

WORK PLANS FOR:

COMAR 10.01 PROCEDURES

COMAR 10.02 DIVISION OF REIMBURSEMENTS

COMAR 10.03 HEALTH STATISTICS

COMAR 10.04 FISCAL

COMAR 10.06 DISEASES

Submitted by:

**The Department of Health and Mental Hygiene
201 West Preston Street
Baltimore, Maryland 21201**

In accordance with State Government Article, §§10-132-1, Annotated Code of Maryland, the Secretary of Health and Mental Hygiene has certified to the Governor and the AELR Committee that a review of the following chapters would not be effective or cost-effective and therefore are exempt from the review process based on the fact that they were adopted to implement a federally mandated (FM) or federally approved program or comprehensively amended (CA) during the preceding 8 years:

Subtitle .01 PROCEDURES

- 10.01.05 Board of Review Procedures (CA 10/5/01)
- 10.01.06 Fair Hearing Appeals under the Special Supplemental Food Program for Women, Infants, and Children (WIC)
- 10.01.15 Exemption from Self-Referral Laws (CA 6/25/01)

Subtitle 02 DIVISION OF REIMBURSEMENTS

- 10.02.01 Charges for Services Provided through the Department of Health and Mental Hygiene (CA 3/19/01)

Subtitle 06 DISEASES

- 10.06.01 Communicable Diseases and Related Conditions of Public Health Importance (CA 1/20/03)
- 10.06.02 Communicable Diseases—Rabies (CA 11/16/98)
- 10.06.04 School Health Services and Required Immunizations Before Entry into School (CA Proposal to be printed 7/8/05 – anticipated effective date: 9/26/05)
- 10.06.05 Meningococcal Vaccination Requirements for Students in Institutions of Higher Education (CA 11-12-01)
- 10.06.06 Communicable Disease Prevention—Handling, Treatment, and Disposal of Special Medical Waste (CA 9/1/ 04)

**DEPARTMENT OF HEALTH AND MENTAL HYGIENE
2003 – 2011 WORK PLAN FOR EVALUATION REPORT ON
COMAR 10.01.01 Health Care Practitioner User Fee Collection**

OBJECTIVES	ACTION STEPS	RESPONSIBLE PERSON	SCHEDULED COMPLETION DATE
I. Evaluate COMAR for the purpose of satisfying the requirement of State Government Article, §10-130 - 10-139, Annotated Code of Md.	1. Inventory affected regulations.	Robin Bailey	8-1-05
	2. Procedures and methods to be used to ensure comments from public / stakeholders / other affected units.	Robin Bailey	9-1-05
	<p>A. To invite public comment on these regulations, the following procedures and methods will be used:</p> <ol style="list-style-type: none"> 1. Publication of notice in the Maryland Register; 2. Publication of notice in newspapers of general circulation in the State; 3. Posting of notice on the unit's website; 4. Posting notice on Division of State Document's website; 5. Mailing of notice; and 6. Holding of public hearings at various locations around the State. <p>B. To ensure the participation of stakeholders in the review process, the following procedures will be used:</p> <p style="padding-left: 40px;">The stakeholders for this chapter would be anyone in the public who would want to change the way licensing boards collect user fees assessed by the Health Care Access and Cost Commission. Therefore, the notices listed in Step 2A will ensure the public is involved.</p> <p>C. To ensure the participation in the review process of other units affected by the regulations, the following procedures will be used:</p> <p style="padding-left: 40px;">E-mail and hard copy of the request for comments will be sent to the internal Departmental units.</p>		
	3. Procedures for gathering and reviewing of: A. Any recent scientific information related to the regulations being reviewed, if applicable; B. Similar regulations adopted or repealed by other states or the federal government; and C. Other appropriate information, are as follows:	Robin Bailey	12-1-05
<p>A. Not applicable.</p> <p>B. A search will be conducted on the internet of other states, particularly those in close proximity to Maryland, to find out if they have similar regulations and how those regulations are structured.</p> <p>C. A search will be conducted on the internet of other Maryland State Department Agencies to determine if there are similar regulations in existence and how Those regulations are structured.</p>			
4. Evaluate the need to retain, amend, or repeal each existing regulation based on the following criteria:	Robin Bailey	2-15-06	

- A. Continue to be necessary for public interest;
- B. Continue to be supported by statutory authority and judicial opinions;
- C. Are obsolete or otherwise appropriate for amendment or repeal;
- D. Continue to be effective in accomplishing the intended purpose of the regulations;
- E. The information gathered under Action Steps 1 - 3.

