

# MANAGING INTERLOCK REGULATION CHANGES: CHECKLIST

Rules and regulations are the foundation of interlock programs which means it is important to ensure consistency across legislation, policy, and practice. The lack of clarity and consistency across these documents can result in the misinterpretation of program rules and regulations or problematic differences between policy and practice. Ensuring rules and regulations are clear will protect both state agencies and the integrity of the interlock program. The following checklist can assist program administrators in adopting changes in rules and regulations.

## STEP 1: IDENTIFY GAP IN PROGRAM REGULATIONS TO ADDRESS

- ✓ Determine how and why problem occurs.
- ✓ Determine how solving it strengthens the interlock program.

## STEP 2: CONSULT OTHER STATES

- ✓ Gather lessons learned from state administrators who have addressed a similar problem.
- ✓ Gather examples of regulatory language to consider.

## STEP 3: FORM A WORKING GROUP

- ✓ Engage relevant stakeholders, including manufacturers, to discuss potential solutions.
- ✓ Develop an operational plan to implement solutions and ensure accountability.

## STEP 4: ASSESS IMPACT OF REGULATORY CHANGE ON PROGRAM

- ✓ Gauge costs versus benefits for participants.
- ✓ Gauge impact on manufacturers and service providers.

## STEP 5: ESTIMATE OPERATIONAL IMPACTS AND COSTS TO IMPLEMENT SOLUTION ON STATE

- ✓ Document required changes to operational processes (e.g., program enrollment, data management).
- ✓ Calculate agency costs related to necessary staffing and resources.

## STEP 6: DESIGNATE AGENCIES TO MANAGE AND IMPLEMENT CHANGES

- ✓ Create a workplan and assign responsibilities to implicated agencies and manufacturers.
- ✓ Facilitate communication and coordination across these stakeholders.

## STEP 7: SELECT "EFFECTIVE" DATE AND COMMUNICATE UPCOMING CHANGES

- ✓ Consider when new policy will take effect and meet with stakeholders to schedule timelines and preparations.
- ✓ Provide manufacturers with adequate time to implement required changes to processes and data management.

## STEP 8: MONITOR COMPLIANCE WITH POLICY AND CONSIDER STRATEGIES TO ADDRESS NON-COMPLIANCE

- ✓ Designate monitoring agency and establish practices to ensure compliance with policy.
- ✓ Gauge level of program oversight and supervision program participants may require.

## STEP 9: REVISE RELEVANT LEGISLATION, REGULATIONS AND POLICIES IMPACTED BY CHANGE

- ✓ Review related documents to determine whether and what changes may be needed.
- ✓ Assign or undertake responsibility to complete revisions on a clear timeline.

