Click to expand or collapse toolbar when beginning or concluding analysis of a section.

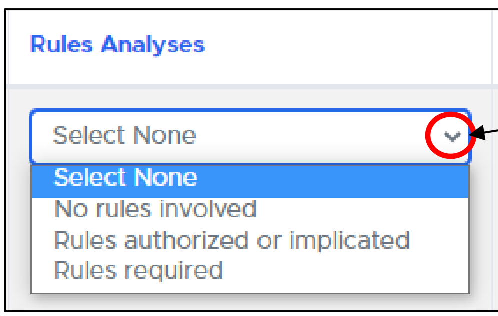
Close edit- Restricts editing of section content, fields “gray out” for the selected section, some toolbar icons become inactive.

Suggested agencies and rules- Suggests bill section defaults.

Add new analysis row- Allows you to create a new bill section/row in the table. For example, perhaps you want to create a new bill section for bill sections 1-3, so you can enter the same content for several bill sections. This could be used instead of the merge option and then single bill sections/rows could be deleted.

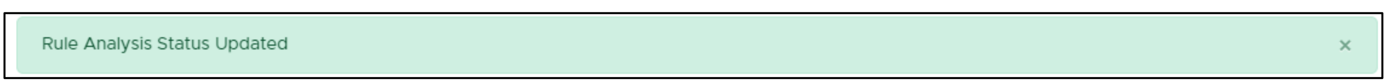
Click the **Edit Section Information** icon to enter information for a bill section.

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

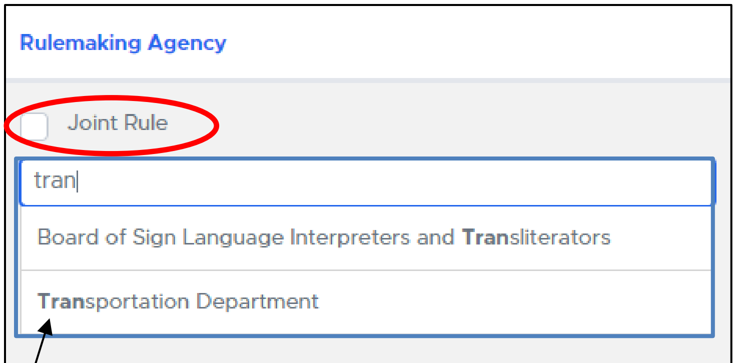


Select your choice from the drop-down menu provided.

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)



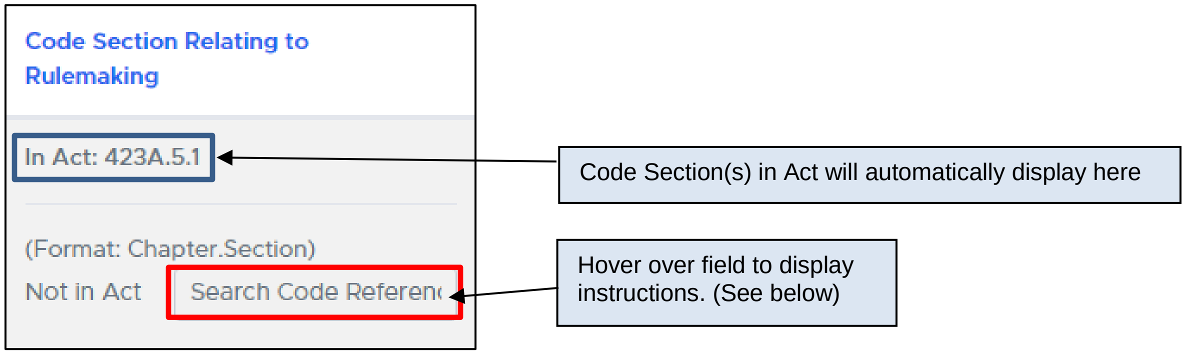
4. Enter the **Rulemaking Agency** in the third column.
    - If a rule jointly adopted by multiple agencies is required, check the box next to “Joint Rule”; this will allow more than one agency to be entered in the field. (Checkbox circled in red on the screenshot below.)
    - If the Joint Rule box 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:

