Instructions for Reporting

The State Agency Five-Year Strategic Plan

and

The State Agency Operational Plan

July 2021

Governor's Office of Strategic Planning and Budgeting

Table of Contents

Important Things to Remember

The Budget Reform Act of 1994 required many changes. One of the fundamental corner stones of the Act was the creation of a stable structure for the State budget. Prior to that the Governor had sole authority to determine the content and format of State agency budget requests and the legislature could determine the structure of the appropriations. In addition to being an operationally difficult situation, this often led to conflict over the content and structure of the budget, in addition to the normal conflict of budget issues. The Budget Reform Act resolved that. In fact, one section of the annual appropriations act reinforces the requirement to maintain the budget and planning structures created by the Budget Reform Act. This is the basis for the programs and subprograms used in BUDDIES and AZIPS.

The programs and subprograms are intended to align with the purposes and functions an agency was created to fulfill.

The Arizona Management System (AMS) enhances this structure by specifying strategic initiatives that the Governor and agency directors intend to pursue over the next year to 3 years, and tracking them to ensure success. It fine tunes the direction, planning, and execution of initiatives. The Arizona Management System is a logical next step in the maturation of the operation of State government.

A. R. S. § 35-122 requires all agencies to provide information relating to the mission, description, goals, performance measures, and funding for all programs and subprograms. The law also requires all budget units that do not report to the legislature or Supreme Court to provide five-year strategic plans for each agency. An agency's strategic plan must include the following five elements:

1. Mission

2. Description

3. Strategic issues

4. Strategies to address strategic issues

5. Resource assumptions

OSPB is required to publish both the *Master List of State Government Programs* and each agency's *Five-Year Strategic Plan*. Agencies are also required to post their five-year plans on agencies' websites.

When OSPB publishes the *Five-Year Strategic Plans* and the *Master List*, the 5-year plans will contain only the five elements required by statute. However, many agencies produce a five-year strategic plan that includes additional information, such as a long-term vision or goals. An agency can post an expanded version on their website. OSPB's publication will also contain a link to the agency's website version.

Here are a couple of commonly confused concepts:

Strategic Issues are critical policy or operational challenges that an agency must address to achieve its mission. Strategic Issues are not goals or visions.

Strategies describe how the agency plans to address the strategic issues.

OSPB analysts will be assisting agencies in aligning these concepts properly.

A fuller understanding of Mission, Description, Goals, Objectives, and Performance Measures is available in the *Managing for Results* publication on the OSPB website.

Note for cabinet agencies about using the same performance measures in AMS and AZIPS:

While each program and subprogram of an agency must contain at least one goal, and each goal must contain at least one performance measure, a performance measure that is used in AMS can also be used as a performance measure for a program or subprogram in AZIPS.

Also, agencies have full discretion to add, delete, or change any goals or performance measures, except for performance measures labeled as "budget" measures. OSPB is statutorily required to identify and collect data on "budget" measures for inclusion in the Executive Budget.

OSPB Training Information

It is highly recommended that all pertinent agency personnel attend the training classes. To register, click one of the links below.

CLASS SCHEDULE

Training	Who Should Attend	Purpose	Content	Date and Time
1st Time Users:	Anyone new to the budget and planning applications	Overview of the budget and planning processes and the BUDDIES, CLIFF, and AZIPS applications	All three applications	7/13 1:00 – 5:00 Register here
1st Time Users:	Anyone new to the budget and planning applications	Overview of the budget and planning processes and the BUDDIES, CLIFF, and AZIPS applications	All three applications	7/21 8:00 – 12:00 Register here
1st Time Users:	Anyone new to the budget and planning applications	Overview of the budget and planning processes and the BUDDIES, CLIFF, and AZIPS applications	All three applications	7/29 8:00 – 12:00 Register here
BUDDIES Refresher	Experienced users	Brief overview of BUDDIES, submittal process, and any changes made this year	BUDDIES	7/21 1:00 - 2:30 Register here
BUDDIES Refresher	Experienced users	Brief overview of BUDDIES, submittal process, and any changes made this year	BUDDIES	7/29 1:00 - 2:30 Register here
AZIPS Refresher	Experienced users	Brief overview of AZIPS, the submittal process, and, for cabinet agencies, its relation to AMS	AZIPS	7/21 2:30 – 3:30 Register here
AZIPS Refresher	Experienced users	Brief overview of AZIPS, the submittal process, and, for cabinet agencies, its relation to AMS	AZIPS	7/29 2:30 – 3:30 Register here
CLIFF Refresher	Experienced users	Brief overview of CLIFF, submittal process, and any changes made this year	CLIFF	7/21 3:30 – 4:00 Register here
CLIFF Refresher	Experienced users	Brief overview of CLIFF, submittal process, and any changes made this year	CLIFF	7/29 3:30 – 4:00 Register here

Important Dates

July 15, 2021   Deadline for cabinet agencies to complete their 2-Page Strategic Plan Summary

September 1, 2021   Statutory deadline: agency's *Master List of State Government Programs* information due to OSPB

October 16, 2021   Target date for OSPB to Publish the *Master List of State Government Programs, including the cabinet agencies' Strategic Plan Summaries* and *State Agencies' Five-Year Strategic Plans*

January 1, 2022   Deadline for agencies to post their Five-Year Plans on their websites

Application Installation

Although the installation of AZIPS does not require technical assistance, there are some important considerations for the installation of the AZIPS application. **Install AZIPS right away so that it is ready when you are.**

AZIPS is designed for specific fiscal years so it will need to be installed each year.

The installation process creates a desktop shortcut that **must** be used to open the application. This shortcut checks for application updates and will automatically update AZIPS.

The application is composed of two Microsoft Access files. One file contains the data and the other file contains the program. If there's more than one user or computer, the data **must** be located on a network and copies of the program **must** be placed on the local drive of each computer. This configuration is strongly recommended for all installations so your data can be backed up by your IT staff. The installation process guides you through these steps.

IT Configuration Considerations:
- Each user must have read/write/execute access to the folder where the data file is stored on the network.
- Each user must have a copy of the application on their local drive with read/write/execute access.
- If the network location is changed in any way, each user will have to have their installation reworked to ensure continued access/connection to the data file. Call OSPB's System Support at 602-413-7524 or 602-542-5381 if this is your situation.
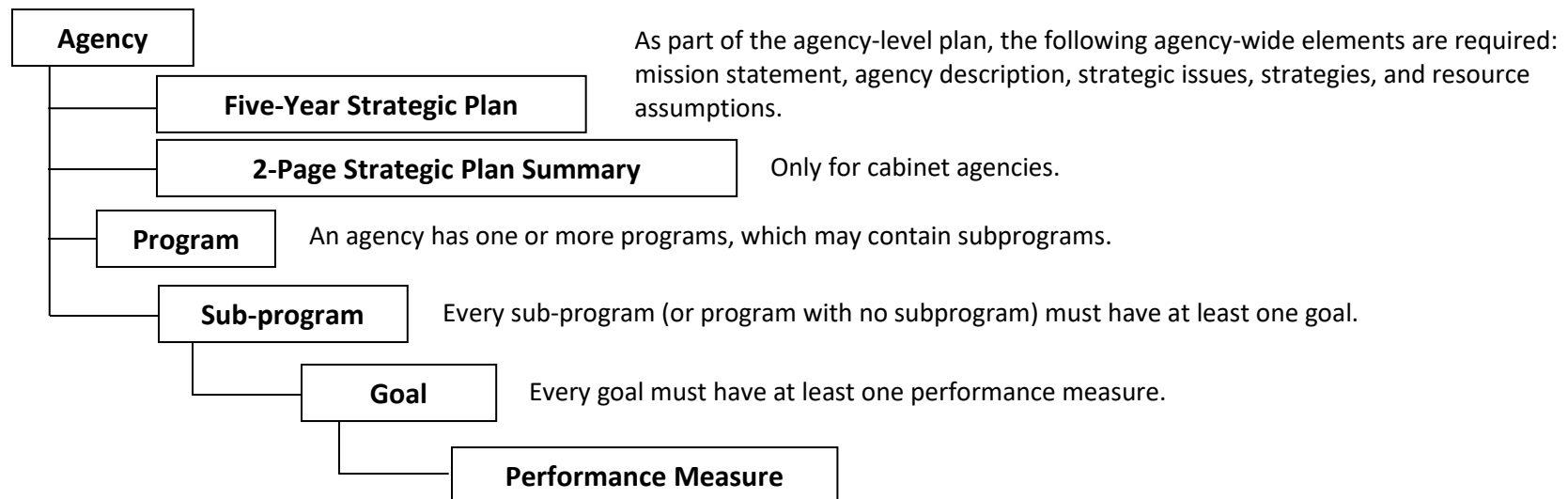
User Considerations:
- Additional users will need to be added to the application so that they will have a properly configured connection to the data file. Do **NOT** re-install the application. The install will tell you how to properly add additional users.
- Users changing computers will likely need to be added as a new user to AZIPS. Call OSPB's System Support at 602-413-7524 or 602-542-5381 for help.
- All users have full access to the data. The application doesn't provide different roles/responsibilities for individuals.
- AZIPS lets you share your reports with those who don't have the application installed.

