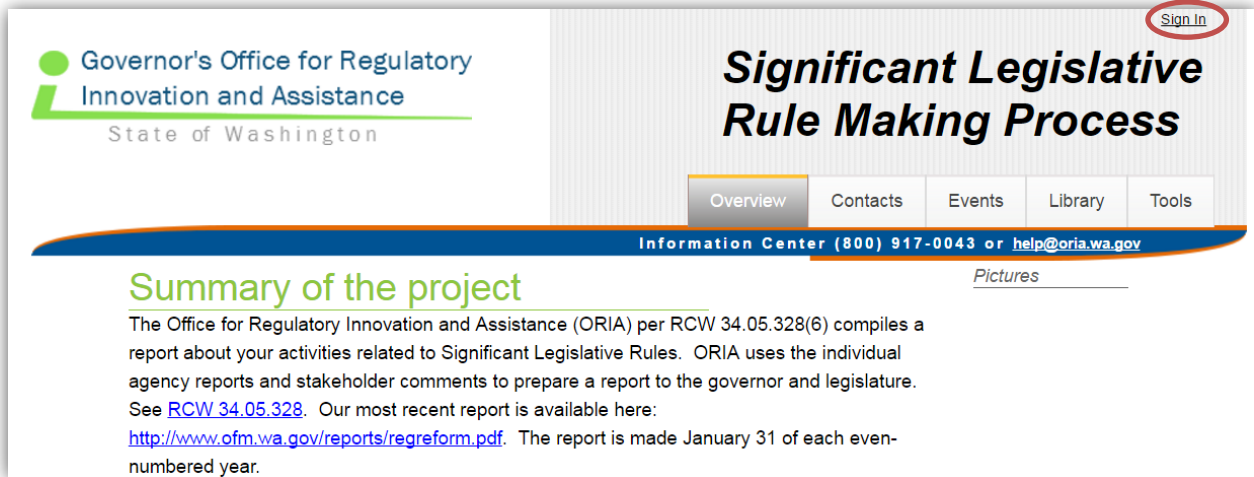


Significant Legislative Rule Making Interactive Reporting Tool Quick Guide

1. Click the **Sign In** link located in the upper right corner of the screen



2. Type in the E-mail and Password provided by ORIA and press Sign-In.



Significant Legislative Rule Making Interactive Reporting Tool Quick Guide

- Click on the **Tools** menu and select *Interactive Reporting Tool* from the list to access the reporting Tool.

The screenshot shows the homepage of the Significant Legislative Rule Making Process. The header includes the logo for the Governor's Office for Regulatory Innovation and Assistance, the title "Significant Legislative Rule Making Process", and a navigation menu with "Overview", "Contacts", "Events", "Library", and "Tools". The "Tools" menu item is circled in red. Below the navigation bar, there is a blue banner with the text "Information Center (800) 917-0043 or help@oria.wa.gov" and a link to "SLR 2016-2017 Entries". The main content area features a green heading "Summary for Reporting on the Significant Legislative Rule Making Process" and a paragraph explaining the reporting process. A link is provided for the most recent report: <http://www.ofm.wa.gov/reports/regreform.pdf>.

The screenshot shows the "Interactive Reporting Tool" page. The header is similar to the previous screenshot, but the "Tools" menu item is highlighted. Below the navigation bar, there is a blue banner with the text "Information Center (800) 917-0043 or help@oria.wa.gov". The main content area features a green heading "Introduction" and a paragraph explaining the reporting process. A list of agencies is provided on the left side of the page: DFW, DNR, DOH, DOR, DSHS, ECY, ESD, FPB, LNI, OIC, SBOH, and Test Agency. The main text describes the reporting process and lists the information that must be documented:

- The rules proposed to which this section applied and to the extent possible, how compliance with this section affected the substance of the rule, if any, that the agency ultimately adopted;
- The costs incurred by state agencies in complying with this section;
- Any legal action maintained based upon the alleged failure of any agency to comply with this section, the costs to the state of such action, and the result;
- The extent to which this section has adversely affected the capacity of agencies to fulfill their legislatively prescribed mission;
- The extent to which this section has improved the acceptability of state rules to those regulated; and
- Any other information considered by the office of financial management to be useful in evaluating the effect of this section.

