

State of Ohio Electronic Rule Filing (ERF)



ERF Website Overview Training for SB2

ERFWEB2OV – Rev. 021412

This class is designed to provide instruction on the ERF Website software; not the “procedures” relating to the drafting and filing of rules or the CSI review process. In other words, you will learn the “how,” but not necessarily the “why.”



For procedural information, refer to the LSC and JCARR manuals, or contact those agencies directly.

LSC Rule Drafting Manual:

www.lsc.state.oh.us/rules/

JCARR Procedures Manual:

www.jcarr.state.oh.us

SB2 and the Common Sense Initiative (CSI) Quick Facts

- Common Sense Initiative (CSI) Office created.
- Eliminates the existing small business administrative rule review process.
- Establishes a new process to evaluate whether administrative rules proposed by state agencies have an adverse impact on businesses and, if so, to reduce or eliminate that impact.
- If an Agency determines there is adverse impact, a Business Impact Analysis must be completed. CSI has decided to always offer recommendations. Based on that fact, the agency must prepare a memorandum of response.
- No change rules must be evaluated as if they were draft rules.
- CSI documents will be uploaded to the ERF System for filing with JCARR. However, the ERF filing cannot take place earlier than the sixteenth business day after the draft rule has been transmitted to CSI. Agencies must wait to hear from CSI before filing.

For questions regarding the CSI Review Process, contact:

Mark Hamlin at (614) 728-6716 or
Mark.Hamlin@governor.ohio.gov

Miscellaneous Filing Notes

SB2 applies only to rules original filed on or after January 1, 2012. For rules original filed prior to January 1, 2012, the Department of Development Office of Small Business review procedures will apply through the final filing of the rule.

Packages created but not yet filed prior to January 1, 2012:

If you have created a package prior to January 1, 2012, but have NOT YET original filed it, you will be required to answer Question 12 and the additional RSFA CSI questions before the ERF System will allow you to original file.

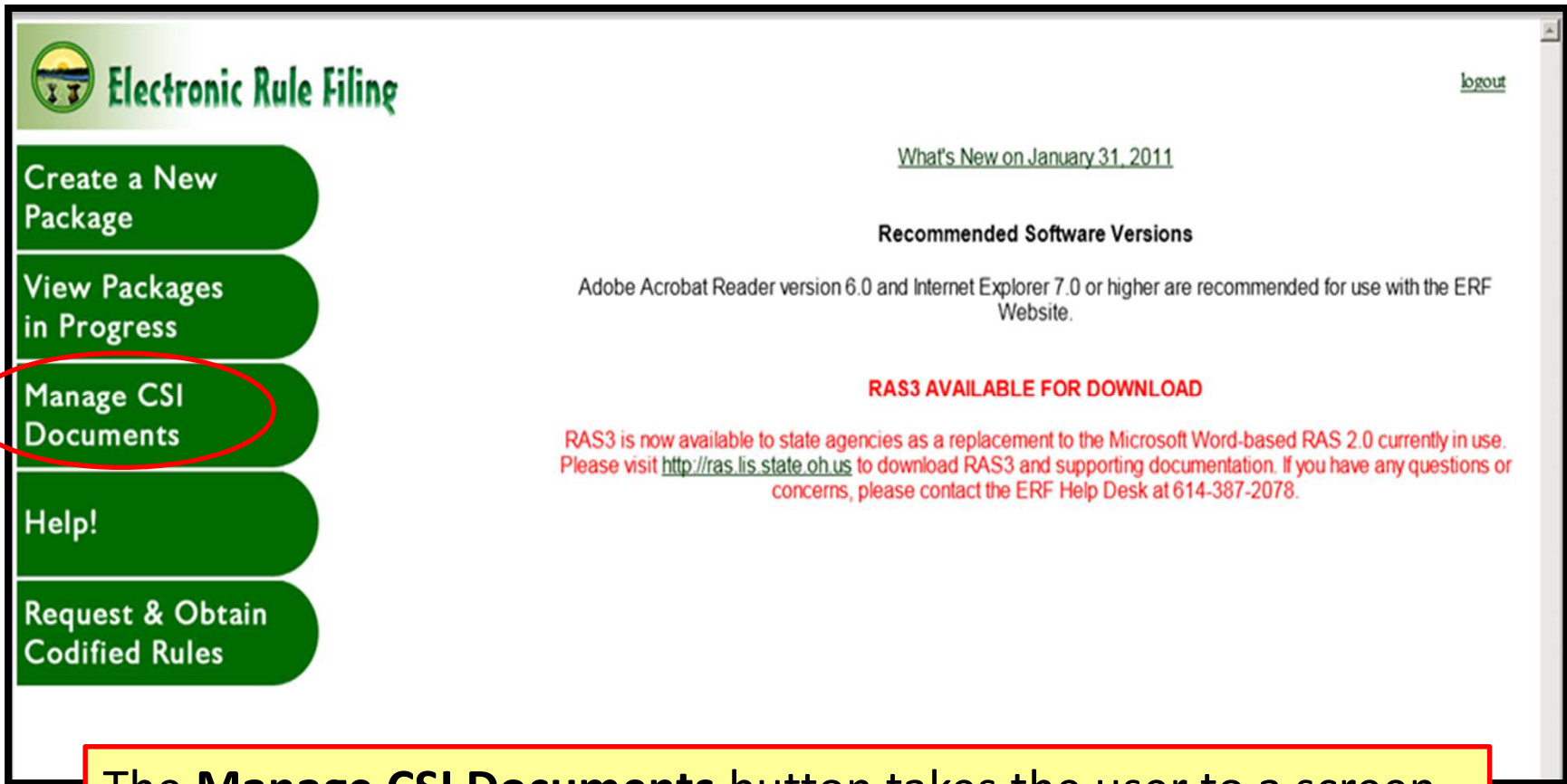
Packages created and filed prior to January 1, 2012:

Nothing will change for a package that was original filed prior to January 1, 2012, but not yet final filed. If you need to revise or refile the package, you will still see the Office of Small Business question and you will never see any CSI-related questions.

Summary of Changes to ERF Website

- SB2 changes will affect **Typical** and **No Change (NC)** packages ONLY. All other package types will function the same way after Jan. 1, 2012 as they did before Jan. 1, 2012.
- A new menu option has been added to the ERF Website Home Page: **Manage CSI Documents**.
- **Question 12** on the **Online Data and Supplemental Questions** form (Form 1) has been changed.
- Form numbers no longer appear on the Document Management page. For example,
 - Form 1 = Online Data and Supplemental Questions
 - Form 2 = Rule Summary
- New CSI Questions have been added to the RSFA(Part A).
 - Anyone completing the RSFA will also need to answer the CSI questions.
- The RSFA (Part A) document now includes an email address at the top and the answers to the SB2 questions at the end.
- The wording of Question 11 on the RSFA when revising/refiling has been changed. The functionality remains the same.

New menu button “Manage CSI Documents” added to the ERF Website Home Page



The **Manage CSI Documents** button takes the user to a screen where CSI-related documents are uploaded. A list of documents recently uploaded can also be accessed by selecting this option.

New “Manage CSI Documents” Menu Button Continued:

An Agency must evaluate whether proposed administrative rules have an adverse impact on businesses. If that is determined to be the case, the Agency must complete the **Business Impact Analysis**. CSI will offer recommendations. The agency must prepare a **Memorandum of Response**.

PDFs of the **Business Impact Analysis, CSI Recommendations,** and **Agency Response** will be uploaded in this area. A unique tracking number will be assigned by the ERF Website to each uploaded PDF. This tracking number will be entered when the rule is assigned to a package in order to associate the CSI document with that rule.

Question 12 on the Online Data and Supplemental Questions form (Form 1) has been changed

Rule Summary Questions Declaring Additional Documents

6. Does this rule have a fiscal effect on school districts, counties, townships, or municipal corporations? (Note : If you indicate Yes, an RSFA Part B is required.)
 Yes No

7. Does this rule deal with environmental protection or contain a component dealing with environmental protection as defined in R.C. 121.39? (Note: If you indicate Yes, an Environmental Impact is required.)
 Yes No

Rule Supplemental Information

8. Prior Effective Date(s) :
Note : Dates should be entered as a text string - e.g. 8/5/1994 (Emer.), 8/8/94, 4/1/97.

9. Does this rule have a replacement line? Yes No
If Yes, please list the rule number(s) this rule is replacing all or part of. (Please separate by commas)

Incorporated by Reference (S.B. 265)

10. Does the rule incorporate a text or other material by reference (examples can include but are not limited to: federal statutes, regulations, or acts; model codes; standards; publications)? See R.C. 121.72, enacted by Sub. S.B. 265 of the 124th General Assembly.
 Yes No

11. Are you filing all of the referenced material electronically as part of this package?
 Yes No

Other Organizations

12. Has the rule being submitted with this filing been transmitted to the Common Sense Initiative Office for evaluation? (see R.C. 121.82 and 107.54) [Help](#)
 Yes No

13. Pursuant to R.C. 173.01(C), if adopted will this rule primarily affect persons sixty years of age or older? (If you indicate YES, then this filing will be filed with the Ohio Department of Aging).
 Yes No

OK Cancel

Link to Helpful information

Link to statutes on ORC Website

Document Management Screen with new CSI Documents (SB2) option listed:

The screenshot displays the 'Electronic Rule Filing' web application. At the top left is the logo and title. At the top right, there is a breadcrumb trail: 'Home : Package List : Example Training Package : 5101-3-03(New)'. A 'logout' link is visible in the upper right corner. On the left side, under 'Upload Documents', there are two buttons: 'Upload Appendix' and 'Upload RSFA Attachment'. The main content area features a table with two columns: 'Document' and 'Document Management'. The table lists several document types with their corresponding management actions. A red box highlights the 'CSI Documents (SB2)' row, and a red arrow points from this box to a text box below the table.

