



RAS4 USER GUIDE

Overview and Resources

What the RAS4 manual covers

- Key terms and concepts
- RAS basic skills for creating new rules and amending existing rules, saving RAS documents, and working with text and levels

What the RAS4 manual does not cover

- Rule filing guidelines and procedures
 - [LSC Rule Drafting Manual \(PDF\)](#)¹
- Joint Committee on Agency Rule Review (JCARR) rules and procedures
 - [JCARR website](#)²
- Both available on the Register of Ohio website, on both the Resources and Rules tabs

ERF Help Desk contact information

- Need help with rule filing? Contact the ERF Help Desk!
- Monday through Friday, 8 am to 5 pm
- This is staffed by experienced LSC Rules Unit staffers who work with colleagues at Legislative Information Systems (who develop and manage the systems we use) and the Joint Committee on Agency Rule Review (with whom we work alongside to manage the rule filing and adoption process).

ERF Help Desk
614-387-2078
erfhelppdesk@lsc.ohio.gov

¹ lsc.ohio.gov/assets/organizations/legislative-service-commission/files/subject-legislative-information-administrative-rule-drafting-manual.pdf, which is also available on the LSC website, lsc.ohio.gov, by searching “rule drafting.”

² jcarr.state.oh.us.



Additional rule filing resources

Register of Ohio

- registerofohio.state.oh.us
 - Notices of upcoming public hearings on proposed rules
 - Browse and search proposed and adopted rules
 - Helpful information about rulemaking in Ohio

ERF Website

- erf.registerofohio.state.oh.us
- Create rule packages and file rules

Joint Committee on Agency Rule Review

- www.jcarr.state.oh.us
- Learn about JCARR jurisdiction, membership, and FAQs
- The JCARR date calculator, found on the Filers tab, determines public hearing and effective dates based on a specified event date.

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Key Terms and Concepts

The Electronic Rule Filing System

- Rule Authoring Software
- ERF Website – the site to create rule packages and file rules

RAS – Rule Authoring Software

- Why do we need RAS?
 - We need to make sure the rules are drafted in a way that is compatible with the:
 - ❖ [Electronic Rule Filing System](#)³ (ERF)
 - ❖ [Ohio Codes](#)⁴ website
 - Needs to be easy to use for filers and create easy-to-read and understand rules for the public
- RAS creates rules in a file format known as XML.
 - XML is a universal software language that works with both the ERF and Ohio Codes sites.
- RAS is easy to use, but has some “rules” of its own to follow.
 - Most common word processing functions are available
 - Users freely type on a screen; can also cut/copy and paste from other documents
 - Tables, symbols, and graphics are available, but may have some limitations – more on that later

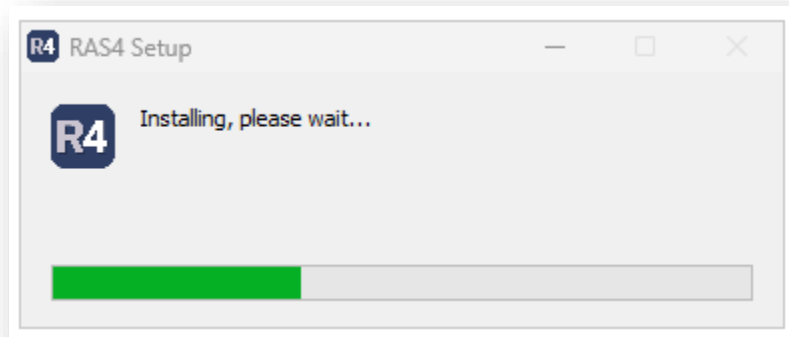
How to obtain and download RAS:

- Contact your IT department and work with them to install the software on your work computer system;
- Minimum system requirements:
 - Windows 10
 - Adobe Reader for PDF and Codify preview function
- Go to the download site – click the link to download the software.
 - <https://erf.registerofohio.state.oh.us/filerInformation/ras>
 - Save the zip file to your computer

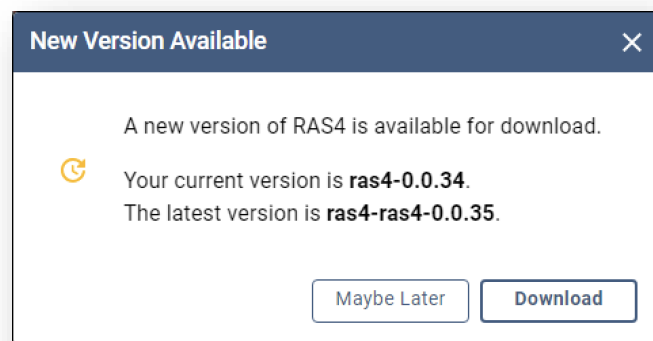
³ erf.registerofohio.state.oh.us.

⁴ [Codes.ohio.gov](https://codes.ohio.gov).

- Go to the location on your file or network where the file is saved and double click the “Install-RAS4.exe” file to begin installation.
- A window will appear indicating the installation is in progress.



- How to tell if you have the most updated version of RAS?
 - A pop-up will appear on your log in screen if you do not have the most updated version.



After you are logged in, you can click on the Help menu and Check for Updates to see if you need to update your software.