OSPB has prepared an installation document that provides step-by-step instructions for users without prior experience. Copies are also available at all training sessions or by requesting it from tjin@az.gov.

Planning Hierarchy

AZIPS has been organized in a hierarchical planning structure. The Update forms are designed so that you can select a planning element at a lower level or return to the parent level from any other level in the planning structure. The requirements for some levels of the planning structure vary depending on the complexity of the organization. The diagram below outlines the planning levels. Plan information is entered at each of the respective levels.

Agency — As part of the agency-level plan, the following agency-wide elements are required: mission statement, agency description, strategic issues, strategies, and resource assumptions.

Five-Year Strategic Plan

2-Page Strategic Plan Summary — Only for cabinet agencies.

Program — An agency has one or more programs, which may contain subprograms.

Sub-program — Every sub-program (or program with no subprogram) must have at least one goal.

Goal — Every goal must have at least one performance measure.

Performance Measure

Every agency must have at least one goal, objective, and performance measure. AZIPS is configured for each agency's programs and sub-programs during installation.

The planning level 'Objective' is needed to link Performance Measures to Goals. Many agencies find it helpful to write objectives and have these available for internal (agency) use.

Requesting Changes to Budget and Planning Structures

As part of the Program Budgeting mandates, each agency has an identical budgeting and planning structure such that programs and subprograms are based on the mandated (legally-dictated) functions of each agency.

However, several agencies may need to update their budgeting and planning structures if their program budgeting mandates have changed in recent years.

Agencies should notify OSPB **by November 1** if structure changes are requested**.** OSPB will review the request for inclusion in the following year's budget and planning submissions. OSPB does not undertake structure changes lightly. As part of enacted budget reform, structures were established jointly by the Legislative and the Executive branches to provide a long-term foundation for goals, performance measures, and budgets over time, and are designed to reflect legal mandates. Structures are expected to be maintained over time. However, structures may need updating as state, judicial, or federal mandates change.

The first step in pursuing structure changes is to contact your OSPB analyst.

5-Year Strategic Plans

Note: Similar to last year, cabinet agencies are requested to use their two-page strategic plan summaries as their 5-year plans.

Main Menu

On the main menu, clicking the *5-year Strategic Plan* button leads to a page containing two text boxes and a table.

The top box is for the link that can be used to connect to the 5-Year Plan posted on the agency's website. The lower box is where the title for each of the strategic issues is placed. To add a new issue, click the *Add* button in the top right corner of the screen.

The table is for entering resource assumptions for fiscal years 2023 through 2025. OSPB will use the budget information provided in BUDDIES as the resource assumptions for fiscal years 2021 and 2022.

Once a Strategic Issue has been created, details about the issue must be entered. Clicking the arrow on the left end of the issue title row will lead to a page for entering details. The issue title will automatically fill the top text box. In the description box, explain in detail the nature of the issue. In the strategies box, outline the approaches planned to deal with the issue.

Strategic Issues

Strategic issues should focus on the key challenges or problems facing the agency. For each issue, agencies will be required to name the issue, give a brief summary of the issue, and outline how the agency plans to address the issue over the next five years.

Strategic issues are often caused by resource limitations, new alliances, customer concerns, audits, inadequate expertise, or other external factors.

Resource Assumptions

"Resource assumptions shall include the number of full-time-equivalent (FTE) positions and budgetary data, including all funding sources categorized by General Fund, other appropriated funds, non-appropriated funds and federal funds that are required to support the strategic plan" (A.R.S. § 35-122). Budget units must provide aggregate agency level FTE and funding information for each fund type for FY 2024 through FY 2026.
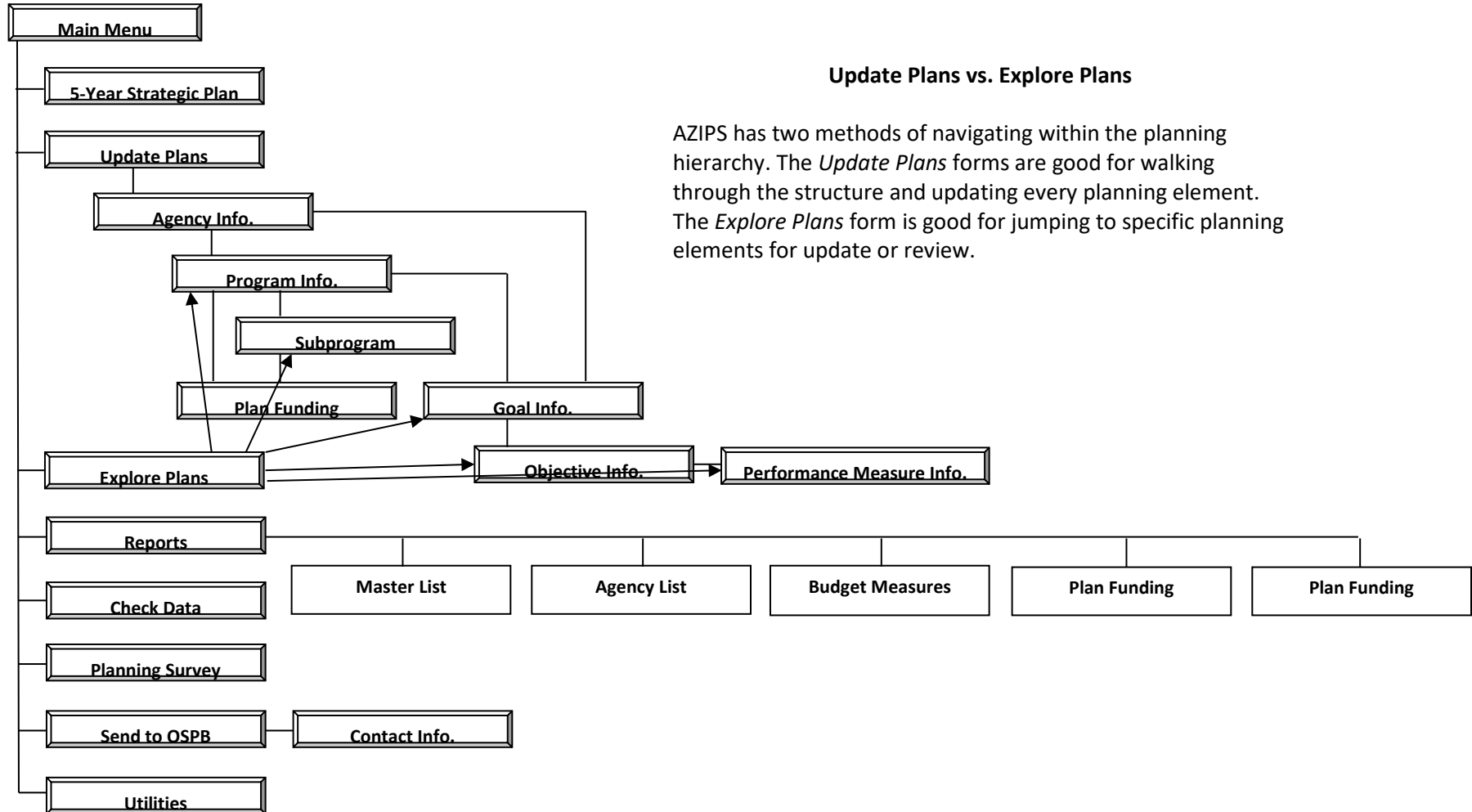
Posting the Five-year Plan to the Agency's Website

The Five-year Plan showing the agency-level mission, description, strategic issues, strategies, and resource assumptions, by fund type, is to be posted to the agency's website by January 1.

It will also be published and posted on the OSPB website as part of the *Master List of State Government Programs* and *State Agencies' Five-Year Strategic Plans*. The OSPB publication will include a link to each agency's plan on the agency's website. Many agencies post an expanded version of their five-year plans on their websites.

Operating Plans (and information for the *Master List of State Government Programs*)

The following is a representation of the Arizona Integrated Planning System (AZIPS). All of the forms and reports will be discussed in the instructions that follow.

