


STANDARD FORMAT FOR CDHS POLICIES

<b>COLORADO DEPARTMENT OF HUMAN SERVICES</b> Office of Performance Improvement	<b>POLICY NUMBER:</b> VI-5.1 <b>PAGE:</b> 1 of 4 <b>SUPERSEDES:</b> N/A-New Policy
<b>CHAPTER:</b> Legislative Unit / Department of Human Services	<b>EFFECTIVE DATE:</b> 12/15/03 <b>DISTRIBUTION DATE:</b> 01/01/04 <b>SCHEDULED REVIEW DATE:</b> 12/15/05 <b>REVISED DATE:</b>
<b>SUBJECT: CDHS – Legislative Policies, Procedures, and Timelines</b>	<b>RELATED MANDATES, STATUTES, STANDARDS, OR EXECUTIVE ORDERS:</b>
<b>APPROVED BY:</b>  EXECUTIVE DIRECTOR	<u>1/26/04</u> DATE

*Note: If the policy or procedure is not department-wide or does not apply to more than one agency, it should be handled as an agency or facility policy.*

**BACKGROUND/PURPOSE**

This policy is set forth to ensure that each Office/Division within the Colorado Department of Human Services (CDHS) complies with all legislative policies and procedures established by the Department, the Governor and the Governor’s Office of Policy and Initiatives, and the Governor’s legislative liaison.

**1. LOBBYING**

**POLICY**

- Lobbying is defined in Section 24-36-301 (3.5). C.R.S., and all employees of the Department shall comply with its requirements.
- The Department’s legislative liaison shall be registered with the Office of the Secretary of State and shall comply with all appropriate reporting requirements.

**PROCEDURES**

The legislative liaison’s office shall contact the CDHS Executive Management Team (EMT) every month to request information on time and funds spent on lobbying activities from their staff. Each Office/Division is required to submit a monthly report to the Department’s legislative liaison for the monthly report to the Secretary of State.

**TIMELINE**

- At the beginning of each month, each Office/Division will submit a report on any lobbying activities in the prior month.
- The legislative liaison will file the Department’s report in the Secretary of State’s office on or before the 15<sup>th</sup> of each month.

**2. LEGISLATIVE COMMUNICATIONS**

**POLICY**

The Department’s legislative liaison will coordinate all legislative-related activities under the direction of the Executive Director.

- Unless agreed to by the Executive Director or legislative liaison, employees are encouraged not to become directly involved in legislative affairs unless technical in nature.
- Legislative Affairs includes present or potential future legislation. This includes amendments and policy development or enactment, regardless of whether these are CDHS initiatives or are coming from lobbyists or their staff, legislators or their staff, legislative service agencies, (Legislative Council, Legislative Legal Services, Joint Budget Committee, and Audit) or Executive and Judicial branch employees.

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- “Technical” includes such things as requests for information pertaining to services provided, programs CDHS oversee, statistics, and data. In these cases, the legislative unit does not need to be directly involved, but to only be copied or informed of the request and the disposition. It is helpful to know who made the contact and to whom, the nature of the contact, the outcome, and whether the issue was addressed to everyone’s satisfaction.
- The legislative liaison will be informed of all contacts with/from legislators to CDHS personnel.

**PROCEDURES**

- Each Office/Division shall assign a person to be responsible for coordinating its legislative activities. A master list of the coordinators will be maintained by the Department’s legislative liaison.

**TIMELINE**

This activity is on-going.

**3. CDHS-INITIATED LEGISLATION**

**POLICY**

All CDHS initiatives will be coordinated by the legislative liaison under the direction of the Executive Director.

- The liaison will communicate to the Executive Director and Office Managers/Directors all pertinent deadlines and legislative policies and procedures of the Governor’s Office.
- The liaison, in conjunction with the Executive Director, Office Managers, and Governor’s Office, will solicit sponsors for CDHS bills.

**PROCEDURES**

- Office Managers will submit prioritized legislative proposals to the legislative liaison with available background information and any bill drafts.
- After coordination with and agreement from the Executive Director, the legislative liaison will submit CDHS’ proposed legislative agenda, by Office/Division, to the Governor’s Office.
- A meeting will be held between the Executive Director, Governor’s staff, appropriate CDHS staff, and the liaison to review requests.
- The Department receives the Governor’s Office’s response to CDHS’ requests in the form of one of the following acronyms:
  - ✓ GA = accepted as part of Governor’s agenda
  - ✓ AA = accepted/permitted to be part of CDHS’ agenda
  - ✓ NA = not accepted, not to be pursued further by CDHS

**TIMELINE**

This process begins during the early summer months and concludes in the fall.

**4. COOPERATION WITH LEGISLATIVE AGENCIES**

**POLICY**

All CDHS cooperative efforts with legislative agencies will be coordinated by the legislative liaison under the direction of the Executive Director.

