



*State
of
Arizona*

*Janice Brewer
Governor*

Master List of State Government Programs

Data Reporting Instructions

Arizona Integrated Planning System (AZIPS) Users Guide

Fiscal Years 2011 - 2013

Governor's Office of Strategic Planning and Budgeting

Janice K. Brewer
Governor



GOVERNOR'S OFFICE OF
STRATEGIC PLANNING AND BUDGETING

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Good planning and the ability to link your planning to budgeting are a matter of ongoing importance to ensure that public resources are being spent wisely and on priority issues. A comprehensive strategic planning process is one tool that agencies can utilize to evaluate priorities and ensure that resources are directed toward priority programs and issues.

Attached are instructions to aid agencies in using the Arizona Integrated Planning System (AZIPS) to provide the necessary information for the compilation of the fiscal years 2011 – FY 2013 *Master List of State Government Programs*. The *Master List* is a collection of various strategic planning elements, including strategic issues, mission statement, description, goals, performance measures, and funding. The *Master List* is an integral component of program budgeting. The Governor's Office of Strategic Planning and Budgeting published *A Guide for Agency Program Structures* in March 2004, to assist agencies in understanding the linkage between the *Master List* and the *Executive Budget Recommendation*. As agency budget and planning structures are aligned, the funding required to achieve mission critical goals becomes more transparent. As a result, Legislative and Executive decision-makers are able to access additional information to facilitate decisions concerning how fiscal choices impact performance.

We look forward to working with you this year. As always, we continue to rely on agency feedback to give us constructive criticism to improve our products and services. As in the past, a survey is provided in AZIPS and will automatically be transmitted with your electronic submission due on September 1st.

Very truly yours,

A handwritten signature in blue ink, appearing to read "John Arnold", written over a horizontal line.

John Arnold
Director

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Overview – Training

OSPB offers classes for state agencies to better understand:

- ✓ Requirements of the *Master List of State Government Programs* publication
- ✓ Planning terms, due dates and common practices
- ✓ What information to enter, what reports to run and what to submit
- ✓ How planning relates to individual agencies and ask specific questions

Registration: Email Pam Ray at OSPB at pray@az.gov with the date and time of the course and how many people will attend

Class dates:

Tuesday	July 19, 2011	1:00 – 3:00
Thursday	July 28, 2011	3:00 – 5:00

Note: In the past, OSPB has offered several AZIPS training courses at different times and locations throughout the summer. In 2011, only TWO class dates will be available, and both courses will be held at in Room 300 of the Department of Administration Building, 100 North 15th Avenue, Phoenix.

Cancellation: Email Pam Ray at OSPB at pray@az.gov as soon as possible
Seating is limited.

Prerequisite: Basic information about the Arizona State Strategic Planning Process Model will not be covered in this class. It is recommended that new state planners with no prior planning experience reference the *Managing for Results—Strategic Planning and Performance Measurement Handbook* on the OSPB website at www.azospb.gov; pick the ‘Strategic Planning Material’ page from the left menu.

Who should attend?

Planners who have never used the AZIPS system. There haven’t been any major system or policy changes from last year. Experienced AZIPS users need not attend unless a refresher course is desired.

Overview – Planning Calendar

The following key dates are important for this fiscal year.

- | | | |
|---------------------|------------------|---|
| July 19, 2011 | Training: | Operating the AZ Integrated Planning System (AZIPS) 1:00 – 3:00 |
| July 28, 2011 | Training: | Operating the AZ Integrated Planning System (AZIPS) 3:00 – 5:00 |
| Aug.16, 2011 | Deadline: | Requests in writing for extensions of the September 1 deadline due to OSPB |
| Sep. 1, 2011 | Deadline: | Agency’s <i>Master List of State Government Programs</i> submittal due to OSPB |
| Oct. 1, 2011 | Deadline: | Approved extended submissions are due on or before this date |
| Oct. 31, 2011 | Deadline: | Last day for any revisions
Revisions require new electronic data files and hardcopies of the revisions.
Agencies required to submit financial information in AZIPS (Phase III program budgeting agencies whose AZIPS and BUDDIES structures are not yet aligned) are required to update financial information in AZIPS if BUDDIES is revised. |
| Jan. 1, 2012 | Deadline: | Five-Year Plans from Annual Budget Units due to OSPB, Legislature and online |

Overview – System Installation

There are some important considerations for the installation of the AZIPS system. The actual installation doesn't require technical assistance, but some thought is needed.