Update Plans vs. Explore Plans

AZIPS has two methods of navigating within the planning hierarchy. The *Update Plans* forms are good for walking through the structure and updating every planning element. The *Explore Plans* form is good for jumping to specific planning elements for update or review.

```
Main Menu
├── 5-Year Strategic Plan
├── Update Plans
│       └── Agency Info.
│               └── Program Info.
│                       └── Subprogram
│                               ├── Plan Funding
│                               └── Goal Info.
│                                       └── Objective Info. ──> Performance Measure Info.
├── Explore Plans
├── Reports ── Master List ── Agency List ── Budget Measures ── Plan Funding ── Plan Funding
├── Check Data
├── Planning Survey
├── Send to OSPB ── Contact Info.
└── Utilities
```

Main Menu

The top line indicates what version of AZIPS is currently running.

Sometimes when you open AZIPS, it may take a little longer, if there are automatic updates.

Main Menu - Azips23 Ver. 1

Arizona's Integrated Planning System (AZIPS)

Strategic Planning and Budgeting

Main Menu
DTA - Department of Transportation

Exit will close the application. All your work is automatically saved.

Your agency name will appear here.

Update Plans

Explore Plans

5 Year Strategic Plan

Reports

Check Data

Planning Survey

Submit to OSPB

Utilities

This system includes data for fiscal years 2021 through 2023

Make sure you've opened this year's version of AZIPS.

The statutory due date is 9/1/21. Requests for filing extensions from OSPB must be made by 8/17/21.You have 71 days remaining.

The number of days left to submit will count down as a reminder.

Need help?
Click on the link: contact your Analyst
Or, call the OSPB office at (602) 475-7182

Your OSPB analyst is available to help if you have questions on how to use AZIPS.

Form View   Num Lock

Update Plans	*Update Plans* allows you to edit planning hierarchy elements. Information such as contact information, mission statements, descriptions, goals, objectives, performance measures, and funding (for unaligned agencies only) need to be reviewed and revised as necessary. New planning elements can also be added.
Explore Plans	*Explore Plans* provides an outline of your planning elements in a hierarchy. Hierarchical levels can be visible or hidden, and you can quickly navigate through your plan without drilling through hierarchy levels, one level at a time, as you do when using *Update Plans*. *Explore Plans* allows you to "jump" to any part of your plan, making it easy to update and review information. *Explore Plans* also allows the rapid reorganization of goals, objectives, and measures within the hierarchy. Within *Explore Plans*, the *Move Mode* allows for reorganization of specific planning elements using a step-by-step approach. The hierarchy levels are additive in nature (relational), building from programs at the highest level to performance measures at the lowest level of the hierarchy; therefore, movement is restricted by the relationship of the items in the hierarchy. A *Delete Mode* is also available.
5-Year Strategic Plan	*5-Year Strategic Plan* allows you to enter agency-wide strategic issues, strategies for addressing these issues, and resource assumptions for the three years not contained in BUDDIES.
Reports	✓ Master List ✓ Agency List ✓ Budget Measures ✓ Plan Funding* ✓ Revised PM Descriptions *The Plan Funding report is only available to the few unaligned agencies.

Main Menu (continued)

Check Data	*Check Data* provides a preliminary check of the AZIPS data prior to submitting to OSPB. It is important to still review your reports to be sure everything looks complete.
Planning Survey	The OSPB *Planning Survey* allows you to provide feedback on all aspects of planning, from training/support to ease of using the application.
Send to OSPB	The *Send to OSPB* button routes your data to OSPB. Data file submittals are required with every hardcopy submittal, including all revisions.
Utilities	The *Utilities* button finds where the application data and your copy of the program files are located, makes copies of your data file as a backup, and provides instruction on how to add additional users to your application. You may be instructed to open the administrative features during a call from OSPB System Support.
Exit	*Exit* will automatically save all your work and close the application properly.

Update Plans, Agency Information

Update Plans forms have a top and bottom half. The top half of the form shows the information about the currently selected planning element. The bottom half of the form shows the planning element(s) in the next level of the hierarchy.

Review the completed fields and update as necessary to ensure the information is current. **Update for clarity and conciseness as these fields are published in both the *Master List* and the *Executive Budget Recommendation*.** These descriptions should be consistent with the agency-wide mission and description.

Use the following editing conventions to ensure conformity across all agency submittals—A.R.S., Ch., Art., Title xx, A.R.S. § xx-xxx (no space between the title and section of law).

The *Agency Information* form shows *Programs* down below if the agency has multiple programs or it will simply show *Goals* if the agency has only one program.

Click inside any of the gray boxes to select a planning element in the lower level of the hierarchy.

The *Funding* button is:
Disabled on all forms when your BUDDIES and AZIPS structures are aligned;
Enabled for unaligned agencies and does not turn green until all program or subprogram funding is completely entered.

Agency Information

Agency: DTA Department of Transportation
Statute: A.R.S. Title 28

Director: John Halikowski Title: Director Office: Phone: (602) 712-7227 Ext:
Plan Contact: Melissa Wynn Title: Strategic Planning & Per Office: Phone: (602) 712-8981 Ext:
Mission: To Connect AZ: Everyone. Every Day. Everywhere.

Description: The Department of Transportation (ADOT) is responsible for planning, constructing, and maintaining the State's transportation system. The Department also provides driver's license and title and registration services; is responsible for commercial truck enforcement and vehicle registration compliance; and operates the Grand Canyon Airport.

Programs *

1 Administration
2 Intermodal Transportation
3 Motor Vehicle

Only used for special cases, call you OSPB analyst before entering data in this section.

Goals * Add

Main Menu returns to the Main Menu.

Master List Report will produce a printout in the format published in the *Master List of State Government Programs*, which is typically a subset of the information entered by the agency (excludes objectives and only prints measures selected to be published).

Agency Report will produce a printout of all planning elements in AZIPS.

Funding leads to the form for entering funding data at either the program or subprogram level (only for unaligned agencies).

Close returns to the planning element in the higher level of the hierarchy.

Multiple-program agencies will see the next planning level, *Programs*, in the bottom half of the form.

Agency Information

| ABC✓ | Main Menu | Master List Report | Agency Report | Funding | Explore Plans | Close |

Agency: CBA Board of Cosmetology

Statute:
A.R.S §32-505 (A) (B) ©

Director: Donna Aune **Title:** Executive Director **Office:** Board of Cosmetology **Phone:** (480) 784-6963 **Ext:**

Plan Contact: B. Gloria Ramirez **Title:** Admin Accountant **Office:** Board of Cosmetology **Phone:** (480) 784-4558 **Ext:**

Mission: To ensure the public health, welfare, and safety through education and enforcement of the cosmetology laws and rules by the efficient regulation of salons, schools, and individuals who practice cosmetology.

Description: The Board of Cosmetology issues 12 categories of licenses to salons, schools, and individuals who qualify by reciprocity or through the administration of a written and practical examination. The Board enforces regulation by routine health and safety inspections of salons and schools, investigates consumer complaints, conducts hearings, and imposes enforcement action when appropriate. The Board also establishes health and safety standards, educational and curriculum standards and oversight, and provides monthly classes on infection control and law and regulation practices for the general licensing population by registration. Furthermore, the Board offers electronic services to customers to increase efficiency and reduce the demands on full-time staff.

Single program agencies will see the next planning level at the bottom half of the form (*Goals).*

Goals *

[Add]

▶	1	To establish standards for the professional practice of cosmetology.
▶	2	To ensure swift, fair, and effective enforcement of statutes and rules governing the profession.
	3	To educate the consumers and cosmetology professionals about their rights, resolutions, and responsibilities among the cosmetology co
	4	To provide services through efficient government.

Click to create a new goal. Goals can only be deleted from the *Goal Information* form.

The application requires that goal statements begin with the word "*To*". A reminder will appear if you try to begin a goal statement with any other word.

★ Only single-click to make a selection.

Click a gray button to select a specific goal to review/update.

Please use spell check on each text field to ensure accuracy.
From the menu, click *Tools, Spelling*.
Spelling can be checked on every form, not just on *Full Screen*.

Full Screen mode expands the size of the text boxes for data entry (top half of form). This makes it easier to see what you have written.

You can also work in Word or similar software, and copy/paste your text into AZIPS.

Program Information

Agency:	Department of Transportation	Statute: (required information)
Program:	1 Administration	A.R.S. Title 28

Contact: John Halikowski   Title: Director   Office: Director's Office   Phone: (602) 712-7227   Ext:

Div./Unit:

Mission: To provide leadership and operational and financial support to help achieve the agency mission.

Description: The Administration Program provides overall coordination, management and support functions for the Department. As described in A.R.S. § 28-104, the exclusive control and jurisdiction over state highways, state routes, state airports and all state-owned transportation systems or modes is vested in the Department of Transportation.

