

Creating a Proposed Regulation

Once signed in, ICM will direct you to the Agency Dashboard. (Or, Select on “Dashboard” tab).

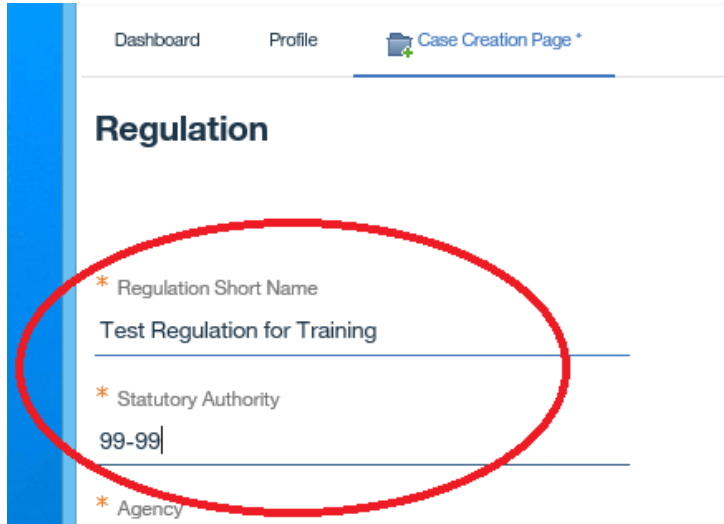
1. To start a proposed regulation, select ‘Add Case.’
2. Select ‘Regulation.’

The screenshot shows the IBM Case Manager interface. At the top, the header includes 'IBM Case Manager', a user profile for 'KarrK', and a help icon. Below the header, there are navigation tabs for 'Cases' and 'eRegs | Agency'. A secondary navigation bar contains 'Dashboard' (circled in red) and 'Profile'. Below this, there are buttons for 'Manage Roles' and 'Add Case' (circled in red). The 'Add Case' dropdown menu is open, showing 'Regulation' as the selected option (also circled in red). Below the navigation is a 'Work List' table with the following data:

Regulation ShortName	Statutory Authority	Tracking Number	Committees of Cognizance	Status	Agency	Regulation Type	Regulation Lead	Last Action Date	Summary
001_DSS_work space	kmk	PR2019-002	take_HSComm Eregs@cg.ct.gov	OTG Approved	Department of Social Services	Permanent	Kristin.Karr@ct.gov	5/16/2019	This is a workspace reg test
002_DSS_revie w	kmk	PR2019-003	take_HSComm Eregs@cg.ct.gov	Comment Period Closed	Department of Social Services	Permanent	Kristin.Karr@ct.gov	2/4/2019	Test reviewing entities

Create a Proposed Regulation (cont'd)

3. ICM will open the 'Add Regulation' Page. Enter the Regulation Short Name. (The Regulation Short Name is the subject matter or title of your proposed regulation)
4. Enter the Statutory Authority.