“Install AZIPS right away so it's ready when you are.”

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

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

The system is composed of two Microsoft Access files. One file contains the data and the other contains the program. If there's more than one user or PC, the data **must** be located on a network and copies of the program **must** be placed on the local drive of each PC. 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 if this is your situation.

User Considerations:

- Additional users will need to be added to the system so that they will have a properly configured connection to the data file. Do **NOT** re-install the system. The install will tell you how to properly add additional users.
- Users changing PCs will likely need to be added as a new user to AZIPS. Call OSPB's System Support for help.
- All users have full access to the data. The system doesn't provide different roles/responsibilities for individuals. AZIPS lets you share your reports with those who don't have the system installed.

OSPB has prepared an installation document which provides step-by-step instructions for users without prior experience. Copies are available at all training sessions or by requesting it from ospbadmin@az.gov. Abridged instructions, which most people find sufficient, are available from OSPB's Website at the top of the page.

Overview – Publishing Requirements

Financials: OSPB published *A Guide for Agency Program Structures* in March 2004 to assist agencies in understanding the linkage between the *Master List* and the *Executive Budget Recommendation*. Agency budget (BUDDIES) and planning (AZIPS) structures that are aligned don't submit financial information in AZIPS. AZIPS knows which agencies require the input of financial information or not. Only a few agencies are unaligned and need to reconcile their financials in AZIPS and BUDDIES (more on this topic later in this document).

Budget Measures: The *Executive Budget* publication includes selected performance measures to be highlighted in the budget. Ideally, these measures would be items that are most reflective of an agency's mission critical operations and associated performance.

In order to provide continuity from year to year OSPB "locked" certain measures within AZIPS to ensure the measures will be reported on each year. Users can't delete these "locked" measures. Agencies will only have the capability to update these measures. Any changes to the wording of the measure (clarification or change of methodology for data collection), or the addition or deletion of measures will follow a formal process that will require OSPB approval and action. The measures that have been "locked" are a combination of measures selected by the agency in prior AZIPS submissions and ones clarified, chosen, or created by OSPB analysts to most accurately reflect agency performance.

Agencies use AZIPS to request additions/changes/deletions from OSPB for budget related performance measures. This is done by including the new description on the performance measure form. In the request, be specific about how the new/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.

Submittals: Besides five hardcopies, agencies are asked to eFile their AZIPS data to OSPB. OSPB will e-mail you when we've successfully loaded your agency's data into our centralized database for review. Revisions also require the same number of hardcopies as well as an updated eFile of the data. For agencies that reconcile their financials in AZIPS and BUDDIES, a revision from BUDDIES may require a corresponding update & revision from AZIPS.

Overview – Planning Terms

AZIPS uses the following terms in **agency level** planning:

Strategic Issues — reflects customer concerns and resource needs; often results from statewide policy issues that have been identified through Executive or Legislative initiatives, and represents agency-wide operational issues such as information systems, personnel management, etc.

Strategic issues often transcend program structure. Typically, only a few strategic issues will be addressed so that agency efforts remain focused on their most important concerns. Agencies should decide how results would be achieved. Results may happen by improving a process or reallocating existing resources or requesting additional resources in the ensuing budget request. Goals and performance, if possible, should be developed in response to identified strategic issues.

Mission Statement — a brief, comprehensive statement of purpose and reason or the public benefit for the existence of the agency. When writing a mission statement, consideration should be given to these questions: (1) Who are we? (2) What do we do? (3) For whom do we do it? (4) Why do we do it? Agency mission statements should be based upon the public policy or statutory authority for the existence of the agency.

Description — a summary of the agency's major duties, responsibilities, and customers served. Also, be sure to note whether other agencies are involved in jointly administering or coordinating cross-cutting governmental activities and who the agency works with to accomplish those programs.

Funding — Agencies that have BUDDIES and AZIPS structures that are aligned will not submit financial information in AZIPS. The financial information reported in BUDDIES will be used to meet the requirement to publish financial information in the *Master List of State Government Programs*. A few agencies will still be required to submit financial information in AZIPS and that financial information will be used for the Master List publication (details follow).