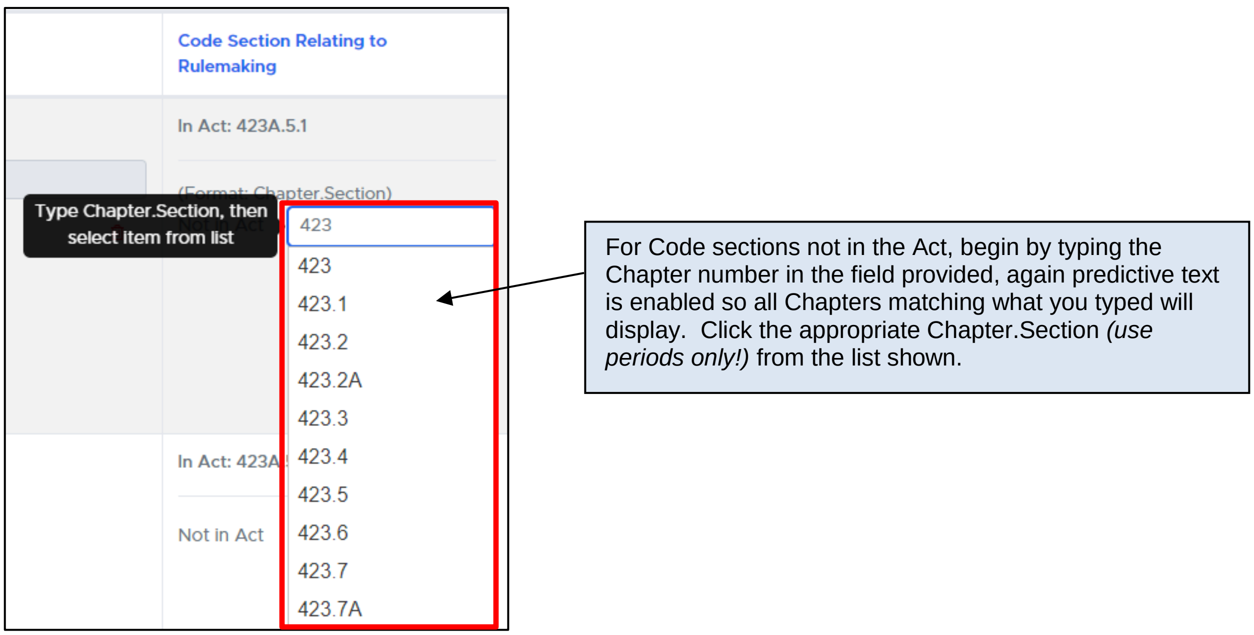


Click on the appropriate agency in the list provided to select it. The name of the agency will be entered in the field and again you will see a message in green at the top of the screen telling you the agency was added successfully. See below:

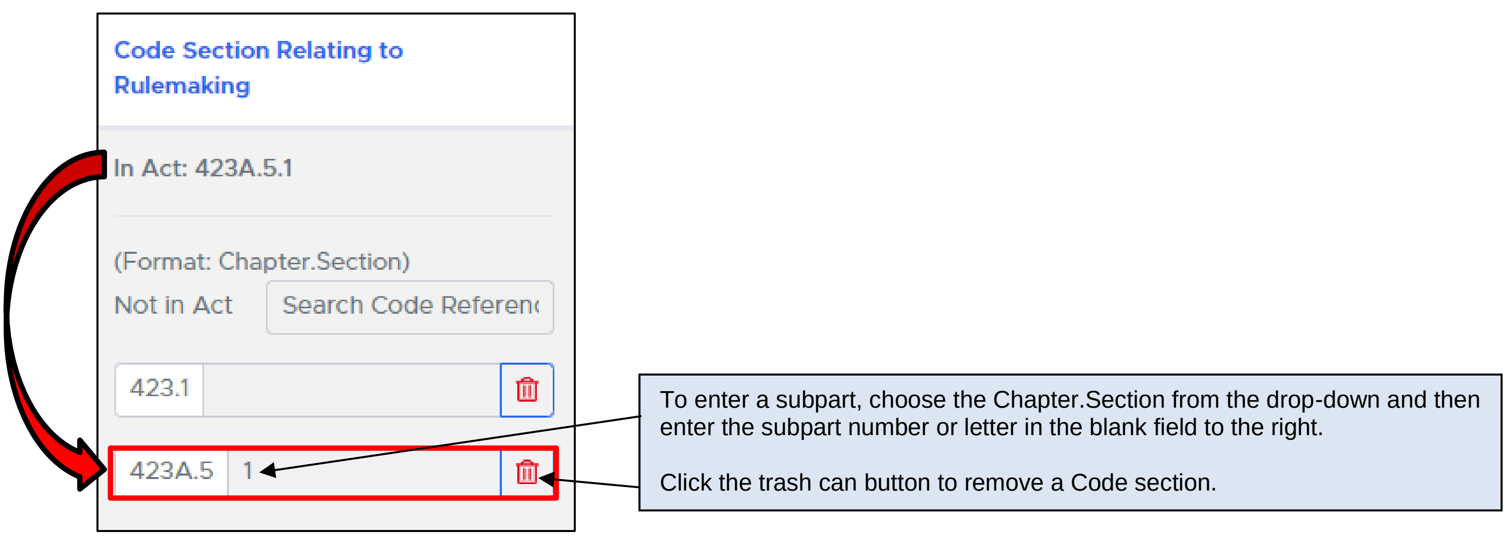
Click the trash can icon to remove the agency, if necessary.

