Agency Tasks and Considerations in Using the Wisconsin Administrative Rules Application

This list identifies in rough chronological sequence issues each agency must consider and tasks each agency must accomplish in using the application on an ongoing basis. It assumes that agency representatives making decisions on these issues have become familiar with:

- How the Administrative Rules Web Site application functions (Agency Administrator and Agency Users);
- What the Bylaws of the Administrative Rules Franchise Management Council state (Agency Administrator and Agency Users); and
- What the Service Agreement of the Administrative Rules Internet Application state (Agency Administrator)

Questions about the Service Agreement should be directed to Matt Duffy at duffymg@dhfs.state.wi.us and 608-267-9636.
All other questions should be directed to Larry Hartzke at hartzrl@dhfs.state.wi.us and 608-215-3630.

Assess Agency Readiness to Proceed
1. Assess how your agency's use of the application will affect its current admin. rules promulgation processes, roles and procedures. As needed, define and create new processes, roles and procedures.
2. Determine whether your agency is going to screen comments before the comments are posted and, if so, what guidelines your agency is going to use to determine whether which comments will not be posted.
3. Determine how comments not received via the web page (letter, faxes, etc.) are going to be handled. For example, will they be transformed and posted along with electronically-submitted comments? Define rules and procedures for their attachment to the application.
4. Determine annual participation fee as stated in the Service Agreement (either "no fee," "$1,000" or "$3,000.")
5. Identify agency ***inter***net location for the citizen application link. (May be completed later.)
6. If applicable, set up agency budget for annual fee.
7. If applicable, get budget approval to make quarterly payments to DHFS.
Establish Participation
1. If applicable, make first quarterly payment to DHFS.
2. Install any needed software/hardware for Agency Users, such as Adobe Acrobat, which enables the user to create pdf documents.
Agency Setup
1. Register Agency Administrator with WAMS.
2. Register Agency Users with WAMS.
3. Agency Administrator creates accounts for Agency Users.
4. Agency or DHFS (as appropriate) enters existing agency rule chapters or sections in the application.
5. Agency or DHFS (as appropriate) creates rulemaking orders for all existing agency emergency rules (currently in effect) and all currently proposed permanent rulemaking orders in the application and enters associated documents.
6. Agency reviews FAQ and Links pages and, if desired, submits additions/modifications to ARFMC based on agency needs.
Test
Agency Users test system from the citizen perspective.
Communication
Update agency's Internet news web page to announce the availability of application for the agency.
Agency is ready.
Agency communicates to Matt Duffy when it is ready to go live so the agency can be made visible to the citizens.