

Information Collection Request, Review and Approval System



Release Guide

ICRAS 4

*For System Upgrade
Release Date: May 4th, 2007*

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I. Overview

ICRAS 4 is scheduled for a [Software Upgrade](#) release on March 4, 2007. This release introduces new functionality as well as updating the display of some pages. The changes are broken out into Display, Functionality, and Business Process sections and described below.

II. Display Changes

2.0 Emergency Review Request Indicator

When reviewing the Inbox, under the “Package Type” column, the package type will appear. If on the Part 1/ICR form, the user indicated an emergency review, the package will be indicated as such. The requested review date will also appear when the “?” is scrolled over. An example below shows an Extension (Ext) package that has an Emergency Review Requested by 06/26/2006.

Packages pending at my level:

<u>Code</u>	<u>Agency</u>	<u>Title</u>	<u>Package Type</u>	<u>Pending At</u>	<u>Days Pending</u>
0938-0916	CMS/CMSO	Paid Feeding Assistants In Long Term Care Facilities and Supporting Regulations Contained in 42 CFR 483.160	D	CMS RCO	232
0938-0355	CMS/CMSO	Home Health Agency Survey and Deficiencies Report, Home Health Functional Assessment Instrument & Supporting Regs.	EE	CMS RCO	155
0938-0812	CMS/OOM	Employee Building Pass Application and File	EE	CMS RCO	69
0938-0512	CMS/CMSO	Organ Procurement Organization's Health Insurance Benefits Agreement and Supporting Regulations 42 CFR 486.301-486.348	Ext - Emergency Review	CMS RCO	154
0938-0512	CMS/CMSO	Organ Procurement Organization's Health Insurance Benefits Agreement and Supporting Regulations 42 CFR 486.301-486.348		Requested By: 06/26/2006	154

2.1 Federal Register Link Wording

On the History page of a package where the 30-Day or 60-Day Notice can be added at any time, the links have been updated to read “Add 30-Day FR Notice (1st Notice)” and “Add 60-Day FR Notice (2nd Notice)”. This is to avoid confusion between users who rarely work on packages on which citation should be entered where.

History:

You are viewing a specific package. To see all packages for 0938-0512, return to the [OMB # Summary](#)

If needed you may [delete this Package](#)

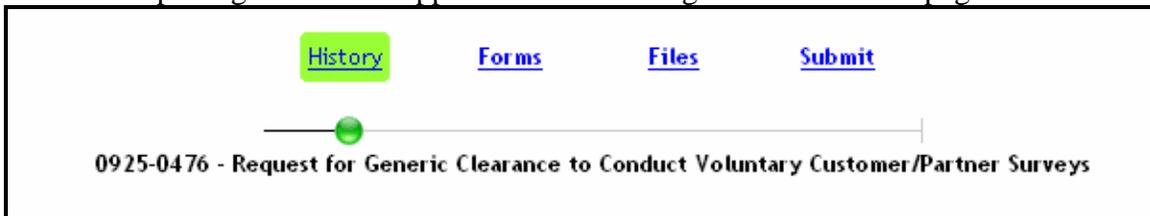
30 day FR notice has not been added. [Add 30-Day FR Notice \(1st Notice\)](#)

60 day FR notice has not been added. [Add 60-day FR Notice \(2nd Notice\)](#)

Date	User	Action	Owner
11/30/2006 04:36PM	Melissa Musotto	created	CMS RCO

2.2 Move Package Titles

The package titles now appear below the navigation bar on each page.