Important Note: Agencies are required to ensure that total agency appropriated funds match the *JLBC Appropriations Report* and to what is reported in BUDDIES. Additionally, information reported on federal funds and non-appropriated funds must match what is reported in the BUDDIES submittal. If the financial information does not tie, the submittal will be sent back to the agency for revision.

Overview – Planning Terms (continued)

AZIPS uses the following terms in **program & subprogram level** planning:

Mission Statement — a brief, comprehensive statement of purpose and the reason for the existence of the program, or subprogram. When writing a mission statement, consideration should be given to these questions: (1) Who are we? (2) What do we do? (3) For whom do we do it? (4) Why do we do it? Program mission statements should be based upon the public policy or statutory authority for the existence of the program or subprogram.

Description — a summary of the program’s major duties or subprogram’s major duties, responsibilities, and customers served. Also, be sure to note whether other agencies are involved in jointly administering or coordinating a particular program or subprogram.

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.

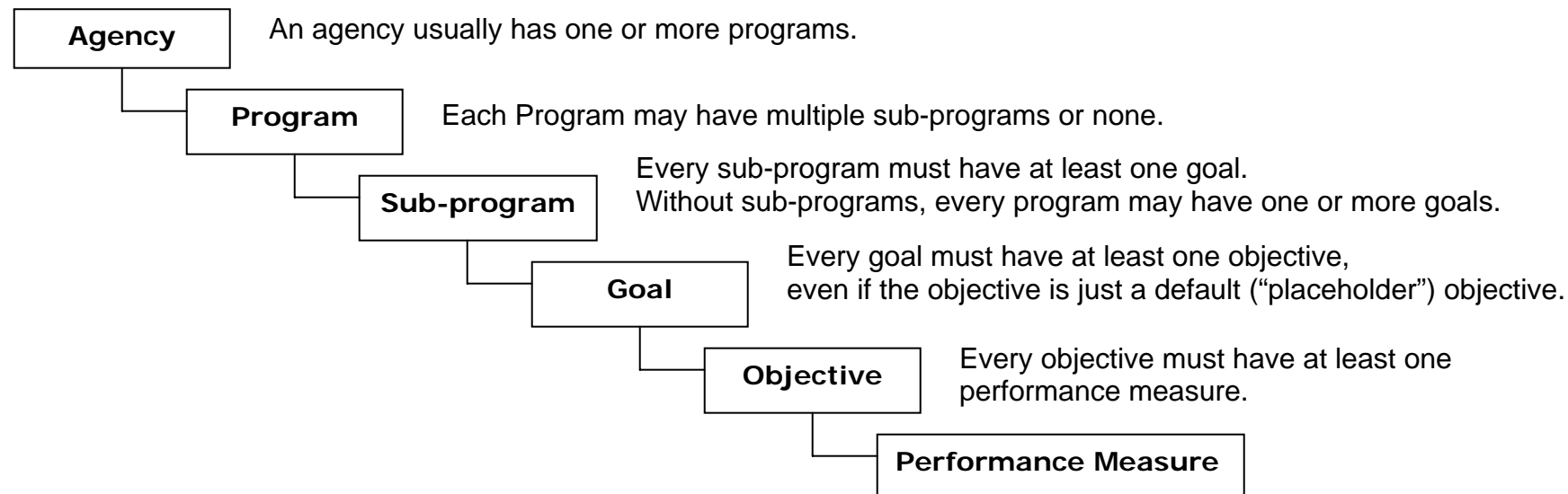
Performance Measures — used to measure results and ensure accountability. Performance measures provide a basis for assessing the successful achievement of the program and subprogram goals. For internal purposes, agencies will need to ensure that an adequate, but manageable, number of performance measures are collected. However, agencies should use the flexibility of the planning system to choose those key outcome-oriented measures for inclusion in the *Master List*.

Funding Information — For remaining Phase III agencies, a summary of total program and subprogram general funds, other appropriated funds, non-appropriated funds, and federal funds for the following fiscal years: FY 2011 actual expenditures—through the 13th month, FY 2012 appropriation and FY 2013 budget request.

FTE Position Information — For remaining Phase III agencies, a summary of the estimated total fund (appropriated and non-appropriated) FTE positions for the agency, and each program and subprogram for the prior FY 2011, FY 2012 appropriation and FY 2013 budget request.

