

# VIRGINIA REGISTER NEWS

NEWS YOU CAN USE

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## RIS and Town Hall Receive 2008 Governor's Technology Award

The Virginia Code Commission, Division of Legislative Automated Systems, and Department of Planning and Budget were each awarded with the 2008 Governor's Technology Award at the COVITS conference on Monday, September 8 at the Williamsburg Marriott for their joint nomination in the "cross-boundary collaboration" category. The submission titled "Regulation Information System (RIS) and Virginia Regulatory Town Hall 2.0" highlighted, among other things, the collaborative effort between three agencies in two branches of government to implement and streamline the filing of regulations for publication in the Virginia Register of Regulations and to provide for daily updating of the Virginia Administrative Code. Lilli Hausenfluck, who served as a project leader on the RIS initiative, accepted the award on behalf of the Virginia Code Commission; Melanie West, Director of the Economic and Regulatory Analysis Division, accepted the award on behalf of the Department of Planning and Budget; and Joe Johnson accepted the award on behalf of the Division of Legislative Automated Systems.



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## RIS TIPS - DID YOU KNOW??

When in an RIS project section, click on the following links at the top right side of your screen:

- [hilite](#) - highlights underscored text in yellow; displays ~~stricken~~ text in red
- [integ](#) - highlights where the RIS text differs from the existing VAC text (ignores underlines and strike throughs) and provides a message indicating "pass" or "fail"
- [vac](#) - opens a separate window of the current VAC section (useful in comparing text when integrity check fails)

Cross references to VAC sections within section text are hyperlinked to the VAC database (e.g., [12VAC5-251-10](#))

Code of Virginia sections within text are hyperlinked to the Code of Virginia database (e.g., [§ 32.1-102.2](#))

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## RIS -- Looking forward

### Future improvements to the Regulation Information System include:

- Looking at ways to streamline the Comments feature to improve the ability for coordinators to receive and respond to requests for additional information on individual RIS projects.
- Developing a Frequently Asked Questions area.
- Developing instructions for filing Forms Only Revisions through RIS. For now, agencies should alert the Registrar's Office when they have created a project that only updates a FORMS List. More complete instructions will be sent to regulatory coordinators and other RIS users soon.
- Continuing work on improving tables and images in the online VAC.



### Don't forget the page numbers

Remember that the print copies of regulations submitted to the Registrar **MUST** include page numbers. Here is the easiest (and preferred) way to print regulations for filing:

1. Log in to RIS. There is a dropdown menu option at Create Report to produce a double-spaced hard copy.
2. At Create Report select Sections (Double spaced).
3. Print the document as it appears on the screen. **Page numbers will automatically print in the proper format.**

Do **NOT** "Open in Word" and print without creating a header and inserting page numbers in the following format (page 1 of 247).

## RIS EMAILS

How do I reply to those "RIS" emails I get from Register staff?

One of the most common questions asked by agency regulatory coordinators is how to respond to RIS-generated emails with questions about regulations that they receive from Register staff through RIS.

### 1. Do not reply to the email!

2. Click on the link "View Project Comments."

3. Sign into RIS and go to the Comment section of the project.

4. Enter your comment and click on update. You can select a staff person's name to send them an email; however, Register staff looks at all comments for a project on a regular basis.



## Recent Global Changes to VAC

**Back by popular demand: § space!** You may have noticed several changes to the Virginia Administrative Code online following our announcement on October 15, 2008. Beginning with the publication of Volume 25, Issue 4 of the Virginia Register, the space following section symbols is back.

The global changes were made to the online VAC and to all RIS projects. Any new projects you create should include the space. The Registrar's Office will monitor all projects and make corrections as necessary.

**Forms and Documents Incorporated by Reference (DIBR).** Forms and DIBR lists are unnumbered sections of the Virginia Administrative Code, but with development of the online VAC, numbers were assigned in order for the information to appear at the end of the appropriate chapters.

As part of our recent global changes to VAC, Forms lists were renumbered as section 9998 and DIBR lists as 9999. The links on the VAC Table of Contents now reads FORMS and DIBR, respectively; the numbers are not visible to the public. Chapter numbers were added in parentheses following the titles of the lists. This was designed to clearly designate the lists when they appear by themselves.

## How to create a document for presenting a project to a board for agency approval

Use the dropdown list in the Create Report feature of RIS. Make a copy of the document for the second required copy.

Choose "Sections (Double spaced)" and then click on "Create Report." This will create an HTML document with all of the sections rolled into one document with the Statutory Authority and Historical Notes not included. When you are ready to submit the hard copies to our office, print this document and have the appropriate person sign the certification statement that is attached at the end.

To present this to your board, you have the option to "Open in Word" with the button at the top right of the document. Once this is in Word, you can save it to your hard drive, change the margins, add page numbers, remove the certification statement, change the title, or anything else you want to do to make it ready for presentation to an agency board.

**A REMINDER:  
MAKE SURE  
BRACKETS ARE  
NOT  
UNDERScoreD!**

## Forms Only Revisions

Click [here](#) for instructions for filing Forms Only Revisions through RIS. Call the Registrar's Office (804-786-3591) if you have questions.

**Looking for the current issue of the Virginia Register News?** See the link in the agency RIS toolbar. Back issues are on the Register website at <http://register.dls.virginia.gov/newsletter.htm>