Document	Document Management
Online Data and Supplemental Questions	modify
Rule Body	upload
Rule Summary and Fiscal Analysis (Part A)	print / view
Rule Summary	open
Fiscal Analysis	open
Common Sense Initiative (CSI) Office (SB2)	open
CSI Documents (SB2):	modify

[Help - Which form has which question?](#)

If the CSI Question 12 on the **Online Data and Supplemental Questions** form is answered **YES**, an additional **CSI Documents (SB2)** section will appear. A filer will click the **modify** link to go to the detailed CSI Documents page.

Document Management Screen with new Common Sense Initiative (CSI) Office (SB2) form listed:

Document	Document Management
Online Data and Supplemental Questions	modify
Rule Body	upload
Rule Summary and Fiscal Analysis (Part A)	print / view
Rule Summary	open
Fiscal Analysis	open
Common Sense Initiative (CSI) Office (SB2)	open
CSI Documents (SB2):	modify

Anyone completing the RSFA will need to complete the **Common Sense Initiative (CSI) Office (SB2)** form.

Form numbers no longer appear on the Document Management page:

Before 1/1/12:

Electronic Rule Filing

Home: [Package List: Manual testing: 000-1-01\(Amend\)](#)

[logout](#)

Upload Documents

Document	Document Management
<u>Form 1</u> : Online Data and Supplemental Questions	modify
Rule Body	upload
Rule Summary and Fiscal Analysis (Part A)	print / view
<u>Form 2</u> : Rule Summary	open
<u>Form 3</u> : Fiscal Analysis	open
<u>Form 4</u> : Incorporated By Reference	open
Fiscal Analysis (Part B)	open upload
Environmental Impact	open upload

[Help - Which form has which question?](#)

After 1/1/12:

Electronic Rule Filing

Home: [Package List: Example Training Package: 5101-3-03\(New\)](#)

[logout](#)

Upload Documents

Document	Document Management
Online Data and Supplemental Questions	modify
Rule Body	upload
Rule Summary and Fiscal Analysis (Part A)	print / view
Rule Summary	open
Fiscal Analysis	open
Common Sense Initiative (CSI) Office (SB2)	open
CSI Documents (SB2):	modify

[Help - Which form has which question?](#)

New CSI Form has been added to the RSFA(Part A) while staging an Original Filing

The screenshot shows the 'Electronic Rule Filing' web application. The header includes a logo and the title 'Electronic Rule Filing'. The breadcrumb trail reads: 'Home : Package List : Example Training Package : 5101-3-03(New) : CSI Office (SB2)'. A 'logout' link is in the top right. The main content area contains three questions (A, B, and C) with radio button options and text input fields. Each question has a '+' and '-' icon above its input field. At the bottom are 'Previous', 'Save', and 'Cancel' buttons.

Electronic Rule Filing

Home : Package List : Example Training Package : 5101-3-03(New) : CSI Office (SB2)

[logout](#)

Specific to this rule, please answer the following: [Help](#)

A.) Does this rule require a license, permit, or any other prior authorization to engage in or operate a line of business?

Yes - explanation required No - explanation optional

+ -

B.) Does this rule impose a criminal penalty, a civil penalty, or another sanction, or create a cause of action, for failure to comply with its terms?

Yes - explanation required No - explanation optional

+ -

C.) Does this rule require specific expenditures or the report of information as a condition of compliance?

Yes - explanation required No - explanation optional

+ -

[Previous](#) [Save](#) [Cancel](#)

NOTE: Questions related to the completion of this form should be directed to JCARR.

Typical Package Step-by-Step

If filers have CSI documents that need to be uploaded to the ERF Website, it is recommended that this process be completed first; prior to creating a new package. However, if filers do not have the CSI documents initially, create a new package first and upload the documents later. (Start with slide 27.)

Electronic Rule Filing [logout](#)

[What's New on January 31, 2011](#)

Recommended Software Versions

Adobe Acrobat Reader version 6.0 and Internet Explorer 7.0 or higher are recommended for use with the ERF Website.

RAS3 AVAILABLE FOR DOWNLOAD

RAS3 is now available to state agencies as a replacement to the Microsoft Word-based RAS 2.0 currently in use. Please visit <http://ras.lis.state.oh.us> to download RAS3 and supporting documentation. If you have any questions or concerns, please contact the ERF Help Desk at 614-387-2078.

Click the Manage CSI Documents button to begin this process.

Typical Package Step-by-Step:

The filer is taken to a screen that will list previously uploaded CSI Documents for the agency, if applicable. If no CSI Documents have been uploaded, the message “**No documents have been uploaded.**” will appear. Select the **Upload Document** button to begin the upload process.

The screenshot displays the 'Electronic Rule Filing' web application. At the top left is the application logo and name. At the top right, there is a breadcrumb trail 'Home - Manage CSI Documents' and a 'logout' link. The main content area features a table of uploaded documents with columns for Tracking Number, Document Type, Description, and Upload Date. On the left side of the table, there are two buttons: 'Upload Document' and 'Search'. The 'Upload Document' button is circled in red. At the bottom of the table, there are navigation links '<< Previous 50' and 'Next 50 >>'. The table contains 20 rows of document records.

<u>Tracking Number</u>	<u>Document Type</u>	<u>Description</u>	<u>Upload Date</u>
367782	Agency Response	Resp test	2011-12-28
367781	CSI Rec	Rec test	2011-12-28
367780	BIA	BIA test	2011-12-28
367760	Agency Response	Response Test	2011-12-28
367759	CSI Rec	Recommend Test	2011-12-28
367758	BIA	BIA TEST	2011-12-28
367691	Agency Response	5101 Response 20111227	2011-12-27
367690	CSI Rec	5101 Recommendation 20111227	2011-12-27
367689	BIA	5101 BIA 20111227	2011-12-27
367272	Agency Response	Test 5 - AgRes	2011-12-15
367271	Agency Response	Test 4 - AgRes	2011-12-15
367270	Agency Response	Test 3 - AgRes	2011-12-15
367269	Agency Response	Test 2 - AgRes	2011-12-15
367268	CSI Rec	Test 5 - CSIR	2011-12-15
367267	CSI Rec	Test 4 - CSIR	2011-12-15
367266	CSI Rec	Test 3 - CSIR	2011-12-15
367265	CSI Rec	Test 2 - CSIR	2011-12-15
367264	BIA	Test 5 - BIA	2011-12-15
367263	BIA	Test 4 - BIA	2011-12-15
367262	BIA	Test 3 - BIA	2011-12-15
367261	BIA	Test 2 - BIA	2011-12-15

Typical Package Step-by-Step:

The filer is taken to the **Upload CSI Document** screen where a description of the document can be entered if desired; i.e. BIA, CSI Recommendation, Agency Response. (The Description field is optional.)

Electronic Rule Filing

Home : Manage CSI Documents : Upload CSI Document

logout

Upload CSI Document

Enter Document Description: (optional)