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

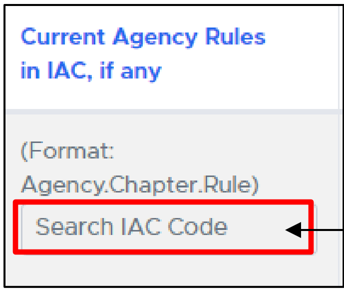




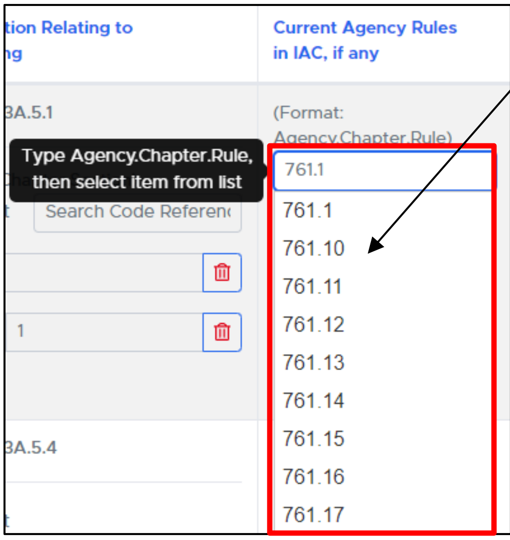
Once you select a Code Section by clicking it, it will be added to the field. Repeat the process, as needed, to enter all Code sections relating to rulemaking for the bill section. You will get the message "Code Reference added successfully" at the top of the screen in green. See example below:



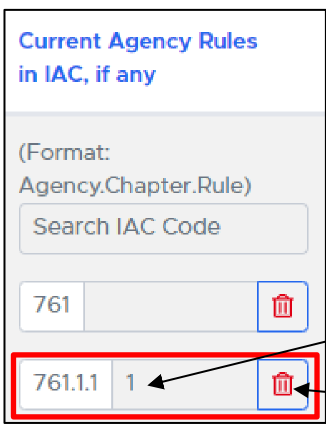
6. Enter **Current Agency Rules in IAC**, if any exist, in the fifth column.



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.



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:



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.

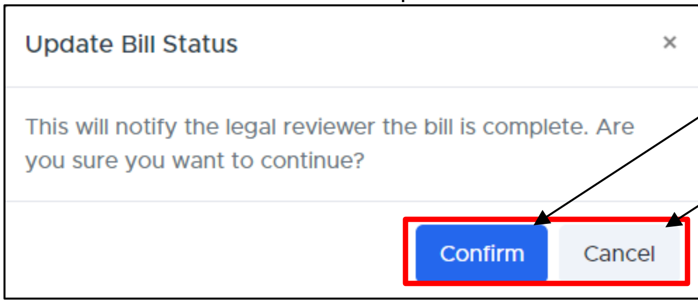
Click the trash can button to remove an IAC section.

