

**Rulemaking Process Time line for the
January 29, 2009 State Health Services Council (SHSC) Meeting
10-14-08**

Develop and draft proposed rules with stakeholder input, including any advisory committee required by law. Time line includes SHSC review and required approvals from HHSC. Deadlines for each step are estimated, as dates may need to be adjusted based on approvals and publication dates for both the proposed and adopted rules.

No Later Than Tuesday, Oct 21, 2008	Last day to submit to CPCPI: Paper copy of the Rulemaking Notification Form (RNF) signed by the Program/Division. (May submit as early as possible.)
Tuesday, Oct 28	Last day to submit to OGC: Council Agenda Memo, Proposed Preamble, Proposed Rule Text, and Rulemaking Fiscal Impact Form (Fiscal Form). May submit as early as possible and begin draft of HHSC Request for Publication of Proposed Rules Memo.
Thursday, Nov 20	Last day to submit to Budget: Proposed Preamble and Rule Text (OGC approved), and the Fiscal Form (completed by Program). Last day to submit to the CPCPI Assistant Director: Council Agenda Memo and Proposed Preamble (electronic copy only). CPCPI will provide final approval of Council Agenda Memo.
Wednesday, Dec 10	Last day to submit to the CPCPI Rules Coordinator: Paper copy of the Initialed Proposed Preamble, Rule Text (OGC approved), and Fiscal Form (Budget approved). Must also submit the electronic copy of the Council Agenda Memo (Division and CPCPI approved), Preamble, and Rule Text to the CPCPI Rules Coordinator.
Wednesday, Dec 17	HHSC 1st review: CPCPI submits Rule Packet #1 (Council Agenda Memo, RNF, Proposed Preamble, Rule Text, and Fiscal Form) to the HHSC Senior Policy Advisor.
Monday, Dec 22	CPCPI submits HHSC reviewed Rule Packet #2 (Council Agenda Memo, Proposed Preamble, Rule Text, and Fiscal Form) to CCEA.
Monday, Dec 29	CCEA mails Council packet to Council Members.
Monday - Friday, Jan 5 – Jan 9	CPCPI schedules conference calls for Program staff to present rules and brief Council Member liaisons. (CPCPI will inform staff of meeting dates and times.) Final SHSC Agenda approved.
Wednesday, Jan 21	Absolute last day for DSHS Texas Register Section to file SHSC meeting agenda with <i>Texas Register</i> .
Thursday, Jan 29, 2009	SHSC Meeting
Thursday, Feb 12	Proposed rules and HHSC Request for Publication of Proposed Rules Memo (OGC approved) finalized. HHSC Memo is submitted electronically to the CPCPI Rules Coordinator. CPCPI forwards Rule Packet #3 (HHSC Memo, RNF, Proposed Preamble, Rule Text, and Fiscal Form) to the DSHS Commissioner for approval.

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Tuesday, Feb 24	HHSC 2nd review: Commissioner's office forwards Rule Packet #3 to the Executive Commissioner for approval to publish rules as proposed. (7 business day turnaround)
Friday, Mar 6	HHSC returns rules approval to publish proposed rules to CPCPI and DSHS Texas Register Section.
Friday, Mar 27	DSHS Texas Register Section files the proposed rules with the Secretary of State Texas Register Division for publication in the <i>Texas Register</i> .
Friday, Apr 10	Proposed rules are published in the <i>Texas Register</i> . Public comment period begins for 30 days. <i>Texas Register</i> publication is every Friday.
(Date within comment period)	Program holds a public hearing (if required).
Monday, May 11	Public Comment period ends.
Monday - Monday Apr 13 – May 25	Program prepares HHSC Request for Adoption of Proposed Rules Memo, Adoption Preamble, Adoption Rule Text, and Order Adopting Rules.
Tuesday, May 26	Last day to submit to OGC: HHSC Request for Adoption of Proposed Rules Memo, Adoption Preamble, Rule Text, and Order. May submit as early as possible.
Tuesday, Jun 16	Adopted rules finalized. HHSC Memo, Adoption Preamble, Rule Text, and Order (OGC approved) are submitted electronically to the CPCPI Rules Coordinator. CPCPI forwards Rule Packet #4 (HHSC Memo, Adoption Preamble, Rule Text, Order, and Fiscal Form) to the DSHS Commissioner for approval.
Friday, Jun 26	HHSC 3rd review: Commissioner's office forwards Rule Packet #4 to the Executive Commissioner for approval to publish adopted rules. (7 business day turnaround)
Tuesday, Jul 7	HHSC returns rules approval to publish adopted rules to CPCPI and DSHS Texas Register Section.
Friday, Jul 24	DSHS Texas Register Section files the final adopted rules with the Secretary of State Texas Register Division for publication in the <i>Texas Register</i> .
Thursday, Aug 13	Effective date of adopted rules. (File date+20 calendar days = Aug 13, 2009). (Unless specific effective date is required.)

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