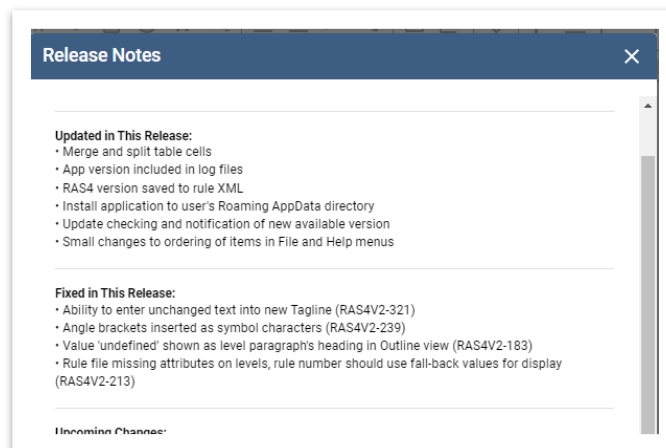
The Basics

Getting logged in

Click on the Ras4 icon on your computer



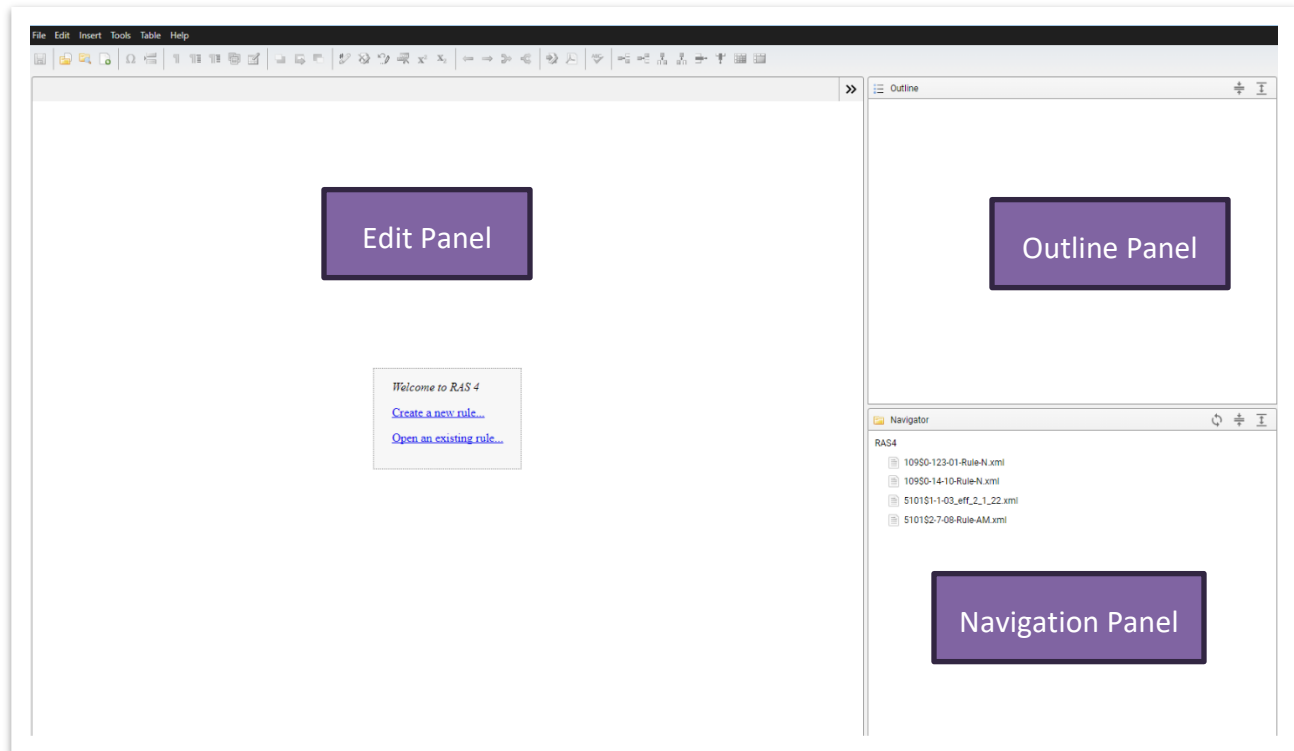
You'll see release notes first – this explains any changes since the prior software release. Click OK. You may also choose to skip seeing release notes when you sign in by checking the box.



Do not show on app start ☐

Getting started

RAS4 editing screen layout



Edit panel – displays the text and components of the rule. This is where you will draft and edit rules.

Outline panel – displays a basic outline of the rule – the levels, sub levels, etc.

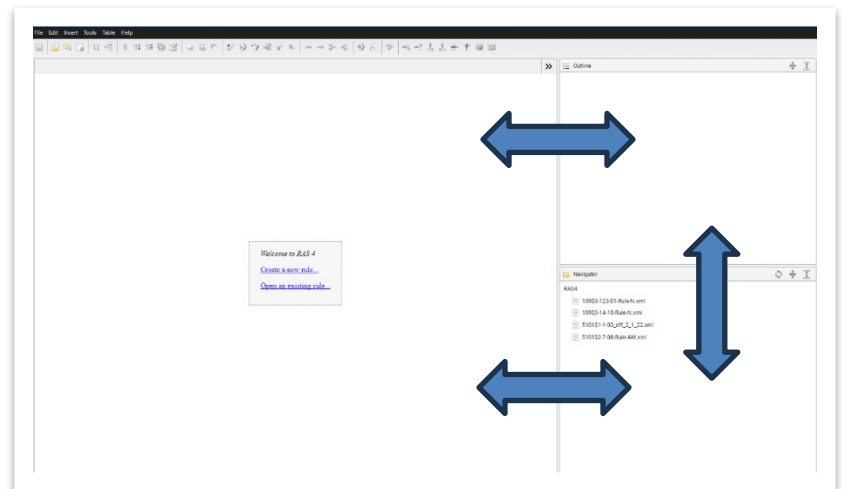
Navigator panel – display a list of rules that you have created or opened in RAS4.

Both the Outline panel and Navigator panel have tools to use in those panels. **Refresh** updates the information displayed in the Navigator panel. **Collapse** shrinks down the information displayed in each panel, either down to a minimal outline format in the Outline panel or clears the list of rules in the Navigator panel. **Expand** restores the full view of each panel.



The panels can be made bigger or smaller within the screen by clicking on the border between them and dragging the box to the size you need.

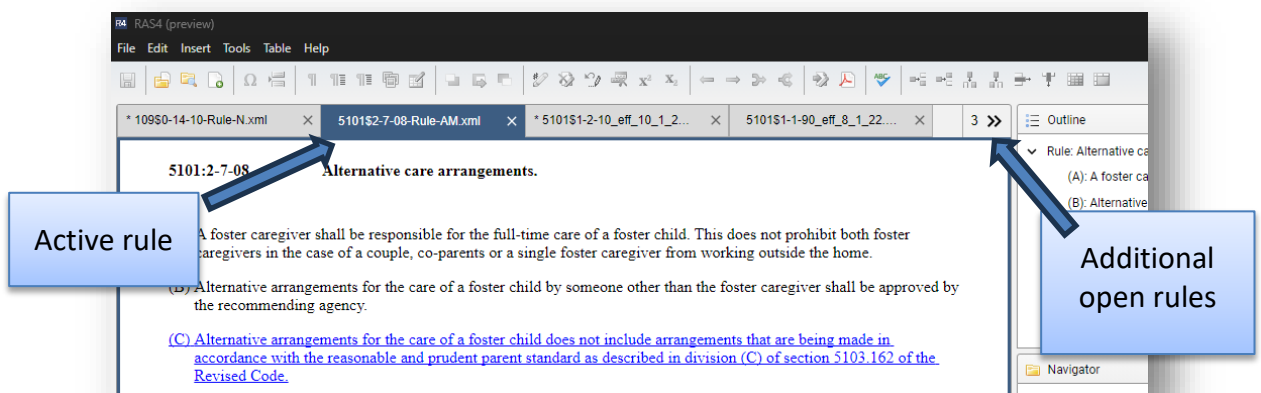
Double click to return each border back to its original location.



Navigating the panels

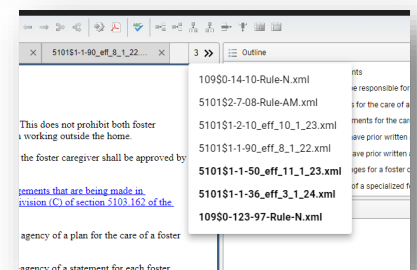
Edit panel - multiple rules open at once

RAS4 allows you to have multiple rules open, as previous versions allowed. The rules are open in separate tabs across the top of your Edit Panel.



Depending on how you have your panels set up will determine how many rule tabs will display. The panel will show how many additional tabs are “hidden” with a number. If you click that number, it will also show you how many hidden tabs are open and allow you to click to open those tabs.

Click on the tab for the rule you wish to work on. When you are done working on a rule, save your work by clicking the Save icon or typing Control-S and click the X on the tab to close the rule.





If the rule you are working on is the codified version you downloaded from the ERF website and the file extension is “eff_##_##_##.xml”, you will need to save the rule by clicking “File – Save As.” This opens your file folder so you can choose where to save your automatically RAS-named XML document = 4501\$0-7-01-Rule-AM. This distinguishes your edited rule from the codified (unedited) version.