Subprograms *

1	Director's Office / Transportation Board
2	Transportation Support Services
3	Arizona Highways Magazine

Only used for special cases, call you OSPB analyst before entering data in this section.

Goals *   Add

The *Full Screen* button is a toggle button that turns full screen mode on and off.

When *Full Screen* mode is on the background color is green.

You'll need to turn *Full Screen* mode off before you can navigate to other hierarchy levels.

For agencies that have multiple subprograms, a small number of them may need to have a performance measure at the program level that encompasses more than one subprogram. These can now be entered as performance measures on this page.

Subprogram Information

Agency: Department of Transportation
Program: 1 Administration
Subprogram: 1 Director's Office / Transportation Board

Statute:
A.R.S. Title 28

Contact: John Halikowski **Title:** Director **Office:** Director **Phone:** (602) 712-7227

Mission: To serve the employees, suppliers and customers of the Arizona Department of Transportation by exemplifying leadership and a commitment to achieve the agency guiding vision. The Transportation Board's mission is to administer the functions outlined in A.R.S. § 28-106 with respect to development or modification of the five-year transportation facilities construction program, the awarding of all construction contracts for transportation facilities and monitoring the status of such projects.

Description: The Director provides strategic direction and manages high level, critical issues for the Agency at the local, state and federal levels. Working through the Executive Staff, the Director insures that the agency has the administrative infrastructure to meet the mission of the agency.

The Arizona State Transportation Board is appointed by the Governor and serves in an advisory capacity to the Director. The

Goals *

▶ 1 To Implement and Leverage the Arizona Management System

★ Only single-click to make a selection.

Data Entry

Statute is a required field.

OK

Click to create a new goal.

Click the gray button to the left of a goal's name to select that goal.

Goals will be displayed on one of the following forms:
- *Subprogram Information* form if appropriate.
- *Program Information* form if the program doesn't have subprograms.
- *Agency Information* form if it is a single program agency.

Goals should clarify the program's mission and description. The relationship between the goal and the description should be clear to the reader and should be supported by practical evidence of that relationship (that is, there must be some evidence to show that the goal and description are related). The number of program goals will be determined by the characteristics, breadth, and depth of the program's mission and description.

If an objective or performance measure needs to be moved to another program or subprogram before the goal can be deleted, use the *Explore Plans* form.

Use caution when deleting goals.

Deleting an existing goal will also delete all items below it in the hierarchy (objectives and performance measures).

Click to create a new objective. Objectives can be deleted on the *Objective Information* form.

Click to select an objective.

Click to create a new goal. Each goal must contain at least one performance measure but objectives are optional.

Update Plans, Objective Information

Use caution when deleting objectives.
Deleting an existing objective will also delete **ALL** items below it in the hierarchy (performance measures).

If a performance measure needs to be moved to another objective before the objective can be deleted, use the *Explore Plans* form.

ABC✓	Main Menu	Master List Report	Agency Report	Funding	Explore Plans	Close

Objective Information   Add Objective | Delete Objective | ◀◀ ◀ ▶ ▶▶

Agency:	DTA	Department of Transportation
Program:	1	Administration
Subprogram:	1	Director's Office / Transportation Board
Goal #	1	To Promote Transportation Safety
Objective #	**1**	

Click to create a new objective.

Descriptions

FY 2021: Reduce roadway crashes and resulting fatalities and serious injuries on the transportation system

FY 2022: Reduce roadway crashes and resulting fatalities and serious injuries on the transportation system

FY 2023: Reduce roadway crashes and resulting fatalities and serious injuries on the transportation system

Goals don't tend to change but objectives may change from year to year as you work toward the goal and accomplish your objectives.

Objectives will not appear on the reports if one of the following applies to the Descriptions:
1. Are left blank
2. Only have a space(s)
3. Contain the word 'Default'

Performance Measures *   Add

Budget	Master List	Type	#	Performance Measure	FY 2020 Actual	FY 2021 Estimate	FY 2021 Actual	FY 2022 Estimate	FY 2023 Estimate
▶ N	☐	OC ▾	1	Number of fatal crashes per 100 million vehicle	1.3		0		0

Click to select a performance measure.

Click to create a new performance measure. Measures can be deleted on the *Performance Measure Information* form.

* Only single-click to make a selection.

There should be at least one performance measure which is publishable in the *Master List* for each goal.

Flag the measures that should be published in the *Master List*. If a measure is not checked, it will still appear in the *Agency List* report.

Create a new performance measure.

You can delete a measure as long as it's not marked as a *Budget Measure*.

Performance Measure Information

Main Menu | Master List Report | Agency Report | Funding | Explore Plans | Close

Add PM | Delete PM | ◄◄ ◄ ► ►►

Agency:	DTA	Department of Transportation
Program:	1	Administration
Subprogram:	1	Director's Office / Transportation Board
Goal #	1	To Promote Transportation Safety
Objective #	1	Reduce roadway crashes and resulting fatalities and serious injuries on the t
PerfMeasure:	1	**Number of fatal crashes per 100 million vehicle miles traveled**

* Measures that are published in the Executive Budget Recommendation can't be deleted.

Budget * Related	Master List	Type	FY 2020 Actual	FY 2021 Estimate	FY 2021 Actual	FY 2022 Estimate	FY 2023 Estimate
No	☐	OC ▼	1.3		0		0

Please format the numbers with comma, i.e. 3,000

- If to be determined (TBD) or baseline is used for an estimate, please provide an explanatory footnote.
- Dollar ($) and percent (%) signs are not allowed in the performance data area.
- **Use commas to in numbers. Express large numbers in thousands or millions with one decimal place.**
- Users will be limited to ten (10) characters in the data fields.

Performance Measure Description:
Number of fatal crashes per 100 million vehicle miles traveled

Enter performance measure explanation, if necessary
(prints in Master List report and publication - so be brief)

Enter performance measure explanation, if necessary
(prints in Agency Report, so a longer explanation is acceptable)

If necessary, use this field to provide an explanatory footnote about the performance measure. Please be succinct and accurate, as this will be published in the *Master List*.
This is an optional field.

Performance Measure Information

Main Menu | Master List Report | Agency Report | Funding | Explore Plans | Close

Add PM | Delete PM

Agency: DTA Department of Transportation
Program: 1 Administration
Subprogram: 1 Director's Office / Transportation Board
Goal # 1 To Promote Transportation Safety
Objective # 1 Reduce roadway crashes and resulting fatalities and serious injuries on the t
PerfMeasure: 1 **Number of fatal crashes per 100 million vehicle miles traveled**

* Measures that are published in Executive Budget Recommenda can't be deleted.

Budget * Related	Master List	Type	FY 2020 Actual	FY 2021 Estimate	FY 2021 Actual	FY 2022 Estimate	FY 2023 Estimate
No	☐	OC ▼	1.3		0		0

Please format the number with comma, i.e. 3,000

Performance Measure Description:

Number of fatal crashes per 100 million vehicle miles traveled

Enter performance measure explanation, if necessary
(prints in Master List report and publication - so be brief)

Enter performance measure explanation, if necessary
(prints in Agency Report, so a longer explanation is acceptable)

Use the drop down menu to select the Type of performance measure:
IP = Input   OP = Output
OC = Outcome   EF = Efficiency
QL = Quality

Make sure the *Performance Measure Description*, in absence of the data, is intuitive and clearly describes what is being measured.

Remember that select measures are published in the Executive Budget and should be clear on their own and not require the reader to reference the corresponding program or subprogram.

If the measurement amounts are in thousands, be sure to clarify that in the description.

If necessary, use this field to provide an explanatory footnote about the performance measure. The explanation will be provided on the *Agency List* report. This is an optional field. This field is a good reference for questions and helps OSPB analysts. Let OSPB know if this measure should be considered a *Budget Related* measure.

| ABC✓ | Main Menu | Master List Report | Agency Report | Funding | Explore Plans | Close |

Performance Measure Information

| Add PM | Delete PM | ◄◄ | ◄ | ► | ►► |

Agency: DTA Department of Transportation
Program: 1   Administration
Subprogram: 1   Director's Office / Transportation Board
Goal #   1   To Promote Transportation Safety
Objective #   1   Reduce roadway crashes and resulting fatalities and serious injuries on the t
PerfMeasure: 1   **Number of fatal crashes per 100 million vehicle miles traveled**

* Measures t
Executive B
can't be del

Performance measures marked with the *Budget Related* flag have been selected for inclusion in the Executive Budget Recommendation.

The descriptions for budget measures are "locked" to prevent any changes, and these measures cannot be deleted from AZIPS. Agencies are also prohibited from flagging (adding) new budget measures.

Performance data is required for all budget measures.