II. Prepare report to the Administrative, Executive and Legislative Review (AELR) Committee

- | | | |
|---|--------------|---------|
| 1. Consolidate information obtained from objective #1 above | Robin Bailey | 2-28-06 |
| 2. Write draft report. | Robin Bailey | 3-15-06 |
| 3. Coordinate executive reviews of draft report. | Robin Bailey | 4-1-06 |
| 4. Consolidate review comments and prepare final report. | Robin Bailey | 5-1-06 |

**DEPARTMENT OF HEALTH AND MENTAL HYGIENE
WORK PLAN FOR EVALUATION REPORT ON**

**COMAR 10.01.02 (Procedures for Public Hearings)
COMAR 10.01.03 (Procedures for Hearings before the Secretary)
COMAR 10.01.12 (Declaratory Ruling)
COMAR 10.01.13 (Procedures for Interagency Coordination for Licensing Residential Child Care Facilities)
COMAR 10.01.14 (Open Meetings)**

OBJECTIVES	ACTION STEPS	RESPONSIBLE PERSON	SCHEDULED COMPLETION DATE
I. Evaluate COMAR satisfying the requirement of State Government Article, §10-130 - 10-139, Annotated Code of Md.	1. Inventory affected regulations.	Daniel O'Brien	8-1-05
	2. Procedures and methods to be used to ensure comments from public / stakeholders / other affected units.	Daniel O'Brien	10-1-05
	A. To invite public comment on these regulations, the following procedures and methods will be used: <ul style="list-style-type: none"> 1. Publication of notice in the Maryland Register; 2. Publication of notice in newspapers of general circulation in the State; 3. Posting of notice on the unit's website; 4. Posting notice on Division of State Document's website; 		
	B. To ensure the participation of stakeholders in the review process, the following procedures will be used: <p style="margin-left: 40px;">With the exception of COMAR 10.01.13 which deals with the licensing of certain residential child care facilities, the stakeholders for this chapter would be any member of the public who would be interested in the procedures governing Departmental hearings and procedures governing declaratory judgments and open meetings. The notices identified in Step 2A will ensure the public is notified of these regulatory review efforts. To ensure stakeholder review of the residential licensing regulations set forth in COMAR 10.01.13, notice of the review process will be mailed to the involved advocacy groups and associations which represent child care providers in the State.</p>		
	C. To ensure the participation in the review process of other units affected by the regulations, the following procedures will be used: <p style="margin-left: 40px;">Email and hard copy of the request for comments will be sent to internal DHMH units</p>		
	3. Procedures for gathering and reviewing of: A. Any recent scientific information related to the regulations being reviewed, if applicable; B. Similar regulations adopted or repealed by other states or the federal government; and C. Other appropriate information, are as follows: <ul style="list-style-type: none"> A. Not applicable 	Daniel O'Brien	12-1-05

B. A search of other state regulations will be conducted to determine whether these states have similar procedures and protocols for conducting hearings, declaratory judgment proceedings and open meetings.

C. A search of other COMAR provisions will be conducted to determine whether they have similar regulations and how their regulations are structured.

- | | | |
|--|----------------|--------|
| 4. Evaluate the need to retain, amend, or repeal each existing regulation based on the following criteria: | Daniel O'Brien | 2-1-06 |
| A. Continue to be necessary for public interest; | | |
| B. Continue to be supported by statutory authority and judicial opinions; | | |
| C. Are obsolete or otherwise appropriate for amendment or repeal; | | |
| D. Continue to be effective in accomplishing the intended purpose of the regulations; | | |
| E. The information gathered under Action Steps 1 - 3. | | |

- | | | | |
|---|---|----------------|--------|
| II. Prepare report to the Administrative, Executive and Legislative Review (AELR) Committee | 1. Consolidate information obtained from objective #1 above | Daniel O'Brien | 2-1-06 |
| | 2. Write draft report. | Daniel O'Brien | 3-1-06 |
| | 3. Coordinate executive reviews of draft report. | Daniel O'Brien | 4-1-06 |
| | 4. Consolidate review comments and prepare final report. | Daniel O'Brien | 5-1-06 |

**DEPARTMENT OF HEALTH AND MENTAL HYGIENE
2003 – 2011 WORK PLAN FOR EVALUATION REPORT ON
COMAR 10.01.07 Petitions for Adoption, Amendment, or Repeal of Regulations**