Outline panel

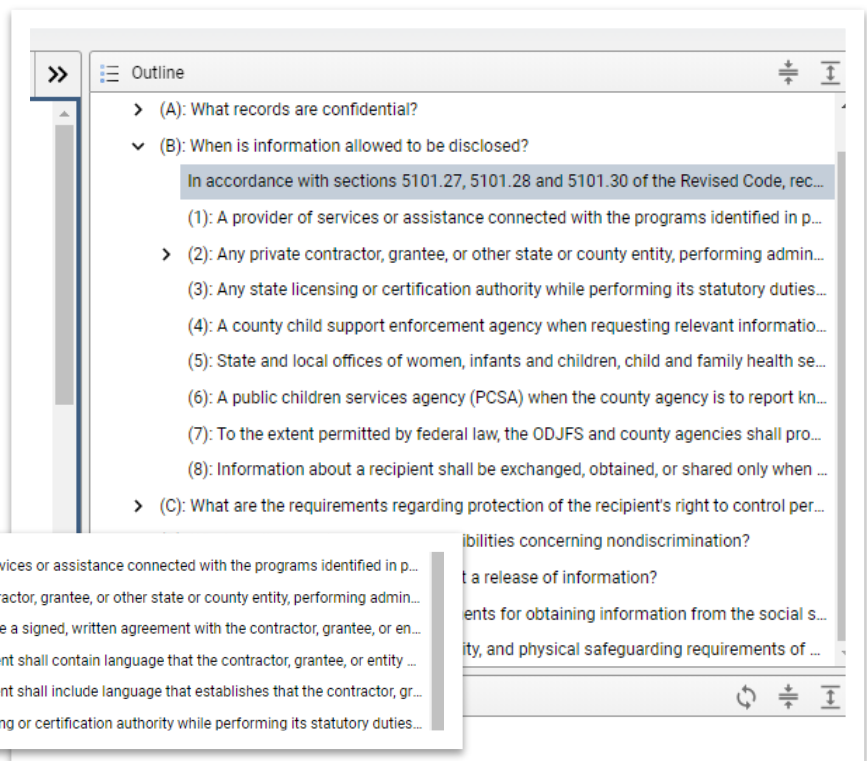
If you open a rule in RAS4, the rule content displays in the Edit Panel, but you can navigate around in the Outline panel. If you click on a level in the outline panel, the cursor will go to that level in the Edit panel.

The screenshot displays the RAS4 software interface. The main window is titled "5101\$1-1-03_eff_2_1_22.xml". The Edit Panel on the left shows the text of the rule, including the title "Disclosure of recipient information, nondiscrimination, and treatment of information received from the internal revenue service and social security administration." and several paragraphs of text. The Outline panel on the right shows a hierarchical list of sections, including (A) What records are confidential?, (B) When is information allowed to be disclosed?, (C) What are the requirements regarding protection of the recipient's right to control per..., (D) What are the county agency responsibilities concerning nondiscrimination?, (E) What forms are to be used to request a release of information?, (F) What are the confidentiality requirements for obtaining information from the social..., and (G) What are the disclosure, confidentiality, and physical safeguarding requirements of... The Navigator panel at the bottom shows a list of files, including 109\$0-123-01-Rule-N.xml, 109\$0-14-10-Rule-N.xml, 5101\$1-1-03_eff_2_1_22.xml (which is highlighted), and 5101\$2-7-08-Rule-AM.xml.



In this rule, the cursor is located in paragraph (B) in the Edit panel, and in the outline panel, the full structure of paragraph (B) is now open as well, even though the other paragraphs are closed up. You can click the arrows to open up the full outline structure in the Outline panel.

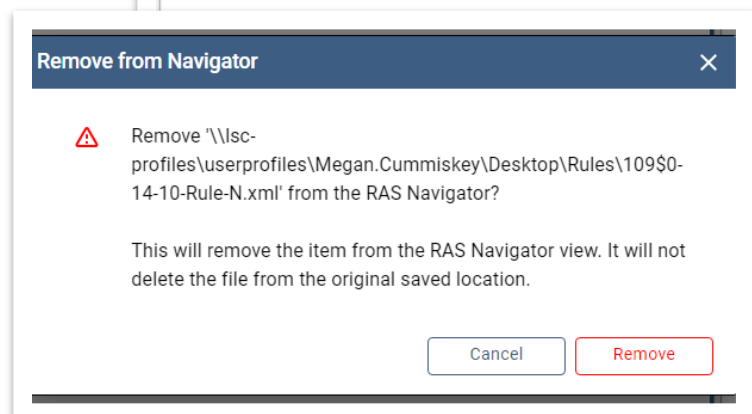
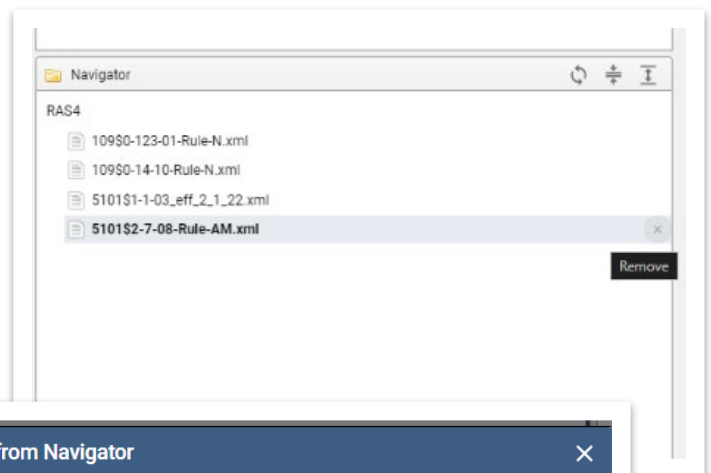
For example, there's an arrow next to paragraph (B)(2) – if you click that arrow, you can see there are additional sub-levels under that paragraph as well.



Navigator panel

Rules are listed in numeric rule number order and include rules currently being worked on as well as rules you've worked on in the past.

If you are an active rule filer and you find that your Navigator panel is getting too full, you may delete rules from the Navigator panel. This does not delete them from your stored Rules folder on your local computer or network, just from the easy access Navigator panel. Simply hover over the rule you wish to delete from your Navigator panel and click the X that appears to the right of the rule file name. A dialogue will pop up confirming that you wish to remove the rule from your Navigator panel. Click Remove to continue with the removal or cancel to stop.



Menu bar, toolbar, and right click features



The Menu bar contains tools for use in RAS4. You can hover over the icons on the toolbar and the label for the tool will appear. RAS4 also makes tools available on the right-click menu. A full table of functions and how to access is provided below.

Tool name	Menu bar	Toolbar	Right click
Save (save your work)	File		
Open (open a rule)	File		
Open Folder (open a folder of rules all at once)	File		
Create New Rule	File		
Codified Preview	File		
PDF Preview	File		
Export to Docx	File		
Insert Symbol	Insert		
Insert Page Break	Insert		
Insert Paragraph	Insert		✓
Cut	Edit		✓
Copy	Edit		✓
Paste (pastes text)	Edit		✓
Find and Find and Replace	Edit		

Insert Graphic	Insert		√
Insert Table	Insert		√
Insert Levels	Insert		√
Edit Rule Number	Tools		
Strike (indicate existing rule text that will be removed from the rule)	Tools		√
Reinstate Strike or Move	Tools		√
Remove New Element	Tools		√
Superscript and Subscript	Tools		
Promote and Demote	Tools		
Merge and Split	Tools		
Transform to New	Tools		
Edit Dictionary	Tools		
Spell check	Tools		
Insert Row Above/Row Below (table tool)	Table		
Insert Column Right/Column Left (table tool)	Table		
Delete Row/Delete Column (table tool)	Table		
Split Cells/Merge Cells (table tool)	Table		



Drafting in RAS4

Once you get into RAS4, you have two options – **create a new rule** or **open an existing rule**

- Choose Create a new rule when:
 - You are writing a new rule; or
 - You are modifying an existing rule so heavily that more than 50% of the rule will be amended. In this case, you can use the [Transform to New](#) function
- Choose Open an existing rule when you are editing an existing rule

Welcome to RAS 4

[Create a new rule...](#)

[Open an existing rule...](#)

Amending an existing rule

To amend an existing rule, the first step is to obtain an official codified copy of the rule to use as a drafting base. The official codified copies are maintained by LSC and include any formatting and non-compliance corrections noted by LSC's staff from the last time the rule was amended.

