

2023 Legislative Summary



**A resource for decision makers
at Oregon Department
of Human Services**

FROM THE DIRECTOR



The 82nd Oregon Legislative Assembly concluded its 2023 regular session on June 25, passing a biennial budget that includes \$5.7 billion in General Fund dollars and more than 11,000 positions for ODHS.

It was a busy session that carried especially high stakes for the communities we serve, as billions of dollars in federal COVID-relief funding – along with the Medicaid continuous enrollment provision that helped people access crucial benefits during the pandemic – reached expiration. Across our programs, ODHS staff worked diligently to ensure lawmakers had the information they needed surrounding human services in this complex budget environment. I am deeply grateful for your efforts during these critical months, and for the excellent results you helped deliver for the people we serve.

In January, Governor Tina Kotek released her recommended budget for the 2023-25 biennium. The budget zeroed in on priorities including improving Oregon’s behavioral health systems, addressing the state’s housing and homelessness crises, and ensuring every family has access to affordable child care. The budget also reflected the Governor’s commitment to putting customer service at the forefront of state agencies’ work. From technology investments to added staffing, it identified vital resources needed to help our state workforce deliver for people in Oregon.

Thanks to spending packages passed this session, ODHS will be able to advance the Governor’s priorities in several key areas. For example, a \$30 million staffing investment in the state’s ONE eligibility system, combined with \$16.2 million to fund ONE system maintenance, will help ensure that eligible families can continue to access health care, child care and other critical benefits. Additional investments will enable supports for people experiencing houselessness or at risk of becoming unhoused, including a \$19.9 million investment in our Youth Experiencing Homelessness Program and \$20.9 million for humanitarian efforts serving individuals and families arriving by way of the nation’s southern border.

Other key investment packages will allow ODHS to make important strides in our agency-wide focus areas such as strengthening our foundations and creating the future of human services. Highlights of investments, in General Fund dollars, include \$239.3 million toward rates for providers who deliver essential services to people with disabilities and older adults; \$9.7 million to increase rates for behavior rehabilitation services (BRS) providers; and \$16.8 million to raise by an average of \$241 per month the monthly pay for resource families who provide children and young people with foster care.

I want to thank the Oregon Legislature for demonstrating throughout the session its commitment to providing equitable and effective human services. I am equally indebted to our ODHS staff, working all around the state, who continue to translate the legislature’s investments into positive outcomes for people, families, Tribes and communities in Oregon. I encourage you to read on and learn more about key bills passed this session and how they will shape this important work going forward.

Sincerely,

A handwritten signature in black ink that reads "Fariborz Pakseresht". The signature is written in a cursive style and is positioned above a thin horizontal line.

Fariborz Pakseresht, Director
Oregon Department of Human Services

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PURPOSE + OVERVIEW



At the conclusion of each legislative session, Oregon Department of Human Services (ODHS) typically prepares a report for our staff, our partners and the wider public, highlighting key legislation that will shape our work moving forward.

This year we're taking a slightly different approach. In addition to the high-level report geared toward a broad audience (which we will publish in the coming weeks), here we present a legislative summary specifically tailored to program leadership and other decision makers within ODHS.

This document is designed to be a resource for you as you head into the 2023-25 biennium. Alongside the bill highlights and budget summary traditionally included in an end-of-session report, the pages ahead:

- Contain information and recommendations around implementation,
- Discuss new reporting requirements stemming from the 2023 session, and
- Provide guidelines and resources to help with planning the work ahead.

We hope you find this a useful tool as you coordinate cross-unit efforts and set priorities for the next two years. Please note:

- For questions related to funded positions, vacancy savings, or services and supplies contact Rob Kodiriy, ODHS Chief Financial Officer, at Rob.Kodiriy@odhs.oregon.gov.
- Each program's Senior Legislative Policy Analyst will be organizing quarterly implementation check-ins to discuss progress and help determine needed next steps. See the back cover for related contact information.
- Legislative Assistant Lindsay Maben will help coordinate implementation planning over the coming weeks. Feel free to contact her at Lindsay.M.Maben@odhs.oregon.gov with any general questions regarding implementation.
- You can find implementation forms and other useful tools and templates on the [Government Relations OWL page](#).

LEGISLATIVELY ADOPTED BUDGET



The 2023-25 legislatively adopted budget (LAB) for ODHS amounts to **\$5.7 billion** and **11,034 staff positions** across the agency.