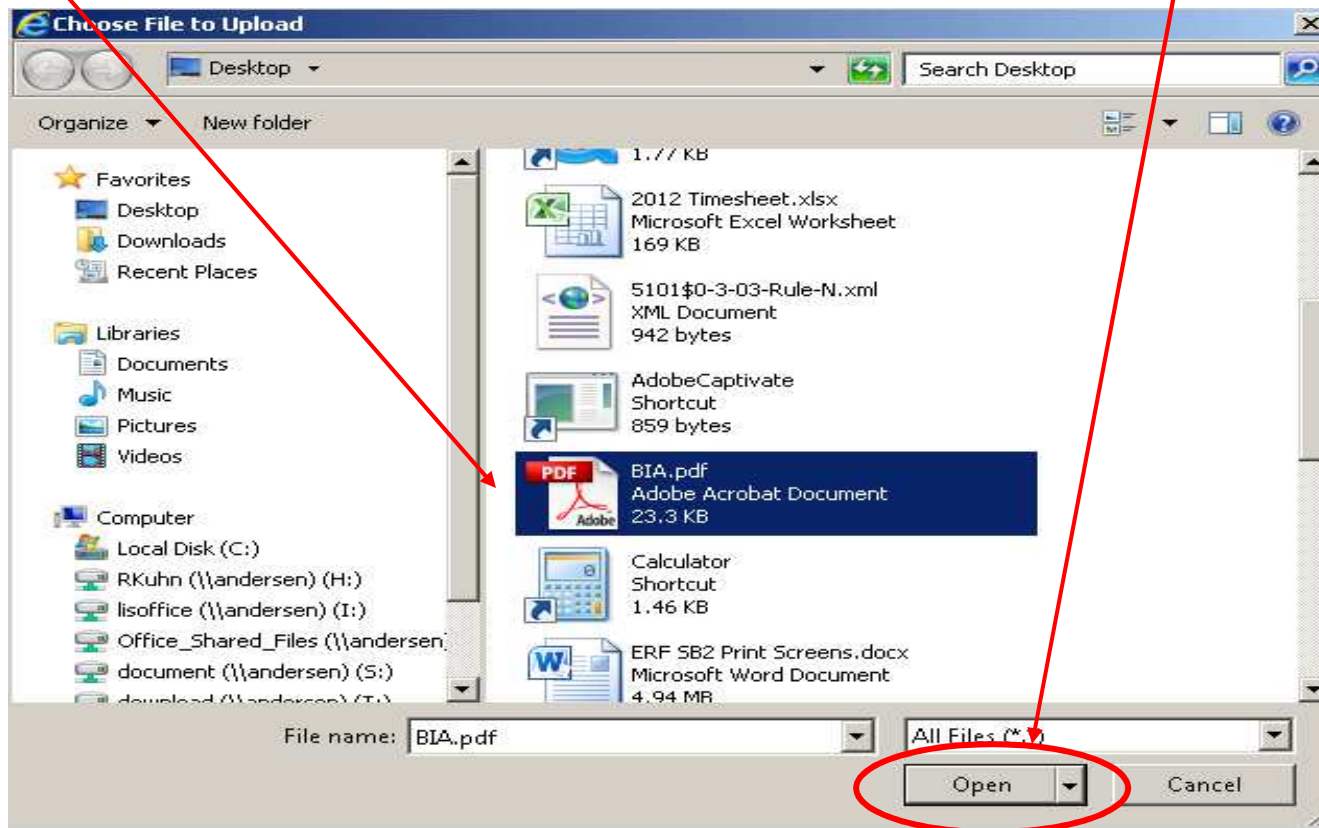
filename :

Business Impact Analysis (BIA)
 CSI Recommendation (CSI Rec)
 Agency Memorandum of Response (Agency Response)

Select the **Browse** button, leaving the **filename** field blank.

Typical Package Step-by-Step:

Locate the folder where the PDF version of the CSI Document is saved and **double click** on the file *OR* select the file and then click **Open**.



Note: The upload box that appears when the Browse button is selected will vary depending on each filer's operating system.

Typical Package Step-by-Step:

Electronic Rule Filing

Home > Manage CSI Documents > Upload CSI Document

logout

Upload CSI Document

Enter Document Description: (optional)

filename : Browse...

Business Impact Analysis (BIA)
 CSI Recommendation (CSI Rec)
 Agency Memorandum of Response (Agency Response)

In this example, the filer is uploading a Business Impact Analysis (BIA) PDF document. Depending on what type of document is being uploaded, the filer will select the appropriate option: **Business Impact Analysis (BIA)**, **CSI Recommendation (CSI Rec)**, or **Agency Memorandum of Response (Agency Response)**. The filer will then click **OK** to upload the document.

Typical Package Step-by-Step:

Tracking Number	Document Type	Description	Upload Date
<u>367838</u>	BIA	BIA	2011-12-30
<u>367829</u>	Agency Response	Response LSC test	2011-12-29
<u>367828</u>	CSI Rec	CSI Rec LSC test	2011-12-29
<u>367827</u>	BIA	BIA LSC test	2011-12-29
<u>367782</u>	Agency Response	Resp test	2011-12-28
<u>367781</u>	CSI Rec	Rec test	2011-12-28
<u>367780</u>	BIA	BIA test	2011-12-28
<u>367760</u>	Agency Response	Response Test	2011-12-28
<u>367759</u>	CSI Rec	Recommend Test	2011-12-28
<u>367758</u>	BIA	BIA TEST	2011-12-28
<u>367691</u>	Agency Response	5101 Response 20111227	2011-12-27
<u>367690</u>	CSI Rec	5101 Recommendation 20111227	2011-12-27
<u>367689</u>	BIA	5101 BIA 20111227	2011-12-27
<u>367272</u>	Agency Response	Test 5 - AgRes	2011-12-15
<u>367271</u>	Agency Response	Test 4 - AgRes	2011-12-15
<u>367270</u>	Agency Response	Test 3 - AgRes	2011-12-15
<u>367269</u>	Agency Response	Test 2 - AgRes	2011-12-15
<u>367268</u>	CSI Rec	Test 5 - CSIR	2011-12-15
<u>367267</u>	CSI Rec	Test 4 - CSIR	2011-12-15
<u>367266</u>	CSI Rec	Test 3 - CSIR	2011-12-15
<u>367265</u>	CSI Rec	Test 2 - CSIR	2011-12-15
<u>367264</u>	BIA	Test 5 - BIA	2011-12-15
<u>367263</u>	BIA	Test 4 - BIA	2011-12-15
<u>367262</u>	BIA	Test 3 - BIA	2011-12-15
<u>367261</u>	BIA	Test 2 - BIA	2011-12-15

Once the document is uploaded successfully, the filer is returned to the **CSI Document Management** screen where the BIA PDF document that was just uploaded appears at the top of the list. A unique **tracking number** is assigned by the ERF Website that will be used later when the rule is assigned to a package in order to associate the CSI document with a specific rule.

Repeat the upload process for all CSI documents.

Typical Package Step-by-Step:

NEW CSI Document Management Screen Information

- If no CSI documents have been uploaded, the message “No documents have been uploaded.” will appear.
- All CSI documents for the agency including all of its divisions will appear together on this page.
- Documents are sorted in reverse numeric order by tracking number.
- Fifty documents will be shown on a page at a time with options to scroll to the previous or next fifty documents, as applicable.

Typical Package Step-by-Step:

The screenshot displays the 'Electronic Rule Filing' web application. At the top left is the logo and title. At the top right, there is a breadcrumb trail 'Home: Manage CSI Documents' and a 'logout' link. On the left side, there are two buttons: 'Upload Document' and 'Search', with the 'Search' button circled in red. The main area contains a table of document entries with columns for Tracking Number, Document Type, Description, and Upload Date. At the bottom, there are navigation links '<< Previous 50' and 'Next 50 >>'.

<u>Tracking Number</u>	<u>Document Type</u>	<u>Description</u>	<u>Upload Date</u>
367838	BIA	BIA	2011-12-30
367829	Agency Response	Response LSC test	2011-12-29
367828	CSI Rec	CSI Rec LSC test	2011-12-29
367827	BIA	BIA LSC test	2011-12-29
367782	Agency Response	Resp test	2011-12-28
367781	CSI Rec	Rec test	2011-12-28
367780	BIA	BIA test	2011-12-28
367760	Agency Response	Response Test	2011-12-28
367759	CSI Rec	Recommend Test	2011-12-28
367758	BIA	BIA TEST	2011-12-28
367691	Agency Response	5101 Response 20111227	2011-12-27
367690	CSI Rec	5101 Recommendation 20111227	2011-12-27
367689	BIA	5101 BIA 20111227	2011-12-27
367272	Agency Response	Test 5 - AgRes	2011-12-15
367271	Agency Response	Test 4 - AgRes	2011-12-15
367270	Agency Response	Test 3 - AgRes	2011-12-15
367269	Agency Response	Test 2 - AgRes	2011-12-15
367268	CSI Rec	Test 5 - CSIR	2011-12-15
367267	CSI Rec	Test 4 - CSIR	2011-12-15
367266	CSI Rec	Test 3 - CSIR	2011-12-15
367265	CSI Rec	Test 2 - CSIR	2011-12-15
367264	BIA	Test 5 - BIA	2011-12-15
367263	BIA	Test 4 - BIA	2011-12-15
367262	BIA	Test 3 - BIA	2011-12-15
367261	BIA	Test 2 - BIA	2011-12-15

The **CSI Document Management** screen provides a filer with the option to search for a specific CSI Document. Click the **Search** button to begin a search.

Typical Package Step-by-Step:

The screenshot shows a web browser window with the following elements:

- Logo:** "Electronic Rule Filing" with a circular icon containing a scale of justice and a book.
- Navigation:** "Home : [Manage CSI Documents](#) : [CSI Document Search](#)"
- Logout:** [logout](#)
- Section Header:** "Search For CSI Document"
- Form Fields:**
 - "Enter Document Description Keyword :
 - "or"
 - "Enter Tracking Number:
- Buttons:** "OK" and "Cancel" (both in green boxes)

The filer is taken to the **Search For CSI Document** screen where two search options are available: **Enter Document Description Keyword OR Enter Tracking Number.**

Typical Package Step-by-Step:

The screenshot shows a web application interface for "Electronic Rule Filing". At the top left is a logo with a scale of justice and the text "Electronic Rule Filing". At the top right, a breadcrumb trail reads "Home : Manage CSI Documents : CSI Document Search". Below this is a "logout" link. The main heading is "Search For CSI Document". There are two input fields: "Enter Document Description Keyword : BIA" and "Enter Tracking Number:". The first field is circled in red. Below the fields are "OK" and "Cancel" buttons.