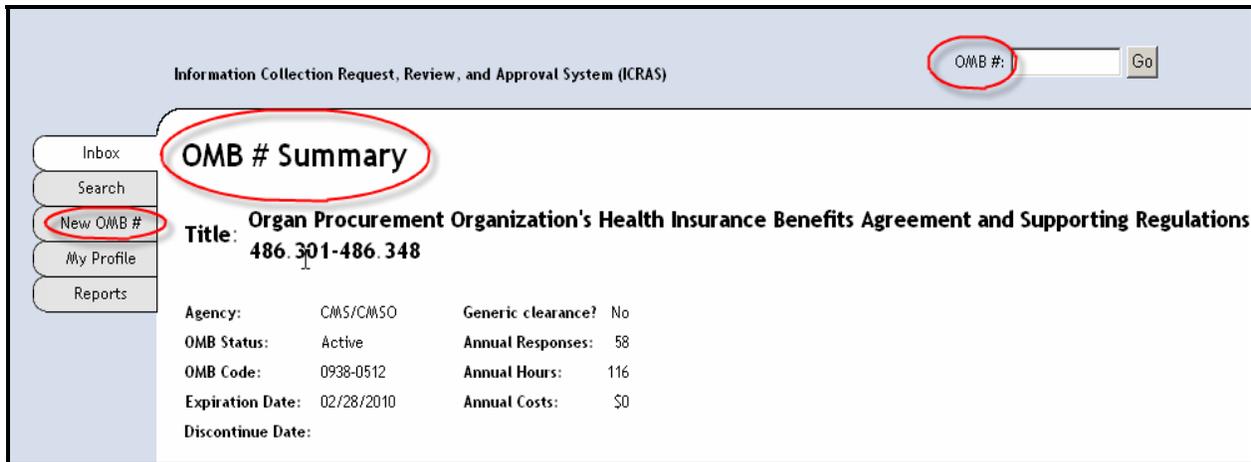
A screenshot of a navigation bar with four buttons: "History" (highlighted in green), "Forms", "Files", and "Submit". Below the buttons is a horizontal line with a green dot and a vertical tick mark. Underneath the line is the package title: "0925-0476 - Request for Generic Clearance to Conduct Voluntary Customer/Partner Surveys".

2.3 Updated Package Title Display

When a user updates the title in the ICR/Part 1 form and saves the package, that new title will appear at the top of the “History”, “Forms”, “Files”, and “Submit” pages. ICRAS had waited until OMB approval before updating the title.

2.4 OCN Changed to OMB

Anywhere in the system where the acronym OCN was used has now been updated to OMB #.



A screenshot of the "OMB # Summary" page in the ICRAS system. The page title is "Information Collection Request, Review, and Approval System (ICRAS)". In the top right corner, there is a search box labeled "OMB #:" with a "Go" button. On the left side, there is a navigation menu with buttons for "Inbox", "Search", "New OMB #", "My Profile", and "Reports". The "New OMB #" button is circled in red. The main content area shows the "OMB # Summary" heading, which is also circled in red. Below the heading is the "Title:" field with the text "Organ Procurement Organization's Health Insurance Benefits Agreement and Supporting Regulations" and the OMB number "486.301-486.348". Below the title are several fields: Agency (CMS/CMSO), OMB Status (Active), OMB Code (0938-0512), Expiration Date (02/28/2010), Discontinue Date, Generic clearance? (No), Annual Responses (58), Annual Hours (116), and Annual Costs (\$0).

2.5 OMB # Summary (formally OCN) Page Update

The OMB # Summary page has had some minor text updates. The heading of each section have been made more prominent. The “Title”, “Historical / Pending Packages”, Migrated data (either from ICRAS 3 or PRAMS), and “Create Package” headings are now more visible.

Inbox

Search

New OMB #

My Profile

Reports

OMB # Summary

Title: **Paid Feeding Assistants In Long Term Care Facilities and Supporting Regulation**
483.160

Agency: CMS/CMSO	Generic clearance? No
OMB Status: Expired/Under Review	Annual Responses: 3,400
OMB Code: 0938-0916	Annual Hours: 20,400
Expiration Date: 03/31/2007	Annual Costs: \$0
Discontinue Date:	

[Create Package](#)
[OMB Control Number History \(OMB Website NOAs\)](#)

Historical / Pending Packages

ID	Created	Modified	Type	Status	Pending At	NOA
385	07/26/2006	09/12/2006	New	migrated complete		
1983	09/13/2006	09/13/2006	D	created	CMS RCO	
4653	03/09/2007	03/09/2007	Ext	created	CMS RCO	
4750	03/15/2007	03/23/2007	Ext	created	OMB	

ICRAS 3 Packages

ICR ID	Form Type	Created Date
1215	83-I [New ICR]	01/01/2004

Create Package:

[Standard \(new, revision/change, extension, etc...\)](#)
[Emergency Extension \(EE\)](#)
[Discontinue](#)

2.6 EPA Family Text Update (now EPA #)

Anywhere EPA Family text appeared in the system previous, will now show EPA#.