Division	General Fund	Other Funds	Federal Funds
Aging and People with Disabilities	\$1,697,169,850	\$345,699,123	\$3,123,841,888
Central, Shared and SAEC*	\$463,767,753	\$260,844,492	\$334,801,532
Child Welfare	\$970,349,569	\$40,431,711	\$579,880,503
Developmental Disabilities Services	\$1,819,176,873	\$26,471,039	\$3,159,080,894
Oregon Eligibility Partnership	\$368,797,361	\$9,236,425	\$422,675,055
Self-Sufficiency Programs	\$346,746,987	\$340,554,434	\$405,902,488
Vocational Rehabilitation	\$39,666,833	\$10,853,305	\$97,172,306
Totals	\$5,705,675,226	\$1,034,090,529	\$8,123,354,666

*Statewide Assessments and Enterprise-wide Costs

BUDGET + IMPLEMENTATION SUMMARY



The Oregon Department of Human Services budget for 2023-25 is outlined in House Bill (HB) 5026. The investments there – along with those from other spending bills like the end of session omnibus bill and Governor Kotek’s housing bill – make up the agency’s \$5.7 billion legislatively adopted budget (LAB) for the new biennium.

[HB 5026](#) increased investments in ODHS operations, new programs and rates for providers serving older adults and people with disabilities.

Highlights include several hundred eligibility positions to assist with the upsurge in medical redeterminations triggered by the end of the federal public health emergency, along with funds that will allow ODHS to expand long-term services and supports to people with disabilities through the Healthier Oregon Program. ODHS also received funding to implement the Medicaid 1115 Demonstration Waiver in coordination with Oregon Health Authority. Key HB 5026 investments, along with implementation recommendations, are outlined below.

Aging and People with Disabilities

- **Home and community-based services (HCBS)**

The subcommittee approved \$31,407,143 General Fund to allow the continued implementation of the HCBS spending plan to strengthen Medicaid home and community-based services.



Implementation note

Aging and People with Disabilities may coordinate with the Office of Contracting and Procurement to prioritize contracting and ensure the spending plan is implemented. The funds must be spent by March 31, 2025.

- **Healthier Oregon Program**

See Oregon Eligibility Partnership, below.

- **Provider rate increases**

The subcommittee approved \$211,797,661 for rate increases to providers serving older adults and people with disabilities, including nursing facilities, community-based care and in-home service agencies.



Implementation note

Aging and People with Disabilities may coordinate with Budget on planning and next steps.

Central and Shared Services

- **Records Management**

The subcommittee approved 11 positions to assist with the redeterminations workload and improve the collection of paper, electronic, video and text records by ODHS and Oregon Health Authority (OHA).



Implementation note

Shared Services may review Senate Bill 11 to determine how that directive may relate to records management with OHA.

- **Water delivery**

The subcommittee approved a one-time \$4,000,000 General Fund investment for water delivery to residents with limited access to safe drinking water.



Implementation note

The ODHS Office of Resilience and Emergency Management (OREM) may coordinate with the Oregon Department of Emergency Management on water distribution goals and future recommendations.

- **Community engagement**

The subcommittee redirected \$100,000 General Fund to Central Services from Aging and People with Disabilities, Child Welfare, and Self-Sufficiency Programs for community engagement activities, totaling \$300,000. The purpose of this funding is to engage community members and incentivize local participation in policy development and service delivery improvement.



Implementation note

ODHS Office of Equity and Multicultural Services (OEMS) may engage community members and local ODHS offices on service delivery and policy recommendations for the next agency recommended budget.

Child Welfare

- **Child safety positions**

The subcommittee approved \$6,907,091 General Fund to hire 202 Child Protective Services caseworkers and support staff, providing additional support to effectively engage with families and assess potential safety risks.



Implementation note

Child Welfare may prioritize positions in service areas across the state to demonstrate proof of workload model.

- **Department of Justice legal supports**

The subcommittee approved \$3,967,708 General Fund to cover legal services through the Oregon Department of Justice.

- **Resource family investment**

The subcommittee approved \$16,824,055 General Fund to increase average monthly resource family payments from \$740 to \$981.

Office of Developmental Disabilities Services

- **Home and community-based services (HCBS)**

The subcommittee approved \$63,177,737 General Fund to allow the continued implementation of the HCBS spending plan to strengthen Medicaid home and community-based services.



Implementation note

The Office of Developmental Disabilities Services may coordinate with the Office of Contracting and Procurement to prioritize contracting and ensure the spending plan is implemented. Funds must be spent by March 31, 2025.