If **Enter Document Description Keyword** is the desired search option, enter keyword(s) in the textbox provided and click **OK**. In this example, “BIA” was entered. A search is made against the ‘Document Description’ database field of entries belonging to the user’s agency. If a match is made, a **Document Description Search Results** screen displays with the matching results. If no match is made, the Results screen will also display; however, no information will appear in the fields.

Typical Package Step-by-Step:

Electronic Rule Filing

Home : Manage CSI Documents

logout

Document Description Search Results

Upload Document

Search

<u>Tracking Number</u>	<u>Document Type</u>	<u>Description</u>	<u>Upload Date</u>
367780	BIA	BIA test	2011-12-28
367758	BIA	BIA TEST	2011-12-28
367689	BIA	5101 BIA 20111227	2011-12-27
367264	BIA	Test 5 - BIA	2011-12-15
367263	BIA	Test 4 - BIA	2011-12-15
367262	BIA	Test 3 - BIA	2011-12-15
367261	BIA	Test 2 - BIA	2011-12-15

<< Previous 50 Next 50 >>

A match is made, therefore the **Document Description Search Results** screen displays with the matching results

Electronic Rule Filing

Home : Manage CSI Documents

logout

Document Description Search Results

Upload Document

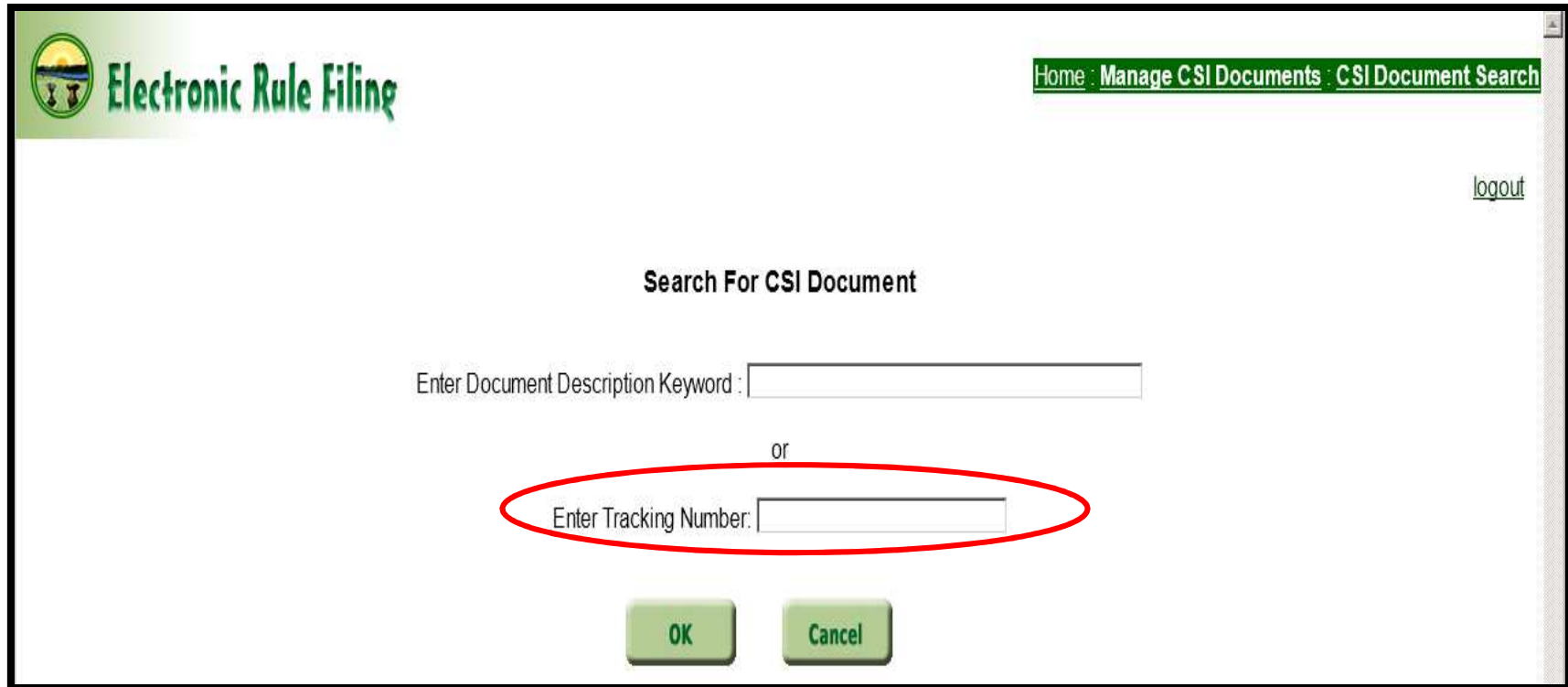
Search

<u>Tracking Number</u>	<u>Document Type</u>	<u>Description</u>	<u>Upload Date</u>
------------------------	----------------------	--------------------	--------------------

<< Previous 50 Next 50 >>

If no match is made, the Results screen will also display; however, no information will appear in the fields.

Typical Package Step-by-Step:



The screenshot shows a web application interface for "Electronic Rule Filing". The top left features a logo with a scale of justice and the text "Electronic Rule Filing". The top right has a breadcrumb trail: "Home : Manage CSI Documents : CSI Document Search" and a "logout" link. The main content area is titled "Search For CSI Document". It contains two search options: "Enter Document Description Keyword:" followed by a text input field, and "or" below it. The second option, "Enter Tracking Number:", is circled in red and followed by another text input field. At the bottom of the form are two green buttons labeled "OK" and "Cancel".

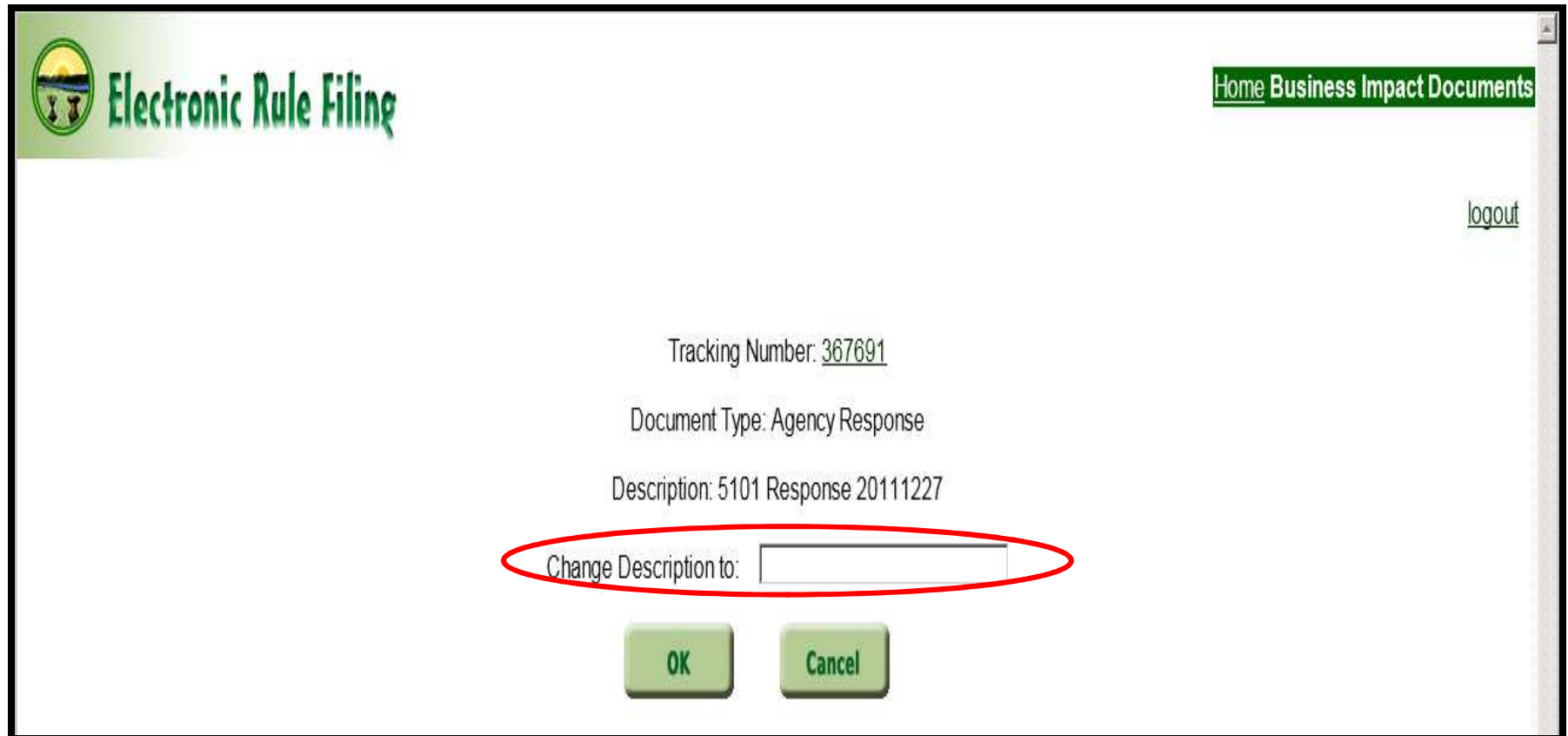
If **Enter Tracking Number** is the desired search option, enter the tracking number in the textbox provided and click **OK**. A search is made against the 'Tracking Number' database belonging to the user's agency. If no match is made, the message "**Unable to find a document with that tracking number associated with your agency.**" displays. Click **Cancel** to return to the **CSI Document Management** screen *OR* enter a different tracking number.

