Office of Regulatory Management

Economic Review Form

Agency name	Department of Human Resource Management
Virginia Administrative	1 VAC55-11
Code (VAC) Chapter	1 VAC 55-20
citation(s)	
VAC Chapter title(s)	Mecca Hall (Mecca.hall@dhrm.virginia.gov)
Action title	Public Relations
Date this document	June 10, 2024
prepared	
Regulatory Stage	This form includes 148 DHRM documents that should be
(including Issuance of	removed from the Town Hall website because the documents
Guidance Documents)	do not meet the definition of "guidance". All 48 documents
	listed in Table 5 aren't truly considered "guidance
	documents". A list of the individual word count for each
	document is provided in "Table 5" of this document.

Cost Benefit Analysis

Complete Tables 1a and 1b for all regulatory actions. You do not need to complete Table 1c if the regulatory action is required by state statute or federal statute or regulation and leaves no discretion in its implementation.

Table 1a should provide analysis for the regulatory approach you are taking. Table 1b should provide analysis for the approach of leaving the current regulations intact (i.e., no further change is implemented). Table 1c should provide analysis for at least one alternative approach. You should not limit yourself to one alternative, however, and can add additional charts as needed.

Report both direct and indirect costs and benefits that can be monetized in Boxes 1 and 2. Report direct and indirect costs and benefits that cannot be monetized in Box 4. See the ORM Regulatory Economic Analysis Manual for additional guidance.

Table 1a: Costs and Benefits of the Proposed Changes (Primary Option)

(1) Direct & Indirect Costs & Benefits (Monetized)	The benefit of the removal of the documents from Town Hall makes DHRM guidance more clear and accurate since those documents aren't actually "guidance".		
(2) Present			
Monetized Values	Direct & Indirect Costs	Direct & Indirect Benefits	
	(a)	(b)	
(3) Net Monetized Benefit			
(1) Other Costs &			
(4) Other Costs & Benefits (Non-			
1			
Monetized)			
(5) Information			
Sources			

Table 1b: Costs and Benefits under the Status Quo (No change to the regulation)

(1) Direct &	Direct Costs: Describe the direct costs of this proposed change here.		
Indirect Costs & Benefits (Monetized)	Indirect Costs: Describe the indirect costs of the proposed change. Direct Benefits: Describe the direct benefits of this proposed change here. Indirect Benefits: Describe the indirect benefits of the proposed change.		
(2) Present			
Monetized Values	Direct & Indirect Costs	Direct & Indirect Benefits	
	(a)	(b)	
(3) Net Monetized			
Benefit			
(4) Other Costs &			
Benefits (Non-			
Monetized)			

(5) Information	
Sources	

Table 1c: Costs and Benefits under Alternative Approach(es)

	Deficitis under Atternative A		
(1) Direct &	Direct Costs: Describe the direct costs of this proposed change here.		
Indirect Costs &			
Benefits	Indirect Costs: Describe the	indirect costs of the proposed change.	
(Monetized)			
	Direct Benefits: Describe the	e direct benefits of this proposed change	
	here.		
	Indirect Benefits: Describe tl	ne indirect benefits of the proposed change.	
		T T	
(0) D			
(2) Present			
Monetized Values	Direct & Indirect Costs Direct & Indirect Benefits		
	(a)	(b)	
(3) Net Monetized			
Benefit			
(4) Other Costs &			
Benefits (Non-			
Monetized)			
(5) Information			
Sources			
	1		

Impact on Local Partners

Use this chart to describe impacts on local partners. See Part 8 of the ORM Cost Impact Analysis Guidance for additional guidance.

Table 2: Impact on Local Partners

(1) Direct &	Direct Costs: Describe the direct costs of this proposed change here.
Indirect Costs &	
Benefits	Indirect Costs: Describe the indirect costs of the proposed change.
(Monetized)	
	Direct Benefits: Describe the direct benefits of this proposed change
	here.
	Indirect Benefits: Describe the indirect benefits of the proposed change.

(2) Present		
Monetized Values	Direct & Indirect Costs	Direct & Indirect Benefits
	(a)	(b)
(3) Other Costs &		
Benefits (Non-		
Monetized)		
,		
(4) Assistance		
(5) Information		
Sources		

Impacts on Families

Use this chart to describe impacts on families. See Part 8 of the ORM Cost Impact Analysis Guidance for additional guidance.

