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## Notice of Intended Regulatory Action (NOIRA) Agency Background Document

<b>Agency name</b>	Commission on Virginia Alcohol Safety Action Program
<b>Virginia Administrative Code (VAC) citation</b>	24 VAC 35-30
<b>Regulation title</b>	VASAP Case Management Policy and Procedure Manual
<b>Action title</b>	The present VASAP Case Management Policy and Procedure Manual (24 VAC 35-30) became effective in 1991. The proposed new regulation (24 VAC 35-31) will replace the existing regulation which will be repealed due to a need for significant revisions.
<b>Date this document prepared</b>	

This information is required for executive branch review and the Virginia Registrar of Regulations, pursuant to the Virginia Administrative Process Act (APA), Executive Orders 36 (2006) and 58 (1999), and the *Virginia Register Form, Style, and Procedure Manual*.

### Purpose

*Please describe the subject matter and intent of the planned regulatory action. Also include a brief explanation of the need for and the goals of the new or amended regulation.*

The present VASAP Policy and Procedure Manual (24 VAC 35-30) became effective in 1991. The proposed new regulation (24 VAC 35-31) will replace the existing regulation which will be repealed due to a need for significant revisions.

### Legal basis

*Please identify the state and/or federal legal authority to promulgate this proposed regulation, including (1) the most relevant law and/or regulation, including Code of Virginia citation and General Assembly chapter number(s), if applicable, and (2) promulgating entity, i.e., agency, board, or person. Describe the legal authority and the extent to which the authority is mandatory or discretionary.*

Section 18.2-271.2 of the Code of Virginia establishes the Commission on Virginia Alcohol Safety Action Program (VASAP) in the legislative branch of state government. The Commission is authorized to administer and supervise the state system of local alcohol safety action programs, develop and maintain operation and performance standards for local alcohol safety action programs, and allocate funding to such programs. The Commission is further empowered to establish and ensure the maintenance of minimum standards and criteria for program operations and performance, accounting, auditing, public information and administrative procedures for the various local alcohol safety action programs, and shall be responsible for overseeing the administration of the statewide VASAP system.

**Need**

*Please detail the specific reasons why the agency has determined that the proposed regulatory action is essential to protect the health, safety, or welfare of citizens. In addition, delineate any potential issues that may need to be addressed as the regulation is developed.*

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VASAP plays a vital role in transportation safety, providing services to over 40,000 citizens of the Commonwealth annually. There is a need to issue new regulations that accurately reflect the current operational procedures of the agency.

**Substance**

*Please detail any changes that will be proposed. For new regulations, include a summary of the proposed regulatory action. Where provisions of an existing regulation are being amended, explain how the existing regulation will be changed.*

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The existing VASAP Case Management Policy and Procedure Manual went into effect 16 years ago. The new regulation will replace the existing regulation after it is repealed. The new manual covers the activities of VASAP case management, a probationary function of the courts comprised of referral, enrollment, intake, classification, offender intervention, case supervision/monitoring and court reporting. Case managers serve the court in coordinating the referral of the offender into appropriate community-based services pursuant to VASAP policy and procedure. Case managers and other staff may also provide non-court related ancillary services.

**Alternatives**

*Please describe all viable alternatives to the proposed regulatory action that have been or will be considered to meet the essential purpose of the action. Also, please describe the process by which the agency has considered or will consider other alternatives for achieving the need in the most cost-effective manner.*

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VASAP's existing regulation became effective in 1991. Since these regulations were promulgated 16 years ago, and many operational changes have been implemented since that time, the only acceptable alternative is to repeal the existing regulation and issue a new one.

**Public participation**

The agency is seeking comments on the intended regulatory action. Anyone wishing to submit written comments may do so by mail, email or fax to Richard Foy, Commission on VASAP, 701 E. Franklin Street, Suite 1110, Richmond, VA 23219, (804) 786-5895, (804) 786-6286 (fax), [rfoy.vasap@state.va.us](mailto:rfoy.vasap@state.va.us) (email). Written comments must include the name and address of the commenter. In order to be considered, comments must be received by the last day of the public comment period.

In addition, the agency is seeking information on (1) the continued need for the regulation; (2) the complexity of the regulation; (3) the extent to which the regulation overlaps, duplicates, or conflicts with federal or state law or regulation; and (4) the length of time since the regulation has been evaluated or the degree to which technology, economic conditions, or other factors have changed in the area affected by the regulation.}

A public hearing will not be held.

**Participatory approach**

*Please indicate, to the extent known, if advisers (e.g., ad hoc advisory committees, technical advisory committees) will be involved in the development of the proposed regulation. Indicate that 1) the agency is not using the participatory approach in the development of the proposal because the agency has authorized proceeding without using the participatory approach; 2) the agency is using the participatory approach in the development of the proposal; or 3) the agency is inviting comment on whether to use the participatory approach to assist the agency in the development of a proposal.*

A participatory process was used to develop the proposed new regulation. Input was received from Commission on VASAP members and staff, and local Alcohol Safety Action Program directors, policy board members and employees.

**Family impact**

*Assess the potential impact of the proposed regulatory action on the institution of the family and family stability including to what extent the regulatory action will: 1) strengthen or erode the authority and rights of parents in the education, nurturing, and supervision of their children; 2) encourage or discourage economic self-sufficiency, self-pride, and the assumption of responsibility for oneself, one's spouse, and one's children and/or elderly parents; 3) strengthen or erode the marital commitment; and 4) increase or decrease disposable family income.*

The nature of VASAP's work (i.e., transportation safety, alcohol/drug offender education and probation, etc.) has a positive impact on the family. The debilitating effect of alcohol and drug abuse on individuals and the family is well documented. No family impact changes are expected from the proposed new regulation other than what already exist with the present regulation.