Accessing rules for download

Rule downloads are accessible via the Rule Download area of the ERF website. Previously-filed rules are accessible here on the date it last became effective and, if not, may be requested from LSC.

The screenshot shows the ERF website interface. At the top, there's a header with the LSC logo and the text 'ELECTRONIC RULE-FILING SYSTEM' and 'FILING OF OHIO ADMINISTRATIVE RULES AND RULE-RELATED DOCUMENTS'. Below this is a navigation bar with tabs: 'Announcements', 'FYR', 'Manage CSI', 'User Management', 'Rule Download' (highlighted with an orange box), 'Non-Compliance', 'Regulatory Restrictions', 'Help', and 'Logout'. Below the navigation bar is the 'Package Dashboard' section. It contains search filters: 'Search by Rule Number:' with fields for Agency#, Division#, Chapter#, Rule#, and Supplemental#; 'Last Modified on or after:' and 'Last Modified on or before:' with date pickers; and 'Search by Package #:' with a text input. There are also checkboxes for 'Include Supp#'. On the right side of the dashboard, there are two large buttons: 'Create New Package' and 'Archive'.

In general, all final filed rules for an agency will be available for download from the Rule Download tab on ERF. Simply scroll down and navigate to the rule you need. Click the plus buttons to expand to see the rules within each chapter.

Click Download next to each rule you intend to work with in RAS4. Depending on your computer settings, this will download and save to the designated folder on your computer.



Requesting rules from LSC

If a rule you need to download does not have a download button available, use the dialogue at the top of the Rule Download page to contact LSC to obtain your rule. You can request individual rules, chapters, or all of your agency's rules in one request.

5101	Department of Job and Family Services
5101:1	Division of Public Assistance
5101:1-1	General Provisions
5101:1-2	Application Process; Verification

Rule #	Effective Date	Download
5101:1-2-01	10/01/2023	<input type="text"/>
5101:1-2-10	10/01/2023	<input type="button" value="Download"/>

No Rule download available?

Complete the form at the top of the screen and click Submit to LSC. Once the download is available, you'll receive an email from LSC.

Rule Download

If the .xml or .zip rule file(s) you wish to download is not available within the list below, enter the rule number(s) in the box provided and click the "Submit to LSC" button. LSC will contact you when the rule file(s) is available for download.

5101:1-2-01

Creating a new rule

Once you click Create a new rule, the New RAS document dialogue opens

Setting the rule number - required

Enter your rule number – for new rules, you may edit this number later

Creating a new rule agency or division within an agency's rules? Contact LSC for assistance with numbering.

New RAS Document

Agency Division Chapter Rule Supplemental

Tagline

000-0-00 This is the rule tagline.

To create a rule with an intro paragraph, a first level paragraph, and/or an outro paragraph already inserted, check the appropriate boxes below:

☐ Create rule with an intro paragraph

☐ Create rule with a first level paragraph

☐ Create rule with an outro paragraph



Create the rule tagline - required

Draft your rule's tagline, the short description of the rule. RAS will automatically add a period at the end of the tagline. The tagline may be edited later in the process.

Select a starting format for the rule – optional

Finally, the RAS4 document dialogue box lets you choose a format to start your rule. Select from three pre-set styles to start:

- Intro paragraph – start your rule with an unlettered, introductory paragraph
- First level paragraph – start your rule with a lettered paragraph, or include a first level paragraph
- “Outro” paragraph – end your rule with an unlettered, outro paragraph

Your rule is now ready to be created – click OK to continue or cancel to start over.

You can skip all of these formats, or choose one, two, or all three of these options

The "New RAS Document" dialog box contains the following fields and options:

- Agency *: 103
- Division: (empty)
- Chapter *: 4
- Rule *: 04
- Supplemental: (empty)
- Tagline: Access to legislative documents (marked as Required Field)
- Preview: 103-4-04 Access to legislative documents.
- Instructions: To create a rule with an intro paragraph, a first level paragraph, and/or an outro paragraph already inserted, check the appropriate boxes below:
- Options:
 - ☒ Create rule with an intro paragraph
 - ☐ Create rule with a first level paragraph
 - ☐ Create rule with an outro paragraph
- Buttons: Cancel, OK

Drafting a new rule

Once you've created your new rule and clicked OK, you'll be asked to save your rule document.

Save your rule

Save it to a trusted location on your computer or network. Your work will stay on your computer or network until you are ready to file it.

We recommend using the rule file name that RAS assigns the rule versus your own file name.

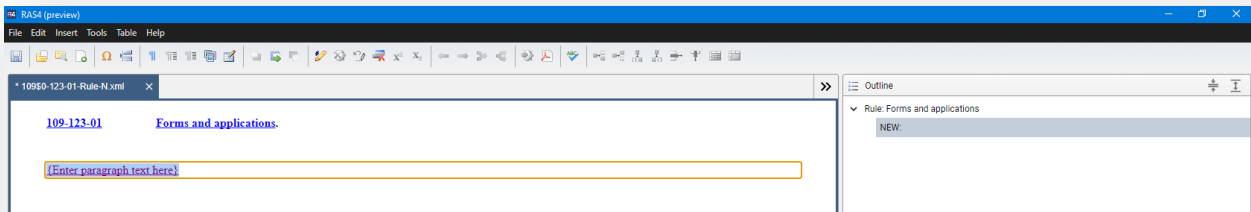
The "Save Rule As..." dialog box shows the following details:

- Location: This PC > Desktop > Rules
- File name: 10950-14-10-Rule-N
- Save as type: xml
- Buttons: Hide Folders, Save

Outline structure

RAS will create an outline structure for your rule. Do not type the letters and numbers yourself – let RAS do that for you.

With a new rule, you start with the rule formatted based on your initial inputs. In this example, the user set up a new rule with a starting Intro paragraph.



If the user clicks in the Intro paragraph box and types enter, another unlettered paragraph appears. Creating the outline is a good way to get your rule drafting started. Keep adding paragraphs or levels until you are ready to add content.

109-123-01 Forms and applications.

{Enter paragraph text here}
(A) {Enter paragraph text here}
(B) {Enter paragraph text here}
(C) {Enter paragraph text here}
(1) {Enter paragraph text here}
(2) {Enter paragraph text here}
(D) {Enter paragraph text here}
(1) {Enter paragraph text here}
(2) {Enter paragraph text here}
(3) {Enter paragraph text here}
(E) {Enter paragraph text here}
{Enter paragraph text here}

A few tips:

- Use Insert menu to insert paragraphs and levels to number/letter your paragraphs to the desired outline format;
- Or use the right-click menu to insert paragraphs and levels to number/letter your paragraphs to the desired outline format;
- Make a mistake? Use the Undo (under the Edit Menu) or [Remove New Element](#) tools to make it go away



Adding new rule text

You can freely type or copy and paste content into your rule. Newly added text will appear blue and underlined.