OBJECTIVES	ACTION STEPS	RESPONSIBLE PERSON	SCHEDULED COMPLETION DATE
I. Evaluate COMAR for the purpose of satisfying the requirement of State Government Article, §10-130 - 10-139, Annotated Code of Md.	1. Inventory affected regulations.	Michele Phinney	8-1-05
	2. Procedures and methods to be used to ensure comments from public / stakeholders / other affected units.	Michele Phinney	10-1-05
	<p>A. To invite public comment on these regulations, the following procedures and methods will be used:</p> <ol style="list-style-type: none"> 1. Publication of notice in the Maryland Register; 2. Publication of notice in newspapers of general circulation in the State; 3. Posting of notice on the unit's website; 4. Posting notice on Division of State Document's website; <p>B. To ensure the participation of stakeholders in the review process, the following procedures will be used:</p> <p style="padding-left: 40px;">The stakeholders for this chapter would be anyone in the public who would want change any Departmental regulation. Therefore, the notices listed in Step 2A will ensure the public is involved.</p> <p>C. To ensure the participation in the review process of other units affected by the regulations, the following procedures will be used:</p> <p style="padding-left: 40px;">Email and hard copy of the request for comments will be sent to internal Departmental units.</p>		
	3. Procedures for gathering and reviewing of: A. Any recent scientific information related to the regulations being reviewed, if applicable; B. Similar regulations adopted or repealed by other states or the federal government; and C. Other appropriate information, are as follows:	Michele Phinney	12-1-05
	<p>A. Not Applicable</p> <p>B. A search will be conducted on the Internet of other States, particularly those states that surround Maryland, to find out whether they have similar regulations and how their regulations are structured</p> <p>C. A search will be conducted on the Internet of other Maryland State Department regulations to find out whether they have similar regulations and how their regulations are structured.</p>		
	4. Evaluate the need to retain, amend, or repeal each existing regulation based on the following criteria:	Michele Phinney	2-1-06
	<p>A. Continue to be necessary for public interest;</p> <p>B. Continue to be supported by statutory authority and judicial opinions;</p> <p>C. Are obsolete or otherwise appropriate for amendment or repeal;</p>		

D. Continue to be effective in accomplishing the intended purpose of the regulations;

E. The information gathered under Action Steps 1 - 3.

II. Prepare report to the
Administrative, Executive
and Legislative Review
(AELR) Committee

- | | | |
|---|-----------------|--------|
| 1. Consolidate information obtained from objective #1 above | Michele Phinney | 2-1-06 |
| 2. Write draft report. | Michele Phinney | 3-1-06 |
| 3. Coordinate executive reviews of draft report. | Michele Phinney | 4-1-06 |
| 4. Consolidate review comments and prepare final report. | Michele Phinney | 5-1-06 |

**DEPARTMENT OF HEALTH AND MENTAL HYGIENE
2003 – 2011 WORK PLAN FOR EVALUATION REPORT ON
COMAR 10.01.08 Procedures for Access to Records
COMAR 10.01.11 Correction or Amendment of Public Records**

OBJECTIVES	ACTION STEPS	RESPONSIBLE PERSON	SCHEDULED COMPLETION DATE
I. Evaluate COMAR for the purpose of satisfying the requirement of State Government Article, §10-130 - 10-139, Annotated Code of Md.	1. Inventory affected regulations.	Tom Kravitz	8-1-05
	2. Procedures and methods to be used to ensure comments from public / stakeholders / other affected units.	Tom Kravitz	10-1-05
	<p>A. To invite public comment on these regulations, the following procedures and methods will be used:</p> <ol style="list-style-type: none"> 1. Publication of notice in the Maryland Register; 2. Publication of notice in newspapers of general circulation in the State; 3. Posting of notice on the unit's website; 4. Posting notice on Division of State Document's website; <p>B. To ensure the participation of stakeholders in the review process, the following procedures will be used:</p> <p style="padding-left: 40px;">The stakeholders for this chapter would be anyone in the public who would want change any Departmental regulation. Therefore, the notices listed in Step 2A will ensure the public is involved.</p> <p>C. To ensure the participation in the review process of other units affected by the regulations, the following procedures will be used:</p> <p style="padding-left: 40px;">Email and hard copy of the request for comments will be sent to internal Departmental units.</p>		
	3. Procedures for gathering and reviewing of: A. Any recent scientific information related to the regulations being reviewed, if applicable; B. Similar regulations adopted or repealed by other states or the federal government; and C. Other appropriate information, are as follows:	Tom Kravitz	12-1-05
	<p>A. Not Applicable</p> <p>B. A search will be conducted on the Internet of other States, particularly those states that surround Maryland, to find out whether they have similar regulations and how their regulations are structured</p> <p>C. A search will be conducted on the Internet of other Maryland State Department regulations to find out whether they have similar regulations and how their regulations are structured.</p>		
	4. Evaluate the need to retain, amend, or repeal each existing regulation based on the following criteria:	Tom Kravitz	2-1-06
	<p>A. Continue to be necessary for public interest;</p> <p>B. Continue to be supported by statutory authority and judicial opinions;</p>		

- C. Are obsolete or otherwise appropriate for amendment or repeal;
- D. Continue to be effective in accomplishing the intended purpose of the regulations;
- E. The information gathered under Action Steps 1 - 3.