Budget * Related	Master List	Type	FY 2020 Actual	FY 2021 Estimate	FY 2021 Actual	FY 2022 Estimate	FY 2023 Estimate
No	☐	OC ▼	1.3		0		0

Performance Measure Description:

Number of fatal crashes per 100 million vehicle miles traveled

A yellow background indicates that the description can't be changed directly because it is budget related. It can be changed if it's white and not budget related.

Enter performance measure explanation, if necessary
(prints in Master List report and publication - so be brief)

Enter performance measure explanation, if necessary
(prints in Agency Report, so a longer explanation is acceptable)

Update Plans, Plan Funding

Agency budget (BUDDIES) and planning (AZIPS) structures that are aligned will not be required to submit AZIPS financial information.

The AZIPS database has flagged those agencies that have aligned structures and will make the **Funding** button enabled as appropriate.

Funding for unaligned agencies needs to be entered for:
* FY 2021 Actual Expenditures
* FY 2022 Appropriations and Expenditure Plans
* FY 2023 Budget Request

Appropriated, non-appropriated, federal funds, and FTE positions should match or align at the agency level to what is reported in BUDDIES and CLIFF.

Agencies required to provide financial information in AZIPS	
Arizona Health Care Cost Containment System	Judiciary
Board of Regents (but, not the universities)	Community Colleges

| ABC ✓ | Main Menu | Master List Report | Agency Report | Funding | Explore Plans | Close |

Subprogram Information

Full Screen ◀◀ ◀ ▶ ▶▶

Agency: Arizona Health Care Cost Containment System
Program: 3 Acute Care
Subprogram: 1 **Traditional Services**

Statute:
A.R.S. § 36-2901.4(

Contact: Matthew
Mission: To provi

Description: When th
from the
was esta
already i
parents

The *Funding* button will turn green to indicate that you're at the correct hierarchical level to enter the fund amounts for this program or subprogram.

Red means the program has subprograms in the hierarchy so you must go to a lower level. The *Plan Funding* report summarizes all the subprogram funding entered.

Green means funding should be entered because you're at the subprogram level, or you're at the program level and no subprograms exist.

Funding

Close

Agency: HCA Arizona Health Care Cost Containment System
Program: 3 Acute Care
Subprogram: 1 **Traditional Services**

Funding Sources *	FY 2021 Actual	FY 2022 Estimated	FY 2023 Estimated
General Funds:	0.0	0.0	0.0
Other Approp:	0.0	0.0	0.0
Other Non-approp:	0.0	0.0	0.0
Federal Funds:	0.0	0.0	0.0
FTE Positions:	0.0	0.0	0.0

* Entered in thousands except FTE Positions

1 To provide incr
2 To address the

★ Only single-click to make a sel

All numbers must be expressed in thousands and rounded to hundreds, with the exception of FTE Positions.

These numbers should also correspond and reconcile to BUDDIES for **each fund**.

Explore Plans

Display Below: Programs, Subprograms, Goals, Objectives, PMs | Reorganize Items Below: (no mode selected currently) | Close

| Programs | Subprograms | Goals | Objectives | PMs | Delete Mode | Move Mode | Clear | Execute | Save | Cancel |

Explore Plans

* Double-click to edit/view the item or,
Single-click to select item in Delete/Move mode.

*	P	S	G	O	PM	
	0	0	0	0	0	P 0 Department of Transportation
	0	0	1	0	0	G 1 To operate better, faster, and more efficiently
	0	0	1	1	0	O 1 FTE Count
	0	0	1	1	1	P 1 # of Agency FTE Count
	0	0	1	2	0	O 2 Arizona Management System Adoption
	0	0	1	2	1	P 1 % of Arizona Management System Adoption
	0	0	1	3	0	O 3 Regrettable Attrition
	0	0	1	3	1	P 1 # of Regrettable Attrition
	0	0	1	4	0	O 4 Administrative Rules
	0	0	1	4	1	P 1 # of Administrative Rules Improved or Repealed
	0	0	1	5	0	O 5 Breakthroughs Achieved
	0	0	1	5	1	P 1 # of Breakthroughs Achieved
	0	0	1	6	0	O 6 Services Online
	0	0	1	6	1	P 1 % of Services Online
	1	0	0	0	0	P 1 Administration
	1	1	0	0	0	S 1 Director's Office / Transportation Board
	1	1	1	0	0	G 1 To Implement and Leverage the Arizona Management System
	1	1	1	1	0	O 1 Implement AMS
	1	1	1	1	1	P 1 AMS Assessment Score
	1	2	0	0	0	S 2 Transportation Support Services
	1	2	1	0	0	G 1 Default Goal
	1	2	1	1	0	O 1 Default Objective
	1	2	1	1	1	P 1 Default performance measure
	1	2	2	0	0	G 2 Default Goal
	1	2	2	1	0	O 1 Default Objective
	1	2	2	1	1	P 1 Default performance measure
	1	3	0	0	0	S 3 Arizona Highways Magazine
	2	0	0	0	0	P 2 Intermodal Transportation
	2	1	0	0	0	S 1 Maintenance
	2	1	1	0	0	G 1 To Increase Transportation Throughput

Set Colors

Summary of Features

Explore Plans has three features for managing your work. Each of these features will be explained in detail on the following pages.

1. Outline Your Planning Elements

2. Review and Edit Selected Elements

3. Reorganize Planning Elements

Outline Your Planning Elements

Explore Plans displays your planning elements in the hierarchy. Hierarchical levels can be made visible or hidden. Each planning level is color coded.

The pink area will list only the planning levels that are currently selected to be visible.

In this example, all levels are listed because all levels were selected to be displayed below.

The five planning level buttons determine what is displayed. All levels below the selected button are hidden.

Since PMs are the lowest level, all levels and planning elements are displayed.

For example, if you click *Goals, Objectives* and *Performance Measures* will be hidden.

You can change colors if the default colors for the five levels are hard to see.

Notice the five planning level buttons display the colors they're set to and these colors are used when listing your planning elements below.

This entry is for:
Program #1
Subprogram #2
Goal #1
Objective #0
Performance Measure #0

All planning element names are prefixed with the initial of the planning level followed by the number of the element within the level.

For example, this planning element is the fifth goal.

Display Below: Programs, Subprograms, Goals, Objectives, PMs | **Reorganize Items Below:** (no mode s
Programs | Subprograms | Goals | Objectives | PMs | Delete Mode | Move Mode | Clear | Exec

*	P	S	G	O	PM	Set Colors	Explore Plans	* Double-click to edi * Single-click to sele
	0	0	0	0	0		P 0 Department of Transportation	
	0	0	1	0	0		G 1 To operate better, faster, and more efficiently	
	0	0	1	1	0		O 1 FTE Count	
	0	0	1	1	1		P 1 # of Agency FTE Count	
	0	0	1	2	0		O 2 Arizona Management System Adoption	
	0	0	1	2	1		P 1 % of Arizona Management System Adoption	
	0	0	1	3	0		O 3 Regrettable Attrition	
	0	0	1	3	1		P 1 # of Regrettable Attrition	
	0	0	1	4	0		O 4 Administrative Rules	
	0	0	1	4	1		P 1 # of Administrative Rules Improved or Repealed	
	0	0	1	5	0		O 5 Breakthroughs Achieved	
	0	0	1	5	1		P 1 # of Breakthroughs Achieved	
	0	0	1	6	0		O 6 Services Online	
	0	0	1	6	1		P 1 % of Services Online	
	1	0	0	0	0		P 1 Administration	
	1	1	0	0	0		S 1 Director's Office / Transportation Board	
	1	1	1	0	0		G 1 To Implement and Leverage the Arizona Management System	
	1	1	1	1	0		O 1 Implement AMS	
	1	1	1	1	1		P 1 AMS Assessment Score	
	1	2	0	0	0		S 2 Transportation Support Services	
	1	2	1	0	0		G 1 Default Goal	
	1	2	1	1	0		O 1 Default Objective	
	1	2	1	1	1		P 1 Default performance measure	
	1	2	2	0	0		G 2 Default Goal	

Review and Edit Selected Elements

You can quickly navigate through your plan elements without drilling through hierarchy levels, one level at a time, as you do when using the *Update Plan* forms. This lets you "jump" to any part of your plan making it easy to update and review.

A footnote describes how the planning element buttons should be clicked.

Double-clicking buttons to the far left open selected plan elements.

Once you finish reviewing or editing a planning element, simply close it to return to the *Explore Plans* form.

Reorganize Planning Elements

This form is useful for reordering your goals, objectives, and performance measures. It's also extremely helpful for agencies that have made program structure changes because it aids in the movement of planning elements without losing any history. Goals, objectives, and measures can be moved by following these steps:

1. Click *Move Mode* to enable the feature.

AZIPS will pop-up a reminder of how to move items.