Dashboard Profile Case Creation Page *

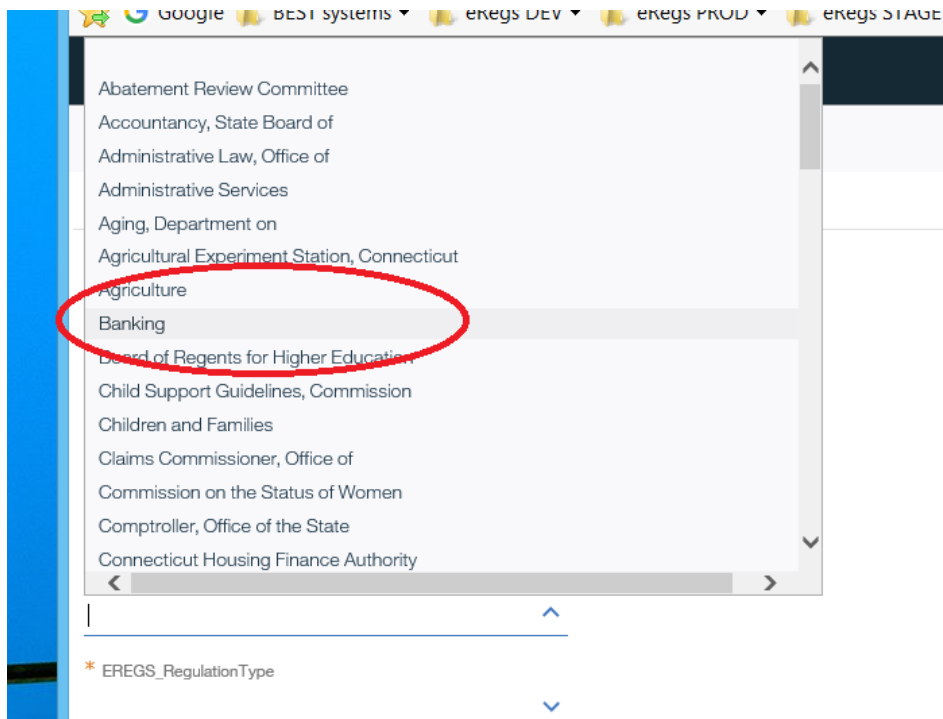
Regulation

* Regulation Short Name
Test Regulation for Training

* Statutory Authority
99-99

* Agency

5. Select the arrow in the 'Agency' textbox.
6. Select the adopting agency from one of the Agency Names from the dropdown menu.



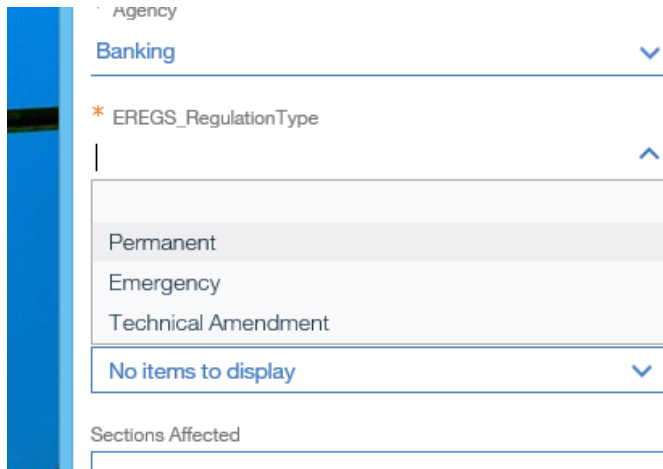
Google BEST systems eregs DEV eregs PROD eregs STAGE

- Abatement Review Committee
- Accountancy, State Board of
- Administrative Law, Office of
- Administrative Services
- Aging, Department on
- Agricultural Experiment Station, Connecticut
- Agriculture
- Banking
- Board of Regents for Higher Education
- Child Support Guidelines, Commission
- Children and Families
- Claims Commissioner, Office of
- Commission on the Status of Women
- Comptroller, Office of the State
- Connecticut Housing Finance Authority

* EREGS_RegulationType

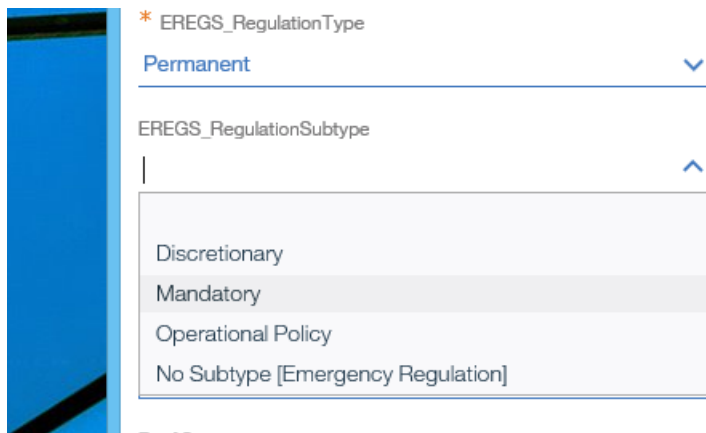
Create a Proposed Regulation (cont'd)

7. Select the arrow in the 'Regulation Type' textbox.
8. Select a Regulation Type from the drop down menu: Permanent, Emergency or Technical Amendment



The screenshot shows a web form with two dropdown menus. The first dropdown, labeled 'Agency', has 'Banking' selected. The second dropdown, labeled '* REGS_RegulationType', is open and shows three options: 'Permanent', 'Emergency', and 'Technical Amendment'. Below the dropdowns is a text box labeled 'Sections Affected'.