(A) This is a new rule division.

Keep in mind when copying and pasting, however, that you will want to copy one paragraph at a time, or else you will need to split your paragraphs after the fact, using the [split tools](#). The system does not recognize any sort of page or paragraph breaks from other software, so those do not carry over to RAS and you may end up with a document looking like this:

(2) {Enter paragraph text here}

(D) (A) With respect to federal revenue received into any fund of the state, except for those funds listed in division (D) of section 127.14 of the Revised Code: (1) No state agency may make expenditures of any federal revenue, whether the revenue is advanced prior to expenditure or as reimbursement, unless such expenditures are made pursuant to specific appropriations of the general assembly, are authorized by the controlling board pursuant to division (A)(5) of this section, or are authorized by an executive order issued in accordance with section 107.17 of the Revised Code, and until an allotment has been approved by the director of budget and management. All federal revenue received by a state agency shall be reported to the director within fifteen days of the receipt of the revenue or the notification of award, whichever occurs first. The director shall prescribe the forms and procedures to be used when reporting the receipt of federal revenue. (2) If the federal revenue received is greater than the amount of the revenue appropriated by the general assembly for a specific purpose, the total appropriation of federal and state funds for such purpose shall remain at the amount designated by the general assembly, except that the expenditure of federal revenue received in excess of such specific appropriation may be authorized by the controlling board, subject to division (D) of this section. (3) To the extent that the expenditure of excess federal revenue is authorized, the controlling board may transfer a like amount of general revenue fund appropriation authority from the affected agency to the emergency purposes appropriation of the controlling board, if such action is permitted under federal regulations.

(1) {Enter paragraph text here}



(2) {Enter paragraph text here}



(3) {Enter paragraph text here}

(E) {Enter paragraph text here}

Please also take care when copying and pasting to be on the lookout for certain symbols or copyrights that may not carry over. RAS4 supports more symbols than past versions of the software, but there may still be examples that the system does not support. You may need to delete copied and pasted symbols and insert the RAS symbol from the [Symbol](#) menu.

Also, please make sure to not copy and paste the level indicator from your original document as shown in the above example: “(D) (A) With respect to....”

Insert new text cheat sheet	
Insert words	Place cursor where the new text should be and type
Insert new paragraph	Type Enter; Select Paragraph button on toolbar; use Insert menu; or the Right-click menu by clicking the right button on your mouse 
Insert new level	Type Ctrl-Enter; Select Level buttons on toolbar; use Insert menu:  Right-click menu

Remove new text cheat sheet	
Edit or delete new words	Use backspace or delete keys to remove text; highlight a passage of text and use backspace or delete
Delete a new paragraph	Select the paragraph by clicking the indicator at the left to turn it pink; select Remove New Element under the Tools menu, on the toolbar, on the Right-click menu, or hit delete 
Delete a new level	Select the level by clicking the indicator at the left to turn it pink; select Remove New Element under the Tools menu, on the toolbar, Right-click menu, or hit delete 



Amending existing rule text


When amending existing rules, newly added content to the rule appears blue and underlined. Text that is intended to be removed from the rule will appear red and stricken.

(A) ~~What records are confidential?~~

All information and records, other than such information required to remain confidential, concern Chapter 5107, of the Revised Code, and prevention, retention and contingency (PRC) pursuant to No information or records regarding applicants, recipients, or former recipients of any of the programs created or provided in sections 5101.27 and 5101.28 of the Revised Code, including an out



Remove existing text cheat sheet	
Strike a word or words	Highlight the word and click Delete or click into the word and click Delete
Strike a paragraph	Click anywhere in the paragraph and select Strike from the Tools menu, toolbar, or right-click menu 
Strike a level	Select the level by clicking on the level indicator and select Strike from the Tools menu, toolbar, right-click menu, or delete 

If you need to undo a strike, don't worry, there's a tool for that! Reinstate Strike or Move is available under the Tools menu, the toolbar, and the right-click menu, and will undo the move you made – if you struck a word, it will remove the strike on the word. If you struck a whole level, it will undo the strike on the whole level. 

Other RAS4 features

Insert Paragraph

The Insert Paragraph tools allow you to insert **unranked** paragraphs at any place in your rule.



Paragraph type	Example
Standard	(B) This is a paragraph. {Enter paragraph text here}
Above any sub	(B) This is a paragraph. {Enter paragraph text here} (1) This is a sub-paragraph.
Below any sub	(B) This is a paragraph. (1) This is a sub-paragraph. {Enter paragraph text here}
Intro	Available on the Insert Menu; paragraph at the beginning of a rule; not associated with any level {This is an intro paragraph.} (A) This is the first paragraph after the intro.
Outro	Available on the Insert Menu; paragraph at the end of a rule; not associated with any level (D) This is the last paragraph of the rule before the outro. {This is an outro paragraph.}

Insert Level

Similar to Insert Paragraph, the Insert Level tool allows you to insert **ranked** paragraphs

at lower, equal, or higher “ranks” in terms of your rule’s outline format.



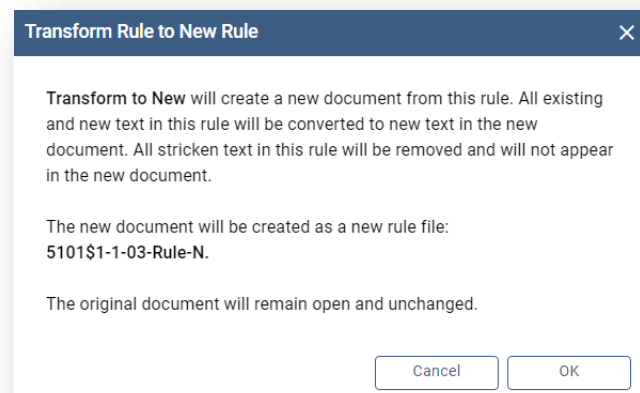
Level type	Result	Example
Super	Creates a lettered or numbered level at a higher rank relative to your cursor location	(B)(2) This is a level. <u>(C) This is the new higher level</u>
Another	Creates a lettered or numbered level at the same rank relative to your cursor location	(B) This is a paragraph. <u>(C) This is the new equal level</u>
Sub	Creates a lettered or numbered level at a lower rank relative to your cursor location	(B) This is a paragraph. <u>(1) This is the new lower level</u>

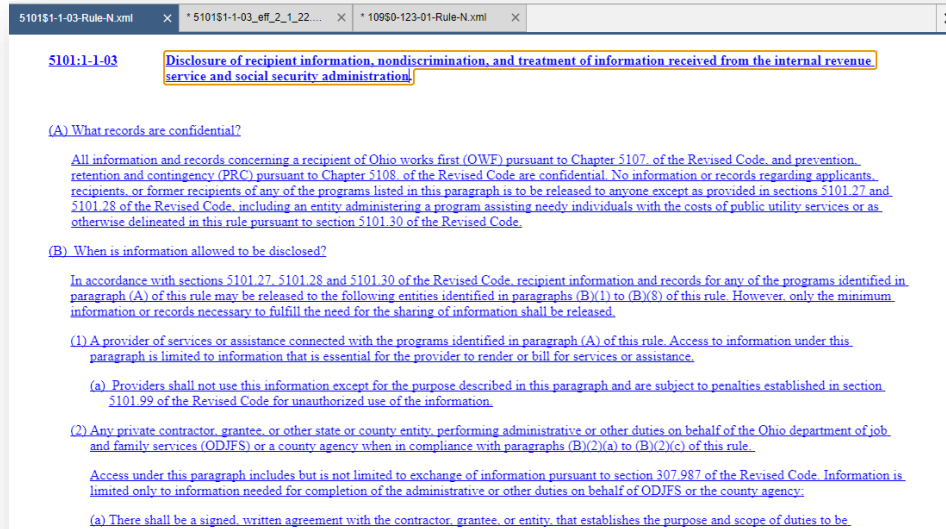
Transform to new – converting an old rule to a new rule

In general, if a rule is being amended so heavily that more 50% of the rule is being removed and replaced with new content, rule filers should not amend the rule, but instead rescind the rule and enact a new rule in its place. There is both a toolbar button and a function available under the Tools menu for this purpose called Transform to New.