- **Provider rate increase**

The subcommittee approved \$27,525,375 to enable a five percent rate increase for providers serving people with intellectual or developmental disabilities.



Implementation note

ODDS may coordinate with Budget on planning and next steps.

- **Healthier Oregon Program**

See Oregon Eligibility Partnership, below.

Oregon Eligibility Partnership

- **Healthier Oregon Program**

The subcommittee approved \$38,232,495 General Fund for the Healthier Oregon Program (HOP) caseload. Starting July 1, 2023, people with physical, intellectual and/or developmental disabilities who are enrolled in the Oregon Health Plan will be eligible for long-term services and supports regardless of their immigration status. The recommendation included 48 positions to perform eligibility-related work.



Implementation note

Oregon Eligibility Partnership (OEP) may coordinate with position management and human resources to reduce non-budgeted positions and hire staff for eligibility work.

- **Eligibility Staff Investments**

The subcommittee approved \$30,000,000 General Fund for 300 permanent, full-time positions to perform eligibility determination work, with an emphasis on redeterminations for participants in the Oregon Health Plan and other benefits programs. The subcommittee directed ODHS to clear some of the non-budgeted, eligibility-related positions created to meet demands arising from the federal public health emergency. See budget note on page 15.



Implementation note

OEP may coordinate with position management to reduce non-budgeted positions.

- **Medicaid Waiver Coordination**

The subcommittee approved \$4,479,037 General Fund to provide training, customer service and compliance support associated with the 1115 Demonstration Waiver, in coordination with Oregon Health Authority. The subcommittee approved 55 positions for the waiver-related work.



Implementation note

OEP may coordinate with the Director's Office to plan the hiring of staff with an emphasis on customer service improvement.

- **Mainframe Migration**

The subcommittee approved \$2,958,688 General Fund for costs and workload related to mainframe migration. The funds, spread among OEP, Shared Services and Statewide Assessments and Enterprise-wide Costs (SAEC), will allow ODHS and OHA to migrate all current mainframe functions and reduce the risk of technology-related disruptions in service. In total, the committee approved 10 positions for the mainframe migration work.



Implementation note

OEP may coordinate with OHA to plan and initiate the mainframe work. OEP may include relevant updates in a monthly report to the Governor's Office.

Self-Sufficiency Programs

- **Temporary Assistance to Needy Families (TANF) caseload**

In light of caseload increases, the subcommittee approved \$17,704,709 General Fund to help ensure eligible families will receive needed TANF benefits.



Implementation note

Program may consider a policy option package for the next agency recommended budget if additional resources are necessary to manage increasing caseload.

- **Independent residence facilities**

The subcommittee approved \$1,381,525 General Fund to support the transfer of the Independent Residence Facilities unit from Child Welfare to Self-Sufficiency Programs (SSP). The move is designed to improve coordination between the unit and SSP's Youth Experiencing Homelessness Program (YEHP).



Implementation note

SSP may coordinate with Budget to transfer the unit and its staff.

Vocational Rehabilitation

- **Responding to the rehabilitation service audit report**

The subcommittee approved five positions to provide technical assistance to school districts in connection to the Youth Transition Program.



Implementation note

Vocational Rehabilitation may coordinate with human resources to hire positions.

Other key spending packages

- **[HB 5019](#), a bill focused on housing initiatives across several state agencies, appropriates \$12,500,000 to ODHS** for the purpose of awarding grants to increase access by youth experiencing homelessness to shelter facilities, outreach, culturally specific services and mental health or substance abuse services, and to strengthen partnerships with host home programs and other transitional housing options. It also appropriates \$6,250,000 for the purpose of providing two-year grants to organizations operating host home projects to establish, continue or expand operation of host home projects for youth experiencing homelessness, as well as \$1,171,469, for the administration of programs and services for youth experiencing homelessness. These funds are to be allocated for the biennium beginning July 1, 2023.



Implementation note

Self-Sufficiency Programs is currently implementing the bill and coordinating with the Governor's Office on progress.

