



Required Reports

The Required Reports System provides a list of the reports required by the Iowa Code or Iowa Acts to be submitted to the General Assembly. This interface allows you to submit required reports. Your submitted reports will be reviewed by the LSA Tables and Indexing Unit staff. Submitted reports will be distributed to the required recipients and published on the legislative website, unless the Legislative Services Agency (LSA) notes an issue or has a question about a submitted report. In this case, the report status will indicate “Rejected” until the issue is resolved. If you have any questions regarding the system, please contact the Help Desk at 515-281-6506.

Iowa Code section 7A.11A Reports to the General Assembly.

All reports required to be filed with the General Assembly by a state department or agency shall be filed by delivering one copy in electronic format as prescribed by the Secretary of the Senate and the Chief Clerk of the House.

To Begin:

- URL – <https://www.legis.iowa.gov/portal>
- Or click the **Applications** link at the bottom of the legislative website home page (<http://www.legis.iowa.gov>) to navigate to the sign in screen. Sign in with your credentials and then click the **Required Reports** link along the left-hand side of the screen.

To Log In to the Required Reports System:

The screenshot shows the 'Legislative Applications' sign-in interface. It features two columns for user types: 'Legislative Users' and 'All Other Users'. Below these are input fields for 'Username' and 'Password', and a 'Sign In' button. A footer note provides contact information for the Help Desk.

Legislative Users	All Other Users
Please sign in using your network credentials. (firstname.lastname or flastna)	Please sign in using your e-mail address. If you need to reset your password or need access to an application, please contact the LSA Front Office at (515)281-3566 .
Username: <input type="text" value="Portal User name"/>	
Password: <input type="text" value="Portal Password"/>	
<input type="button" value="Sign In"/>	
If you have problems or questions signing in, please contact the Help Desk at (515)281-6506	

If you already have an account created for another application in the legislative portal, use the same user name and password to sign in and access the Required Reports application.

To have an account created, to reset your password, or to get access to an application, contact the LSA Front Office at 515-281-3566.

The Reset Password e-mail you receive will look like the one below:

From: linc-alerts@legis.iowa.gov [mailto:linc-alerts@legis.iowa.gov]
Sent: Thursday, September 04, 2014 3:25 PM
To: [REDACTED]
Subject: Iowa Legislature Account Password Reset for [REDACTED]

You are receiving this email because the Iowa Legislature has received a request to reset your password. If you did not initiate this request simply ignore this email and your password will not be changed.

If you wish to "proceed" with "resetting" your password, click the link below. If you can't click the link, you can copy and paste the link into your browser.

<https://www.legis.iowa.gov/reset?token=9F4DB5FF-CF4E-4985-B408-8025C5D375BE>

Above link will expire in 3 days. Request a new key if the above link has expired, using the link below.

<https://www.legis.iowa.gov/reset>

Click the first link in the e-mail (above) to continue creating/resetting your password. After clicking the link, you will be taken to the screen below:

Change Password

Your new password can contain any character that can be input from the keyboard, including the "upper" case of those keys.

Your new password must be a minimum of 8 in length and contain 3 of the following 4 items, a lower case letter, a upper case letter, a number and a symbol/punctuation mark.

New password:

Confirm New Password:

- Minimum of 8 in length.
- Contains a lower case letter.
- Contains a upper case letter.
- Contains a number
- Contains a symbol

This is the password criteria. As each criterion is met, it will turn green. Make sure you meet the criteria and the passwords match.

1. Type and confirm your new password then click the **Reset** button to finish the process.
2. After clicking the **Reset** button, you will have successfully completed the process. You may now sign in to the system with your new password.
3. Once you are signed in, click the **Required Reports** link along the left-hand side of your screen to begin.

View Required Reports by Agency:

Once signed in, you will automatically be shown any submitted and/or outstanding reports for the agency you represent. Your screen will look similar to the one below:

Required Reports

This page displays reports required to be submitted to the General Assembly, and it offers an interface for you to submit reports. Submitted reports will be distributed to the required recipients and published on the legislative website, unless the LSA notes an issue or has a question about a submitted report. In this case, the report status will indicate "Rejected" until the issue is resolved. If you have any questions regarding the system, please contact the Help Desk at (515)281-6506.

