

# VIRGINIA REGISTER NEWS

NEWS YOU CAN USE

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## ANNUAL GUIDANCE DOCUMENT LIST FILING

The time to file your agency's list of guidance documents is quickly approaching! Sections 2.2-4008 and 2.2-4103 of the Code of Virginia require state agencies to file a listing of current guidance documents on or before January 1 of each year.

- Procedures are available on our website at <http://register.dls.virginia.gov/guidadoc.htm>.
- If you update your guidance documents on the Virginia Regulatory Town Hall, the Town Hall staff will submit the list to us for you. For more information, see the Town Hall [instructions](#).
- You can view and download your agency's guidance document list filing from last year from our website at <http://register.dls.virginia.gov/GUIDANCE/GUIDEDOC.HTM> and use this document as the base document for updating and filing this year's listing.

### Inside this issue:

GUIDANCE DOCUMENTS	1
NEW EMPLOYEE WELCOME	1
HYPHENS AND DASHES	1
GETTING TO KNOW YOU	2
INTEGRITY CHECK—PART II	2

## Welcome, Karen!

Please join us in welcoming Karen Perrine to the staff of the Code Commission as Regulations Analyst. Karen will be reviewing regulations for publication in the *Virginia Register of Regulations* and compilation in the Virginia Administrative Code, and she will work closely with Lilli to assist regulatory coordinators and regulation writers on the Regulation Information System. Karen was with the Department of Health Professions for a number of years as Deputy Executive Director of the Board of Medicine's Discipline Section. Karen received her B.S. from the University of Virginia and has a Juris Doctor degree from the The College of William and Mary's law school.

## HYPHENS AND DASHES, OH MY!

Hyphens and dashes sometimes cause a problem in the Integrity Check feature of RIS.

A hyphen looks like this -

An "en" dash is a little longer and looks like this –

An "em" dash is even longer and looks like this —

Although hyphens and dashes have distinct purposes, in the Virginia Administrative Code we generally use the hyphen instead of the dash. You will, however, still find some em dashes used as text separators peppered throughout VAC, and we are leaving many of these in place. If you have problems with any hyphens or dashes, contact the Registrar's Office and we'll help diagnose and correct the problem.



For the latest Virginia Register publication schedule, click [here](#).

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For comments and questions contact  
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## GETTING TO KNOW YOU

This month we take a closer look at Brian McCormick, the supervisor for the Department of Medical Assistance Services' (DMAS) regulatory section. Brian received his law degree in 1989 and worked in private practice until 1996, with the exception of one year with the federal government. He came to work for state government in 1996 in the Office of the Attorney General. He then moved to DMAS in 2003 as one of two agency

regulatory coordinators. In 2005, Brian became the supervisor for DMAS' regulatory section.

In his free time, Brian keeps busy by spending time with his intriguing wife of 25 years and their three whimsical and mischievous children. He also enjoys backpacking on the Appalachian Trail when the opportunity arises.

**“Get to know the staff at DPB and the Registrar's Office -- they are the greatest people in the world and are always willing to help when you have a regulatory problem.”**

- Brian McCormick

## INTEGRITY—WE ALL WANT IT! (Part II)

Following up on last month's newsletter article, here are more ways to troubleshoot the Integrity Check feature of RIS. If you see the **Integrity check failed!** message, go to *There's a problem starting here ==>* to see what text does not match the current text in the online Virginia Administrative Code. Sometimes the problem is **before** the arrow not after it, so look there, too.

### Symbols and "required" spaces

Besides a letter or word being inappropriately stricken, underscored, or missing, other possible problems include unusual superscripts, hyphens, or other symbols that don't match precisely. See the article on hyphens and dashes in this issue.

### Missing a recent update?

Another reason your text might not match is that the section was amended since it was retrieved from the VAC database. Click on "vac" in the upper right corner of the section to look at the current online text and compare the Historical Note there with the Historical Note in your RIS project. If they don't match and you need to make changes to the project text, contact the Registrar's Office for instructions on how to proceed. If you do make changes, it's important to put a note in the comments section of the project so when the latest changes become effective, our office can update the Historical Note to reflect all amendments published in the Register.

### Help!

If you try some of these techniques and still have problems with the integrity check feature, call the Registrar's Office. We are excellent sleuths in this area. Never let an integrity check issue keep you from meeting a submission deadline.