II. Prepare report to the Administrative, Executive and Legislative Review (AELR) Committee

- | | | |
|---|-------------|--------|
| 1. Consolidate information obtained from objective #1 above | Tom Kravitz | 2-1-06 |
| 2. Write draft report. | Tom Kravitz | 3-1-06 |
| 3. Coordinate executive reviews of draft report. | Tom Kravitz | 4-1-06 |
| 4. Consolidate review comments and prepare final report. | Tom Kravitz | 5-1-06 |

DEPARTMENT OF HEALTH AND MENTAL HYGIENE
2003-2011 WORK PLAN FOR EVALUATION REPORT ON
COMAR 10.01.09

OBJECTIVES	ACTION STEPS	RESPONSIBLE PERSON	SCHEDULED COMPLETION DATE
<p>I. Evaluate COMAR for the purpose of satisfying the requirement of State Government Article, , §§10-130-10-139 Annotated Code of Maryland</p>	<p>1. Inventory affected regulations.</p>	<p>Kathy Wissmann</p>	<p>8-1-05</p>
	<p>2. Procedures and methods to be used to ensure comments from public/stakeholders/other affected units.</p> <p>A. To invite public comment on these regulations, the following procedures and methods will be used: (1) Publication of notice in the Maryland Register (2) Posting notice on Division of State Documents website (3) Posting of notice on the unit's website</p> <p>B. To ensure the participation of stakeholders in the review process, the following procedures will be used: Not applicable</p> <p>C. To ensure the participation in the review process of other units affected by the regulations, the following procedures will be used: Mail notice to Nursing Home and Hospital Appeal Boards and Office of Administrative Hearings inviting their comments.</p>	<p>Kathy Wissmann</p>	<p>10-1-05</p>
	<p>3. Procedures for gathering and reviewing of:</p> <p>A. Not applicable B. Conduct an internet search of other states, particularly states contiguous to Maryland, to find out whether they have similar regulations and how they are structured C. Conduct an internet search of other Maryland State agency regulations to find out whether they have similar regulations and how they are structured</p>	<p>Kathy Wissmann</p>	<p>12-1-05</p>
	<p>4. Evaluate the need to retain, amend, or repeal existing regulation based on the following criteria:</p> <p>A. Continue to be necessary for public interest; B. Continue to be supported by statutory authority and judicial opinions; C. Are obsolete or otherwise appropriate for amendment or repeal;</p>	<p>Joel Tornari</p>	<p>2-1-06</p>

D. Continue to be effective in accomplishing the intended purpose of the regulations;

E. The information gathered under Action Steps 1-3

Kathy Wissmann

2-1-06

II. Prepare report to the Administrative, Executive and Legislative Review (AELR) Committee

1. Consolidate information obtained from objective #1 above

Kathy Wissmann

2-1-06

2. Write draft report

Kathy Wissmann

3-1-06

3. Coordinate executive reviews of draft report

Kathy Wissmann

4-1-06

4. Consolidate review comments and prepare final report

Kathy Wissmann

5-1-06

**DEPARTMENT OF HEALTH AND MENTAL HYGIENE
WORK PLAN FOR EVALUATION REPORT ON
COMAR 10.01.10**

OBJECTIVES	ACTION STEPS	RESPONSIBLE PERSON	SCHEDULED COMPLETION DATE
I. Evaluate COMAR for the purpose of satisfying the requirement of State Government Article, §10-130 - 10-139, Annotated Code of Md.	1. Inventory affected regulations.	Stacey Diehl	July 1, 2005
	2. Procedures and methods to be used to ensure comments from public / stakeholders / other affected units.	Stacey Diehl	August 29, 2005
	A. To invite public comment on these regulations, the following procedures and methods will be used: <ol style="list-style-type: none"> 1. Publication of notice in the Maryland Register; 2. Posting of notice on the unit's website; 3. Posting notice on Division of State Document's website; 		
	B. To ensure the participation of stakeholders in the review process, the following procedures will be used: The MHA will solicit the participation of stakeholders by posting notice of the review process on it's web site and by mail to representative organizations.		
	C. To ensure the participation in the review process of other units affected by the regulations, the following procedures will be used: The MHA will solicit participation of other units affected by the regulations by direct notification (mail, e-mail, and/or telephone).		
	3. Procedures for gathering and reviewing of: A. Any recent scientific information related to the regulations being reviewed, if applicable; B. Similar regulations adopted or repealed by other states or the federal government; and C. Other appropriate information, are as follows: The MHA will review similar regulations adopted/repealed by other states or the federal government and will review information on the current best or evidenced-based practices for mental health treatment.	Stacey Diehl	November 1, 2005
	4. Evaluate the need to retain, amend, or repeal each existing regulation based on the following criteria:	Stacey Diehl	March 1, 2006
	A. Continue to be necessary for public interest; B. Continue to be supported by statutory authority and judicial opinions; C. Are obsolete or otherwise appropriate for amendment or repeal; D. Continue to be effective in accomplishing the intended purpose of the regulations; E. The information gathered under Action Steps 1 - 3.		
II. Prepare report to the Administrative, Executive and Legislative Review	1. Consolidate information obtained from objective #1 above	Stacey Diehl	April 1, 2006
	2. Write draft report.	Stacey Diehl	April 15, 2006

