

**Standard Rule Timeline - May 2022**

<b>Start Date</b>	<b>Milestones</b>	<b>Business Days</b>	<b>Completion Date</b>
	<b>Program staff completes Rulemaking Notification Form (RNF) and obtains program management approval.</b>	<b>Varies</b>	
	Program staff routes RNF to Rules Coordination Office (RCO) and the RCO obtains Deputy Executive Commissioner of Policy and Rules (DEC-PR) approval.	5	
	RCO sends RNF to Budget, Legal, and Senior Executive Policy Advisor (SEPA) for team members assignments.	1	
	Kick-off meeting scheduled with program staff, Budget, Legal, SEPA, and others as needed.	1	
	<b>Program staff: Notify external stakeholders of rule project per plan on RNF. Draft rules with input from and review by team members. a. Program Management b. SEPA c. Assigned Attorney</b>	<b>Varies</b>	
	<b>Program staff obtains approval from program management, assigned attorney, SEPA, and the approver documented on #18 of the RNF to share draft rules with stakeholders.</b>	<b>5</b>	
<b>12/9/21</b>	<b>Program staff submits draft rules to RCO for informal external stakeholder comment.</b>	<b>1</b>	<b>12/9/21</b>
<b>12/10/21</b>	<b>RCO reviews draft, reconciles any edits with program, and submits to webservices for posting. Comment period last 2 weeks unless otherwise requested.</b>	<b>20</b>	<b>1/7/22</b>
<b>1/10/22</b>	<b>Program staff considers stakeholder feedback when completing rule packet, and works with assigned Budget team member if necessary to complete Rulemaking Fiscal Impact form (RFI).</b>	<b>10</b>	<b>1/24/22</b>
<b>1/25/22</b>	<b>Program staff submits rule packet to program management for approval: proposed rule, proposed preamble, RFI, HHSC Executive Council form, and draft of proposed Executive Commissioner memo.</b>	<b>10</b>	<b>2/7/22</b>
<b>2/8/22</b>	<b>Program staff routes rule packet to RCO after management approval.</b>	<b>1</b>	<b>2/8/22</b>
2/9/22	RCO Rules Specialist reviews and provides comments.	4	2/14/22
2/15/22	Program reviews and responds to edits from the RCO.	3	2/17/22
2/18/22	RCO sends rule packet to Budget for final review and approval.	15	3/11/22
3/14/22	RCO sends rule packet to SEPA for review and DEC-PR approval.	4	3/17/22
3/18/22	RCO sends rule packet to Legal for review and to provide comments and Chief Counsel or General Counsel approval.	10	3/31/22
4/1/22	RCO sends rule packet to Office of the Governor for review.	15	4/21/22
4/22/22	RCO submits packet to HHSC Executive Council Liaison.	1	4/22/22
<b>5/19/22</b>	<b>Presentation at HHSC Executive Council ESTIMATED DATE</b>	<b>1</b>	<b>5/19/22</b>
5/20/22	RCO Rules Specialist and program staff update Executive Commissioner memo, if necessary, and RCO obtains Legal approval.	5	5/26/22
5/27/22	RCO routes rule packet to the Office of the Executive Commissioner to obtain approval by Executive Commissioner.	7	6/7/22
6/8/22	RCO submits information to <i>Texas Register</i> for publication.	1	6/8/22
<b>6/24/22</b>	<b><i>Texas Register</i> issue date.</b>	<b>31 calendar days</b>	
<b>7/25/22</b>	<b>Public comment period ends.</b>	1	7/25/22
<b>7/26/22</b>	<b>Program staff prepares the adoption packet: adopted rule, adopted preamble, and adopted Executive Commissioner memo.</b>	<b>10</b>	<b>8/8/22</b>
<b>8/9/22</b>	<b>Program staff submits adoption packet to program management for approval.</b>	<b>10</b>	<b>8/22/22</b>
<b>8/23/22</b>	<b>Program routes adoption packet to RCO.</b>	<b>1</b>	<b>8/23/22</b>
8/24/22	RCO Rules Specialist reviews and provides comments.	4	8/29/22
8/30/22	Program reviews and responds to edits from the RCO.	3	9/1/22
9/2/22	RCO sends rule packet to SEPA for review and DEC-PR approval.	4	9/8/22
9/9/22	RCO sends rule packet to Legal for review and to provide comments and Chief Counsel or General Counsel approval.	10	9/22/22
9/23/22	RCO routes rule packet to the Office of the Executive Commissioner to obtain approval by Executive Commissioner.	7	10/3/22
10/4/22	RCO submits information to <i>Texas Register</i> for adoption.	1	10/4/22
<b>10/21/22</b>	<b><i>Texas Register</i> issue date.</b>		
<b>10/24/22</b>	<b>Rule Effective Date</b>		