Overview – Planning Hierarchy

AZIPS has been organized in a hierarchical planning structure. The Update forms are designed so that at any level you can select a planning element at a lower level or return to the parent level. Some levels of the planning structure aren't needed by certain agencies, depending on the complexity of the organization. The diagram below outlines the planning levels. Plan information is entered at each of the agency's appropriate levels.

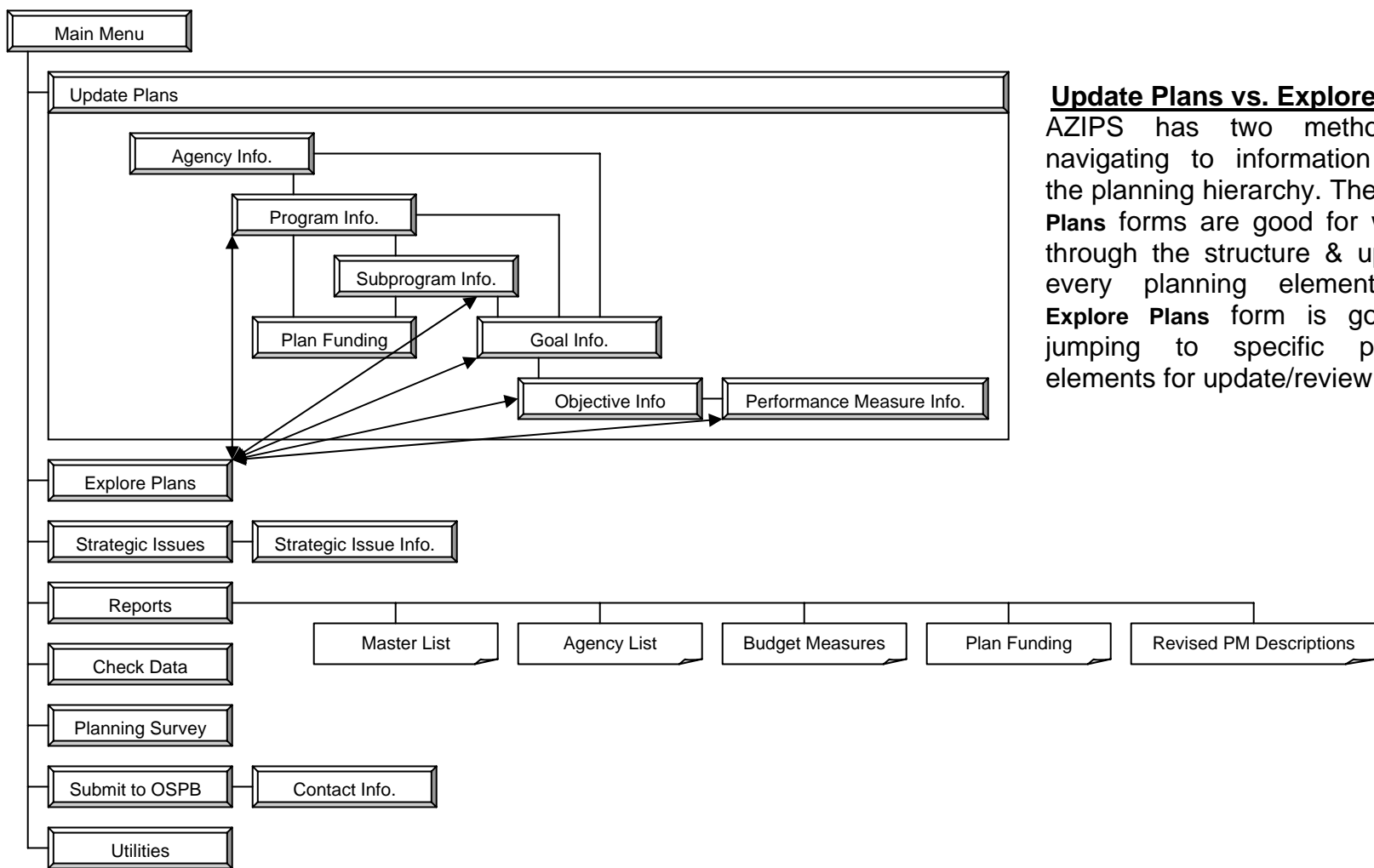


Even for the smallest agency, every agency must have a goal, objective, and performance measure. AZIPS was configured for your agency's programs & sub-programs when you registered your agency during the install.