Note: The *pink area* indicates *Move Mode* is now enabled.

5. Click *Save* to confirm all change(s) that used the *Execute* button or click *Cancel* to return items to their location at the last save.

4. Click *Execute* to move the checked item to its new position in the organization. An "x" will appear to the left of the moved item. Review the "x" item to ensure the proper placement.

If there are other items to move, click *Clear* and repeat steps 2 – 4 until all items are moved.

2. Select a goal, objective, or performance measure to move by clicking the check box to the left of the text (check boxes appear after *Move Mode* is enabled).

3. Select the goal, objective or measure where you want to move the planning element under/after by clicking the gray button in column '*' of the form.

If needed, click *Clear* to erase all selections and start step #2 again.

Reorganize Planning Elements

Here is an example of reordering a performance measure.

0	0	1	1	8	☐	P 8 Average number of days from receipt of application for establishment license to granting of lic
0	0	1	1	9	☐	P 9 Percentage of renewals within 3 days
0	0	1	1	10	☐	P 10 Administration as a percentage of total cost
0	0	1	1	11	☐	P 11 Customer satisfaction rating (Scale 1-8)
0	0	1	1	12	☑	P 12 Number of licensees (new and existing)
0	0	2	0	0	☐	G 2 To investigate and resolve consumer and Board initiated complaints in accordance with statutes and
0	0	2	1	0	☐	O 1 Since establishment inspections started in 2010 the number of consumer compaints has decrease
0	0	2	1	1	☐	P 1 Complaints about licensees received and investigated

1. Click *Move Mode* and click *OK* on the reminder message that pops up.

Check P12 as the items to be moved.

Single-click on P11 to designate it as the location where P12 is to be moved after.

Explore Plans - Execute ☒

Confirm your intention to move the selected items.

Items with a checkmark will then be moved AFTER the item selected in the '✴' column.

An 'X' will be prefixed to the begining of the name for items that moved.
The 'X' prefix will be removed when you 'Save' all moves.

Don't forget to 'Save' your moves when you're done.
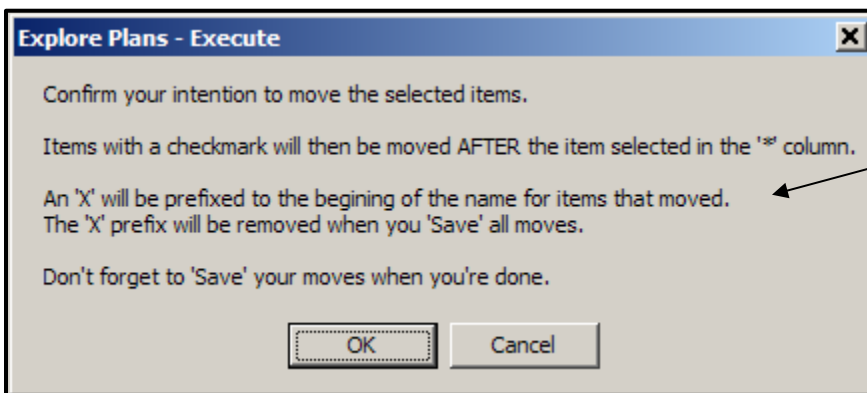
[OK]   [Cancel]

2. Click *Execute*.

Review the move (*Cancel* lets you reselect before moving).

OK moves the checked item after the item with the depressed button.

0	0	1	1	8	☐	P 8 Average number of days from receipt of application for establi
0	0	1	1	9	☐	P 9 Percentage of renewals within 3 days
0	0	1	1	10	☐	P 10 Administration as a percentage of total cost
0	0	1	1	11	☐	xP 10 Number of licensees (new and existing)
0	0	1	1	12	☐	P 11 Customer satisfaction rating (Scale 1-8)
0	0	2	0	0	☐	G 2 To investigate and resolve consumer and Board initiated complaints in accordance with statutes and rules in
0	0	2	1	0	☐	O 1 Since establishment inspections started in 2010 the number of consumer compaints has decreased.
0	0	2	1	1	☐	P 1 Complaints about licensees received and investigated

3. Look for the item with an 'x' prefix to determine where your checked item was moved to. If the location is wrong, move the item again before saving.

Click *Save* and confirm your action. The 'x' prefix is removed and *Move Mode* is disabled.

Reorganize Planning Elements

Planning elements can be deleted following these steps.

1. Click *Delete Mode* to enable the feature.

AZIPS will pop-up a reminder of how to delete items.

Note: pink indicates *Delete Mode* is now enabled.

2. Select a goal, objective, or performance measure to delete by clicking the check box to the left of the text (check boxes appear after *Delete Mode* is enabled).

Reselect or click *Clear* to unselect items.

Agencies cannot delete programs or subprograms.

3. Click *Execute* to delete the checked item(s) and confirm your action.

If there are other items to delete, repeat steps 2 – 4 until all items are deleted.

4. Click *Save* to confirm all deletions or click *Cancel* to return items to their location since the last save.

Reorganize Planning Elements

Here is an example of deleting a goal.

**This feature should be used with care due
to the hierarchy of the planning levels.**

For example, if a goal is deleted, the objectives and
performance measures associated with it will also be
deleted.

1	0	2	1	11	☐	P 11 Percentage (annual) of agency budget and strategic plan co
1	0	2	1	12	☐	P 12 Percent of notice of administrative hearing issued within 3 w
1	0	3	0	0	☑	G 3 To provide leadership on children's environmental health
1	0	3	1	0	☑	O 1 < Default Description >
1	0	3	1	1	☑	P 1 Continue to implement the action plan to integrate children's e
2	0	0	0	0	☐	P 2 Air
2	1	0	0	0	☐	S 1 Air Quality Management and Analysis
2	1	1	0	0	☐	G 1 To provide value to all of Arizona

If a goal was selected to be removed, as shown here,
the associated objectives and performance measures
would be deleted as well.

If an objective was selected to be removed, all
associated performance measures would be deleted.

Only a performance measure can be removed one
item at a time.

Be sure to look carefully at what is actually checked
before clicking *Execute*.

Select one or more programs/
subprograms to report on. The Master List
will automatically report on all programs.

Reports

Close

Program	SubProgram			
		Select All Programs	Clear Selections	
		Department of Transportation		
1		Administration		
1	1	Director's Office / Transportation Board		
1	2	Transportation Support Services		
1	3	Arizona Highways Magazine		
2		Intermodal Transportation		
2	1	Maintenance		
2	2	Construction		
2	3	Intermodal Transportation Planning		
2	4	Vehicles and Heavy Equipment		
3		Motor Vehicle		
3	1	Customer Services		
3	2	Motor Vehicle Enforcement Services		

Master List
(Prints Entire Agency)

Preview   Print

Print the *Master List* information for OSPB.

Agency List *

Preview   Print

* Includes Objectives and PMs not checked for inclusion in the Master List.

Budget Measures

Preview   Print

Revised Performance Measure Descriptions

Preview   Print

At least one program must be selected before running one of these reports.

5-Year Plan

Preview   Print

Not In Master List

Preview   Print

Select one or more programs/subprograms to report on. The Master List will automatically report on all programs.

Reports

Program SubProgram		
Select All Programs	Clear Selections	

Department of Transportation
1		Administration
1	1	Director's Office / Transportation Board
1	2	Transportation Support Services
1	3	Arizona Highways Magazine
2		Intermodal Transportation
2	1	Maintenance
2	2	Construction
2	3	Intermodal Transportation Planning
2	4	Vehicles and Heavy Equipment
3		Motor Vehicle
3	1	Customer Services
3	2	Motor Vehicle Enforcement Services

Master List (Prints Entire Agency)
Preview   Print

Agency List *
Preview   Print

Budget Measures
Preview   Print

Revised Performance Measure Descriptions
Preview   Print

5-Year Plan
Preview   Print

Not In Master List
Preview   Print

Close

Select the *Agency List* report to review all AZIPS planning elements, including those elements not included in the Master List report, such as:
- ✓ Planning Objectives
- ✓ Performance Measures not flagged as ML

PMs not checked for inclusion in the Master List.

Use the *Budget Measures* report to review which performance measures are going to be published in the *Executive Budget*.

For unaligned agencies:

The *Plan Funding* report aids in ensuring AZIPS financial data is reconciled to BUDDIES financial data.

Any change to BUDDIES after the September submission may require a revised AZIPS submission.

Not in Master List shows all goals without any performance measures marked as being included in the *Master List*.