ORIA has created the **Interactive RCW 34.05.328 Reporting Tool** to make it easier and more

Significant Legislative Rule Making Interactive Reporting Tool Quick Guide

For Agencies

1. To add a new Significant Legislative Rule and provide responses to the topical questions prescribed by RCW 34.05.328:
 - Select your agency from the **Interactive Report Tool** list by clicking on its name
 - Press the **Add New** button located in the **Significant Legislative Rules & Responses** section

The screenshot shows the 'Interactive Reporting Tool' interface. On the left is a sidebar with a list of agency abbreviations: DFW, DNR, DOH, DOR, DSHS, ECY, ESD, FPB, LNI, OIC, and SBOH. The 'Test Agency' option is highlighted with a blue arrow. The main content area is titled 'Introduction' and contains text explaining the SLR process. Below this is the 'Agency Instructions' section, which provides detailed steps for creating and submitting SLR entries, including instructions on using the 'Add New' button, editing, and submitting. A 'Summary' section follows, listing three items to be entered: total number of rulemaking activities, total number of WACs affected, and total cost. At the bottom of the main content area, there is a green header for 'Test Agency Significant Legislative Rules & Responses' and two buttons: 'Add New' (circled in red) and 'Reporting'.



Note: Agencies may also submit a word document for information that may be too complex for the Interactive Tool. Please submit such information to [Nick Hehemann](mailto:Nick.Hehemann) by December 31.


Significant Legislative Rule Making Interactive Reporting Tool Quick Guide


For Agencies (continued)


- To modify an entry, click the **Edit** link next to a saved entry (*Note: stakeholder entries are not viewable until they are submitted; however, agency entries are viewable once they are saved*)

Test Agency Significant Legislative Rules & Responses

 Add New  Reporting

 **asdads**
XVXCV
Submissions: 0 / 0

 **test**
test
Submissions: 0 / 0

 **New Title**
WSR 52 [Edit](#)
Submissions: 0 / 0

Significant Legislative Rule Making Interactive Reporting Tool Quick Guide

For Agencies (continued)

3. Complete each field as required:

- Press **Save** to save the information for editing later and then **Return** to return back to the **Tools** page
- Press **Submit** and **Yes, please submit** to submit the rule for comments, lock the entry and return to the **Tools** page
- Press **Delete** and then **OK** to delete the entry (*Note: Cannot delete an entry if stakeholder responded to the Significant Legislative Rule or if the Significant Legislative Rule was submitted*)

Governor's Office for Regulatory
Innovation and Assistance
State of Washington

Significant Legislative Rule Making Process

Overview | Contacts | Events | Library | Tools

Information Center (800) 917-0043 or help@oria.wa.gov

Test Agency Significant Legislative Rules & Responses

Agencies are required to document significant legislative rules and respond to 6 topical questions identified in RCW 34.05.328. In using this online interactive tool, agencies need to provide a short title and description for the significant legislative rule in addition to addressing the 6 topical questions. An optional general purpose area at the end allows inclusion of formatted summary tables or other helpful information. Stakeholders may respond to the 6 topical questions or provide general comments in the last response area.

IMPORTANT: You should save your work every 15 minutes. The system will pop-up a message reminding you to save after 10 minutes of inactivity. If you do not respond to the message, the system will save your work and leave the page. However, we still encourage you to actively save your work with a reasonable frequency to minimize the chances of losing any work.

1. Provide a significant legislative rule title. Required

2. Provide WSR# and any other appropriate references. Required

3. Provide the adoption date and Required

Are you sure?

By submitting your comments you will be indicating commenting is complete and no further commenting will be allowed.

No, I am not done yet | Yes, please submit

Return | **Save** | Submit | Delete

The page at <https://www.ezview.wa.gov> says:

Delete this item?

OK | Cancel

Significant Legislative Rule Making Interactive Reporting Tool Quick Guide

For Agencies (continued)

4. To enter summary information, press the **Edit** button located in the Summary section, which is just above the Significant Legislative Rules & Responses section.