Aging, Department on

Fiscal Year:

Key:

- ▲ Open - Report is open for submission. Click "Open" to access an interface to upload a report or submit notes. The interface also allows you to review authority, description, and other report information.
- ▲ Open (Overdue) - Report is open for submission and overdue. Click "Open (Overdue)" to upload a report or submit notes.
- In Process - Submitted report or notes are in process of being reviewed by the LSA.
- ✘ Rejected - Submitted report has been rejected. Click "Rejected" to review rejection notes and resubmit report, if needed.
- ✓ Published - Submitted report has been approved and published. Click "Published" to view published report.
- ✓ Approved - Submitted notes have been approved. Click "Approved" to view approved notes.

Name	Authority	Type	Due Date	Submitter	Date Submitted	Status	Date of Last Action
Goals and Objectives or Agency Annual Report	7E.3	Annual	--		--	▲ Open	--
Joint Investment Trust Report - Department on Aging	12B.10A	Annual	1/01/17		--	▲ Open (Overdue)	--
Guardianship and Conservatorship Monitoring Pilot Project	2013 Iowa Acts, Ch. 138.52	Annual	6/30/17		--	▲ Open	--
State Substitute Decision Maker's Report	231E.4	Annual	11/01/16		--	▲ Open (Overdue)	--
Judicial Review Report - Department on Aging	625.29	Annual	6/30/17		--	▲ Open	--
Oversight Funds Report - Department on Aging	8F.4	Annual	4/30/17		--	▲ Open (Overdue)	--
Reversion Report - Training and Technology Expenditures Report	8.62	Annual	6/30/17		--	▲ Open	--
DOM, LSA, and Gov. Receivers Test	8.62	One Time	6/30/17		--	▲ Open	--

You can view reports submitted for previous Fiscal Years by choosing a different year from the Fiscal Year drop-down shown. The system will automatically show report information for the most current year.

Use the key provided for an explanation of what the different symbols next to each report mean. Report status may be: Open, Open (Overdue), In Process, Rejected, Published, or Approved.

Click on the link in the Authority column to view the full text of the authority that states you shall/may file the report.

Click on the link in the Status column for the report you wish to submit. You will only be able to upload reports or submit notes in the Open, Open (Overdue), or Rejected status.

***NOTE:** You can change the sort order of the table by clicking on an underlined column heading. For example, to sort the required reports by name, click on the "Name" column heading and the reports will reorganize alphabetically by report name.

To File a Required Report:

1. Click the **Open** link in the Status column to enter the information required to submit the report.
2. You will then be taken to the **Report Detail** page. This page will auto-fill with most of the information required; however, this page gives you an opportunity to upload a file dealing with the report and/or to add any submission notes.

Reversion Report - Training and Technology Expenditures Report

This page displays reports required to be submitted to the General Assembly, and it offers an interface for you to submit reports. Submitted reports will be distributed to the required recipients and published on the legislative website, unless the LSA notes an issue or has a question about a submitted report. In this case, the report status will indicate "Rejected" until the issue is resolved. If you have any questions regarding the system, please contact the Help Desk at (515)281-6506.

Authority: 8.62

Description: REPORT ONLY REQUIRED TO BE FILED IF AN AGENCY ENCUMBERED FUNDS UNDER §8.62! §8.62(3) On or before June 30 of the fiscal year following the fiscal year in which funds were encumbered under this section, an agency encumbering funds under this section shall report to the joint appropriations subcommittee which recommends funding for the agency, the legislative services agency, the department of management, and the legislative fiscal committee of the legislative council detailing how the moneys were expended. Moneys shall not be encumbered under this section from an appropriation which received a transfer from another appropriation pursuant to section 8.39.

LSA Note:

Type: Annual

Receivers: Department of Management; House of Representatives; Senate; Legislative Services Agency;

Submission Period Begins: 7/01/2016

Due Date: 6/30/2017

Status: Open

Submit: No file selected.

Submission Notes:

Important: Once you have submitted this report, you will no longer be able to make changes to the file.

Confirm

Please only click submit once. Clicking more than once may result in a problem with your report submission.

* If you do not think you need to file this report, click the **Not Applicable** button.