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

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:



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.

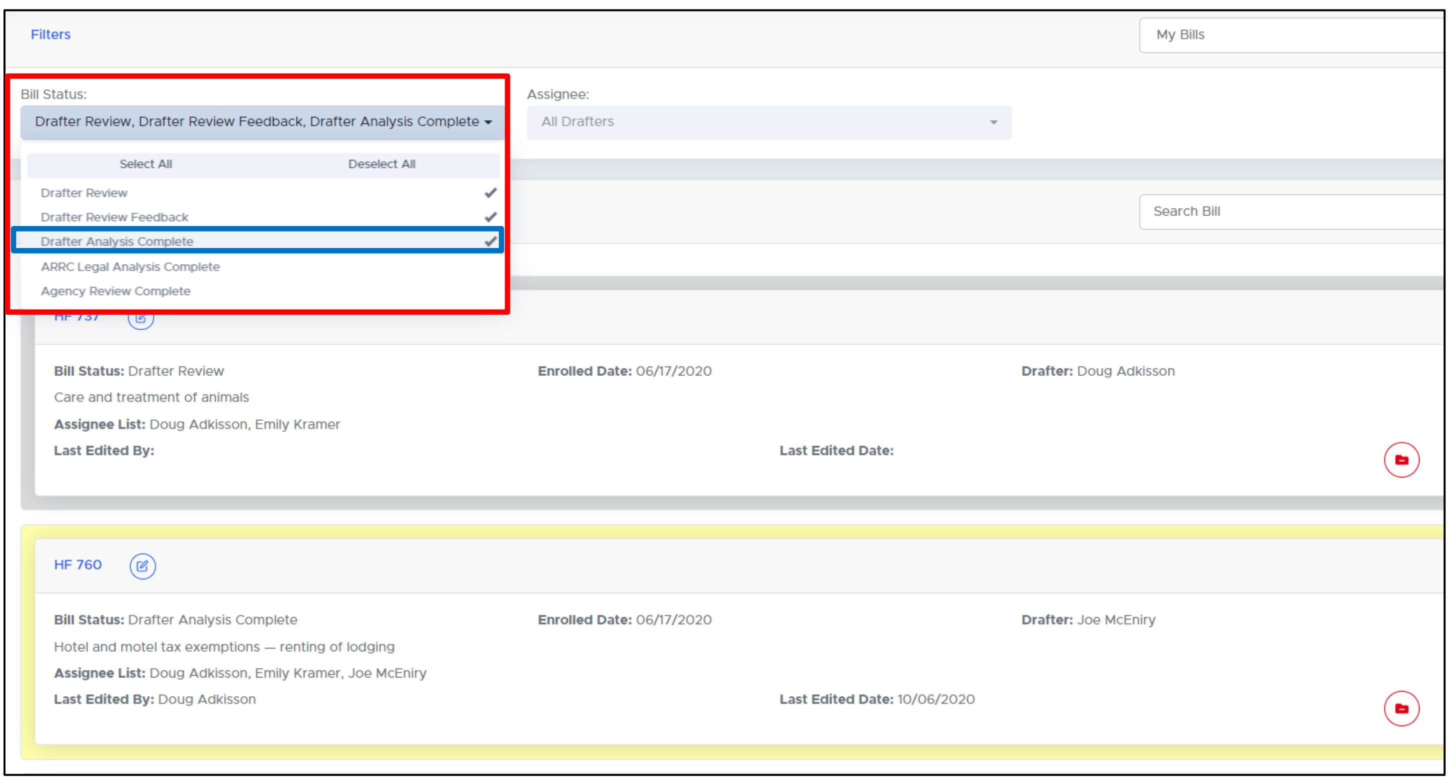
If you click the **Confirm** (above), an email will be sent to Jack indicating the bill has been marked "Drafter Review Complete" and is ready for ARRC Legal Analysis.

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.