In addition to the SLR entries, enter compiled SLR summary:

1. Total number of rulemaking activities
2. Total Number of WACs affected
3. Total cost (for all the rulemaking activity for the time period)

Please enter the summary information in the "Summary" section by clicking the Edit button, entering your summary information, and then saving the entry.

Agencies may also submit a word document for information that may be too complex for the Interactive Tool. Please submit such information to Anne Knapp by December 31.

Summary



Test Agency Significant Legislative Rules & Responses



Significant Legislative Rule Making Interactive Reporting Tool Quick Guide

For Agencies (continued)

5. Follow the Agency Instructions for the SLR Summary (shown below):
- Press **Apply Changes** to save and return back to the **Tools** page
 - Press **Cancel** to return back to the **Tools** page without saving.

The screenshot shows the 'HTML Editor' interface. At the top, there are navigation tabs: 'Overview', 'Contacts', 'Events', 'Library', and 'Tools'. Below the tabs is a blue banner with the text 'Information Center (800) 917-0043 or help@oria.wa.gov'. The main content area is titled 'Desktop HTML Content:' and contains a rich text editor toolbar with various icons for text formatting, alignment, and insertion. Below the toolbar is a large text input area. A dialog box is overlaid on the text area, containing the following text:

In addition to the SLR entries, enter compiled SLR summary:

1. Total number of rulemaking activities
2. Total Number of WACs affected
3. Total cost (for all the rulemaking activity for the time period)

At the bottom of the editor, there are two buttons: 'Apply Changes' (circled in red) and 'Cancel'.

Significant Legislative Rule Making Interactive Reporting Tool Quick Guide

For Stakeholders

1. To add a response to the topical questions prescribed by RCW 34.05.328 for an Agency Identified Significant Legislative Rule:
 - Select an agency from the **Interactive Report Tool** list by clicking on its name
 - Click on the **clipboard** icon located next to the rule name to review the rule
 - Click the **Add My Responses** link located under the rule to add your responses (*only one set of responses per rule*)

Interactive Reporting Tool

DFW
DNR
DOH
DOR
DSHS
ECY
ESD
FPB
LNI
OIC
SBOH
Test Agency

Introduction

The graphic to the left represents information agencies and stakeholders entered about a significant legislative rule (SLR) process. Every year, agencies answer six questions prescribed by RCW 34.05.328. Stakeholders comment on any agency entry, sharing specific or general comments on the reported rulemaking processes. Click the graphic to view the SLR and completed agency and stakeholder responses. If graphic items are not visible, check back later to view completed entries.

Stakeholder Instructions

As a stakeholder, you can add your responses to the 6 topical questions identified in RCW 34.05.328 for an existing significant legislative rule (SLR) entry created by the agency. You can edit your SLR responses that have not been completed. The "Add My Responses" link will take you to a page that allows you to create your responses for an SLR entry. Clicking "Save" will save your responses - you can save your work, leave the site, and come back later and continue editing your responses. Your responses are private and not visible by others until you click "Submit" - indicating that you are done editing which will disable editing. As a stakeholder, you can add one response per SLR entry. As long as you don't "Submit" you can delete your responses. A [quick guide](#) has been prepared to provide some help using the interactive reporting tool. If you wish to upload a logo to be used in the final report, please click on the navigation element [Tools](#) and upload a medium to large size png or jpeg logo.

Stakeholders may also submit a word document for information that may be too complex for the Interactive RCW 34.05.328 Reporting Tool (IRT). Please submit such information to Anne Knapp by January 7.

NOTE: Stakeholders are neither commenting on the rule nor commenting on the agencies responses. Stakeholders should only be responding to the effects of RCW 34.05.328 on an SLR, specifically the 6 topical questions identified in RCW 34.05.328.

Test Agency Significant Legislative Rules & Responses

asdads
vxcv
Submissions: 0 / 0
[Add My Responses](#)

Note:

- Stakeholder's responses are not viewable by others until they are submitted; agency responses are always viewable
- Stakeholders may also submit a word document for information that may be too complex for the Interactive Tool. Please submit such information to [Nick Hehemann](#) by January 7.

