

Office of Regulatory Management
Economic Review Form

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| Agency name | Department of Human Resource Management |
| Virginia Administrative Code (VAC) Chapter citation(s) | 1 VAC55-11 1 VAC 55-20 |
| VAC Chapter title(s) | Mecca Hall (Mecca.hall@dhrm.virginia.gov) |
| Action title | Public Relations |
| Date this document prepared | June 10, 2024 |
| Regulatory Stage (including Issuance of Guidance Documents) | This form includes 148 DHRM documents that should be removed from the Town Hall website because the 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)

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| (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 | | |
| (4) Other Costs & Benefits (Non-Monetized) | | |
| (5) Information Sources | | |

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

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

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| (5) Information Sources | |
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Table 1c: Costs and Benefits under Alternative Approach(es)

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

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

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|--|---|
| (1) Direct & Indirect Costs & Benefits (Monetized) | <p>Direct Costs: Describe the direct costs of this proposed change here.</p> <p>Indirect Costs: Describe the indirect costs of the proposed change.</p> <p>Direct Benefits: Describe the direct benefits of this proposed change here.</p> <p>Indirect Benefits: Describe the indirect benefits of the proposed change.</p> |
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|--|-------------------------|----------------------------|
| (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

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

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

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

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

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

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| COVA Care Member Handbook | 52528 | | |
| COVA Care Member Handbook Amendment | 153 | | |
| COVA Care Member Handbook Amendment | 1437 | | |
| COVA HDHP Member Handbook | 35434 | | |
| COVA HDHP Member Handbook Amendment | 52528 | | |
| COVA HDHP Member Handbook Amendment | 2744 | | |
| COVA HDHP Member Handbook Amendment | 3125 | | |
| COVA HealthAware Member Handbook | 61857 | | |
| COVA HealthAware Member Handbook Amendment | 1144 | | |
| COVA HealthAware Member Handbook Amendment | 1022 | | |
| Flexible Spending Account (FSA) Sourcebook | 10198 | | |
| Flexible Spending Account (FSA) Sourcebook | 10198 | | |
| Line of Duty Act (LODA) Plan - Annual Benefit Update - grandfathered participants | 1181 | | |
| Line of Duty Act (LODA) Plan - Annual Benefit Update - non-grandfathered participants | 1313 | | |
| Line of Duty Act (LODA) Plan - 2019 Benefits At A Glance | 452 | | |
| Line of Duty Act (LODA) Plan - Annual Benefit Update - grandfathered participants | 977 | | |
| Line of Duty Act (LODA) Plan - Annual Benefit Update - non- | 1123 | | |

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

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

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

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

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| Formulary - Express Scripts | | | |
| Line of Duty Act (LODA) Plan - 2019 Medicare Prescription Drug Plan Overview | 1933 | | |
| Line of Duty Act (LODA) Plan - 2019 Medicare Prescription Drug Plan Evidence of Coverage | 51681 | | |
| Line of Duty Act (LODA) Plan - 2020 Medicare Annual Benefit Update - participating employers | 1742 | | |
| Line of Duty Act (LODA) Plan - 2020 Medicare Annual Benefit Update - non-participating employers | 1661 | | |
| Line of Duty Act (LODA) Plan - 2020 Medicare Annual Notice of Prescription Drug Changes | 5266 | | |
| Line of Duty Act (LODA) Plan - 2020 Medicare Prescription Drug Plan Formulary - Express Scripts | 24161 | | |
| Line of Duty Act (LODA) Plan - 2020 Medicare Prescription Drug Plan Evidence of Coverage | 52047 | | |
| Line of Duty Act (LODA) Plan - 2020 Medicare Prescription Drug Plan Overview | 1938 | | |
| Line of Duty Act (LODA) Plan - 2021 Medicare Annual Benefit Update - participating employers | 1719 | | |
| Line of Duty Act (LODA) Plan - 2021 Medicare Annual Benefit Update | 1639 | | |

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| - non-participating employers | | | |
| Line of Duty Act (LODA) Plan - 2021 Medicare Annual Notice of Prescription Drug Changes | 4286 | | |
| Line of Duty Act (LODA) Plan - 2021 Medicare Prescription Drug Plan Formulary - Express Scripts | 24917 | | |
| Line of Duty Act (LODA) Plan - 2021 Medicare Prescription Drug Plan Overview | 1935 | | |
| Line of Duty Act (LODA) Plan - 2022 Medicare Annual Benefit Update - participating employers | 1699 | | |
| Line of Duty Act (LODA) Plan - 2022 Medicare Annual Benefit Update - non-participating employers | 1614 | | |
| Line of Duty Act (LODA) Plan - 2022 Medicare Annual Notice of Prescription Drug Changes | 4293 | | |
| Line of Duty Act (LODA) Plan - 2022 Medicare Prescription Drug Plan Formulary - Express Scripts | 52458 | | |
| Line of Duty Act (LODA) Plan - 2022 Medicare Prescription Drug Plan Overview | 1973 | | |
| Line of Duty Act (LODA) Plan - 2023 Medicare Annual Benefit Update - participating employers | 1807 | | |
| Line of Duty Act (LODA) Plan - 2023 Medicare | 52458 | | |

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

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| Talent Acquisition | 275 | | |
| Online (Video) Interview Services | 206 | | |
| Registered Apprenticeship Opportunities for Employers - Dept of Labor and Industry | 933 | | |
| Handshake Job Aid (college & university online recruiting platform) | 802 | | |
| Minority Publications List | 89 | | |
| COVA Executive Search Consulting Services | 499 | | |
| Virginia Talent + Opportunity Partnership Internship Connection Resource | 287 | | |
| RMS Resources and Information | 207 | | |
| Diversity, Equity and Inclusion EEO Appeals Manual | 1915 | | |
| Job Structure | 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).