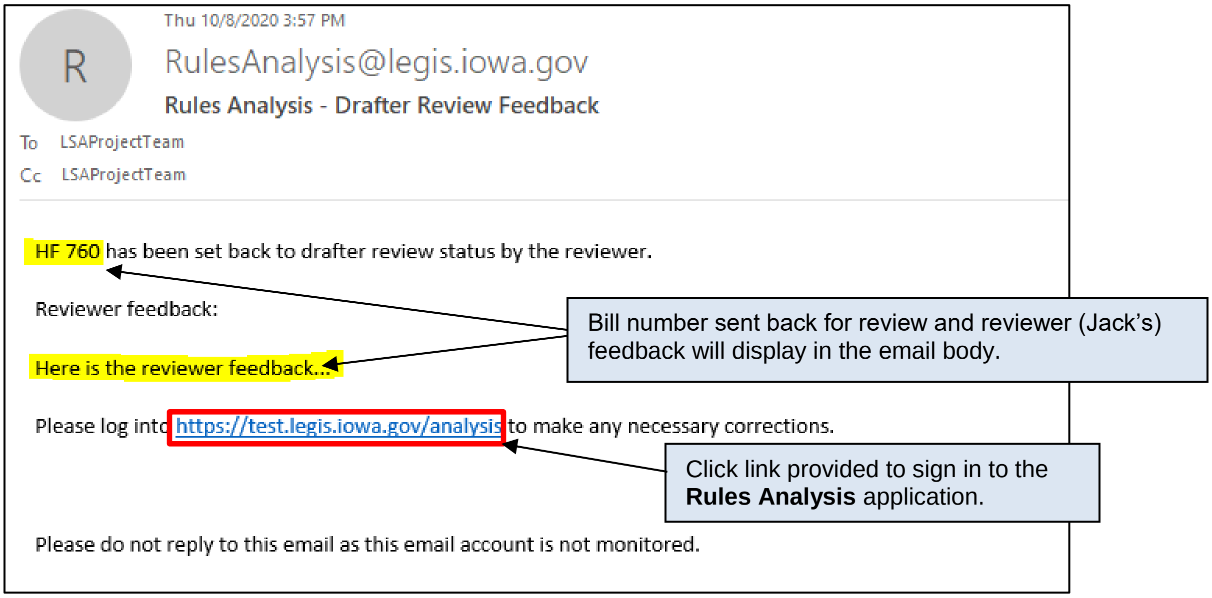
If you wish to see the bill you just submitted, go to the Bill Status drop-down at the top of the screen and select "Drafter Analysis Complete." You will see a check mark will appear next to the status, indicating you will see bills with that status on the screen (in addition to the status(es) already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



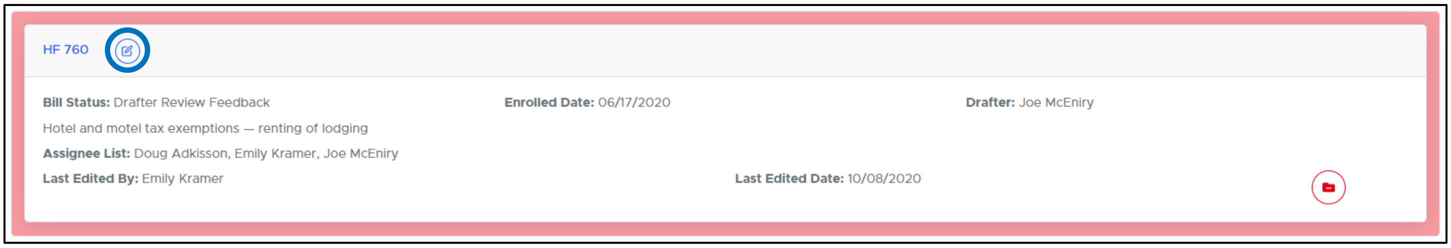
Bills in "Drafter Analysis Complete" status will be outlined in yellow (as on the screen above).