9. Select the arrow in the 'Regulation Subtype' textbox.
10. Select a Regulation Subtype from the drop down menu: Discretionary, Mandatory, Operational Policy or No Subtype (Emergency Regulations Only)



The screenshot shows a web form with two dropdown menus. The first dropdown, labeled '* REGS_RegulationType', has 'Permanent' selected. The second dropdown, labeled 'REGS_RegulationSubtype', is open and shows four options: 'Discretionary', 'Mandatory', 'Operational Policy', and 'No Subtype [Emergency Regulation]'. Below the dropdowns is a text box labeled 'Sections Affected'.

Create a Proposed Regulation (cont'd)

11. Select the arrow next to 'Committees of Cognizance'. This will open the "Values" display box.

The screenshot shows a web form with several sections. The 'Committees of Cognizance' section has a dropdown menu with 'No items to display' selected. A 'Values' dialog box is open, displaying 'No items to display' and 'OK'/'Cancel' buttons. The dialog box also contains a toolbar with icons for adding, deleting, and moving items.

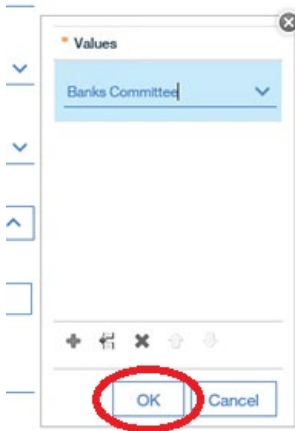
12. Select the plus sign to display "Values" selection box.

13. Select the arrow to display Committee drop-down box

The first screenshot shows the 'Values' dialog box with a plus sign selected in the toolbar. The second screenshot shows the 'Values' dialog box with a dropdown menu of committees displayed. The dropdown menu includes the following items: Government Administration and Electic, General Law Committee, Higher Education and Employment Ad, Human Services Committee, Housing Committee, Insurance and Real Estate Committee, Judiciary Committee, Committee on Children, Labor and Public Employees Committe, and Planning and Development Committee.


Create a Proposed Regulation (cont'd)

14. Select Committee and click OK, or add another Committee with the plus sign.



16. Enter Sections Affected information. **this is part of the new workflow.

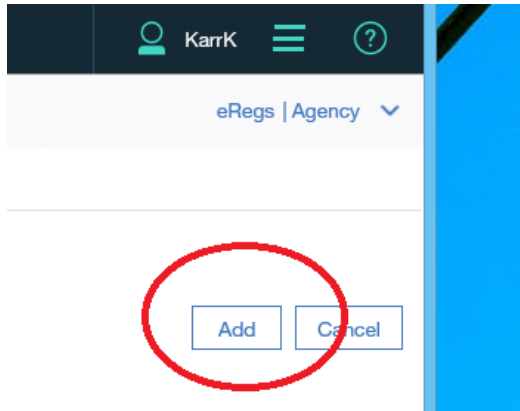
17. Add Brief Summary. Note: this field is limited to 1,333 characters/spaces.

A screenshot of a form with a blue sidebar on the left. The form contains the following fields:

- EHEGS_RegulationSubtype**: A dropdown menu with "Mandatory" selected.
- Committees of Cognizance**: A dropdown menu with "Banks Committee" selected.
- Sections Affected**: A text input field containing "36a-1-1, 36a-1-3 and 36a-1-5 through 36a-1-7".
- Brief Summary**: A text input field containing "Changes to administrative procedures".