(AELR) Committee

3. Coordinate executive reviews of draft report.

Stacey Diehl

May 1, 2006

4. Consolidate review comments and prepare final report.

Stacey Diehl

June 1, 2006

**DEPARTMENT OF HEALTH AND MENTAL HYGIENE
WORK PLAN FOR EVALUATION REPORT ON
COMAR 10.02.02, 10.02.03 and 10.04.02**

OBJECTIVES	ACTION STEPS	RESPONSIBLE PERSON	SCHEDULED COMPLETION DATE
I. Evaluate COMAR for the purpose of satisfying the requirement of State Government Article, §10-130 - 10-139, Annotated Code of Md.	1. Inventory and review Division of Reimbursements (DOR) regulations to determine if they are current, complete and in active use.	Lohinski / Sutton	July 29, 2005
	2. Procedures and methods to be used to ensure comments from public / stakeholders / other affected units.	Lohinski / Sutton	September 24, 2005
	A. To invite public comment on these regulations, the following procedures and methods will be used:		
	1. Publication of notice in the Maryland Register advising the public of DOR's evaluation and inviting public comment;		
	2. Posting of notice on the DOR's website advising the public of the evaluation and inviting public comment;		
	3. Hold a public hearing.		
	B. To ensure the participation of stakeholders in the review process, mail a notice of DOR's evaluation to the Legal Aid Bureau and the Maryland Disability Law Center.		
C. To ensure the participation in the review process of other units affected by the regulations, mail a notice of DOR's evaluation to the Social Work Departments located at DHMH's inpatient facilities.			
	3. Gather and review Medicare, Medicaid and Social Security regulations to determine what affect, if any, they may have on DOR's regulations.	Lohinski / Sutton	October 14, 2005
	4. Evaluate the need to retain, amend, or repeal each existing regulation based on the following criteria:	Lohinski / Sutton	November 11, 2005
	A. Regulations continue to be necessary for public interest;		
	B. Regulations continue to be supported by statutory authority and judicial opinions;		
	C. Regulations are obsolete or otherwise appropriate for amendment or repeal;		
	D. Regulations continue to be effective in accomplishing the intended purpose of the regulations;		
	E. The information gathered under Action Steps 1 - 3.		
	5. Determine whether the regulations could be condensed or consolidated to eliminate duplication and to achieve simplicity.	Lohinski/Sutton	November 19, 2005
	6. Study existing policy statements, guidelines and standards which are not, currently in regulation and determine if they should be promulgated.	Lohinski/Sutton	December 2, 2005
	7. Review any relevant State statutes to determine whether implementation by regulation is necessary.	Lohinski/Sutton	December 16, 2005

	8. Consult with the Chief of Program Cost and Analysis about any changes to COMAR 10.02.02, 10.02.03 and 10.04.02.	Lohinski/Sutton	December 30, 2005
	9. Submit any plans to reorganize the regulations to the Division of State Documents for approval before submission of the Evaluation Report.	Lohinski/Sutton	January 13, 2006
	10. Gather information for an Evaluation Report that contains	Lohinski/Sutton	March 10, 2006
	A. The date(s) the regulations were originally adopted or last amended;		
	B. Any proposed amendments to the Unit's regulations;		
II. Prepare report to the Administrative, Executive and Legislative Review (AELR) Committee	1. Consolidate information obtained from objective #1 above	Lohinski / Sutton	March 24, 2006
	2. Write draft report.	Lohinski / Sutton	March 31, 2006
	3. Coordinate executive reviews of draft report.	Lohinski / Sutton	April 14, 2006
	4. Consolidate review comments and prepare final report.	Lohinski / Sutton	April 21, 2006

**DEPARTMENT OF HEALTH AND MENTAL HYGIENE
2003 – 2011 WORK PLAN FOR EVALUATION REPORT ON
COMAR 10.03.01.01--.14**

OBJECTIVES	ACTION STEPS	RESPONSIBLE PERSON	SCHEDULED COMPLETION DATE
I. Evaluate COMAR for the purpose of satisfying the requirement of State Government Article, §10-130 - 10-139, Annotated Code of Md.	1. Inventory affected regulations.	Michele Phinney	9/14/2004
	2. Procedures and methods to be used to ensure comments from public / stakeholders / other affected units.	Geneva G. Sparks	7/11/05
	A. To invite public comment on these regulations, the following procedures and methods will be used: <ul style="list-style-type: none"> 1. Publication of notice in the Maryland Register; 2. Posting of notice on the unit's Webster; 3. Posting notice on Division of State Document's website; 4. Mailing of notices 		
	B. To ensure the participation of stakeholders in the review process, the following procedures will be used: <ul style="list-style-type: none"> 1. Same as step 2A 2. Mailing of notices to organizations involved in Maryland's birth and death registration process. 		
	C. To ensure the participation in the review process of other units affected by the regulations, the following procedures will be used: <ul style="list-style-type: none"> 1. Emailing of notices to local health officers 2. Mailing of notices to organizations involved in Maryland's birth and death registration process 		
	3. Procedures for gathering and reviewing of: A. Any recent scientific information related to the regulations being reviewed, if applicable; B. Similar regulations adopted or repealed by other states or the federal government; and C. Other appropriate information, are as follows: <ul style="list-style-type: none"> A. Not Applicable. B. Searching the Internet to review similar regulations adopted or repealed by other states C. Not Applicable. 	Geneva Sparks	11/18/05
	4. Evaluate the need to retain, amend, or repeal each existing regulation based on the following criteria: <ul style="list-style-type: none"> A. Continue to be necessary for public interest; B. Continue to be supported by statutory authority and judicial opinions; 	Geneva Sparks	11/18/05

- C. Are obsolete or otherwise appropriate for amendment or repeal;
- D. Continue to be effective in accomplishing the intended purpose of the regulations;
- E. The information gathered under Action Steps 1 - 3.

