

**Appendix C-2 Question 30**

**Rulemaking Process Time line for the  
April 29, 2010 State Health Services Council (SHSC) Meeting  
10-5-09**

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.

Tuesday, Jan 5, 2010	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, Jan 12	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.
Tuesday, Feb 23	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).
Monday, Mar 15	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 electronic copy of the Council Agenda Memo (Division and CPCPI approved), Preamble, and Rule Text.
Thursday, Mar 18	<b>HHSC 1<sup>st</sup> review:</b> CPCPI submits Rule Packet #1 (Council Agenda Memo, RNF, Proposed Preamble, Rule Text, and Fiscal Form) to the HHSC Senior Policy Advisor.
Monday, Mar 22	CPCPI submits HHSC reviewed Rule Packet #2 (Council Agenda Memo, Proposed Preamble, Rule Text, and Fiscal Form) for distribution to Council members.
Thursday, Mar 25	CPCPI mails Council packet to Council members.
Monday - Friday, Apr 5 – Apr 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, Apr 21	Absolute last day for DSHS Texas Register Section to file SHSC meeting agenda with <i>Texas Register</i> .
<b>Thursday, April 29, 2010</b>	<b>SHSC Meeting</b>
Thursday, May 13	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.

Thursday, May 20	<b>HHSC 2<sup>nd</sup> review:</b> Commissioner's office forwards Rule Packet #3 to the Executive Commissioner for approval to publish rules as proposed. (7 business day turnaround)
Tuesday, Jun 1	HHSC returns rules approval to publish proposed rules to CPCPI and DSHS Texas Register Section.
Friday, Jun 18	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, Jul 2	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, Aug 2	Public Comment period ends.
Monday - Monday Jul 5 – Aug 16	Program prepares HHSC Request for Adoption of Proposed Rules Memo, Adoption Preamble, Adoption Rule Text, and Order Adopting Rules.
Tuesday, Aug 17	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, Sep 14	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.
Thursday, Sep 23	<b>HHSC 3<sup>rd</sup> review:</b> Commissioner's office forwards Rule Packet #4 to the Executive Commissioner for approval to publish adopted rules. (7 business day turnaround)
Monday, Oct 4	HHSC returns rules approval to publish adopted rules to CPCPI and DSHS Texas Register Section.
Friday, Oct 29	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, Nov 18	<b>Effective date of adopted rules.</b> <b>(File date+20 calendar days = November 18, 2010)</b> (Unless specific effective date is required.)