3. To upload a file, click the **Browse** button and choose the file you wish to attach to the report. Select the document and click the **Open** button. Your document has been uploaded.

4. Enter any information you would like to include about the report here. Please keep your notes fairly brief.

The following file types are accepted by the system:

- Word Documents (.doc or .docx)
- Portable Document Format (.pdf)
- PowerPoint Presentations (.ppt or .pptx)
- Rich Text Format File (.rtf)
- Text File (.txt)
- Excel Worksheets (.xls or .xlsx)

***NOTE:** You may only upload one file per report. If you have more information that you wish to include, you may write that in the **Submission Notes** section.

****NOTE:** If you are using Google docs, please convert to PDF prior to upload to ensure your document is accepted by the system.

You must upload a file OR enter submission notes for the report. You may do both, but you must perform at least one action in order to submit the report.

Reports must be submitted individually. If one file needs to be uploaded for multiple reports or agencies, you must submit the file for each report individually.

5. Once you have entered all of the information for the report, check the **Confirm** box.
6. At that point, the **Submit** button will become selectable. Click the **Submit** button to submit the report to the General Assembly. (See below)

Important: Once you have submitted this report, you will no longer be able to make changes to the file.

Confirm

Please only click submit once. Clicking more than once may result in a problem with your report submission.

* **NOTE:** Once you click the **Submit** button to submit the report, you will no longer be able to make changes to the report. Make sure that all information is correct and complete before submitting the report.

Once you have submitted the report, you will be taken back to the main page. The report you submitted will now be in the "In Process" status. Click the **In Process** link to view the information you entered for the report.

You will also notice that the "Submitter" column has been filled in to show the report submitter's name and the **Date Submitted** column will show the date and time the report was submitted in the system.

You will receive an e-mail when the report has changed status to Published, Approved, or Rejected.

If your report is rejected, you will receive an e-mail similar to the one below:

From: Required.Reports@legis.iowa.gov [mailto:Required.Reports@legis.iowa.gov]
Sent: Wednesday, June 14, 2017 12:55 PM
To: required reports; LSAProjectTeam
Subject: Board of Regents Report Rejected for Gifts and Grants Reports-Quarterly

Actual email recipients

BCC: bdonley@iastate.edu, mark.braun@iowaregents.edu, anngoff@iowaregents.edu

Board of Regents has submitted a report for Gifts and Grants Reports-Quarterly.
However, this report has been rejected. Please see the following notes (if applicable):

Duplicate submission - rejected to allow for slot to be marked "Not Applicable."

If you need to resubmit a report, please log in the Required Reports portal at <https://www.legis.iowa.gov/portal/agencyReports>. Select the report name and then select the rejected link. You will then be able to upload a corrected file.
If you believe this rejection was in error, or if you have questions/comments, please contact the site webmaster at Required.Reports@legis.iowa.gov or contact the Help Desk at (515) 281-6506.
Thank you.

Please do not reply to this e-mail as this e-mail account is not monitored.

If your report is accepted, you will receive an e-mail like the one below:

From: Required.Reports@legis.iowa.gov [mailto:Required.Reports@legis.iowa.gov]
Sent: Wednesday, June 14, 2017 3:36 PM
To: required reports; LSAProjectTeam
Subject: Department of Transportation has published a report for Highway Improvement Program and Sufficiency Rating (Five Year Program Report)

Department of Transportation has filed a report with the General Assembly for Highway Improvement Program and Sufficiency Rating (Five Year Program Report) per [307A.2](#).
This report is available [here](#).

Please do not reply to this e-mail as this e-mail account is not monitored.

To view your published reports on the Iowa Legislature Website:

Go to the homepage (www.legis.iowa.gov), click on the **Publications** tab along the top of the screen, then click on the **Other Resources** link along the left-hand side of the screen and then click the **Reports Required to be Filed with General Assembly** link on the page.

Or click this link: <https://www.legis.iowa.gov/publications/otherResources/reportsFiled>.

You will see the page below:

Reports Required to be Filed with General Assembly

Reports and other documents required to be filed with the General Assembly are organized by the submitting department and the date published. For audit reports or reports of special interest issued by the Auditor of State, [click here](#).