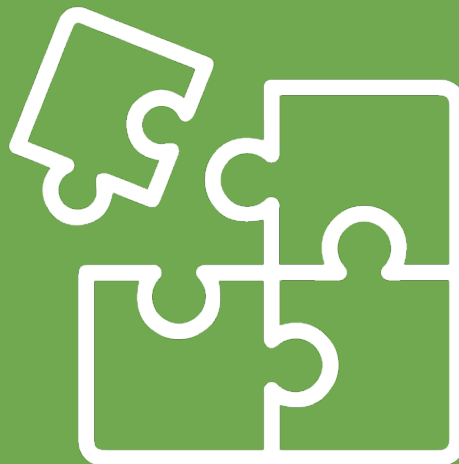
- **[HB 5506](#), the end of session omnibus bill, includes \$20.9 million** to extend food, shelter, legal services and other wraparound services for people who are pursuing a case with the United States Citizenship Immigration Services, as well as \$2.5 million for assistance to Afghan refugees. The bill also appropriates \$6.8 million for Child Welfare to make permanent a five percent occupancy rate increase paid to behavior rehabilitation service providers.

The funding allocated in this bill is in addition to the \$2.9 million General Fund included in the ODHS budget bill ([HB 5026](#)). Effective upon passage.



Implementation note

This may require an interagency agreement with Multnomah County to coordinate humanitarian response services.



POLICY BILLS WITH BUDGET IMPACTS

- [Senate Bill \(SB\) 91](#) requires the Office of Developmental Disabilities Services (ODDS) to apply for approval from the Centers for Medicare & Medicaid Services (CMS) to operate a permanent program that allows certain parents to be paid as caregivers for their minor children with intellectual or developmental disabilities. The bill establishes certain eligibility requirements and limitations but directs ODDS to create rules that provide detailed criteria and to limit the size of the program to \$3 million GF. The bill also directs ODDS to initiate the CMS application process on or before August 1, 2023, or 30 days after the Governor signs SB 91 – whichever event happens first.



Implementation note

ODDS may coordinate with community partners, parents and case management entities to clearly communicate the process and limitations associated with the program. ODDS may coordinate with the Office of Reporting, Research, Analytics and Implementation (ORRAI) on the annual reporting requirements, which are detailed in Section 1, subsection (10) of the bill, on page 4. Additional reporting details are provided below on page 16 of this report.

- [SB 104](#) requires ODDS to contract with one or more “agency with choice services” providers to support individuals in self-directing their care and managing their personal support workers. The contract must be in place no later than July 1, 2024. Bill takes effect upon signing by Governor.



Implementation note

ODDS may coordinate with Central Services and the Office of Contracting & Procurement to prioritize contracting while continuing engagement with community partners in rulemaking.

- [SB 420](#) directs ODHS to provide service coordination, resource navigation, advocacy, and options counseling to individuals with brain injuries. It directs ODHS to convene a Brain Injury Advisory Committee to advise on policy and funding matters that would address the needs of individuals with brain injuries. It also directs ODHS to report biennially to legislature on enumerated details about brain injury services and people served. The bill is effective upon passage.



Implementation note

APD may coordinate with Central Services to discuss the development of brain injury advisory committee, board compensation, grants, and reporting requirements. Coordinate with ORRAI as needed in preparation of biennial reporting to legislature;

the first report is due during the 2025 legislative session, then every long session subsequently. APD may coordinate with HR on the hiring of positions. Additional reporting details are provided below on page 17 of this report.

- [SB 556](#) establishes in statute the existing practice of not using specific money received on behalf of a child in care for maintenance costs while also expanding the practice to children with intellectual or developmental disabilities. The operative date is January 1, 2024.



Implementation note

Child Welfare may coordinate with ODHS' Chief Financial Officer to develop payment mechanism.

- [SB 609](#) relates to Supplemental Nutrition Assistance Program (SNAP) work requirements and requires ODHS to count hours worked as a graduate assistant while pursuing an advanced degree to count toward SNAP eligibility. The bill becomes operative January 1, 2025.



Implementation note

OEP may engage Human Resources; the Office of Reporting, Research, Analytics and Implementation; and Self-Sufficiency Programs to develop necessary tools for tracking eligibility data.

- [SB 790](#) allows the Office of Training, Investigation and Safety (OTIS) to investigate allegations of wrongful restraint and involuntary seclusion in schools. The bill is effective upon on passage.



Implementation note

OTIS may coordinate rulemaking and work with Human Resources to hire two investigators. The bill contains quarterly reporting requirements. Additional reporting details are provided below on page 17 of this report.

- [House Bill \(HB\) 2683](#) prioritizes children involved with or at risk of being involved with Child Protective Services to qualify for the Employment Related Day Care (ERDC) subsidy. The bill also expands the ERDC subsidy for homelessness services, teen parent services and domestic violence services. Rules and eligibility for child welfare-related criteria will be adopted no later than July 1, 2025.