Typical Package Step-by-Step:

The screenshot shows the 'Electronic Rule Filing' interface. In the top left corner, there is a logo with a sun and water, followed by the text 'Electronic Rule Filing'. In the top right corner, there is a green navigation bar with the text 'Home Business Impact Documents' and a 'logout' link. The main content area displays the following information: 'Tracking Number: [367691](#)', 'Document Type: Agency Response', and 'Description: 5101 Response 20111227'. Below this information is a 'Change Description to:' label followed by an empty text input field. At the bottom of the form are two green buttons labeled 'OK' and 'Cancel'.

When searching by tracking number, if a match is made, a screen displays with the matching results as shown in the example above. There are two options available on this screen. First, the filer can click on the Tracking Number link to display the PDF version of the CSI Document.

Typical Package Step-by-Step:



The screenshot shows the 'Electronic Rule Filing' web application. The header includes the application logo and the text 'Electronic Rule Filing'. In the top right corner, there is a navigation bar with 'Home Business Impact Documents' and a 'logout' link. The main content area displays the following information:

- Tracking Number: [367691](#)
- Document Type: Agency Response
- Description: 5101 Response 20111227

Below this information is a form field labeled 'Change Description to:' which is currently empty and highlighted with a red oval. At the bottom of the form are two green buttons: 'OK' and 'Cancel'.

Second, the filer can change the description entered previously for this CSI Document by entering text in the **Change Description to:** field. Click **OK**. The filer will be returned to the **CSI Document Management** screen.

Typical Package Step-by-Step:

Once all of the CSI Documents have been uploaded to the ERF Website, the filer can create a new package of rules. Click on the **Create a New Package** button.

Electronic Rule Filing

Create a New Package

View Packages in Progress

Manage CSI Documents

Help!

Request & Obtain Codified Rules

[What's New on January 31, 2011](#)

Recommended Software Versions

Adobe Acrobat Reader version 6.0 and Internet Explorer 7.0 or higher are recommended for use with the ERF Website.

RAS3 AVAILABLE FOR DOWNLOAD

RAS3 is now available to state agencies as a replacement to the Microsoft Word-based RAS 2.0 currently in use. Please visit <http://ras.lis.state.oh.us> to download RAS3 and supporting documentation. If you have any questions or concerns, please contact the ERF Help Desk at 614-387-2078.

NO CHANGE

Typical Package Step-by-Step:

Information about the type of package being created is entered on this screen.

The screenshot shows the 'Electronic Rule Filing' web application. The header includes a logo and the text 'Electronic Rule Filing'. In the top right corner, there is a navigation bar with 'Home : Create Package' and a 'logout' link. The main content area contains the following fields and options:

- Agency :** 0 - Joel's agency
- Division :** A dropdown menu with 'divisionName' selected.
- Enter Package Name:** A text input field containing 'ERF Website Typical Package'.
- Statute prescribing the procedure in accordance with which the agency is required to adopt the rule (Promulgated Under) :** A text input field with a small link below it that says 'Where did this come from?'.
- Prescribed Statute :** A dropdown menu with '119.03' selected.
- Specify if Other :** A text input field.
- Choose Package Type:** A section with a link 'What package type should I use?' and several radio button options:
 - Typical (Original Filing of New, Amended or Rescinded rules)
 - No Change / FYR
 - Emergency
 - University / Community College
 - Internal Management
 - State Fire Marshal
 - Special, not Subject to Legislative Review

At the bottom center of the form is a green 'Create' button.

NO CHANGE

Typical Package Step-by-Step:

The package is created and the Package Management screen is displayed.

Home : [Package List](#) : ERF Website Typical Package

Package Type : Typical
Package Number : 12433

[logout](#)
[change package information](#)

This Package Contains No Rules. Click 'Assign Rule' to Proceed

Package Management

[Assign Rule](#)

[Upload Public Hearing Notice](#)

[Upload Add'l Communications](#)

[FILE](#)

Package Contents: Status Document Management

Associated Public Hearing Notice :

Additional Communications : [help](#)

NO CHANGE

Typical Package Step-by-Step:

To add a rule to the package, click on the **Assign Rule** button.

The screenshot displays the 'Electronic Rule Filing' web application interface. At the top left is the logo and title 'Electronic Rule Filing'. The top right shows the breadcrumb 'Home : Package List : ERF Website Typical Package' and package details: 'Package Type : Typical' and 'Package Number : 12433'. Below this are links for 'logout' and 'change package information'. The main content area features a blue message: 'This Package Contains No Rules. Click 'Assign Rule' to Proceed'. On the left, under 'Package Management', the 'Assign Rule' button is circled in red, with a red arrow pointing to it from the instruction box above. Other buttons include 'Upload Public Hearing Notice', 'Upload Add'l Communications', and 'FILE'. The main content area has three green bars: 'Package Contents: Status Document Management', 'Associated Public Hearing Notice :', and 'Additional Communications : help'.

NO CHANGE

Typical Package Step-by-Step:

Rule specific information is entered on this screen.

The screenshot shows a web browser window with the title "Electronic Rule Filing". In the top right corner, there is a navigation menu with links: "Home", "Package List", "sdf", and "Add Rule". On the right side, there is a "logout" link. The main content area contains the following text and form elements:

Enter Rule Number, Then Select Type and Click Ok.

Rule Number: : - - .

Agcy# Div# Chpt# Rule# Supp#

Please choose the appropriate **TYPE** of rule filing :

Amendment New Rescission

NO CHANGE

Typical Package Step-by-Step:

The rule is added to the Package Management screen.
Repeat this process for each rule assigned to the package.

Home : [Package List](#) : **Test Package**

Package Type : Typical
Package Number : 18143

[logout](#)
[change package information](#)

Package Management

Package Contents:	Status	Document Management
000-1-01(Amend)	Original File - Pending	open remove

Associated Public Hearing Notice :

Additional Communications : [help](#)

FILE

NO CHANGE

Typical Package Step-by-Step:

To fill out the **Online Data and Supplemental Questions** form for a rule, select the **open** link next to the rule. This opens the **Online Data and Supplemental Questions** form (Form 1) for that rule.

The screenshot shows the 'Electronic Rule Filing' web application. At the top left is a logo with a scale of justice and the text 'Electronic Rule Filing'. At the top right, there are navigation links: 'Home', 'Package List', and 'Test Package'. Below these, it displays 'Package Type : Typical' and 'Package Number : 18143'. On the right side, there are links for 'logout' and 'change package information'. The main section is titled 'Package Management' and contains a sidebar with buttons: 'Assign Rule', 'Upload Public Hearing Notice', 'Status', 'History', 'Upload Add'l Communications', and a large red 'FILE' button. The main content area has a table with columns 'Package Contents:', 'Status', and 'Document Management'. The table contains one row: '000-1-01(Amend)', 'Original File - Pending', and 'open remove'. Below the table are sections for 'Associated Public Hearing Notice :' and 'Additional Communications : help'.

Package Contents:	Status	Document Management
000-1-01(Amend)	Original File - Pending	open remove

NO CHANGE

Typical Package Step-by-Step:

Question 12 on the Online Data and Supplemental Questions form has changed.

6. Does this rule have a fiscal effect on school districts, counties, townships, or municipal corporations? (Note : If you indicate Yes, an RSFA Part B is required.)
 Yes No
7. Does this rule deal with environmental protection or contain a component dealing with environmental protection as defined in R.C. 121.39? (Note: If you indicate Yes, an Environmental Impact is required.)
 Yes No

Rule Supplemental Information

8. Prior Effective Date(s) :
Note : Dates should be entered as a text string - e.g. 8/5/1994 (Emer.), 8/8/94, 4/1/97.
9. Does this rule have a replacement line? Yes No
If Yes, please list the rule number(s) this rule is replacing all or part of. (Please separate by commas)

Incorporated by Reference (S.B. 265)

10. Does the rule incorporate a text or other material by reference (examples can include but are not limited to: federal statutes, regulations, or acts; model codes; standards; publications)? See R.C. 121.72, enacted by Sub. S.B. 265 of the 124th General Assembly.
 Yes No
11. Are you filing all of the referenced material electronically as part of this package?
 Yes No

Other Organizations

12. Has the rule being submitted with this filing been transmitted to the Common Sense Initiative Office for evaluation? (see R.C. 121.82 and 107.54) [Help](#)
 Yes No
13. Pursuant to R.C. 173.01(C), if adopted will this rule primarily affect persons sixty years of age or older? (If you indicate YES, then this filing will be filed with the Ohio Department of Aging).
 Yes No

OK

Cancel

Typical Package Step-by-Step:

A **YES** answer to Question 12 creates a link to the **CSI Documents (SB2)** on the Document Management screen.