Significant Legislative Rule Making Interactive Reporting Tool Quick Guide

For Stakeholders (continued)

- To modify your response, click the **clipboard** icon with your name (**Note: stakeholder entries will not be viewable by agencies until they are submitted**)

Test Agency Significant Legislative Rules & Responses

 **title**
WSR

Submissions: 0 / 1



 [Test Stakeholder](#)

 **New Title**
WSR 52

Submissions: 0 / 0

[Add My Responses](#)

Key

-  = entry in process, edits allowed
-  = entry submitted, no further edits allowed

Significant Legislative Rule Making Interactive Reporting Tool Quick Guide

For Stakeholders (continued)

3. Complete each field as needed:

- Press **Save** to save the information for editing later and then **Return** to return to the **Tools** page
- Press **Submit** and **Yes, please submit** to submit your response, lock the entry and return to the **Tools** page
- Press **Delete** and then **OK** to delete the entry (*Note: Cannot delete an entry if response to a Significant Legislative Rule was submitted*)

Governor's Office for Regulatory Innovation and Assistance
State of Washington

Significant Legislative Rule Making Process

Overview | Contacts | Events | Library | **Tools**

Information Center (800) 917-0043 or help@oria.wa.gov

Test Agency Significant Legislative Rules & Responses

Agencies are required to document significant legislative rules and respond to 6 topical questions identified in RCW 34.05.328. In using this online interactive tool, agencies need to provide a short title and description for the significant legislative rule in addition to addressing the 6 topical questions. An optional general purpose area at the end allows inclusion of formatted summary tables or other helpful information. Stakeholders may respond to the 6 topical questions or provide general comments in the last response area.

IMPORTANT: You should save your work every 15 minutes. The system will pop-up a message reminding you to save after 10 minutes of inactivity. If you do not respond to the message, the system will save your work and leave the page. However, we still encourage you to actively save your work with a reasonable frequency to minimize the chances of losing any work.

1. Provide a significant legislative rule title.
2. Provide WSR# and any other appropriate references.
3. Provide the adoption date

Are you sure?
By submitting your comments you will be indicating commenting is complete and no further commenting will be allowed.

Note:
Stakeholders are neither commenting on the rule nor commenting on the agencies responses. Stakeholders should *only* be responding to the effects of RCW 34.05.328 or on a SLR, specifically the 6 topical questions identified in RCW 34.05.328.

The page at <https://www.ezview.wa.gov> says:
Delete this item?

Significant Legislative Rule Making Interactive Reporting Tool Quick Guide

Final Reminder for Agencies and Stakeholders

To minimize loss of information, save your work at a reasonable frequency (every 10-15 minutes); however, after 10 minutes of inactivity a message will pop-up to remind you to save your work:

- Press **Yes, Save & Keep Working** to save the information and continue working
- Press **No, Leave Page Without Saving** to return to the [Tools](#) page without saving
- Do nothing and the system will save your work and return you to the [Tools](#) page

The screenshot displays the 'Significant Legislative Rule Making Process' web application. At the top left is the logo for the Governor's Office for Regulatory Innovation and Assistance, State of Washington. The main title is 'Significant Legislative Rule Making Process'. Below the title are navigation tabs: Overview, Contacts, Events, Library, and Tools. A blue banner contains the text 'Information Center (800) 917-0043 or help@oria.wa.gov'. The main content area is titled 'Test Agency Significant Legislative Rules & Responses'. It contains instructions for agencies to document significant legislative rules and respond to 6 topical questions. A warning dialog box is overlaid on the page, stating: 'You should save your work! You have been idle for a little while or your session is about to expire. You will be forced to save in 26 seconds. If you do nothing, your entries will be saved and the page will be closed. Do you want to save and continue your session?'. The dialog box has two buttons: 'Yes, Save & Keep Working' and 'No, Leave Page Without Saving', both of which are circled in red. The background form shows sections for '1. Provide a significant leg...' with a 'New Title' field, '2. Provide WSR# and any o...' with a 'WSR 52' field, and '3. Provide the adoption date and any necessary details.' with a 'Today' field. At the bottom of the page are buttons for 'Return', 'Save', 'Submit', and 'Delete'.