Saving reports provides a means for sharing information with others in the organization that don't have AZIPS.
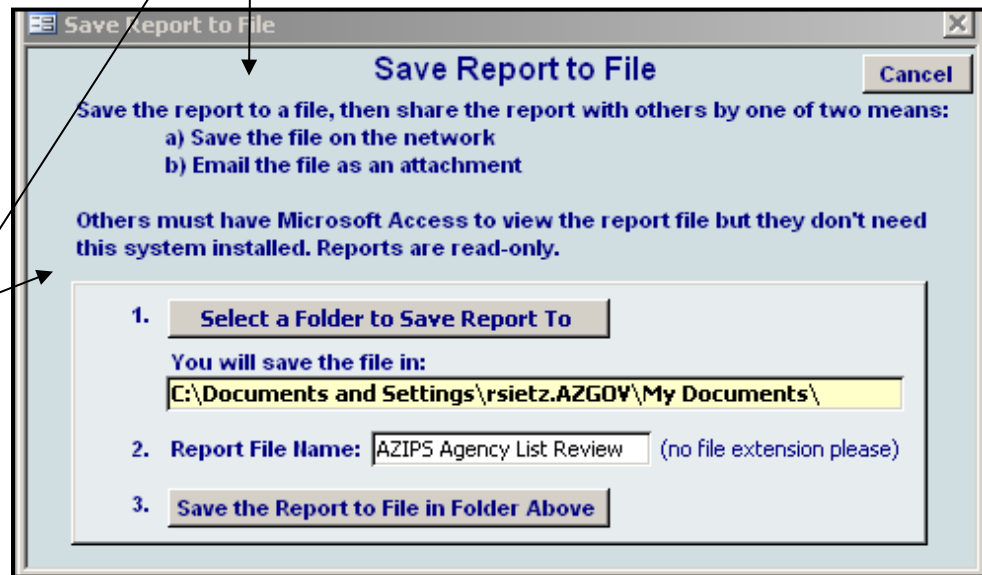
When a report is opened a *report menu-bar* will appear at the top of the window with three buttons.

Print will print a hardcopy and *Close* will return you to the form.

File   Edit   View   Tools   Window   Help

Print   Save Report   Close

The *Save Report* button will pop-up a dialog. This gives you the ability to save the report as a file in any location. You can then share the report with others by emailing it as an attachment or letting them know where it is on a shared network drive. Others can view it without the AZIPS application.

They do need Microsoft Access installed but don't need to know how to use Access. Access simply displays the report as a static image that can't be changed.

Save Report to File

Save Report to File   Cancel

Save the report to a file, then share the report with others by one of two means:
   a) Save the file on the network
   b) Email the file as an attachment

Others must have Microsoft Access to view the report file but they don't need this system installed. Reports are read-only.

1.   **Select a Folder to Save Report To**

You will save the file in:
C:\Documents and Settings\rsietz.AZGOV\My Documents\

2.   **Report File Name:** AZIPS Agency List Review   (no file extension please)

3.   **Save the Report to File in Folder Above**

The reports have been designed to have small fonts because of the volume of pages for printing/publishing, especially at the state level.

When you open a report for preview, the page will usually be set to fit it on the screen. The cursor will be a magnifying glass with a plus sign in it.

Zoom = Fit

Left-clicking on the report will zoom it to 100%. The cursor will become a magnifying glass with a minus sign in it.

Zoom = 100%

Right-clicking on the report, lets you zoom to other sizes. You can also enter any zoom size, instead of picking from the list.

This *Zoom* feature also works for people who don't have the application and are reading the reports you created using the *Save Report to File* feature (see previous page). Let others know when they see your reports in Snapshot Viewer that they can zoom.

Zoom = 130%
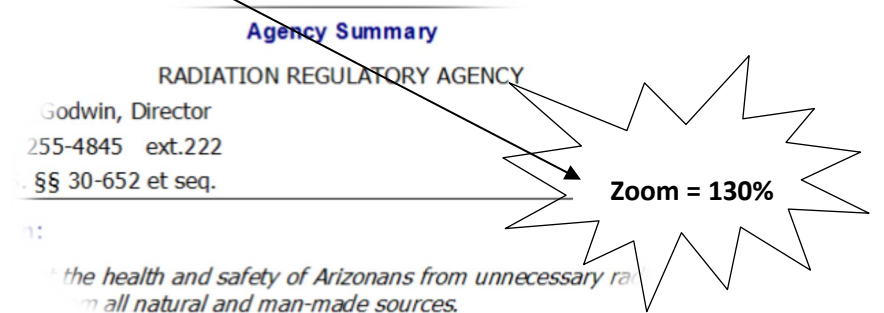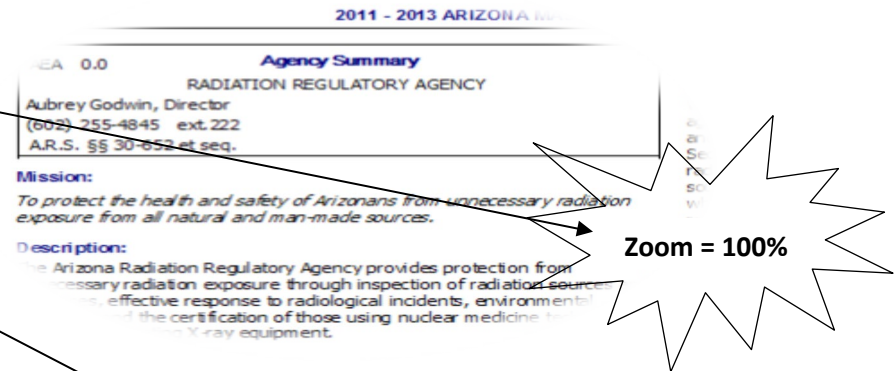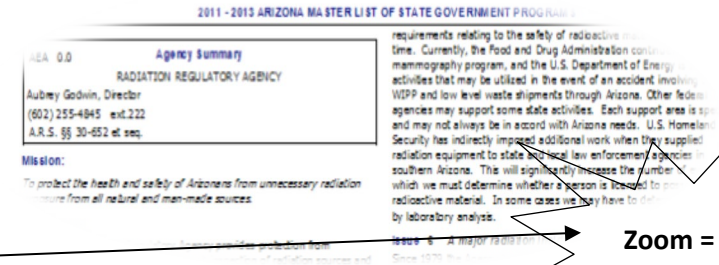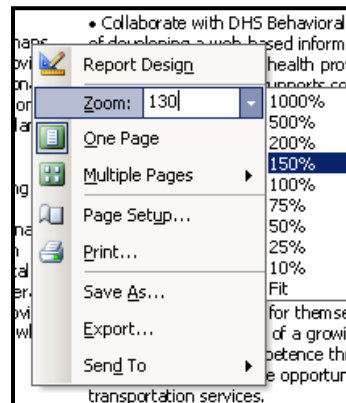
The *Check Data* form can be run from the *Main Menu*.

It automatically runs when you pick *Send to OSPB.*

Check Data   [Close]

All programs and subprograms have an entry in the 'Statute' field: ☑

You have at least one strategic issue: ☑

All goals have a description: ☑

All goals have at least one performance measure: ☑

All performance measures have a type and amounts: ☑

All goals have at least one Master List performance measure: ☑

Your data entries pass the automated data check.

You may submit your data after you've reviewed the Master List report.

Your OSPB Analyst will also be reviewing your data. Corrections will require you making the edits and resubmitting the data file and hardcopies.

Please double-check your work.   Thank you.

When all required data checks pass, a message will confirm it.

Agencies must still review the reports to be sure everything is accurate and complete.

A checkmark indicates that the data check has passed.

In this illustration, all data checks have passed.

Check Data

All programs and subprograms have an entry in the 'Statute' field:

ERROR: You have at least one statute missing. Click on the button to enter the missing statute(s). [Statutes Missing]

You have at least one strategic issue:

ERROR: You must have entered at least one strategic issue in your plan. Click the button to add one. [Strategic Issues]

All goals have a description:

ERROR: Every goal must have a description. Click the button to list these goals. [Goals Missing Data]

All goals have at least one performance measure:

ERROR: Every goal must have at least one performance measure. Click to list goals missing PMs. [Incomplete Goals]

All performance measures have a type and amounts:

ERROR: Every PM must have a type & all amounts must be entered. Click the button to list these PMs. [PMs Missing Data]

All goals have at least one Master List performance measure:

WARNING: Every goal should have at least one measure with a checkmark for Master List. Every goal should be measurable when published. Click the button to list these goals. [Goals Without Measures]

AZIPS can only check some of the basic requirements.

The first five checks must pass before you're allowed to submit a data file to OSPB.

If a data check does not pass, an error or warning message will appear below with a button. The button will display the details of what needs to be addressed.