If you select Transform to New, a box will pop up alerting you to the selection – click OK to proceed or Cancel to return. You will be prompted to save the new rule in your Rules folder, and your new rule will appear with the old rules language appearing blue and underlined (therefore appearing as new rule language).





Editing a new rule number

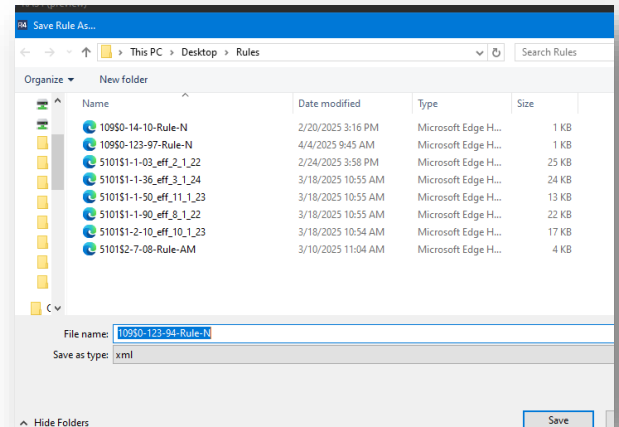
If you are creating a new rule and find you need to give it a different number from the original new number, use RAS4's Edit Rule Number tool. This is available in the Tools menu and also as on the toolbar.



When you select Edit Rule Number, a dialogue will pop up that allows you to enter the new number. Type your new number and click OK.

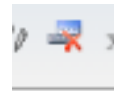
The dialog box is titled "Edit Rule Number" and contains five input fields: "Agency *", "Division", "Chapter *", "Rule *", and "Supplemental". The "Agency *" field contains the value "109", the "Chapter *" field contains "123", and the "Rule *" field contains "99". The "Supplemental" field is empty. Below the fields, there are two buttons: "Cancel" and "OK". A legend indicates that fields with an asterisk (*) are required.

You'll be redirected to save and asked to save the new rule as a new file with the new file name. Save to your designated rules folder and carry on with your drafting.

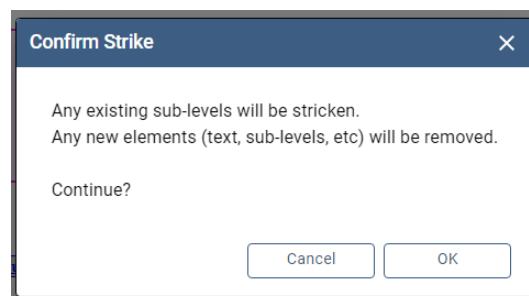
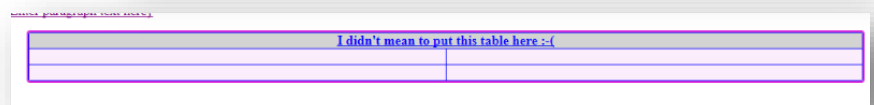


Remove New Element

Sometimes we make mistakes when drafting rules and we need to make those mistakes go away – in addition to the Undo tool (available under the Edit Menu), there's also Remove New Element, available on the toolbar, in the Tools menu, and in the right-click menu.



To use Remove New Element, click on the item you wish to remove, whether that is a paragraph – you know you've highlighted it when it turns pink. Select Remove New Element – a dialogue will pop up to confirm that you mean to remove the item and all underlying parts (the sublevels of a paragraph for example), and then if you select OK, the item is gone!





Promoting and demoting levels

Use the promote/demote buttons on the toolbar or in the Tools menu to increase or decrease the rank of your selected level in terms of placement within the outline structure of your rule. If you click the indicator (number or letter at the start of the level), RAS will highlight the box pink. Click the promote or demote tool. The tools are available when the arrows appear green. Promote/demote are not available when the buttons appear greyed out. RAS will automatically renumber all subsequent levels to reflect the promotion/demotion starting from the point you made your edit. The demote tool is available only when there is a supporting level above the current level.



(a) There shall be a signed, written agreement with the contractor, grantee, or entity, that establishes the purpose and scope of duties to be performed for ODJFS or the county agency.

(b)(3) The agreement shall contain language that the contractor, grantee, or entity shall not use the information received pursuant to the agreement for purposes other than those established in the written agreement.

(c) The agreement shall include language that establishes that the contractor, grantee, or entity is bound by relevant Ohio confidentiality laws and ODJFS rules; and, that disclosure of the information by the contractor, grantee, or entity in a manner not authorized by the Revised Code or Administrative Code is a breach of the contract and subject to penalties set forth in section 5101.99 of the Revised Code.

(3)(4) Any state licensing or certification authority while performing its statutory duties of conducting or assisting with investigations, prosecution or civil or criminal proceedings against medicaid providers, provided that any such licensing or certification authority agrees to be bound by the same rules and regulations regarding recipient confidentiality that binds ODJFS. To ensure agreement of confidentiality, these information requests and responses will be coordinated solely between the requesting authority and the appropriate office within ODJFS.

(4)(5) A county child support enforcement agency when requesting relevant information needed to secure child support pursuant to rule 5101:1-3-10 of the Administrative Code.

(5)(6) State and local offices of women, infants and children, child and family information shared is limited to eligibility information for specific individuals.

(6)(7) A public children services agency (PCSA) when the county agency is to child receiving OWF, PRC or when the PCSA needs information in order to investigate child abuse or neglect, as described in rule 5101:2-33-28 of the Administrative Code, or when the child has experienced physical or mental injury, sexual abuse, or exploitation, or the child's health or welfare is threatened.

User clicked on (b) and promoted it one level; the system automatically renumbered all subsequent levels

Merging and splitting content

Use the merge content tool to combine two existing levels or paragraphs into one by moving existing text to either a new paragraph above the current level or added above the current level to the end of an old paragraph, level, or super level. Place your cursor at the end of the content you want to merge and select Merge from the toolbar or Tools menu. You'll be prompted to choose:



- To Existing – moves the text to an existing level, follow-on paragraph, or super-level. Note that you cannot merge to a sub-level of the level above that from which you are merging
- To New – creates a new paragraph that will appear as a follow-on paragraph to the above level.

In the example, the user selected To Existing and the paragraph was moved up and joined the preceding paragraph. The text in the former location is faded grey and the text in the new location is **bold** and the first word appears stricken and reinserted in the new location.