OMB #: or EPA #:

III. Functionality Updates/Changes

3.0 Generic IC/Part 2 Submissions

The major change of this release is that Generic IC/Part 2's process can now be done completely using ICRAS to submit the Generic IC's. However, two limitations of OMB's system still exist:

1. Please remember that a Generic IC/Part 2 can NOT be submitted through ICRAS or directly into OMB's ROCIS system unless an ICR package (extension, change, revision, etc.) has been completed and approved for that collection since the inception of OMB's new business process (July 2006). The ICR package for a collection that is recognized as generic, consists of just the Part 1/ICR form. The burden table that usually appears in the IC/Part 2 form, is added to the ICR/Part 1 form however. The only difference being that the user can simply enter the total burden they want approved (the justification will be done with the subsequent IC/Part 2 packages). The ICR package will identify the collection as generic in ROCIS so that future IC's can be handled correctly in their system. If further instruction is needed on creating a generic ICR/Part 1 package, please review the User Manual or contact the Help Desk.
2. Only 1 "NEW" Generic IC can be submitted each time. OMB must approve the first Generic IC/Part 2 and then the next one can be sent.

Here are the steps for creating and submitting a Generic IC/Part 2 (after an Generic ICR package is approved):

- Locate the OMB # Summary page for the collection and select the "Generic Allocation (New IC)" link:

OMB # Summary

Title: Customer Surveys Generic Clearance for the National Center for Health Statistics

Agency: CDC Generic clearance? Yes
 OMB Status: Active Annual Responses: 2,680
 OMB Code: 0920-0729 Annual Hours: 547
 Expiration Date: 06/30/2009 Annual Costs: \$0
 Discontinue Date:

[Create Package](#)
[OMB Control Number History \(OMB Website NOAs\)](#)
[Edit OMB # Summary](#)

Historical / Pending Packages

ID	Created	Modified	Type	Status	Pending At	NOA
951	07/26/2006	09/12/2006	New	migrated	complete	

ICRAS 3 Packages

ICR ID	Form Type	Created Date
12662	83-1 [New ICR]	05/09/2006

Create Package:

[Standard \(new, revision/change, extension, etc...\)](#)
[Generic Allocation \(New IC\)](#)
[Emergency Extension \(EE\)](#)
[Discontinue](#)

- Select the appropriate level to begin the package and click the “Next” button (this step will be skipped for users with access to only one level in the system).

You have permission to start this CDC package at multiple levels.

This package should start at:

Type of Request: Generic Allocation IC

- The user will be taken directly into a “New” IC/Part 2 form that is exactly the same as a normal IC/Part 2 except the burden table at the bottom only has a “Total Requested” column.

Reporting	<input type="text" value="0"/>	in	Hours	=	0	0
Record keeping	<input type="text" value="0"/>	in	Hours	=	0	0
Third party disclosure	<input type="text" value="0"/>	in	Hours	=	0	0
Total					0	0.0000000000

(Cost calculations should match the Supporting Statement Section A, question 13.)

	Cost per Response	Annual Cost Burden
Reporting	\$ <input type="text" value="0.0000000000"/>	\$0.0000000000
Record keeping	\$ <input type="text" value="0.0000000000"/>	\$0.0000000000
Third party disclosure	\$ <input type="text" value="0.0000000000"/>	\$0.0000000000
Total	\$0.0000000000	\$0.0000000000

12. Allocate the change in burden.

	Total Requested
Annual Responses	<input type="text" value="0"/>
Annual Hour Burden	<input type="text" value="0"/>
Annual Cost Burden	<input type="text" value="0"/>

- Once the New IC/Part 2 is complete, save, and return to the Forms page. If any previous IC's have been done they will be shown on the page as well.

[History](#) [Forms](#) [Files](#) [Submit](#)

0925-0486 - Evaluation of User Satisfaction with NIH Internet Sites

Generic ICR/Part 1:

[Edit the ICR/Part 1 Form](#)

Generic IC/Part 2s:

IC #	Title/Form No	IC Status	Responses	Hour	Cost	Delete
1	Evaluation of User Satisfaction with NIH Internet Sites	Modified	104,000	8,320	0	
2	Test 1	New	0	0	0	
Total:			104,000	8,320	0	

The “Forms” page will appear the same as a normal package other than the Add IC option or Delete option are not available. This is to ensure that users do not mistakenly create more than 1 new Generic IC or remove IC's that have already been approved.

3.1 Deleting Package/Reusing Package ID

EPA desk officers will now have the ability to delete packages. The delete package functionality works the same as previously except one new option is available.

- Locate the History page of the package to be deleted and select the “delete this Package” link.