In this illustration, none of the data checks have passed.

Missing Performance Measures Information

A warning won't prevent you from submitting, but goals without performance measures for the _Master List_ will be questioned by OSPB before publishing.

Send to OSPB

Before submitting a data file, complete the *Contact Information* form. This should be the person transmitting AZIPS to OSPB.

OSPB will send an email upon receipt of the file. There will also be an email with each revision transmitted.

All fields are required.

Contact Information

| Agency: | Arizona Health Care Cost Containment System |

Please fill in your contact information so OSPB can reply with a status on your submittal.
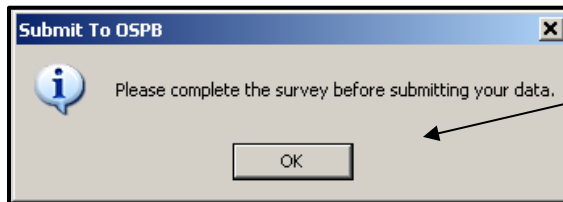
Name:

Email:

Telephone:

NEXT STEP

Contact OSPB if you do not receive an email within one business day confirming your data file submittal.

Submit To OSPB ✕

ℹ Please complete the survey before submitting your data.

OK

Please complete the survey.

Responses to surveys are used to make improvements to the application for future years.

An electronic submittal is required with each revision.

Alternative methods are still available, but eFile is the fastest and easiest way to send your electronic data.

Office of Strategic Planning and Budgeting
AZIPS Submittal
1700 W. Washington, Suite 600
Phoenix, AZ 85007
Phone: (602) 542-5381

Send to OSPB

Close

This system includes data for fiscal years 2021 through 2023

The statutory due date is 9/1/21. You have 71 days remaining.

Requests for filing extensions from OSPB must be made by 8/17/21.

Send to OSPB

Notes:

Agencies must send two hardcopies; ARS § 35-113. In addition, the data file must be received on time.

Data files must be resubmitted each time you send hardcopies for revisions.

For technical support:
Tao Jin
(602) 475-7182
tjin@az.gov

Planning Survey

Planning Survey

Print | Close

1	Did you or members of your agency staff attend training that OSPB provided on AZIPS?	[dropdown]
2	Did you require or request any help from OSPB staff prior to your submittal?	[dropdown]
3	If help was requested, how would you rate the responsiveness of the OSPB Staff?	[dropdown]
4	If help was requested, how would they rate the helpfulness of the OSPB Staff?	[dropdown]
5	How would you rate the usefulnesss of the written instructions on AZIPS?	[dropdown]

Excellent
Good
Satisfactory
Needs Improvement
Poor
Not Applicable

6 If you or members of your staff did not attend training, why not?

7 If you requested help, what was the nature of your request(s)?

8 Other Comments (Please comment for rating of Satisfactory or below)

9 Who installed the AZIPS application on your computer?

10	If agency staff installed AZIPS, how would they rate the ease of installing the system?	[dropdown]
11	How would you rate the usefulness of AZIPS as a tool to convey information to OSPB?	[dropdown]
12	How would you rate the overall experience using AZIPS?	[dropdown]

13 What do like best about AZIPS? (Please comment for Excellent ratings):

14 What do you like least about AZIPS? (Please comment for ratings of Satisfactory or below):

The *Planning Survey* responses help our office continuously improve our instruction, support, and AZIPS application.

The AZIPS *Utilities* offer the following features:

- ✓ Find where the application data and your copy of the program files are located.
- ✓ Make copies of your data file as an intraday precaution (very quick and easy).
- ✓ Get instruction on how to add additional users to your application.
- ✓ You may be instructed to open the *Administrative Use* features during a support call from OSPB System Support.

Frequently Asked Questions

Who do I call to get help?

If assistance with any aspect of the submission is needed, please contact your agency's assigned OSPB analyst. To determine which OSPB analyst is assigned to an agency, either call OSPB's central office at (602) 542-5381 or look at the OSPB agency assignment list. Agencies should have the instructions available so information may be referenced easily. Assigned analysts help with how to use AZIPS and provide assistance in selecting meaningful measures for the *Master List of State Government Programs*.

What is AZIPS?

The Arizona Integrated Planning System (AZIPS) is the information collection tool for the *Master List of State Government Programs* publication and agencies' five-year strategic plans. All agencies are required to use this automated application for their submission.

How do I get the AZIPS applications?

The AZIPS application and installation instructions are available on OSPB's website here.

What do I submit on the due date?

The electronic submission, plus two hard copies of the *Master List* report from AZIPS.
OSPB will distribute the two hard copies.

Where do I submit?

Agencies should send **both** copies to: Governor's Office of Strategic Planning and Budgeting
1700 W. Washington
6th Floor, Executive Tower
Phoenix, AZ 85007

What happens if I need to submit a revision?

Agencies should notify their OSPB analyst as soon as it becomes apparent that a revision must be made. Revisions should be submitted on colored paper. **Write "Revision" and the date on the bottom left-hand corner** with the same number of copies as the original submission (two hard copies).

> **Important Note**
> **Any revision to BUDDIES for *unaligned* agencies will likely require a revision to AZIPS to ensure the financial information in both applications is the same.**

A data file submission must accompany every revision using the eFile method.

What other reference material is available to help in planning?

Publications are available from OSPB's website.

Planning Terms

Note that AZIPS planning terminology and definitions are slightly different than those used by cabinet-level agencies in their 2-page strategic plan under the Arizona Management System (AMS).

Budget Measures: The *Executive Budget* publication is statutorily required to include selected performance measures. These measures are intended to reflect the agency's performance of the functions for which it was created.

To provide continuity from year to year, OSPB "locked" the *Executive Budget* measures in AZIPS to ensure the measures will be reported in a consistent manner. Users cannot delete these "locked" measures, and must update them. Any changes to the wording of a locked measure (clarification or change of methodology for data collection) or the addition or deletion of a locked measure will follow a formal process, described below, that will require OSPB approval.

Agencies should use AZIPS to request additions, changes, or deletions from OSPB for budget related performance measures. This request is made by utilizing the *Revised Performance Measure Description* box on the *Performance Measure Information* screen for the budget related performance measure in question. In the request, be specific about how the new or revised measure should read. If a measure should be deleted, have the changed wording say, "This measure should be deleted." In all cases, provide strong, specific arguments about why the change is necessary. OSPB will review the request and inform the agency of approved changes and make the necessary changes before publication.

For many cabinet agencies, there have been substantial changes to the Executive Budget measures since last year. If there are any questions about these changes, please contact your OSPB analyst.

Description — a summary of the major duties, responsibilities, and customers of the agency or program.

Financials: Virtually all agencies have budget (BUDDIES) and planning (AZIPS) structures that are aligned and don't submit financial information in AZIPS. AZIPS knows which agencies require the input of financial information and which agencies do not. Only AHCCCS, Community Colleges, Judiciary, and the Board of Regents (but, not the universities) remain unaligned and need to reconcile their financials in AZIPS and BUDDIES.

Funding Information —the four non-aligned agencies (meaning the budget structures in BUDDIES do not align with the planning structures in AZIPS) will need to enter the following information into AZIPS:

- A summary of total program and subprogram FY 2021 expenditures through the 13th month.
- FY 2022 appropriations and expenditure plans
- FY 2023 budget request for all funds

Goals — the desired end results, generally after three or more years. The program and subprogram operational plans should include goals that reflect strategic directions, any internal plans to increase efficiency or effectiveness, and primary activities.

Mission Statement — a *brief* statement of purpose that outlines the agency's or program's reason for existing. Mission statements should reflect the statutory authority for the existence of the agency or program.

Performance Measures — used to measure results. Performance measures provide a basis for benchmarking the program's and subprogram's goals. Agencies should choose key outcome-oriented measures for inclusion in the *Master List.*

Strategic Issues — strategic issues are the key challenges or special circumstances (problems) facing the agency. Strategic issues often develop in response to resource limitations, new alliances, customer concerns, court decisions, audits, or other factors. Note: *Issues* are *problems*, not *goals.*

Strategies —how an agency plans to address a strategic issue.

Submittals: Besides the electronic submissions, agencies must provide two hard copies. OSPB will notify you when your agency's data has been received. Revisions also require the same number of hard copies as well as an updated electronic submission of the data. For the four agencies that enter their financials in both AZIPS and BUDDIES, a revision from BUDDIES may require a corresponding update and revision in AZIPS. Submittal instructions are included on page 42.

Planning Terms (continued)

Resource Assumptions — agencies need to project resource needs for FY 2024 through FY 2026; OSPB will use the agency's requested budget amounts in BUDDIES to be the resource assumptions for fiscal years 2022 and 2023.