- The legislative liaison will be informed of any contact from Legislative Council or Legislative Legal Services to CDHS personnel.
- The legislative liaison will review and coordinate any testimony by CDHS personnel at committee hearings.

**PROCEDURE**

- Personnel will inform the liaison if any requests are made from Legislative Legal Services (LLS) for information pertaining to bill drafts. (LLS, at the request of a legislator, are the official drafting entity for all bills submitted to the Legislature.)

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- Budget personnel will inform the liaison of all requests for fiscal analysis made by Legislative Council. The liaison will be provided copies of all responses.
- The legislative liaison shall be notified if requests are made for Office/Division personnel to testify at hearings. Personnel will be made aware of CDHS' position. The nature of the testimony requested will be clarified.

#### **TIMELINE**

This activity is particularly heavy just prior to and during a legislative session, but it is part of an on-going process throughout the year.

### **5. THE LEGISLATIVE PROCESS INCLUDING NON-CDHS BILLS**

#### **POLICY**

All CDHS legislative activities are directed by the legislative liaison with permission and agreement from the Executive Director.

- The liaison directs all legislative activities pertaining to proposed bills, represents the Department's position to legislators, works with the Governor's Office, and keeps CDHS personnel informed and up-to-date on changes in legislation.
- Information sharing between CDHS personnel and the liaison regarding bills not emanating from CDHS, whether substantiated or unsubstantiated, is ongoing.

#### **PROCEDURE**

- The legislative liaison will analyze each bill when it is introduced, selects those which impact CDHS, and solicits opinions from the Executive Director and affected Office(s)/Division(s). Assessments are time-sensitive, particularly those for non-CDHS bills, and rapid turn-around is essential.
- The liaison holds regular briefings with the Executive Director and Office Managers to provide current status of bills and to coordinate strategic planning to determine position. Arrangements for testifying are made at briefings. Between briefings, the legislative liaison will make every attempt to keep the Executive Director and Offices/Divisions informed regarding amendments or changes in fiscal notes.
- The liaison provides the Governor's Office with CDHS' recommendations for the Governor's action on all bills affecting CDHS.

#### **TIMELINE**

- Bill analyses and contacts with Executive Director and Offices/Divisions about bills occur daily during the legislative session.
- Legislative briefings are held weekly during the legislative session. A pre-session meeting for overview purposes, and a post-session wrap-up meeting may be held.
- Providing recommendations to the Governor's Office following passage of each bill affecting CDHS is an on-going process during and immediately after each legislative session.

### **6. TESTIFYING AT THE CAPITOL (as a representative of CDHS)**

#### **POLICY**

The legislative liaison makes all arrangements for testimony at the Capitol with agreement from the Executive Director. In no event shall a CDHS staff member, as a representative of CDHS, testify unless prearranged with the liaison. CDHS staff, if requested by a legislator or any non-CDHS agent to testify, will inform the liaison immediately.

#### **PROCEDURE**

- Those testifying are expected to report to the appropriate Senate or House hearing room prior to the start of a committee hearing. The legislative liaison will inform those providing testimony when a bill is scheduled.

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- Those testifying are to sign in on sheets provided by committee staff. If a CDHS staff member is to attend a hearing solely to provide answers to specific questions that may be asked by legislators, "questions only" should be written beside the name on the sign-in sheet.
- Any testimony should address only the specifics of the bill. It is inappropriate to interject personal opinions or analyses into testimony.
- When possible, arrangements are made for back-up testimony.
- At all times, protocol of committee hearings should be followed.

#### TIMELINE

- Testifying at legislative hearings is primarily during the months that the General Assembly is in session (January through May). Bills are scheduled by the committee; CDHS personnel adapt schedules to accommodate committees.
- Some testimony may occur off-session when interim committees meet.

### 8. CDHS FACT SHEET/MATERIALS

#### POLICY

- The legislative liaison will establish the style and format for fact sheets or other materials to be distributed to committees.
- No handouts will be distributed before they have been approved by the legislative liaison, the Office Manager, and when determined necessary, by the Executive Director.

#### PROCEDURE

- The preparation of fact sheets is the responsibility of the affected Office/Division. Generally, program administrators prepare the handouts.
- Fact sheets will be prepared for all CDHS-initiated bills. They may be prepared for non-CDHS bills that will impact the Department.
- Handouts will require updating prior to the bill's introduction in the second house if there are substantive amendments.

#### TIMELINE

- Handouts can be prepared as soon as bill drafts are available and analyzed.
- Updated handouts for the second house will be prepared when the bill has passed the first house.

### 9. CONSTITUENT SERVICES FOR LEGISLATORS

#### POLICY

- The legislative liaison will coordinate all requests from legislators pertaining to services for their constituents.

#### PROCEDURE

- The liaison will request assistance from the Office/Division contact person (See the first item under Legislative Communications-Procedures). Additional Office/Division employees may be consulted. Office/Division contact will report back to the liaison at the time the request is resolved or will notify the liaison if it cannot be resolved.

#### TIMELINE

This activity is on-going.