Document	Document Management
Online Data and Supplemental Questions	modify
Rule Body	upload
Rule Summary and Fiscal Analysis (Part A)	print / view
Rule Summary	open
Fiscal Analysis	open
Common Sense Initiative (CSI) Office (SB2)	open
CSI Documents (SB2):	modify

At this time, the **Online Data and Supplemental Questions** form has been completed. To fill out the remaining forms, select **open** next to the form you want to complete.

Typical Package Step-by-Step:

The **Rule Summary** contains questions related to the content of the rule.

Electronic Rule Filing Home : Package List : ERF Website Typical Package : 007-1-01(Amend) : Form 2 : Rule Summary and Fiscal Analysis (Part A) [logout](#)

These questions must be completed before the rule can be filed.

State the reason(s) for proposing, (i.e., why you are filing,) this rule:

Summarize the changes and the content of the proposed rule.

Save **Cancel** **Next**

Internet

NO CHANGE

Typical Package Step-by-Step:

The **Fiscal Analysis** contains questions related to the fiscal (\$) impact of the rule.

[logout](#)

These questions must be completed before the rule can be filed. If the question does not apply to the filing, type in "Not Applicable."

Estimate the total amount by which this proposed rule would for the agency during the current biennium (in dollars). Explain the net impact of the proposed changes to the budget of your agency/department.

Enter dollar amount :

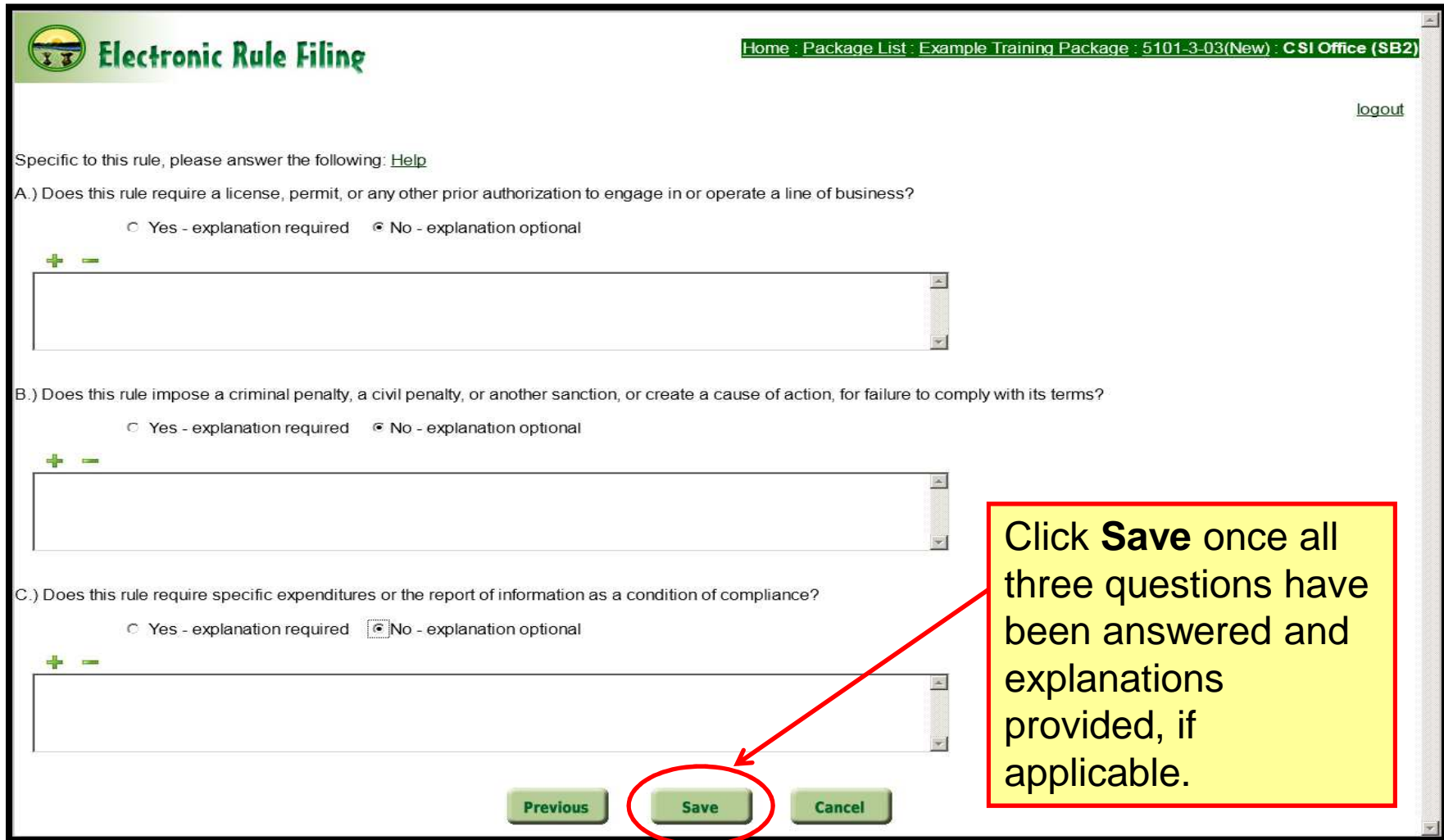
Identify the appropriation (by line item etc.) that authorizes each expenditure necessitated by the proposed rule :

Provide a summary of the estimated cost of compliance with the rule to all directly affected persons. When appropriate, please include the source for your information / estimated costs, e.g., industry, CFR, internal / Agency :

NO CHANGE

Typical Package Step-by-Step:

The **NEW Common Sense Initiative (CSI) Office (SB2)** form contains questions related to the business impact of the rule.



Electronic Rule Filing Home : Package List : Example Training Package : 5101-3-03(New) : CSI Office (SB2) [logout](#)

Specific to this rule, please answer the following: [Help](#)

A.) Does this rule require a license, permit, or any other prior authorization to engage in or operate a line of business?

Yes - explanation required No - explanation optional

+ -

B.) Does this rule impose a criminal penalty, a civil penalty, or another sanction, or create a cause of action, for failure to comply with its terms?

Yes - explanation required No - explanation optional

+ -

C.) Does this rule require specific expenditures or the report of information as a condition of compliance?

Yes - explanation required No - explanation optional

+ -

[Previous](#) [Save](#) [Cancel](#)

Click **Save** once all three questions have been answered and explanations provided, if applicable.

New CSI Questions added to the RSFA(Part A)

- Filers will see Questions A, B, and C for all **Typical** and **No Change (NC)** packages and for every filing action regardless of how Question 12 is answered.
- Either a **Yes** or **No** response is required for all three questions before filing.
- If the filer checks **Yes** for A, B, or C, an explanation must be entered in the corresponding textbox.
- If the filer checks **No** for A, B, or C, an explanation is optional.

Typical Package Step-by-Step:

Once all of the forms have been completed, you can re-open them to change any answers previously entered by selecting **modify**.

The screenshot shows the 'Electronic Rule Filing' web application. At the top left is the logo and title. At the top right is a breadcrumb trail: 'Home : Package List : Example Training Package : 5101-3-03(New)'. On the right side, there is a 'logout' link. On the left side, under 'Upload Documents', there are two buttons: 'Upload Appendix' and 'Upload RSFA Attachment'. The main content area is a table with two columns: 'Document' and 'Document Management'. The table lists several documents, with 'modify' links circled in red for 'Online Data and Supplemental Questions', 'Rule Summary', 'Fiscal Analysis', 'Common Sense Initiative (CSI) Office (SB2)', and 'CSI Documents (SB2)'. Other actions like 'print / view', 'remove', 'replace', and 'retrieve' are also visible for some documents.

Document	Document Management
Online Data and Supplemental Questions	modify
Rule Body	print / view remove replace retrieve
Rule Summary and Fiscal Analysis (Part A)	print / view
Rule Summary	modify
Fiscal Analysis	modify
Common Sense Initiative (CSI) Office (SB2)	modify
CSI Documents (SB2):	modify

[Help - Which form has which question?](#)

NO CHANGE

Typical Package Step-by-Step:

Every document or form that is being filed must first be viewed using print/view.

The screenshot shows the 'Electronic Rule Filing' web application. At the top left is the logo and title. At the top right, there is a breadcrumb trail: 'Home : Package List : Renee Test2 : 5101-3-03(New)'. Below this is a 'logout' link. On the left side, under 'Upload Documents', there are two buttons: 'Upload Appendix' and 'Upload RSFA Attachment'. The main content area is a table with two columns: 'Document' and 'Document Management'. The 'print / view' link for the 'Rule Summary and Fiscal Analysis (Part A)' document is circled in red.