2) Upon the request of any recipient or any of the programs identified in paragraph (A) of this rule, the county agency shall make all data collected about that individual available to the individual. Medical, psychiatric or psychological information may not be released to the individual or his or her legal guardian when the county agency has reason to believe that its release may have an adverse effect on the individual.

When the county agency has reason to believe that the release of medical, psychiatric or psychological information may have an adverse effect, the county agency shall release this information to a physician, psychiatrist or psychologist designated by the individual. Once the individual provides expressed and informed consent, the county agency will send this information to the designated medical provider. The medical provider will then determine whether the information should be disclosed to the recipient. **In addition, the county agency shall supply an interpretation of the data when it is not readily understandable. When the individual feels that the data is incomplete or inaccurate, the individual has the right to include additional information in the individual's files.**

~~In addition, the county agency shall supply an interpretation of the data when it is not readily understandable. When the individual feels that the data is incomplete or inaccurate, the individual has the right to include additional information in the individual's files.~~

3) Upon any request for individual data through compulsory legal process, the recipient of any program identified in paragraph (A) of this rule, shall be immediately informed of such request. In addition, the department shall inform the court of the statutory and regulatory provisions against

Use the split tool to divide one new or existing level or paragraph into two, by moving the text to a new paragraph, level, or sub level. Place your cursor at the beginning of the content you want to split and select Split from the toolbar or Tools menu. You'll be prompted to choose:

- To Paragraph – creates a new follow-on paragraph, capitalizes the first word from the split
- To Level – creates a new level, capitalizes the first word, renumbers paragraphs as needed
- To Sub Level – creates a new sub-level, capitalizes word, renumbers as needed

In the example, the user selected To Paragraph. The text in the former location is faded grey and the text in the new location is **bold**. The first term is show stricken in the former location and reinserted in the new location.

(2) Any private contractor, grantee, or other state or county entity, performing administrative or other duties on behalf of the Ohio department of job and family services (ODJFS) or a county agency when in compliance with paragraphs (B)(2)(a) to (B)(2)(c) of this rule. ~~Access~~ under this paragraph includes but is not limited to exchange of information pursuant to section 307.987 of the Revised Code. Information is limited only to information needed for completion of the administrative or other duties on behalf of ODJFS or the county agency:


Access under this paragraph includes but is not limited to exchange of information pursuant to section 307.987 of the Revised Code. Information is limited only to information needed for completion of the administrative or other duties on behalf of ODJFS or the county agency:

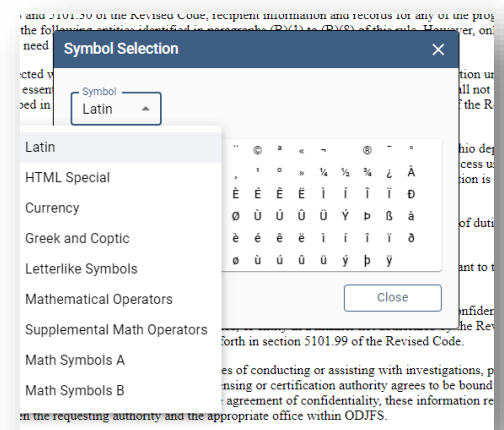
Insert Symbol

The Insert Symbol feature allows you to insert the most commonly used symbols into a rule. The Symbol dialogue includes a dropdown menu with additional symbols menus. Note that when copying and pasting symbols from other documents into RAS, you need to substitute the RAS symbols from the Symbol menu for copied/pasted symbols for those symbols to appear correctly in the ERF and on the Codes site.



Note: newly-inserted symbols inserted using the Symbol menu will appear orange in RAS4 – don't be alarmed!

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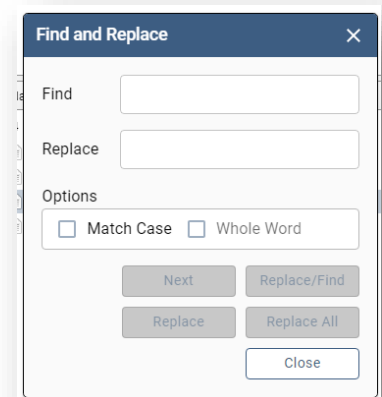


Find and Replace

RAS4's Find and Replace tool operates similarly to find and replace features in other programs. You have the option of using it as a Find tool to jump from word to word, or as a tool to both Find and Replace words. You can limit your results by Matching Case or Whole Word searches. The Replace tool will apply the appropriate RAS mark up styles to the document.

Match Case means that the system will search for upper or lower case occurrences of the word being searched. If you search for "Ohio" the system will not return results for "ohio" for example.

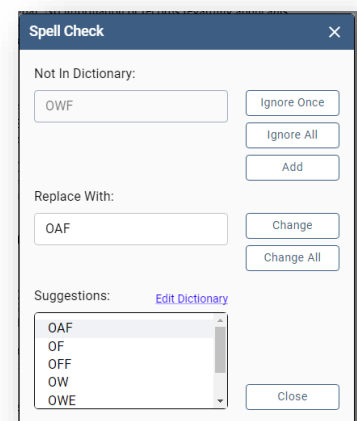
Whole Word search means it will search for the word precisely as you've typed it and will disregard occurrences of the word that may appear within other words. For example, if you search for the word "ten" as a Whole Word search, the system will not return "forgotten" as a result.



Spell check

RAS4 has a built-in spell check feature that works in both new and amended rules. You can search for misspellings but also change words that are found and add specialized terms to the RAS4 dictionary. Note that any customizations to the dictionary apply only to your computer and do not affect any other users.

Ignore will ignore a misspelling once and Ignore All will ignore that term for the duration of the spell check session. Change will change the term with what is featured in the Replace With field and Change All will replace all occurrences of the term with what is featured in the Replace With field.



Tables in RAS4

RAS4 supports tables! The Insert Table tool, available on the toolbar and the Insert menu, allows you to select the number of rows and columns, as well as whether you would like your table to have a title.




The 'Insert Table' dialog box shows 'Columns' set to 4 and 'Rows' set to 6. The 'Include Title' checkbox is checked. There are 'Cancel' and 'OK' buttons at the bottom.

From there, the Table menu and the buttons on the right of the toolbar are your table drafting friends!



Use the tools to add and remove rows or columns or merge or split cells.

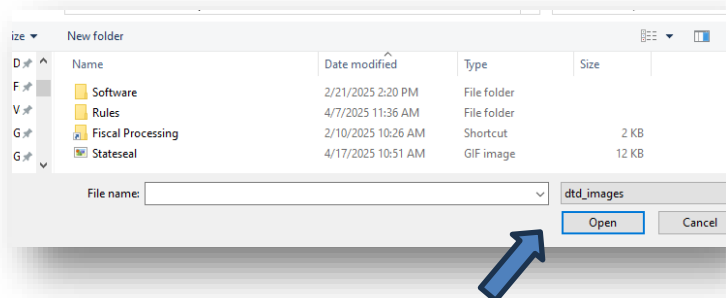
You can use your cursor to adjust column widths. Note that the total table width is not adjustable – all tables are the same width in RAS4.