Table 3: Impact on Families

(1) Direct & Indirect Costs &	Direct Costs: Describe the direct cos	ts of this proposed change here.	
Benefits	Indirect Costs: Describe the indirect costs of the proposed change.		
(Monetized)	Direct Benefits: Describe the direct b	penefits of this proposed change	
	here.		
	Indirect Benefits: Describe the indirect benefits of the proposed change.		
(2) Present			
Monetized Values	Direct & Indirect Costs	Direct & Indirect Benefits	
	(a)	(b)	
(3) Other Costs &			
Benefits (Non-			
Monetized)			
(4) Information			
Sources			

Impacts on Small Businesses

Use this chart to describe impacts on small businesses. See Part 8 of the ORM Cost Impact Analysis Guidance for additional guidance.

Table 4: Impact on Small Businesses

(1) Direct & Indirect Costs &	Direct Costs: Describe the direct costs of this proposed change here.		
Benefits (Monetized)	Indirect Costs: Describe the indirect costs of the proposed change.		
	Direct Benefits: Describe the direct benefits of this proposed change here.		
	Indirect Benefits: Describe the indirect benefits of the proposed change.		
(2) Present			
Monetized Values	Direct & Indirect Costs	Direct & Indirect Benefits	
	(a)	(b)	
(3) Other Costs &			
Benefits (Non- Monetized)			
(4) Alternatives			
(5) Information Sources			

Changes to Number of Regulatory Requirements

Table 5: Regulatory Reduction

For each individual action, please fill out the appropriate chart to reflect any change in regulatory requirements, costs, regulatory stringency, or the overall length of any guidance documents.

These aren't truly guidance

Change in Regulatory Requirements

VAC Section(s) Involved*	Authority of Change	Initial Word Count	Additions	Subtractions	Total Net Char Requirements	nge in

Key:

Please use the following coding if change is mandatory or discretionary and whether it affects externally regulated parties or only the agency itself:

(M/A): Mandatory requirements mandated by federal and/or state statute affecting the agency itself

(D/A): Discretionary requirements affecting agency itself

(M/R): Mandatory requirements mandated by federal and/or state statute affecting external parties, including other agencies

(D/R): Discretionary requirements affecting external parties, including other agencies

Cost Reductions or Increases (if applicable)

VAC Section(s) Involved*	Description of Regulatory Requirement	Initial Cost	New Cost	Overall Cost Savings/Increases

Other Decreases or Increases in Regulatory Stringency (if applicable)

VAC Section(s) Involved*	Description of Regulatory Change	Overview of How It Reduces or Increases Regulatory
		Burden

Length of Guidance Documents (only applicable if guidance document is being revised)

Title of Guidance	Original Word	New Word Count	Net Change in
Document	Count		Word Count
COVA Care Member	1220		
<u>Handbook Amendment</u>			
COVA Care Member	44493		
<u>Handbook Amendment</u>			
COVA HDHP Member	46964		
<u>Handbook</u>			
COVA HDHP Member	2453		
Handbook Amendment			
COVA HealthAware	56911		
Member Handbook			
COVA HealthAware	582		
Member Handbook			
<u>Amendment</u>			
COVA HealthAware	690		
Member Handbook			
<u>Amendment</u>			
Flexible Spending	10203		
Account (FSA)			
Sourcebook			
Line of Duty Act (LODA)	7832		
Plan - Current LODA			
<u>Employment</u>			
Line of Duty Act (LODA)	44592		
Plan - Former LODA			
<u>Employment</u>			
Line of Duty Act (LODA)	20729		
Health Benefits Plan -			
Medicare Primary			
Summary Plan			
<u>Description</u>			
Medicare-Coordinating	21448		
Plans Member			
<u>Handbook</u>			
Medicare-Coordinating	912		
<u>Plans Member</u>			
<u>Handbook Amendment</u>			
Medicare-Coordinating	5302		
Plans Dental/Vision			
Member Handbook			
<u>Insert</u>			