Drafter Review Feedback:

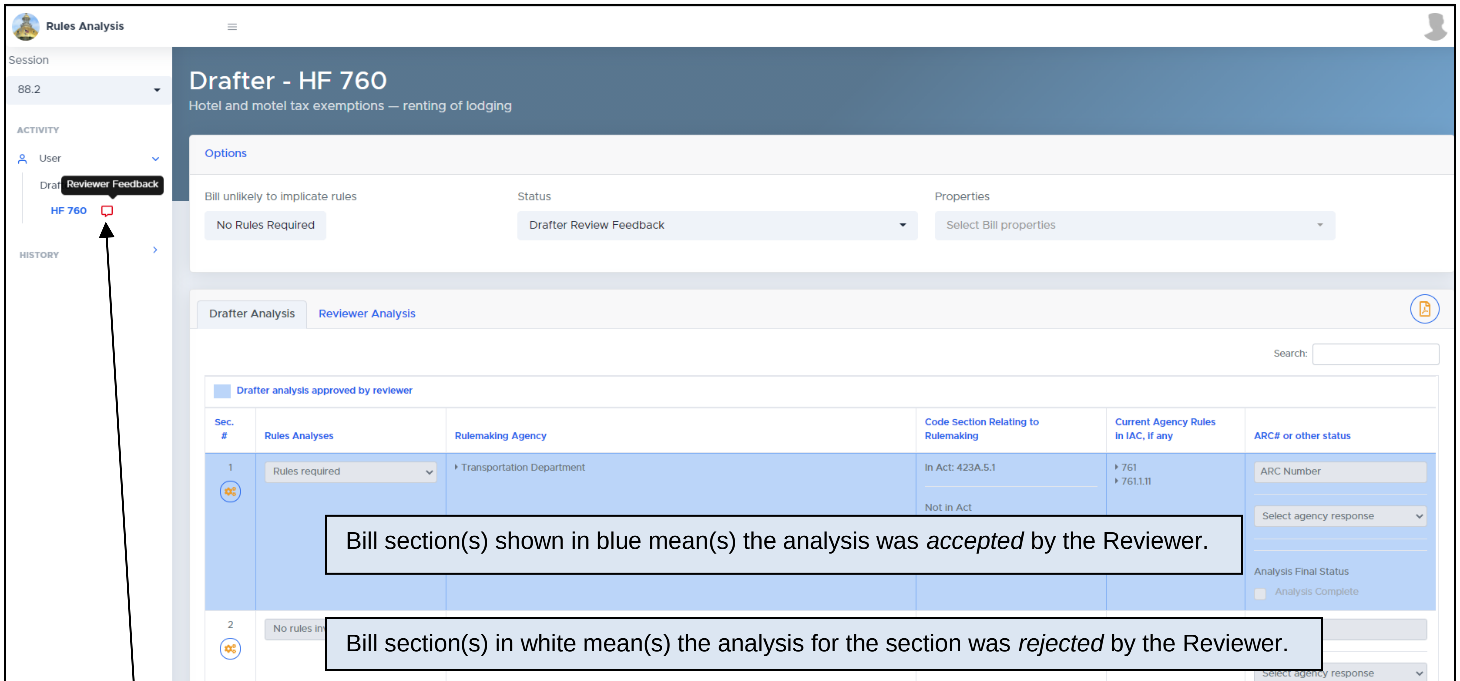
If Jack rejects any of the changes you have suggested to a bill, you may receive an email message if further analysis or corrections are needed. Do NOT reply to the email; it is only intended to alert you that the bill has been returned to you with feedback. An example of the email you will receive can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



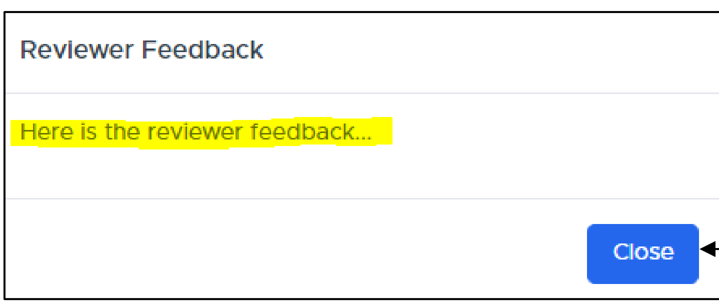
When you sign back into the system, any bills returned with feedback will be outlined in red in your “My Bills” list (default view). See below:



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:



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



Click **Close** button to close the window.

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.