[ICR No. 1904.03] 2060-0439 - Information Collection Request: The Sun Wise School Program

Package Status: **created**

History:

You are viewing a specific package. To see all packages for 2060-0439, return to the [OMB # Summary](#)

If needed you may [delete this Package](#)

30 day FR notice has not been added. [Add 30-Day FR Notice \(1st Notice\)](#)

60 day FR notice has not been added. [Add 60-day FR Notice \(2nd Notice\)](#)

Date	User	Action	Owner
08/30/2006 12:30PM	System Administrator	created	[OAR]--[OAP]

- A prompt asking if you are sure will appear, if you wish to delete select “OK” and the below screen will appear.

[ICR No. 1904.03] 2060-0439 - Information Collection Request: The Sun Wise School Program

Package has been deleted

Remove deleted package from system (free/re-use family seq number)

or

Keep deleted package in system for historical purposes (do not free/re-use family seq number)

- The top button will remove the package entirely from the system, freeing up the family sequence number to be reused. Only select this option if no record of that created package is needed.
- The second option will flag the package as deleted but not actually remove it from the system. Users can still see that a package was started and what was done, however it will not appear in the Inbox or most Reports.

3.2 Unlock 60-Day Federal Register Link

Just as the 30-Day Federal Register citation can be added by a user even if the package is not at his/her level, the 60-Day now works the same. From the “History” page for the package, a link will appear if the citation has not been entered.

0970-NEW - Identifying Promising Temporary Assistance for Needy Families (TANF) Diversion Practices

Package Status: **created**

History:

You are viewing a specific package. To see all packages for this OCN, return to the [OMB # Summary](#)

If needed you may [delete this Package](#)

30 day FR notice has not been added. [Add 30-Day FR Notice \(1st Notice\)](#)

60 day FR notice has not been added. [Add 60-day FR Notice \(2nd Notice\)](#)

Select the link, and fill in the information. An email notification will be sent to the current owner of the package stating that the citation has been added.

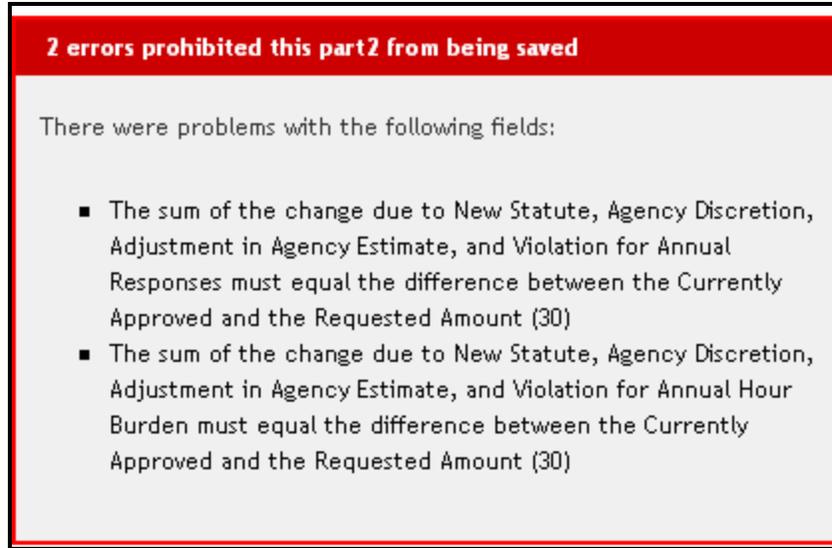
3.3 Burden Table Default – Removed

On the IC/Part 2 form question 12, users are to allocate changes in burden (if there was a change). The currently approved column appears at the far right and the requested burden appears in the column on the far left. The difference between what is currently approved and what is being requested needs to be broken out into any combination of the middle four columns (New Statute, Agency Discretion, Adjustment in Agency Estimate, Violation). ICRAS currently defaults the amount to Agency Discretion. Some users do not break out the burden into the correct column and just leave it in the defaulted section.

ICRAS will now NOT put the number into any column. This will force the users to enter the difference in some combination into the appropriate columns. An example using the below table:

[?] 12. Annual Responses and Burden.						
	Total Requested	Change Due to New Statute	Change Due to Agency Discretion	Change Due to Adjustment in Agency Estimate	Change Due to Violation	Currently Approved
Annual Responses	30	4	20	0	0	0
Annual Hour Burden	30	3	0	0	0	0
Annual Cost Burden	0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0

This table indicates that there is an increase of 30 hours and 30 responses (0 Currently approved to 30 Requested). The change of 30 hours and 30 responses needs to be allocated (in one or more) of the middle columns. If the user incorrectly only allocates a portion of the change, an edit check will appear indicating such. Based on the table above, this is the error message that will appear



Since only 24 responses were allocated, the error message comes up indicating that the difference between the currently approved and requested has not been allocated. It then gives the number that needs to be allocated in parentheses.