Medicare-Coordinating	26831	
Plans Plans Prescription		
<u>Drug Member</u>		
<u>Handbook Insert</u>		
Employee Recognition	4485	
<u>Program Handbook</u>		
Employee Handbook	8826	
Handbook for Agency	6810	
<u>Heads</u>		
FAQs - Work Hours	2714	
<u>Limitation for Wage</u>		
<u>Employees</u>		
<u>Human Resource</u>	68768	
Management Manual	20244	
Workers'	20214	
Compensation Agency		
Manual Crievenes Breeddyns	12000	
Grievance Procedure Manual	13090	
Rules for Conducting	11342	
Grievance Hearings	11542	
Hearings Program	1393	
Administration Policy	1333	
Office of Equal	337	
Employment and		
Dispute Resolution		
Publication Policy		
Basic Skills for	5398	
Presenting Your Case at		
<u>Hearing</u>		
Grievance Frequently	4272	
Asked Questions		
Workplace Mediation	4420	
<u>Program Guidelines</u>		
Agency Workplace	935	
Mediation Coordinator		
Roles and Duties	245	
Tips for Successful	315	
Mediation Participation	722	
Information About the Mediation Process	732	
Workplace Conflict	1316	
Consultation Program	1310	
Guidelines		
2018 The Local Choice	46978	
Key Advantage	40370	
Member Handbook		
ciiidei Hallabook		

COVA Care Member	52528	
Handbook		
COVA Care Member	153	
<u>Handbook Amendment</u>		
COVA Care Member	1437	
<u>Handbook Amendment</u>		
COVA HDHP Member	35434	
<u>Handbook</u>		
COVA HDHP Member	52528	
<u>Handbook Amendment</u>		
COVA HDHP Member	2744	
Handbook Amendment		
COVA HDHP Member	3125	
Handbook Amendment	64057	
COVA HealthAware	61857	
Member Handbook	4444	
COVA HealthAware	1144	
Member Handbook Amendment		
COVA HealthAware	1022	
Member Handbook	1022	
Amendment		
Flexible Spending	10198	
Account (FSA)	10130	
Sourcebook		
Flexible Spending	10198	
Account (FSA)		
Sourcebook		
Line of Duty Act (LODA)	1181	
Plan - Annual Benefit		
<u>Update - grandfathered</u>		
<u>participants</u>		
Line of Duty Act (LODA)	1313	
<u>Plan - Annual Benefit</u>		
<u>Update - non-</u>		
grandfathered		
<u>participants</u>		
Line of Duty Act (LODA)	452	
Plan - 2019 Benefits At		
A Glance	077	
<u>Line of Duty Act (LODA)</u> Plan - Annual Benefit	977	
Update - grandfathered		
participants		
Line of Duty Act (LODA)	1123	
Plan - Annual Benefit	1125	
Update - non-		
<u>opuate * Horr</u>		

<u>grandfathered</u>		
<u>participants</u>		
Line of Duty Act (LODA)	539	
Plan - 2020 Benefits At		
<u>A Glance</u>		
Line of Duty Act (LODA)	1014	
<u>Plan - Annual Benefit</u>		
<u>Update - grandfathered</u>		
<u>participants</u>		
Line of Duty Act (LODA)	1146	
<u>Plan - Annual Benefit</u>		
<u>Update - non-</u>		
<u>grandfathered</u>		
<u>participants</u>		
Line of Duty Act (LODA)	545	
Plan - 2021 Benefits At		
A Glance		
Line of Duty Act (LODA)	939	
Plan - Annual Benefit		
<u>Update - grandfathered</u>		
<u>participants</u>		
Line of Duty Act (LODA)	1063	
Plan - Annual Benefit		
Update - non-		
grandfathered		
<u>participants</u>		
Line of Duty Act (LODA)	546	
Plan - 2022 Benefits At		
A Glance		
Line of Duty Act (LODA)	1228	
<u>Plan - Annual Benefit</u>		
<u>Update - grandfathered</u>		
<u>participants</u>		
Line of Duty Act (LODA)	1351	
Plan - Annual Benefit		
Update - non-		
grandfathered		
<u>participants</u>		
Line of Duty Act (LODA)	2236	
Plan - Former LODA		
Employment -		
Summary Plan		
Description		
Line of Duty Act (LODA)	1902	
Plan - Former LODA		
Employment -		