II. Prepare report to the Administrative, Executive and Legislative Review (AELR) Committee

- 1. Consolidate information obtained from objective #1 above
- 2. Write draft report.
- 3. Coordinate executive reviews of draft report.
- 4. Consolidate review comments and prepare final report.

Geneva Sparks

03/2006

**DEPARTMENT OF HEALTH AND MENTAL HYGIENE
2003 – 2011 WORK PLAN FOR EVALUATION REPORT ON
COMAR 10.03.02 Health Statistics – Release of Information in the Maternal and Child Health
and Children’s Medical Services**

OBJECTIVES	ACTION STEPS	RESPONSIBLE PERSON	SCHEDULED COMPLETION DATE
I. Evaluate COMAR for the purpose of satisfying the requirement of State Government Article, §10-130 – 10-139, Annotated Code of Md.	1. Inventory affected regulations.	Jamie Perry, M.D. Associate Medical Director Office of Genetics and Children with Special Health Care Needs (OGCSHCN)	July 29, 2005
	2. Procedures and methods to be used to ensure comments from public / stakeholders / other affected units.		
	A. To invite public comment on these regulations, notice will be published in the Maryland Register;	Jamie Perry, M.D.	August 31, 2005
	B. To ensure the participation of stakeholders in the review process, a group e-mail with COMAR 10.03.02 attached will be sent to key stakeholders, including the local health departments, inviting their comments.	Jamie Perry, M.D.	October 31, 2005
	C. To ensure the participation in the review process of other units affected by the regulations, a letter will be submitted to FHA’s Center for Maternal and Child Health, DHMH’s Office of Medicaid, Office of Health Care Quality, and Vital Statistics Administration, and the Office of the Attorney General requesting their review and comment on COMAR 10.03.02.	Jamie Perry, M.D.	October 31, 2005
	3. Procedures for gathering and reviewing of: A. Any recent scientific information related to the regulations being reviewed, if applicable; B. Similar regulations adopted or repealed by other states or the federal government; and C. Other appropriate information, are as follows: OGCSHCN will contact the Maryland Office of the Attorney General and the National Conference of State Legislatures for assistance in reviewing other State’s and federal laws regarding the confidentiality of personal, medical, and financial information obtained by staff administering maternal and child health and children’s medical services programs.	Jamie Perry, M.D.	October 31, 2005
	4. Evaluate the need to retain, amend, or repeal each existing regulation based on the following criteria:	Jamie Perry, M.D.	December 15, 2005
	A. Continue to be necessary for public interest;		
	B. Continue to be supported by statutory authority and judicial opinions;		
	C. Are obsolete or otherwise appropriate for amendment or repeal;		
	D. Continue to be effective in accomplishing the intended purpose of the regulations;		
	E. The information gathered under Action Steps 1 - 3.		

II. Prepare report to the
Administrative, Executive
and Legislative Review
(AELR) Committee

1. Consolidate information obtained from objective #1 above
2. Write draft report.
3. Coordinate executive reviews of draft report.
4. Consolidate review comments and prepare final report.

Jamie Perry, M.D.

March 15, 2006

Jamie Perry, M.D.

March 29, 2006

Jamie Perry, M.D.

April 10, 2006

Jamie Perry, M.D.

May 1, 2006

**DEPARTMENT OF HEALTH AND MENTAL HYGIENE
2003 – 2011 WORK PLAN FOR EVALUATION REPORT ON
COMAR 10.04.01 Fiscal Administration of Local Health Operations, and Related Matters**