Implementation note

Oregon Eligibility Partnership (OEP) in coordination with Self-Sufficiency Programs and Child Welfare may engage the Department of Early Learning and Care (DELIC) to coordinate rules and eligibility criteria for department impacted programs. This bill also requires coordination with the Office of Information Services (OIS).

- [HB 3395](#) requires ODHS to provide financial support to nonprofit organizations providing affordable housing support to low-income college students across Oregon. The department-related directives go into effect upon passage.



Implementation note

Self-Sufficiency Programs may coordinate with the Higher Education Coordinating Committee and Oregon Housing and Community Services to determine the intent of the financial support program.

- [HB 3409](#) creates resilience hubs across Oregon, requiring the Office of Resilience and Emergency Management (OREM) to provide grants, support and technical assistance with an emphasis on extreme weather and disaster events. The operative date for the department-related requirements goes into effect January 1, 2024.



Implementation note

OREM, in coordination with Oregon Health Authority and the Department of Energy, may work with the Office of Contracting and Procurement to develop the program.



BUDGET NOTES + REPORTING REQUIREMENTS

- **Budget Note | Long Term Care Wages**

In the 2021-23 biennium, the legislature approved a temporary 10 percent enhanced Medicaid rate for assisted living facilities, residential care facilities, memory care-endorsed facilities and in-home care agencies to support raising wages for direct care staff in these settings. The Medicaid rate adjustment approved for the 2023-2025 biennium is intended to protect and maintain those wage increases for direct care staff in home and community-based settings. ODHS is directed to conduct a survey of providers to determine the wages paid to direct care staff to inform future legislative consideration of provider rate adjustments and report to the Human Services Subcommittee of the Joint Committee on Ways and Means by February 15, 2025.

- **Budget Note | Home and Community Based Services Investments**

ODHS shall provide a report to the Human Services Subcommittee of the Joint Committee on Ways and Means by January 1, 2024, on the status of the home and community-based services spending plan. The report shall include actual and projected expenditures for activities in the investment plan, and discuss outcomes associated with spending plan investments.

- **Budget Note | Eligibility Redeterminations Backlog**

The Department of Human Services shall report to the Human Services Subcommittee of the Joint Committee on Ways and Means during the 2024 regular legislative session on the status of eligibility redeterminations. The report shall include, but not be limited to, the number of redeterminations completed; the number of redeterminations yet to be completed for compliance with federal guidelines; information on caseload outcomes, including the number of Oregonians enrolled in and disenrolled from the Oregon Health Plan and enrolled in other programs; and the number of budgeted and non-budgeted positions in the OEP program by classification type. The legislative expectation is that ODHS will gradually reduce the non-budgeted positions in this program as the redeterminations workload subsides.

- **Budget Note | Humanitarian Response**

The Department of Human Services is directed to present to the Human Services Subcommittee of the Joint Committee on Ways and Means during the 2024 regular legislative session on (1) the status of efforts to transition the current caseload of 300 individuals (as of June 5, 2023) into community-based housing and wraparound services, (2) the number of similarly-situated individuals who have arrived in Oregon in need of like services, and (3) efforts to connect those individuals with community-based organizations and resources.

- **Budget Note | Wage Study**

The Department of Human Services is directed to conduct a comprehensive rate and wage study across home and community-based service delivery systems, with a focus on providers of in-home and residential care to individuals receiving services through the Office of Developmental Disabilities Services and the Office of Aging and People with Disabilities and provide a written report on the findings and recommendations to the Joint Committee on Ways and Means or Emergency Board no later than September 2024. The report shall provide an analysis of (1) the findings of the wage and rate study; (2) the different required qualifications to provide services in a particular setting; the different service delivery models and service requirements for the service delivery model; and the levels of acuity among recipients of the services provided; and (3) the costs and benefits of recommendations designed to standardize the compensation of direct care workers across programs and service delivery models.

- **Senate Bill 91**

[SB 91](#) requires ODHS to report annually to the interim committees of the Legislative Assembly related to human services updates on the paid parent caregiver program described in the bill, including:

- a) The number of client children receiving attendant care services, the number of children receiving the services from parent providers and the number of children receiving the services from nonparent caregivers;
- b) The number of hours of attendant care services provided by parent providers and number of hours of attendant care services provided by nonparent caregivers;
- c) A comparison of the cost per child of providing attendant care services by parent providers under the program with the cost per child of providing attendant care services by nonparent caregivers; and
- d) A report on the adequacy of the direct care workforce in this state to provide services to all children with developmental disability services who are eligible for attendant care services.