Please note the requirement for this section has not changed, the system just now forces users to actively allocate the change instead of the system doing it for them.

3.4 ICR Certification Page – Check All Option

Users who have OMB submission permissions, a Check All option has been added to the certifying page.

Certification for Paperwork Reduction Act Submissions

On behalf of this Federal agency, I certify that the collection of information encompassed by this request complies with 5 CFR 1320.9 and the related provisions of 5 CFR 1320.8(b)(3).

The following is a summary of the topics, regarding the proposed collection of information, that the certification covers:

Check all

(a) It is necessary for the proper performance of agency functions;

(b) It avoids unnecessary duplication;

(c) It reduces burden on small entities;

(d) It uses plain, coherent, and unambiguous language that is understandable to respondents;

(e) Its implementation will be consistent and compatible with current reporting and recordkeeping practices;

(f) It indicates the retention periods for recordkeeping requirements;

(g) It informs respondents of the information called for under 5 CFR 1320.8 (b)(3) about:

3.5 Change Packages – Lock Federal Register Fields

When a change package is created, the Federal Register fields on the ICR/Part 1 will now be locked so they are not mistakenly changed.

3.6 Date Field Update

The date entry fields had previously been dropdown selections. Since the dropdown was limited, users can now enter the date in the mm/dd/yyyy format. If the date is entered in the wrong format, a prompt will appear.

3.7 Update to Edit checks for Change Packages Associated with Rulemaking

Change packages to collections that were associated with rulemaking will NOT require that a Federal Register citation or Draft Rulemaking document be entered or added to question 9 of the Part 1.

IV. Business Process Updates

4.0 Rulemaking Package Submissions – New OMB Approval Process/Requirements

OMB recently released updates to their ROCIS system. Only one of their changes affects the process for ICRAS users. The excerpt is taken from the change document OMB provided for their release:

OIRA will not conclude review on an ICR Related to Rulemaking unless the FR citation has been provided on the ICR page. It is still possible to submit an ICR Related to a Rulemaking by marking the ICR as Related to Rulemaking and by providing the draft in the Supplemental Documents as a Proposed or Final Rule Document Type. However, OIRA will open the ICR for Amendment to enable the agency to add the FR citation data before concluding review.

As soon as the FR citation has been added, either during or at the conclusion of review of the ICR Related to Rulemaking, the supporting documents (EXCEPT those in the Document Type of Proposed or Final Rules) will be disclosed on the RegInfo.gov public website the following day. This modification enhances the opportunity to receive review and comment from the public as soon as rules are available for review as part of an ICR.

Similar to the pre-ROCIS days of receiving an OMB Number, ROCIS will assign an OMB Control Number when the OIRA conclusion action for an ICR Related to a Proposed Rule is Comment-filed or Preapproved. Terms of Clearance will clarify that the OMB Control Number is provided so it can be used to submit the follow up ICR but does not indicate the new collection is part of the active inventory. If there is an existing OMB Control Number and Expiration Date, it is important to note that neither a preapproval nor a Comment Filed and Continue trump an existing Expiration date.

Preapproved has been added as an OIRA conclusion option when ICRs Related to Final Rulemaking are submitted without FR citation and with draft rule uploaded in the Supplemental Documents as a Final Rule Document Type. The agency will be able to “activate” the ICR when the final rule is published and the FR citation information is entered into ROCIS.

We realize that ICRs Related to Rulemaking are complex, and we will update the Agency User Guide and schedule workshops in the near future to better explain the ROCIS ICR Module functionality on this and other complex topics.

In any event, be assured that ROCIS is coded so that draft rules placed in the Manage Documents as Supplementary Documents with Document Type of Proposed or Final Rule will not ever be disclosed on RegInfo.gov, even after the FR citation of the rule is documented.

To summarize, rulemaking packages can still be submitted with Draft Rule Documents, however they will not be approved until the Federal Register citation is published and entered into ROCIS. So if a rulemaking package is sent over with a draft rule document, a ROCIS user will have to go directly in and enter that citation into ROCIS and ICRAS as well. We hope to work with the ROCIS team to get an automated solution for this done quickly.