Company of Material		
Summary of Material		
Modifications		
Line of Duty Act (LODA)	2273	
<u>Plan - Current</u>		
<u>Employment -</u>		
Summary Plan		
<u>Description</u>		
Line of Duty Act (LODA)	1899	
Plan - Current		
Employment - Material		
<u>Modifications</u>		
Medicare-Coordinating	497	
Plans Member		
Handbook Amendment		
Medicare Prescription	43969	
Plan - 2023 Evidence of		
Coverage - Express		
Scripts		
Medicare Prescription	24988	
Plan - 2023 Express	2 1300	
Scripts Formulary		
Medicare Prescription	52814	
Plan - 2022 Evidence of	52614	
Coverage - Express		
Scripts Madisora Procesintian	F2024	
Medicare Prescription	52934	
Plan - 2022 Express		
Scripts Formulary	6700	
2021 The Local Choice	6780	
Key Advantage		
Expanded Benefits		
Summary Insert		
2021 The Local Choice	6792	
Key Advantage 250		
Benefits Summary		
<u>Insert</u>		
2021 The Local Choice	6335	
Key Advantage 500		
Benefits Summary		
<u>Insert</u>		
2021 The Local Choice	6424	
Key Advantage 1000		
Benefits Summary		
<u>Insert</u>		
The Local Choice Key	1031	
Advantage Plans		
Prescription Benefits		

2021 The Local Choice	6145	
High Deductible Health		
Plan (HDHP) Benefits		
Summary Insert		
The Local Choice High	925	
Deductible Health Plan		
(HDHP) Prescription		
<u>Benefits</u>		
2021 The Local Choice	3600	
Kaiser Permanente		
Benefits Summary		
2021 The Local Choice	1631	
Optima Health Benefits		
<u>Summary</u>		
2011 The Local Choice	18733	
Member Handbook		
Medicare Coordinating		
<u>Plans</u>		
2021 The Local Choice	18345	
Advantage 65 Benefits		
<u>Summary Insert -</u>		
Medical Only		
2021 The Local Choice	18655	
Advantage 65 Benefits		
<u>Summary Insert -</u>		
<u>Dental/Vision</u>		
2021 The Local Choice -	18732	
<u>Medicare</u>		
Complementary		
(Option 1) - Benefits		
Summary Insert		
2022 The Local Choice	5980	
Key Advantage		
Expanded Benefits		
Summary Insert		
2022 The Local Choice	5967	
Key Advantage 250		
Benefits Summary		
Insert		
2022 The Local Choice	5932	
Key Advantage 500		
Benefits Summary		
Insert		
2022 The Local Choice	5935	
Key Advantage 1000		
Benefits Summary		
<u>Insert</u>		

2022 The Local Choice	5934	
High Deductible Health		
Plan (HDHP) Benefits		
Summary Insert		
2022 The Local Choice	3615	
Kaiser Permanente		
Benefits Summary		
2022 The Local Choice	1635	
Optima Health Benefits		
<u>Summary</u>		
2022 The Local Choice	9808	
Advantage 65 Benefits		
<u>Summary Insert -</u>		
Medical Only		
2022 The Local Choice	2728	
Advantage 65 Benefits		
Summary Insert -		
Dental/Vision	2502	
2022 The Local Choice -	2693	
Medicare Complementary		
Complementary (Ontion 1) Panafits		
(Option 1) - Benefits Summary Insert		
Cardinal - BN361	1873	
Benefits Quick	10/3	
Reference Guide		
Cardinal - Course	302	
Materials	302	
Cardinal - Job Aids	1261	
Line of Duty Act (LODA)	2326	
Plan - 2019 Medicare	2320	
Annual Benefit Update		
- participating		
employers		
Line of Duty Act (LODA)	2231	
Plan - 2019 Medicare		
<u>Annual Benefit Update</u>		
- non-participating		
<u>employers</u>		
Line of Duty Act (LODA)	5483	
Plan - 2019 Medicare		
Annual Notice of		
Prescription Drug		
<u>Changes</u>		
Line of Duty Act (LODA)	23944	
Plan - 2019 Medicare		
<u>Prescription Drug Plan</u>		

		Г
<u>Formulary - Express</u>		
Scripts		
Line of Duty Act (LODA)	1933	
Plan - 2019 Medicare		
Prescription Drug Plan		
<u>Overview</u>		
Line of Duty Act (LODA)	51681	
<u>Plan - 2019 Medicare</u>		
Prescription Drug Plan		
Evidence of Coverage		
Line of Duty Act (LODA)	1742	
Plan - 2020 Medicare		
<u>Annual Benefit Update</u>		
 participating 		
<u>employers</u>		
Line of Duty Act (LODA)	1661	
Plan - 2020 Medicare		
Annual Benefit Update		
- non-participating		
<u>employers</u>		
Line of Duty Act (LODA)	5266	
Plan - 2020 Medicare		
Annual Notice of		
Prescription Drug		
Changes		
Line of Duty Act (LODA)	24161	
Plan - 2020 Medicare		
Prescription Drug Plan		
Formulary - Express		
Scripts		
Line of Duty Act (LODA)	52047	
Plan - 2020 Medicare		
Prescription Drug Plan		
Evidence of Coverage		
Line of Duty Act (LODA)	1938	
Plan - 2020 Medicare		
Prescription Drug Plan		
Overview		
Line of Duty Act (LODA)	1719	
Plan - 2021 Medicare	_,	
Annual Benefit Update		
- participating		
employers		
Line of Duty Act (LODA)	1639	
Plan - 2021 Medicare	1000	
Annual Benefit Update		
Aimuai Denenii Opuale		