OBJECTIVES	ACTION STEPS	RESPONSIBLE PERSON	SCHEDULED COMPLETION DATE
I. Evaluate COMAR 10.04.01 for the purpose of satisfying the requirement of State Government Article, §10-130 - 10-139, Annotated Code of Md.	1. Inventory affected regulations.	Sharmi Das	January 30, 2005
	2. Procedures and methods to be used to ensure comments from public / stakeholders / other affected units.		
	A. To invite public comment on these regulations, the following procedures and methods will be used:	Sharmi Das	January 30, 2005
	1. Posting of notice on the unit's website;		
	2. Posting notice on Division of State Document's website; and		
	3. Publication of Notice in the Maryland Register		
	B. To ensure the participation of stakeholders in the review process, the following procedures will be used:	Sharmi Das	January 30, 2005
	1. Consult with and receive feedback from local health officers and MACHO;		
	2. Consult with the DHMH Attorney General's Office; and		
	3. Notify MD Public Health Association.		
C. To ensure the participation in the review process of other units affected by the regulations, the following procedures will be used:	Sharmi Das/ Ginny Seyler	January 30, 2005	
1. Consult with the Family Health Administration, particularly the Center for Maternal and Child Health;			
2. Consult with the Office of Budget Management; and			
3. Consult with the Attorney General's Office.			
3. Procedures for gathering and reviewing of: A. Any recent scientific information related to the regulations being reviewed, if applicable; B. Similar regulations adopted or repealed by other states or the federal government; and C. Other appropriate information, are as follows:	Sharmi Das/ Ginny Seyler	March 30, 2005	
1. Review the history of MD local health funding in Maryland.			
2. Review of Case formula principles.			
3. Research other States' mechanisms for distributing public health funds.			
4. Evaluate the need to retain, amend, or repeal each existing regulation based on the following criteria:	Health Officers/ Sharmi Das	May , 2005	
A. Continue to be necessary for public interest;			
B. Continue to be supported by statutory authority and judicial opinions;			

- C. Are obsolete or otherwise appropriate for amendment or repeal;
- D. Continue to be effective in accomplishing the intended purpose of the regulations;
- E. The information gathered under Action Steps 1 - 3.

II. Prepare report to the Administrative, Executive and Legislative Review (AELR) Committee

- | | | |
|---|-------------------------|----------------|
| 1. Consolidate information obtained from objective #1 above | Sharmi Das/Ginny Seyler | August, 2005 |
| 2. Write draft report. | Sharmi Das/Ginny Seyler | October, 2005 |
| 3. Coordinate executive reviews of draft report. | Sharmi Das/Ginny Seyler | November, 2005 |
| 4. Consolidate review comments and prepare final report. | Sharmi Das/Ginny Seyler | December, 2005 |

**DEPARTMENT OF HEALTH AND MENTAL HYGIENE
2003 – 2011 WORK PLAN FOR EVALUATION REPORT ON
COMAR 10.04.03 Standards for Audits of grants and Contracts with Providers and Local Health Departments**

OBJECTIVES	ACTION STEPS	RESPONSIBLE PERSON	SCHEDULED COMPLETION DATE
I. Evaluate COMAR for the purpose of satisfying the requirement of State Government Article, §10-130 - 10-139, Annotated Code of Md.	1. Inventory affected regulations.	Charles L. Thomas	8-1-05
	2. Procedures and methods to be used to ensure comments from public / stakeholders / other affected units. <ul style="list-style-type: none"> A. To invite public comment on these regulations, the following procedures and methods will be used: <ul style="list-style-type: none"> 1. Publication of notice in the Maryland Register; 2. Posting of notice on the unit's website; 3. Posting notice on Division of State Document's website. B. To ensure the participation of stakeholders in the review process, the following procedures will be used: <p style="margin-left: 40px;">The stakeholders for this chapter would be any human services providers and local health departments. Therefore, the notices listed in Step 2A will ensure their involvement.</p> C. To ensure the participation in the review process of other units affected by the regulations, the following procedures will be used <p style="margin-left: 40px;">Email request for comments will be sent to DHMH funding Administrations.</p> 	Charles L. Thomas	10-1-05
	3. Procedures for gathering and reviewing of: A. Any recent scientific information related to the regulations being reviewed, if applicable; B. Similar regulations adopted or repealed by other states or the federal government; and C. Other appropriate information, are as follows: <ul style="list-style-type: none"> A. Not Applicable B. A search will be conducted on the Internet of other States, particularly those States that surround Maryland, to find out whether they have similar regulations and how their regulations are structured. C. A search will be conducted on the Internet of other Maryland State Department regulations to find out whether they have similar regulations and how their regulations are structured. 	Charles L. Thomas	12-1-05
	4. Evaluate the need to retain, amend, or repeal each existing regulation based on the following criteria: <ul style="list-style-type: none"> A. Continue to be necessary for public interest; B. Continue to be supported by statutory authority and judicial opinions; C. Are obsolete or otherwise appropriate for amendment or repeal; D. Continue to be effective in accomplishing the intended purpose of the regulations; 	Charles L. Thomas	2/1/06

E. The information gathered under Action Steps 1 - 3.

II. Prepare report to the Administrative, Executive and Legislative Review (AELR) Committee

- | | | |
|---|-------------------|--------|
| 1. Consolidate information obtained from objective #1 above | Charles L. Thomas | 2-1-06 |
| 2. Write draft report. | Charles L. Thomas | 3-1-06 |
| 3. Coordinate executive reviews of draft report. | Charles L. Thomas | 4-1-06 |
| 4. Consolidate review comments and prepare final report. | Charles L. Thomas | 5-1-06 |