General Assembly: 87 Session: 1 (01/09/2017 - 01/07/2018) 

Department 

Date	Document	Department
06/09/2017	Reversion Report - Training and Technology Expenditures Report - Department of Veteran's Affairs	Veterans Affairs, Department of
06/05/2017	Gifts and Grants Reports - Quarterly - March 2017	Regents, Board of
06/01/2017	Reversion Report - Training and Technology Expenditures Report - Iowa Public Information Board	Public Information Board, Iowa

The table will always contain required reports for the current year by default. You may also view the reports filed for a previous year by clicking the arrow (circled above) and choosing that year from the drop-down menu. The page will update accordingly and show the report data for the year chosen.

You may view only a specific department's reports by choosing that department name from the drop-down Department menu. (Outlined above in red on screen above)

Click on the report name in the **Document** column to pull up that report. (Outlined in red on screen above)

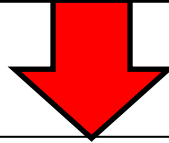
To view more information about a particular department, click the department name link in the **Department** column on the screen above. (Outlined in red on screen above)

To subscribe to automatically receive Required Reports as they are published:

Go to the Iowa Legislature's website (www.legis.iowa.gov), click the **Subscribe** link at the bottom of the webpage and then click the **Reports Required to be Filed with General Assembly** link along the left-hand side of the screen. (See below)

Comments? webmaster@legis.iowa.gov
(Please remember that the webmaster does not vote on bills. Direct all comments concerning legislation to State Legislators.)

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Reports Required to be Filed with General Assembly

<input type="checkbox"/> Administrative Rules Review Committee	<input type="checkbox"/> Insurance Division
<input type="checkbox"/> Administrative Services, Department of	<input type="checkbox"/> Judicial Branch
<input type="checkbox"/> Aging, Department on	<input type="checkbox"/> Law Enforcement Academy
<input type="checkbox"/> Agriculture and Land Stewardship, Department of	<input type="checkbox"/> Legislative Services Agency
<input type="checkbox"/> Alcoholic Beverages Division	<input type="checkbox"/> Long-Term Care Ombudsman, Office of the State
<input type="checkbox"/> Attorney General (Department of Justice)	<input type="checkbox"/> Lottery Authority, Iowa
<input type="checkbox"/> Auditor of State, Office of the	<input type="checkbox"/> Management, Department of
<input type="checkbox"/> Banking Division	<input type="checkbox"/> Misc. Required Report Submitters
<input type="checkbox"/> Blind, Department for the	<input type="checkbox"/> Natural Resources, Department of

Choose the department(s) you wish to subscribe to by checking the box in front of the department(s). Then, at the bottom of the page, enter your e-mail address and click the **Subscribe** button.

You will receive an e-mail from the system asking you to confirm your subscriptions. Click on the link sent in the e-mail message. (See below) Once confirmed, you will automatically receive the Required Reports for the department(s) you subscribed to as they are published via e-mail. See an example of the confirmation e-mail below.

From: Iowa Legislature LISTSERV Server (16.0) <LISTSERV@LISTSERV.LEGIS.IOWA.GOV> Sent: Thu 9/18/2014 11:04 AM
To: Kramer, Emily
Cc:
Subject: Command confirmation request (823AAF44)

Your command:

SUBSCRIBE COUNTY_BILLINGS Anonymous

has been received. You must now reply to this message (as explained below) to complete your subscription. The purpose of this confirmation procedure is to make sure that you have indeed requested to be added to the list.

To confirm the execution of your command, simply click on the following link:

http://listserv.legis.iowa.gov/scripts/wa.exe?OK=823AAF44&L=COUNTY_BILLINGS

Alternatively, if you have no WWW access, you can reply to this message and type OK as the text of your message. If you receive an error message, try sending a new message to LISTSERV@LISTSERV.LEGIS.IOWA.GOV (without using the "reply" function) and type OK 823AAF44 as the text of your message.

Your command will be cancelled automatically if LISTSERV does not receive your confirmation within 48h. After that time, you must start over and resend the command to get a new confirmation code. If you change your mind and decide that you do not want to confirm the command, then simply discard this message and let the request expire on its own.