- **Senate Bill 420**

[SB 420](#) requires ODHS to report to the Joint Committee on Ways and Means and the committees of the Legislative Assembly related to health or human services, on the:

- 1) Types of services provided under section 1 of the bill's 2023 Act;
- 2) Number of individuals with brain injuries who received services described in section 1 (2) of this 2023 Act;
- 3) Barriers faced by individuals with brain injuries in accessing needed services; and
- 4) Needs of individuals with brain injuries that are not being met by any known provider or other entity in this state.

This report is due during each odd-numbered year's regular session.

- **Senate Bill 790**

[SB 790](#) requires ODHS to submit a report on the first day of every calendar quarter to legislative committees related to child welfare, for the purposes of public review and oversight of the quality and safety of education providers. The reports must contain all of the following information about each investigation described below that resulted in a finding, during the preceding quarter, that the report of abuse was substantiated:

- a) The name of the education provider where the department conducted the investigation;
- b) The approximate date that the abuse occurred;
- c) The nature of the abuse and a brief narrative description of the abuse that occurred; and
- d) Whether a reportable injury, sexual abuse or death resulted from the abuse. Information provided in reports may not contain the name of a child or any identifying information about a child.

REPORTING: BEST PRACTICES



Legislatively required reports can involve a wide variety of elements – from analysis and recommendations to information about ODHS operations, challenges and projections. It is important to ensure that every report fully addresses the requirements outlined within the legislative text.

While specific reports will vary in content, the elements below are **standard requirements**:

I. Executive summary

The executive summary should provide a concise overview of the report's contents, highlighting significant findings, recommendations and noteworthy points. It should serve as a snapshot of the report, capturing readers' attention and providing a clear understanding of the report's significance.

II. Background and context

This section should provide a brief overview of the legislative mandate and the specific goals and objectives of the report. It is important to clearly outline the purpose, scope and timeline of the report, emphasizing how it addresses issues affecting ODHS and the people we serve.

III. Current-state assessment

In this section, ODHS should conduct a comprehensive assessment of its current operations, policies and programs. It should include an analysis of strengths, weaknesses, opportunities and threats within the agency. Key performance measures and benchmarks should be identified along with an evaluation of the effectiveness of any initiatives. This assessment will help identify areas of improvement and inform subsequent recommendations.

IV. Challenges and gaps

This section should highlight the major risks that affect ODHS in serving communities and meeting legislative requirements. The report should identify relevant systemic issues, resource constraints, legislative barriers and any other factor inhibiting the agency's

ability to achieve desired outcomes. Provide clear and substantiated evidence to support each identified difficulty.

V. Achievements and best practices

To highlight areas of success, this section should showcase ODHS' achievements, innovative practices and notable outcomes. Concrete examples, success stories and quantitative data should be included to demonstrate positive impacts and the effectiveness of initiatives. Highlighting best practices can serve as a foundation for future recommendations and potential replication of successful strategies.

VI. Community partner engagement

The report should emphasize ODHS' efforts to engage with key community partners, including Tribes, community-based organizations, advocacy groups, service recipients and public agencies. Describing the methods and outcomes of community engagement demonstrates transparency, inclusivity and collaboration and lends credibility to the report's recommendations.

VII. Recommendations

Based on the findings from the current-state assessment, challenges, gaps and community partner engagement, this section should provide actionable recommendations to address identified issues and improve ODHS' performance as necessary. Each recommendation should be specific, measurable, achievable, relevant, time-bound and accompanied by a clear rationale and implementation strategy. If multiple recommendations are to be included, prioritize them based on their potential impact and feasibility.

VIII. Conclusion

The conclusion should summarize the main points discussed in the report and emphasize the potential positive outcomes of implementing the provided recommendations. It should convey ODHS' commitment to continuous improvement and responsiveness to legislative requirements.

IX. Appendices

Supporting documents, data and additional information that complement the report should be included in an appendix or appendices as needed. This could include relevant research, survey results, program evaluations and financial data. Appendices should be organized and referenced appropriately within the main body of the report.

X. Publication and submission

Once your report has been drafted, work with your Communications Officer to complete copyedits. Final, copyedited drafts should be **submitted to Government Relations (GR) at least five business days prior to the report submission deadline**. GR will place your final draft into our agency-wide reporting template and submit the finished publication to the appropriate committee on your behalf.



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