

**EFFECTIVE**

February 1, 2013.

**Subject**

The software we use to write policy manuals is changing. We are converting manuals one at time from our old system which was Adobe FrameMaker to our new Microsoft system. Historical policy will be viewable as a PDF file.

As manuals are converted they will be listed on the Policy News & Tips page. Unless the bulletin states otherwise, no policy content will be changed although the policy effective date will change due to conversion.

The Interstate Compact manuals have been converted and will have a February 1, 2013 effective date. No policy content has been changed.

Tips for using the new manual software are located on the Policy News & Tips page.

*Reason:* Policy software update.

**MANUAL  
MAINTENANCE  
INSTRUCTIONS**

**Changed Items (content changes) ...**

ICM 100  
ICM 110  
ICM 120  
ICM 130  
ICM 140  
ICM 150  
ICM 160  
ICM 170  
ICM 180