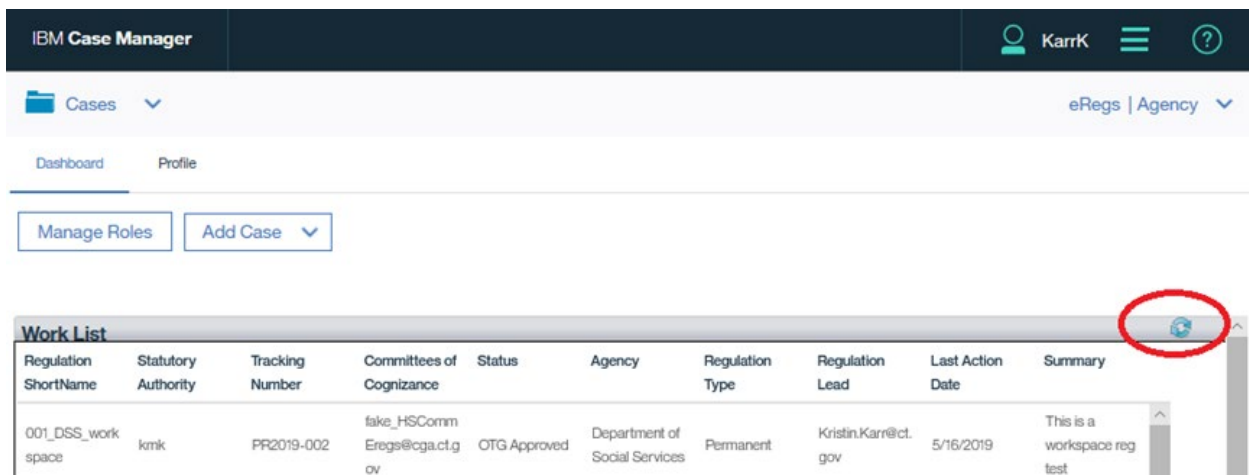
Create a Proposed Regulation (cont'd)

18. When finished select "Add" button in right-hand corner of the form.



19. ICM will direct you back to the Agency Dashboard. Select your proposed regulation from the dashboard table.

Note: Cases take a few minutes to create. You may need to refresh the dashboard a few times to find your regulation. You can refresh the dashboard with the blue "Refresh" button at the top right of the dashboard.

A screenshot of the IBM Case Manager Agency Dashboard. The top header is dark blue with 'IBM Case Manager' on the left and a user profile icon labeled 'KarrK', a menu icon, and a help icon on the right. Below the header, there is a light blue navigation bar with 'Cases' and a dropdown arrow, and 'eRegs | Agency' with a dropdown arrow. The main content area is white and contains two buttons: 'Manage Roles' and 'Add Case' with a dropdown arrow. Below the buttons, there is a 'Work List' table with a refresh button circled in red. The table has the following columns: Regulation ShortName, Statutory Authority, Tracking Number, Committees of Cognizance, Status, Agency, Regulation Type, Regulation Lead, Last Action Date, and Summary. The table contains one row of data.

Regulation ShortName	Statutory Authority	Tracking Number	Committees of Cognizance	Status	Agency	Regulation Type	Regulation Lead	Last Action Date	Summary
001_DSS_work space	kmik	PR2019-002	fake_HSComm Eregs@cg.a.ct.gov	OTG Approved	Department of Social Services	Permanent	Kristin.Karr@ct.gov	5/16/2019	This is a workspace reg test

Create a Proposed Regulation (cont'd)

20. Click on your case to open. Tip: Click only once.
21. You can update information in the Properties widget at any time before you route to OPM.

Download Regulation Forms

Properties:

- * Tracking Number
PR2020-061
- * Regulation Short Name
Test Regulation for Training
- * Statutory Authority
99-99
- * EREGS_RegulationSubtype
Mandatory
- Committees of Cognizance
Banks Committee
- Sections Affected
36a-1-1, 36a-1-3 and 36a-1-5 through 36a-1-7
- Regulation Brief Summary
Changes to administrative procedures

9/26/2020, 2:44 PM - The 000002451501 folder returned 6 items.

22. A Proposed Regulation Document template has been created in the case. To use this template, simply click the "Download Document" button. Depending on your browser, the document may be saved in a default location such as your "Downloads" folder, or if you use Edge, you can "Save As" to pick the download location.

Upload Case Document					
Required	Document	Status	Upload Document		View Document
Required	Fiscal Note	Not Yet Added	Select File		No Document Available
Required	Proposed Regulation Document	Added Not Yet Published	Select File		View Document Download Document
Required	Small Business Impact Statement	Not Yet Added	Select File		No Document Available

23. Select the "Select File" button to upload your completed proposed regulation as a Word (.docx) document. The Proposed Regulation Document must be uploaded in Word format. Most other attachments can be Word (.docx) or PDF (.pdf).