- non-participating		
<u>employers</u>		
Line of Duty Act (LODA)	4286	
Plan - 2021 Medicare		
Annual Notice of		
Prescription Drug		
<u>Changes</u>		
Line of Duty Act (LODA)	24917	
Plan - 2021 Medicare		
Prescription Drug Plan		
Formulary - Express		
<u>Scripts</u>		
Line of Duty Act (LODA)	1935	
Plan - 2021 Medicare		
Prescription Drug Plan		
Overview		
Line of Duty Act (LODA)	1699	
Plan - 2022 Medicare		
Annual Benefit Update		
- participating		
employers		
Line of Duty Act (LODA)	1614	
Plan - 2022 Medicare		
Annual Benefit Update		
- non-participating		
employers		
Line of Duty Act (LODA)	4293	
Plan - 2022 Medicare		
Annual Notice of		
Prescription Drug		
Changes		
Line of Duty Act (LODA)	52458	
Plan - 2022 Medicare		
Prescription Drug Plan		
Formulary - Express		
Scripts		
Line of Duty Act (LODA)	1973	
Plan - 2022 Medicare	2373	
Prescription Drug Plan		
Overview		
Line of Duty Act (LODA)	1807	
Plan - 2023 Medicare	1307	
Annual Benefit Update		
- participating		
employers		
Line of Duty Act (LODA)	52458	
Plan - 2023 Medicare	J2 4 J0	
<u>FIGHT - ZUZS IVIEUICATE</u>		

Approach Domosfit Handal	1	1
Annual Benefit Update		
- non-participating		
employers	42020	
Line of Duty Act (LODA)	43820	
Plan - 2023 Medicare		
Annual Notice of		
Prescription Drug		
<u>Changes</u>	52456	
Line of Duty Act (LODA)	52456	
Plan - 2023 Medicare		
Prescription Drug Plan		
Evidence of Coverage	2242	
Line of Duty Act (LODA)	2049	
Plan - 2023 Medicare		
Prescription Drug Plan		
<u>Overview</u>		
COVID-19 Resources	25	
and Vaccine Safety	10=1	
Compensation	1651	
Authorizations -		
FY2022 Authorizations		
and Compensation		
Activities	2000	
<u>Compensation</u>	2066	
<u>Authorizations -</u>		
FY2023 Authorizations		
and Compensation		
<u>Activities</u>	444	
<u>Classified</u>	111	
Compensation Plans	2074	
Authorizations and	2974	
Compensation		
Activities Memos	2=2	
FY2022 Compensation	273	
<u>Changes - Frequently</u>		
Asked Questions		
(FAQs)		
Overtime Pay Guidance	89	
<u>Virginia Overtime</u>	1042	
Wage Act		
Salary Structure - Pay	128	
<u>Bands</u>		
Compensation and	222	
Classification		
(virginia.gov)		
Workforce Planning	833	
Exit Survey	831	

Talent Acquisition	275	
Online (Video)	206	
Interview Services		
Registered	933	
<u>Apprenticeship</u>		
Opportunities for		
Employers - Dept of		
Labor and Industry		
Handshake Job Aid	802	
(college & university		
online recruiting		
<u>platform)</u>		
Minority Publications	89	
<u>List</u>		
COVA Executive Search	499	
Consulting Services		
<u>Virginia Talent +</u>	287	
<u>Opportunity</u>		
<u>Partnership Internship</u>		
Connection Resource		
RMS Resources and	207	
<u>Information</u>		
Diversity, Equity and	1915	
Inclusion EEO Appeals		
Manual		
<u>Job Structure</u>	234	
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^{*}If the agency is modifying a guidance document that has regulatory requirements, it should report any change in requirements in the appropriate chart(s).