**DEPARTMENT OF HEALTH AND MENTAL HYGIENE
2003 – 2011 WORK PLAN FOR EVALUATION REPORT ON
COMAR 10.04.04 Human Services Agreements Manual**

OBJECTIVES	ACTION STEPS	RESPONSIBLE PERSON	SCHEDULED COMPLETION DATE
I. Evaluate COMAR for the purpose of satisfying the requirement of State Government Article, §10-130 - 10-139, Annotated Code of Md.	1. Inventory affected regulations.	Anthony T. Aversa	4-15-05
	2. Procedures and methods to be used to ensure comments from public / stakeholders / other affected units.		9-30-05
	A. To invite public comment on these regulations, the following procedures and methods will be used: <ol style="list-style-type: none"> 1. Publication of notice in the Maryland Register advising the public of the regulatory evaluation and inviting public comment; and 2. Posting of notice on the DPCA website advising the public of the evaluation and inviting public comment. 		
	B. To ensure the participation of stakeholders in the review process, a notice of the evaluation will be mailed to the funding administrators.		
	C. To ensure the participation in the review process of other units affected by the regulations, a notice of the evaluation will be mailed to the Office of the Attorney General.		
	3. Procedures for gathering and reviewing of: A. Any recent scientific information related to the regulations being reviewed, if applicable; B. Similar regulations adopted or repealed by other states or the federal government; and C. Other appropriate information, are as follows: <p style="margin-left: 20px;">A. – C. Not Applicable</p>		
	4. Evaluate the need to retain, amend, or repeal each existing regulation based on the following criteria: <ol style="list-style-type: none"> A. Regulations continue to be necessary for public interest; B. Regulations continue to be supported by statutory authority and judicial opinions; C. Regulations are obsolete or otherwise appropriate for amendment or repeal; D. Regulations continue to be effective in accomplishing the intended purpose of the regulations; E. The information gathered under Action Steps 1 - 3. 		11-1-05
II. Prepare report to the Administrative, Executive and Legislative Review (AELR) Committee	1. Consolidate information obtained from objective #1 above	Anthony T. Aversa	3-1-06
	2. Write draft report.	Anthony T. Aversa	3-15-06
	3. Coordinate executive reviews of draft report.	Anthony T. Aversa	4-7-06
	4. Consolidate review comments and prepare final report.	Anthony T. Aversa	4-15-06

**DEPARTMENT OF HEALTH AND MENTAL HYGIENE
2003 – 2011 WORK PLAN FOR EVALUATION REPORT ON
COMAR 10.04.05 Community Residential Services**

OBJECTIVES	ACTION STEPS	RESPONSIBLE PERSON	SCHEDULED COMPLETION DATE
I. Evaluate COMAR for the purpose of satisfying the requirement of State Government Article, §10-130 - 10-139, Annotated Code of Md.	1. Inventory affected regulations.	George McCarter	8-1-05
	2. Procedures and methods to be used to ensure comments from public / stakeholders / other affected units.	George McCarter	10-1-05
	A. To invite public comment on these regulations, the following procedures and methods will be used: <ul style="list-style-type: none"> 1. Posting notice on the DDA website; 2. Posting notice on the DSD website; 3. Publication of notice in the Maryland Register; 		
	B. To ensure the participation of stakeholders in the review process, the following procedures will be used: <p>An input group, comprised of representative from stakeholders, DDA central and regional offices, the advocacy community and other individuals who have an interest, will be developed.</p>		
	C. To ensure the participation in the review process of other units affected by the regulations, the following procedures will be used: <p>Comments will be solicited from all affected units..</p>		
	3. Procedures for gathering and reviewing of: A. Any recent scientific information related to the regulations being reviewed, if applicable; B. Similar regulations adopted or repealed by other states or the federal government; and C. Other appropriate information, are as follows: <p>A federal comparison study and a state survey will be conducted.</p>	George McCarter	12-1-05
	4. Evaluate the need to retain, amend, or repeal each existing regulation based on the following criteria: <ul style="list-style-type: none"> A. Continue to be necessary for public interest; B. Continue to be supported by statutory authority and judicial opinions; C. Are obsolete or otherwise appropriate for amendment or repeal; D. Continue to be effective in accomplishing the intended purpose of the regulations; E. Impact on environmental hazards affecting the health of children and adequately protecting the health of children from environmental hazards consistent with the goal of Health-General Article, §13-1502; and F. The information gathered under Action Steps 1 - 3. 	George McCarter	2-1-06
II. Prepare report to the	1. Consolidate information obtained from objective #1 above	George McCarter	2-1-06

Administrative, Executive
and Legislative Review
(AELR) Committee

- | | | |
|--|-----------------|--------|
| 2. Write draft report. | George McCarter | 3-1-06 |
| 3. Coordinate executive reviews of draft report. | George McCarter | 4-1-06 |
| 4. Consolidate review comments and prepare final report. | George McCarter | 5-1-06 |