New table ideas		
merged cells		

Inserting graphics

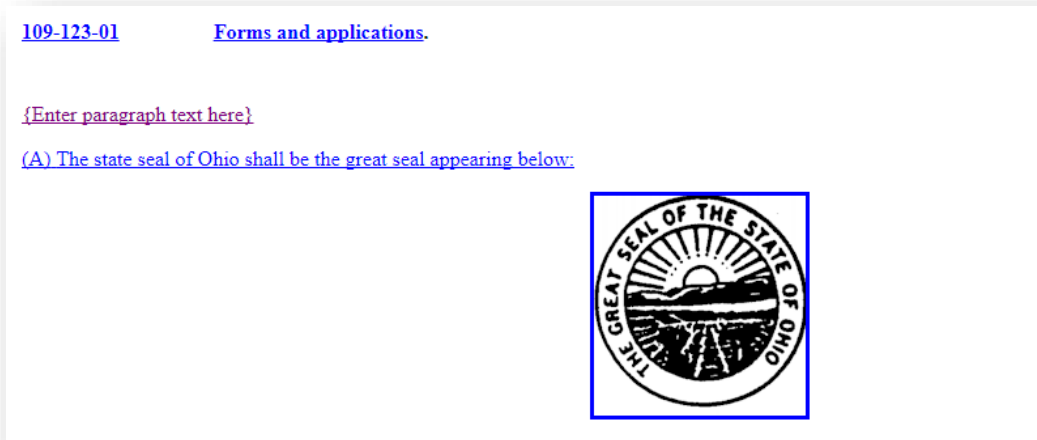
Rules occasionally need to include graphics, pictures, or images. RAS4 supports certain file types, including .gif, .jpg, and .png.

To insert your graphic into the rule, place your cursor where the graphic needs to appear and select Insert Graphic from the Tools menu or the toolbar. This will open a dialogue box that will allow you to select a file saved on your computer or network. Locate your graphic file, select it (or double click), and click Open. This will place the graphic at your cursor location.





When you save the rule, it will be saved in .zip rather than XML format. Zip files contain the XML and the graphics file.

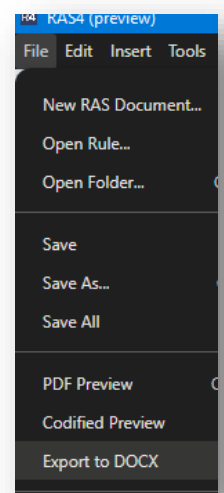


The graphic will be center aligned with spacing above and below. Neither the spacing nor alignment can be changed.

If you need to remove your newly-added graphic, use the [Remove New Element](#) tool.

Export to Docx file

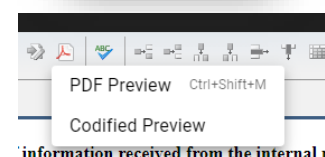
Users may export their rules to a Microsoft Word format using the Export to Docx tool under the File Menu. This may be a helpful way to collaborate with colleagues on rule revisions or share work with those who do not use RAS. Click Export to DOCX and the file will save to your Downloads folder. You may save and share the MS Word file. Note that any changes made to the MS Word file will not be reflected in the RAS version, so if you want changes to your rule, make sure to make them in RAS.



Checking your work – PDF preview and Codified preview

PDF preview

PDF preview, available on the Toolbar, allows you see a what the rule will look like when filed, except with color changes and markup. You can save, print, or email the preview. Note the PDF preview has a “DRAFT – NOT YET FILED” note at the top.





*** DRAFT - NOT YET FILED ***

5101:1-1-03 **Disclosure of recipient information, nondiscrimination, and treatment of information received from the internal revenue service and social security administration.**

(A) What records are confidential?

All information and records concerning a recipient of Ohio works first (OWF) pursuant to Chapter 5107. of the Revised Code, and prevention, retention and contingency (PRC) pursuant to Chapter 5108. of the Revised Code are confidential and not public records under section 149.43 of the Revised Code. ~~No information or records regarding applicants, recipients, or former recipients of any of the programs listed in this paragraph is to be released to anyone except as provided in sections 5101.27 and 5101.28 of the Revised Code, including an entity administering a program assisting needy individuals with the costs of public utility services or as otherwise delineated in this rule pursuant to section 5101.30 of the Revised Code.~~

(B) When is information allowed to be disclosed?

In accordance with sections 5101.27, 5101.28 and 5101.30 of the Revised Code, recipient information and records for any of the programs identified in paragraph (A) of this rule may be released to the following entities identified in paragraphs (B)(1) to (B)(8) of this rule. However, only the minimum information or records necessary to fulfill the need for the sharing of information shall be released.

Codified preview

Codified preview, available on the same Toolbar button as PDF preview, however, it shows you the rule in its final form – with the changes incorporated. As with the PDF preview, this format may be saved, printed, and emailed. Note the Codified Preview has a watermark across the pages to indicate it is NOT the final filed rule.

*** DRAFT - NOT YET FILED ***

5101:1-2-10 **The recertification requirement.**

(A) What is the recertification process?

The recertification process is a periodic review and confirmation that the assistance group continues to meet all of the eligibility requirements of the program that benefits are being issued.

(B) When is a recertification of eligibility required?

- (1) Every twelve months for Ohio works first (OWF) groups not included in paragraph (B)(5) of this rule.
- (2) Four, five, six or twelve months for OWF assistance groups who are:
 - (a) Expecting a change that would make them ineligible to receive cash assistance;
 - (b) Homeless.
- (3) Twenty-four months for child only assistance groups receiving OWF.
- (4) The inability to complete the recertification within the prescribed length of time shall not interfere with the prompt payment of benefits or be the basis for termination unless the assistance group fails to cooperate with the recertification.
- (5) OWF assistance groups under a three-tier sanction who sign the JFS 03804 "Ohio Works First/Supplemental Nutrition Assistance Program (SNAP) Sanction Compliance Agreement" or the statewide automated eligibility system generated equivalent form and when it is received by the county agency on or before the last day of the sanction period as described in rule 5101:1-3-15 of the Administrative Code are not required to complete a recertification.

(C) What is the responsibility of the county agency in the recertification process?

RAS Keyboard Shortcuts

General keyboard commands

Close	Ctrl + W	Refresh	F5
Close All	Ctrl + Shift + W	Reinstate Strike or Move	Shift + Alt + Y
Copy	Ctrl + C	Remove New Element	Ctrl + Shift + 3
Cut	Ctrl + X	Save	Ctrl + S
Demote	Shift + Alt + O	Select All	Ctrl + A
Edit Rule Number	Shift + Alt + E	Split to Level	Ctrl + Shift + [
Find and Replace	Ctrl + F	Split to Paragraph	Ctrl + [
Merge to Existing	Ctrl + J	Split to Sublevel	Alt + [
Merge to New	Ctrl + Shift +]	Strike	Shift + Alt + K
PDF Preview	Ctrl + Shift + M	Transform to New	Ctrl + 8
Paste	Ctrl + V	Undo	Ctrl + Z
Promote	Shift + Alt + P	Redo	Ctrl + Y

Insert commands

Graphic	Ctrl + I
Level – Another	Ctrl + Enter
Level – Sub Level	Ctrl + Shift + Down
Level – Super Level	Ctrl + Shift + Up
Paragraph	Enter
Symbol	Shift + Alt + B
Table	Ctrl + T

Table commands

Delete Column	Ctrl + Shift + 4	Move to Next Table Cell	Tab
Delete Row	Ctrl + 4	Move to Previous Table Cell	Shift + Tab
Insert Column to Left	Ctrl + 2	Split Cells	Ctrl + 6
Insert Column to Right	Ctrl + Shift + 2	Insert Row Above	Ctrl + 1 (the number 1)
Insert Table	Ctrl + T	Insert Row Below	Ctrl + Shift + 1 (number)