Document	Document Management
Online Data and Supplemental Questions:	modify
Rule Body	upload
Rule Summary and Fiscal Analysis (Part A)	print / view
Rule Summary	modify
Fiscal Analysis	modify
Common Sense Initiative (CSI) Office (SB2)	modify
CSI Documents (SB2):	modify

[Help - Which form has which question?](#)

NO CHANGE

Typical Package Step-by-Step:

Changes to the RSFA (Part A) include the addition of an **email** address; and...

*** DRAFT - NOT YET FILED ***

Rule Summary and Fiscal Analysis (Part A)

<u>Test agency</u>			
Agency Name			
	<u>John Doe</u>		
Division	Contact		
<u>77 South High St. 22nd floor Columbus OH</u>	<u>614-728-0711</u>	<u>614-728-0711</u>	
<u>43215-6108</u>			
Agency Mailing Address (Plus Zip)	Phone	Fax	
<u>john@doe.com</u>			
Email			
<u>007-7-07</u>	<u>AMENDMENT</u>		
Rule Number	TYPE of rule filing		
Rule Title/Tag Line	<u>This is my rule.</u>		

Typical Package Step-by-Step:

...answers to the **SB2 Questions** at the end.

S.B. 2 (129th General Assembly) Questions

18. Has this rule been filed with the Common Sense Initiative Office pursuant to R.C. 121.82? **Yes**

19. Specific to this rule, answer the following:

A.) Does this rule require a license, permit, or any other prior authorization to engage in or operate a line of business? **No**

Filer's explanation will appear here.

B.) Does this rule impose a criminal penalty, a civil penalty, or another sanction, or create a cause of action, for failure to comply with its terms? **Yes**

Filer's explanation will appear here.

C.) Does this rule require specific expenditures or the report of information as a condition of compliance? **No**

Filer's explanation will appear here.

Typical Package Step-by-Step:

The Rule Body document is uploaded from the Rule Contents screen.

Document	Document Management
Online Data and Supplemental Questions	modify
Rule Body	upload
Rule Summary and Fiscal Analysis (Part A)	print / view
Rule Summary	modify
Fiscal Analysis	modify
Common Sense Initiative (CSI) Office (SB2)	modify
CSI Documents (SB2):	modify

NO CHANGE

Typical Package Step-by-Step:

A filer will click **modify** to go to the detailed **CSI Documents (SB2)** screen.

NOTE: If the CSI Documents have not yet been uploaded to the ERF Website, that process needs to be completed now. (See slide 13.)

The screenshot displays a web interface with a sidebar on the left containing 'Upload Documents' and two buttons: 'Upload Appendix' and 'Upload RSFA Attachment'. The main content area features a table with two columns: 'Document' and 'Document Management'. The table lists several document types with their respective management actions. The 'modify' link for 'CSI Documents (SB2)' is circled in red. A 'logout' link is visible in the top right corner. At the bottom center, there is a link: 'Help - Which form has which question?'. A yellow box with the word 'NEW' in black text is positioned at the bottom center of the slide.

Document	Document Management
Online Data and Supplemental Questions	modify
Rule Body	print / view remove replace retrieve
Rule Summary and Fiscal Analysis (Part A)	print / view
Rule Summary	modify
Fiscal Analysis	modify
Common Sense Initiative (CSI) Office (SB2)	modify
CSI Documents (SB2):	modify

NEW

Typical Package Step-by-Step:

On this screen, a filer will input the tracking number for the various CSI Documents in order to associate those CSI documents with the rule. The first tracking number requested is for that of the BIA.

The screenshot shows the 'Electronic Rule Filing' interface. At the top left is the logo and title 'Electronic Rule Filing'. At the top right is a navigation link 'Home Business Impact Documents'. The main content area contains the following text:

On question 12 of Form 1: Online Data and Supplemental Questions, you indicated the rule being submitted with this filing has been sent to the Common Sense Initiative Office. [Help](#)

1a. Enter the CSI tracking number for the Business Impact Analysis (BIA) submitted to CSI for this filing.

CSI tracking number:

Recently uploaded: [367780](#) [367758](#) [367689](#) [367264](#)

1b. Will you be including a recommendation from the Common Sense Initiative Office with this filing?

Yes No

At the bottom are two buttons: 'OK' and 'Cancel'. A red oval highlights the 'CSI tracking number' input field and the 'Yes' radio button. A red arrow points from the '367264' link to the input field. A yellow callout box on the right contains the following text:

The tracking numbers for up to six recently uploaded CSI documents of a specific type for an agency will appear. Click on the tracking number link to view a PDF version of the specific CSI Document. Copy and paste or type in the BIA Tracking Number in the **CSI tracking number** field. Answer **Yes** or **No** to question 1b. (Since CSI will always offer a recommendation, the answer to question 1b. will always be **Yes**.)

NEW

Typical Package Step-by-Step:

A **Yes** response to question 1b. adds additional requirements: The tracking number for the **CSI Recommendation** document must be entered, as well as the tracking number for the **Agency Response** document.

Electronic Rule Filing

On question 12 of Form 1: Online Data and Supplemental Questions, you indicated the rule being submitted with this filing has been sent to the Common Sense Initiative Office. [Help](#)

1a. Enter the CSI tracking number for the Business Impact Analysis (BIA) submitted to CSI for this filing.

CSI tracking number:

Recently uploaded: [367838](#) [367827](#) [367780](#) [367758](#)

1b. Will you be including a recommendation from the Common Sense Initiative Office with this filing?

Yes No

CSI tracking number:

Recently uploaded: [367828](#) [367781](#) [367759](#) [367690](#)

1c. Pursuant to [R.C. 121.82](#), if you received a recommendation from the Common Sense Initiative Office for this rule, you must also file an agency memorandum of response.

CSI tracking number:

Recently uploaded: [367829](#) [367782](#) [367760](#) [367691](#)

Again, the tracking numbers for up to six recently uploaded CSI documents of a specific type for an agency will appear. Click on the tracking number link to view a PDF version of the specific CSI Document. Copy and paste or type in the Tracking Number in the **CSI tracking number** field for each document. Click **OK** when all three tracking numbers have been entered.

NEW

Typical Package Step-by-Step:

The filer is returned to the **Package Management** screen where each of the CSI Documents associated with the rule are displayed. The **print/view** process needs to be completed for each.

The screenshot shows the 'Electronic Rule Filing' web application. At the top left is the logo and title. At the top right is a breadcrumb trail: 'Home : Package List : Example Training Package : 5101-3-03(New)'. On the right side, there is a 'logout' link. On the left side, under 'Upload Documents', there are two buttons: 'Upload Appendix' and 'Upload RSFA Attachment'. The main content area features a table with two columns: 'Document' and 'Document Management'. The table lists various documents, including 'Online Data and Supplemental Questions', 'Rule Body', 'Rule Summary and Fiscal Analysis (Part A)', and 'CSI Documents (SB2)'. The 'print/view' links for the three documents under 'CSI Documents (SB2)' are highlighted with a red border.

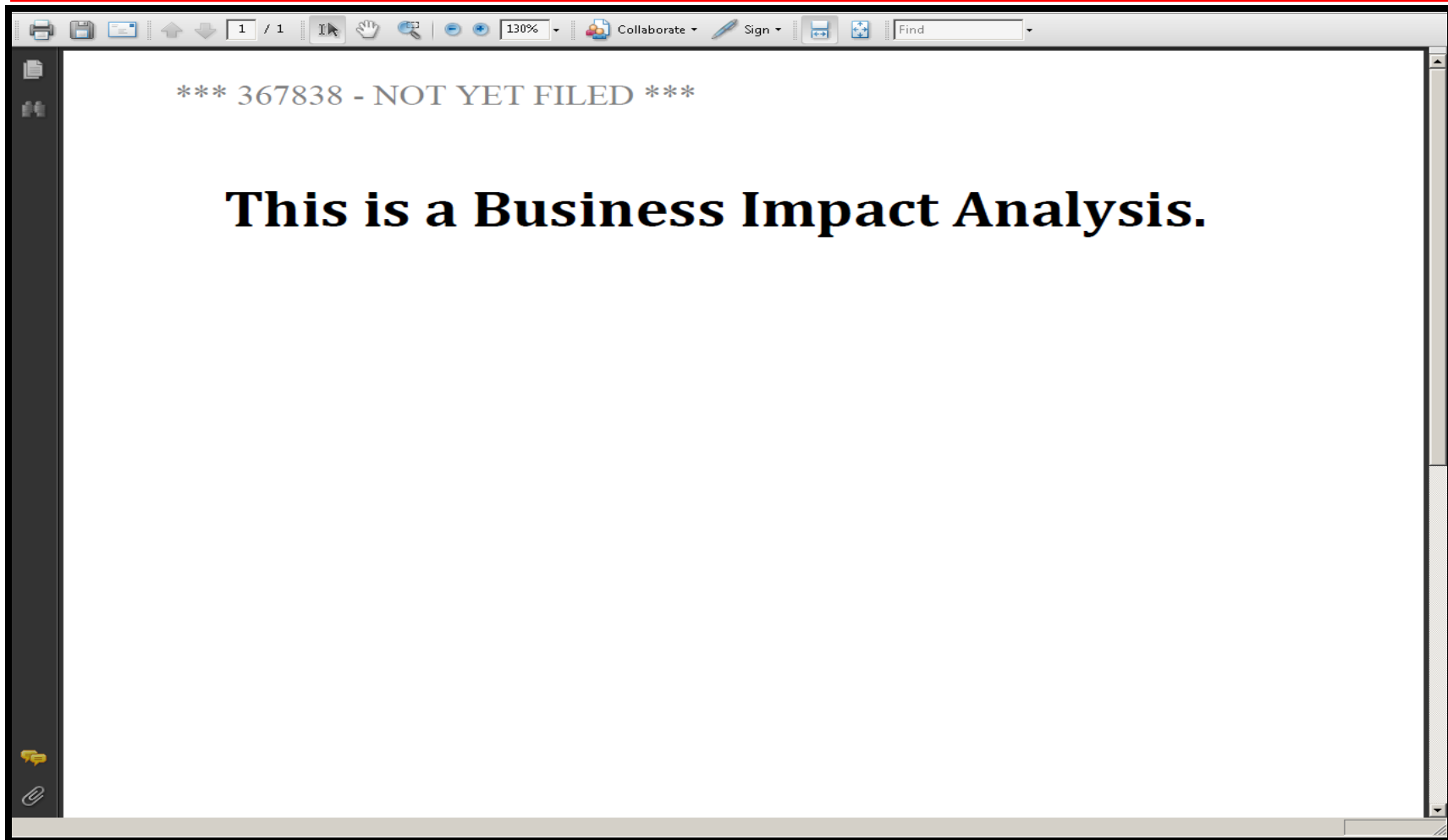
Document	Document Management
Online Data and Supplemental Questions	modify
Rule Body	print / view remove replace retrieve
Rule Summary and Fiscal Analysis (Part A)	print / view
Rule Summary	modify
Fiscal Analysis	modify
Common Sense Initiative (CSI) Office (SB2)	modify
CSI Documents (SB2):	modify
Business Impact Analysis Document (BIA) - 367780	print/view
CSI Office Recommendation Document (CSIREC) - 367781	print/view
Agency Memorandum Of Response To Recommendation - 367782	print/view

