

**CDPH - Office of Regulations and Hearings
Regulation Action Plan- Regular with Furlough**

Please fill in the yellow highlighted areas.

Title of Proposed Regulation:		DPH- Priority Number:		
Step	Action	Projected Calendar Days to Complete	Responsible Party	Notes/Comments
1	Start Date of Project is determined by the Departmental Priority List.	n/a	OOR Co-lead	Pre-Development.
	Assemble initial Rulemaking Project Team (RPT) (Program, OOR, OLS, Budgets, at minimum) meeting.	22	Program Co-lead	
1.1	Initial RPT meeting	2	Program Co-lead	Formation of RPT. For the most part, the committee has been working on the draft regs.; the RPT has not been formed.
2	Develop regulation package (reg pkg).	380	RPT (Program Co-lead)	Development.
2.1	Distribute reg pkg and set-up RPT meeting.	25	RPT (Program Co-lead)	
2.2	Pre-45-day Comment Period RPT meeting & decide if public hearing is needed. (Reconciliation of remaining issues.)	3	Program & OOR Co-Leads	
2.3	Finalize documents and obtain concurrence of RPT to proceed.	14	Program Co-Lead	Final Team Concurrence (Program, OOR, Legal, Budget Office)
3	Obtain Center Deputy approval and route to OOR.	14	Program Co-lead	Budget Office and Director Office Approval of Reg. Package.
3.1	OOR signs off complete package and forwards to Budget Office.	11	OOR Co-lead	
3.2	Obtain approval of fiscal analysis w/399 and route back to OOR.	14	Budgets	
4	Director's Office approval of the reg pkg.	21	OOR Co-lead	
5	Agency and DOF approval of reg pkg and STD 399 w/attachments.			
5.1	Agency review of the reg pkg.	95	OOR Co-lead	Agency Approval.
5.2	DOF review of the reg pkg. (If applicable)	95	OOR Co-lead	Department of Finance (DOF) Approval (needed if any costs or savings identified).
6	Public Participation Process			
6.1	Prepare Public Notice (PN) package for Director's signature.	5	OOR Co-lead	
6.2	Route PN package for the Director's signature, via OLS, for submittal to OAL.	21	OOR Co-lead	Finalize Public Notice (PN) Documents.
6.3	OAL's review of the PN.	3	OOR Co-lead	
6.4	Duplication and Mailing.	47	OOR Co-lead	Duplication and Mailing.
6.5	A) Post PN on CDPH Website. B) Publication of PN in Notice Register begins Public Comment Period. (30th day) [Starts one-year clock.]	2	OOR Co-lead	45-Day Public Comment Period Begins. Here is where the "1-year clock" starts. The regs. must be filed at OAL within one year of the date the PN is posted.
6.6	Last day to request a Public Hearing. (15 days before end of 45-day comment period.)	47	OOR Co-lead	Hearing?
6.7	End of 45-day Public Comment period/Public Hearing (45 days from Step 6.5.)	24	OOR Co-lead	45-Day Public Comment Period Ends.

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6.8	A) Review and evaluate public comments and determine if any revisions should be made to the regulations as noticed. If no, continue to Step 6.16. B) If STD 399 revisions are needed, see OOR for next process steps.	46	Program Co-lead	Responses to Comments Prepared.
(15-day) 6.9	Make any necessary changes to the regulations.	24	Program Co-lead	Additional Changes Needed - Yes or No?
(15-day) 6.10	RPT concurrence to proceed.	14	RPT (Program Co-lead)	
(15-day) 6.11	Obtain Center Deputy approval.	14	Program Co-lead	
(15-day) 6.12	Prepare 15-day notice and route for the Director's signature, via OLS.	14	OOR Co-lead	If Changes Needed, and Outside Scope of Initial Notification -
(15-day) 6.13	Duplication and Mailing.	47	OOR Co-lead	Duplication and Mailing to All Who Made Comments in 45-Day Period.
(15-day) 6.14	Regulation text revisions are made available for public comment. (15-Day Availability)	15	OOR Co-lead	15-Day Notice of Availability of Changes to the Regulations.
(15-day) 6.15	Repeat Step 6.8 to determine if 2 nd 15-Day Availability Period is required. If yes, repeat Steps 6.8 thru 6.14. If no, continue to Step 6.16.	8	RPT (Program Co-lead)	
6.16	Prepare Updated Informative Digest (UID), responses to all comments, regulation text, and FSOR.	44	Program Co-lead	Prepare Updated Informative Digest, Responses to Comments, Final Reg. Text, and Final Statement of Reasons.
6.17	Review of Updated Informative Digest, responses to comments, regulation text, and FSOR and obtain RPT concurrence.	14	RPT (Program Co-lead)	
6.18	Finalize documents.	24	RPT (Program Co-lead)	
6.19	Obtain Center Deputy approval.	14	ProgramCo-lead	Obtain Center Deputy Approval.
7	Complete rulemaking file (STD 400, UID, updated reg text and FSOR).	5	OOR Co-lead	
8	Obtain Director's Approval. OOR Chief certifies rulemaking file. File submitted to OAL.	9	OOR Co-lead	Submit File to OAL.
9	OAL review of package and if approved, filing with the SOS (30 working days)	45	OOR Co-lead	OAL Review of File.
10	Regulations become effective 30 days after filing with SOS or on an alternative designated date.	30	OOR Co-lead	Regulations Become Effective. (Or not.)

To calculate factors for adjustable days, please use the formula below:

Enter "required" Effective Date below.	Enter amount of time (in days) in which you will need to complete this regulation package.	Based on your Effective Date, your "Start Date" is:
<input type="text"/>	<input type="text"/>	<input type="text"/>

Please note that duration times vary depending on the "type" and complexity of the regulation package. Other factors that may delay the process include: furlough, change in staff working on the regulation, longer review times at Agency or DOF, etc...