



**Office of Policy, Legislative and Constituent Relations
Policy and Procedure for Formal Review of
Title 246 Washington Administrative Code**

Purpose	The purpose of this policy is to assure consistency in the implementation of the formal review process of all rules affecting Department of Health (department) programs, at regular intervals.
Scope	<p>All rules affecting DOH programs fall under the authority of either the Secretary of Health; one of 17 health profession boards or commissions; or the State Board of Health.</p> <p>This policy and procedure applies to the Policy, Legislative and Constituent Relations Office, all divisions and programs within the department.</p>
Policy/Policy Statement	The department established a formal review process to review all rules affecting department programs, which are all within Title 246 WAC, at regular intervals. The review process includes the adoption of a policy and procedure for implementation, and an electronic tracking system.
Goals	<p>The goals of the review are based on two things:</p> <ol style="list-style-type: none"> 1. The goals within Substitute Senate Bill 5679 (Chapter 30, 2013 Laws 2nd Special Session) which are to decrease the numbers of, simplify the process, and decrease the time required for obtaining licenses, permits, and inspections, as applicable, in order to reduce the regulatory burden on businesses without compromising public health and safety; and 2. To provide for clear, concise and reasonable rules that are clearly needed and coordinated to the extent possible with stakeholders.
Procedure	<p>The department has five areas of rule-making: Office of the Secretary (OS), Environmental Public Health (EPH), Disease Control and Health Statistics (DCHS), Health Systems Quality Assurance (HSQA), and Prevention and Community Health (PCH). Each is responsible for implementation of specific chapters of rules.</p> <p>Each division’s rule coordinator will be responsible for recording the rule review in the tracking system and ensuring the Rule Review Summary Sheet is complete.</p> <p>The department currently reviews rules when the rule is open for amendment. A “rule” is defined as one section of a chapter. For example, WAC 246-101-015 is a rule. The department typically opens rules for amendment by either an entire chapter or by subject matter (a group of specific sections of a chapter). The department refers to these as “rule projects”.</p> <p>The department does not have the resources to include stakeholders in all rule reviews. A rule review may not result in immediate rulemaking. The rules identified as requiring an amendment will be prioritized according to need and resources available.</p> <ol style="list-style-type: none"> 1. Identify those rules currently under review. <p>Divisions will continue to review “rule projects” as they are opened based on prioritization for rulemaking. For those “rule projects” that are currently underway the division will enter into the tracking system the:</p> <ul style="list-style-type: none"> • Actual start date. This is the date that the rule package (CR101, CR102 or CR105) was entered into the Rules Management System. • Estimated review completion date. This is the estimated date to file the CR103. 2. Identify those rules that are not currently under review. <p>Using the tracking system, the divisions will identify those sections of rules that are not currently incorporated as part of a “rule project.” The division will establish an estimated review start date sometime before July 2018 and enter it into the tracking system.</p>

	<p>3. Complete the Rule Review Summary Sheet</p> <p>4. Enter the information from the Rule Review Summary Sheet into the tracking system. At a minimum the tracking system shall be updated bi-annually, by June 30th and Dec. 31st each year.</p> <p>The tracking system will identify and summarize by rule the information on the Rule Review Summary Sheet:</p> <ul style="list-style-type: none"> • Estimated review start date, and actual start date • Estimated review completion date, and actual completion date • Future review date • Next steps • Review status • Need • Reasonable and clear • Authority and Intent • Stakeholder Coordination • Streamlining Identified • Reporting Requirement • Achieved intended result • Staff conclusions <p>5. Submit the Rule Review Summary Sheet to the Regulatory Affairs Manager The Regulatory Affairs Manager will maintain all of the Rule Review Summary Sheets. Each division will have a folder on a central share drive. The division rules coordinator will be responsible for saving a copy of the form in their respective folder. Each summary sheet will be saved using the following naming convention: wac#_review completion date. Example: 24610701_101013. For those reviews that indicate rulemaking is necessary a copy of the Rule Review Summary Sheet will also be kept in the official rulemaking file.</p>
Next Review Date	December 1, 2014