[Help - Which form has which question?](#)

NEW

Typical Package Step-by-Step:

A PDF version of each CSI Document will display. The tracking number along with the notation **NOT YET FILED** will appear at the top of each respective document. An example is displayed below.



Typical Package Step-by-Step:

Filing the Rule Package:

When all required rule and package documents have been uploaded and viewed, the package can be original filed.

Home : [Package List](#) : [Renee Test 3](#)

Package Type : Typical
Package Number : 91477
Promulgated Under : 111.15

[logout](#)
[change package information](#)

Electronic Rule Filing

Package Management

Assign Rule
Upload Public Hearing Notice
Status
History
Upload Add'l Communications

Package Contents:	Status	Document Management	
5101-3-03 (New)	Original File - Pending	open	remove

Associated Public Hearing Notice :

Additional Communications : [help](#)

FILE

To begin the process of filing, click on the **FILE** button.

NO CHANGE

Typical Package Step-by-Step:



The screenshot displays the 'Electronic Rule Filing' web application. The header includes a logo on the left and a navigation menu on the right with links for 'Home', 'Packages List', 'Manual testing', and 'Choose Action'. A 'logout' link is also visible in the top right corner. The main content area contains the text 'Please Choose an Action Type to File :'. Below this text is a radio button labeled 'Original File', which is circled in red. At the bottom of the selection area are two green buttons: 'OK' and 'Cancel'.

Choose **Original File** as the Action Type by clicking on the radio button.

Click **OK** to proceed.

NO CHANGE

Typical Package Step-by-Step:

The status screen displays. Notice that a column has been added for the CSI documents; however, the functionality of this screen has not changed.

Electronic Rule Filing Home Packages List Example Training Package Package Status

[logout](#)

rule number	rule body	RSFA				CSI			appendix	Inc. by Ref.	PHN	119 Em. Justification	Add'l Comm
		RSFA (a)	fiscal analysis (b)	environmental impact	attachment	BIA	CSI rec	Agency response					
5101-3-03 (New)	✓	✓			0	✓	✓	✓	0	0			

Explanation of Symbols :

Indicators other than those for RSFA (a) have the following meanings:

- ✗ - item is missing an element(s) that is required for filing
- ! - document has uploaded but has not yet been viewed (each document must be viewed prior to filing)
- ✓ - document is ready for filing

RSFA (a) indicators have the following meanings:

- ✗ - one or more questions on Forms 2 - 4 have not been completed
- ! - Forms 2 - 4 have been completed however the RSFA (a) has not been viewed
- ✓ - document is ready for filing

OK Cancel

Typical Package Step-by-Step:

When the filing has been processed, the confirmation screen displays which has not changed. Minor changes to the Confirmation Report are noted below.

The Honorable Jon Husted
Secretary of State
180 E. Broad St., 15th Floor
Columbus, OH 43215

Mark Flanders, Director
Legislative Service Commission
77 South High St., 9th Floor
Columbus, OH 43215

Larry Wolpert, Director
Joint Committee on Agency Rule Review
77 South High St., Concourse Level
Columbus, OH 43215

It is hereby confirmed that the Department of Job and Family Services **original filed** the following rule(s) pursuant to section 111.15 of the Ohio Revised Code.

Package Number: 91477
File Date and Time: 12/30/2011 01:28 PM
Confirmation Number: d1ec3659707cb917e14c723b22d1e4cf

ORIGINAL FILE

Rule Number	Type	FYR	CSI	JE Date	Eff Date	Next FYR	Tagline
5101-3-03	New	N	Y	03/08/2012			New rule.

Page 1

Typical Package Step-by-Step:

The Confirmation Email has minor changes as noted below.

E-rule filing notice: State Board of Psychology (CSI)

CSI Notation added

● ERFSYSTEM@lis.state.oh.us

To:

Attachments:  cov75501.pdf (30 KB)

FYI-

Attached is the rule filing confirmation report.

Package Number : 84097.

Your confirmation number is : 6953a2f42844fbcbb4b8bd8c719b3afd

CSI tracking numbers included with this filing : 12345, 12466, 12467, 13465, 13466

If you need additional details, please call the ERF Help Desk at 614-387-2078.

Thank you,

The ERF System

CSI Tracking Numbers included with the package filing have been added to the Confirmation Email.

Typical Package Step-by-Step:

The Package History screen now includes the ability to **print/view** all of the CSI Documents as well.

Electronic Rule Filing

Home : Package List : Renee Test 3 : Package History : Historical Documents for 5101-3-03(New)

[logout](#)

Select Package History to see other filing actions for this rule.

Original File - 12/30/2011 1:28 PM	print all
<hr/>	
Rule Body	print / view
Rule Summary and Fiscal Analysis (Part A)	print / view
CSI Business Impact Analysis - 367838	print/view
CSI Recommendation - 367828	print/view
Agency Memorandum of Response - 367829	print/view

OK

Revise or Refile a Typical Package

If a filer needs to Revise or Refile a filing, the filer will be required to answer Question 12 on the **Online Data and Supplemental Questions** form, specific to that filing. All other steps associated with this process are the same.

The screenshot displays the 'Electronic Rule Filing' web application. At the top, there is a navigation bar with the following links: Home, Packages List, Example Training Package, and Online Questions for rule 5101-3-03(New). A 'logout' link is located in the top right corner. A prominent red oval highlights a warning message in the center of the page: 'Common Sense Initiative (CSI) question 12 must be answered before this filing can proceed. In addition, any changes in CSI status for this filing must be identified in question 19 of the Rule Summary and Fiscal Analysis (RSFA)'. Below this message, the form is organized into several sections, each with a green header bar: 1. 'Contact Information' section, containing question 1: 'Please select the contact for this rule.' with a dropdown menu showing 'Lynch, Mike'. 2. 'Rule Summary Questions' section, containing questions 2 and 3. Question 2 asks if the rule is consistent with RC 119.032 review, with radio buttons for 'Yes', 'No', and 'Exempt Options'. Question 3 asks if the rule is proposed as a result of recent legislation, with radio buttons for 'Yes' and 'No', and a note that 'Bill Number, General Assembly and Sponsor fields required' if 'Yes' is selected. 3. 'Rule Summary and Rule Supplemental information' section, containing questions 4 and 5. Question 4 asks for the statute(s) authorizing the agency to adopt the rule, with a text input field containing '5101'. Question 5 asks for the statute(s) the rule amplifies or implements, also with a text input field containing '5101'. 4. 'Rule Summary Questions Declaring Additional Documents' section, containing questions 6 and 7. Question 6 asks if the rule has a fiscal effect on school districts, counties, townships, or municipalities, with radio buttons for 'Yes' and 'No'. Question 7 asks if the rule deals with environmental protection.

For any questions about Electronic Rule Filing, contact the **ERF Help Desk**:



614-387-2078

Monday – Friday

8:00 am – 5:00 pm

Email: erfhelpdesk@lsc.state.oh.us

For questions regarding the CSI Review Process, contact:

Mark Hamlin at (614) 728-6716 or

Mark.Hamlin@governor.ohio.gov