The planning level '*Objective*' is an optional level for all agencies. Although it is optional, a “default” objective is needed to link Performance Measures to Goals. Many agencies find it helpful to write objectives and have these available for reference.

AZIPS – Major Forms & Reports

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



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

AZIPS – Main Menu

The screenshot shows the AZIPS Main Menu interface. At the top, there is a navigation bar with tabs for Home, Create, External Data, and Database Tools. Below this is a ribbon with various tool groups like Views, Clipboard, Font, Rich Text, and Records. The main content area is titled "Arizona's Integrated Planning System (AZIPS) Main Menu" and "ADA - Arizona Department of Administration". On the left, there is an "Agency Select" section. In the center, there is a vertical list of navigation buttons: Update Plans, Explore Plans, Strategic Issues, Reports, Check Data, Planning Survey, Submit to OSPB, and Utilities. On the right, there is an "EXIT" button and several informational messages, including a "Need help?" section with a link to "contact your Analyst" and a phone number. Callout boxes provide additional context for these elements.

Callout 1 (Top Line): The top line indicates what version of AZIPS is currently running. Sometimes when you open AZIPS, the system may need a few minutes while it automatically updates to a new version.

Callout 2 (Agency Select): The name of your agency will appear here.

Callout 3 (Update Plans): Make sure you've opened the right AZIPS for this year. Agencies will see a three year range except for those appropriated a biennial budget on even numbered calendar years, when a four year range is appropriate. AZIPS will display the correct years for your agency.

Callout 4 (EXIT): EXIT will close the system. All your work is automatically saved.

Callout 5 (Statutory Due Date): The number of days to submit by will count down as a reminder.

Callout 6 (Need help?): Your OSPB assigned analyst is available to help if you have questions on how to use AZIPS.

The **Main Menu's** navigation buttons are explained below:

Update Plans	Edit all the planning hierarchy elements like agency, program, and subprogram forms. Information such as contact information, mission statements, descriptions, goals, objectives, performance measures, and funding (for applicable agencies only) need to be reviewed and revised as necessary. This is where <u>new</u> planning elements can be added.
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AZIPS – Main Menu (continued)

The **Main Menu**'s navigation buttons are explained below:

Update Plans	Edit all the planning hierarchy elements like agency, program, and subprogram forms. Information such as contact information, mission statements, descriptions, goals, objectives, performance measures, and funding (for applicable agencies only) need to be reviewed and revised as necessary. This is where <u>new</u> planning elements can be added.
Explore Plans	<p>Provides an outline of your planning elements in a hierarchy. Hierarchical levels can be visible or made hidden. You can quickly navigate through your plan without drilling through hierarchy levels, one level at a time, as you do when using the Update Plans forms. This lets you “jump” to any part of your plan making it easy to update and review information.</p> <p>Explore Plans also allows the rapid reorganization of goals, objectives, and measures within the hierarchy. The Move Mode reorganizes 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.</p> <p>A Delete Mode is also available.</p>
Strategic Issues	See the list of your agency's strategic issues. Create and edit selected issues. Revise information from last year's submittal.
Reports	<ul style="list-style-type: none"> ✓ Master List (a primary report) ✓ Agency List (a primary report) ✓ Budget Measures (a secondary report) ✓ Plan Funding * (a secondary report) ✓ Revised PM Descriptions (a secondary report) <p>*The Plan Funding report is only available to the few Phase III agencies whose budget and planning structures are not aligned and as such must include funding in both BUDDIES and AZIPS.</p>

AZIPS – Main Menu (continued)

The **Main Menu**'s navigation buttons are explained below:

Check Data	Provides a preliminary check of the AZIPS data prior to submitting to OSPB. You should still review your reports to be sure everything looks complete. Work with your OSPB Analyst on the final review.
Planning Survey	The OSPB survey gets your feedback on all aspects of planning from training to support and ease of using the system to complete your plan information.
Submit to OSPB	Provides different methods to submit your data to OSPB. Data file submittals are required with every hardcopy submittal, including all revisions. The primary submission method is eFile .
Utilities	Find where the system data and your copy of the program files are located. Make copies of your data file as intra-day precautions. Get instruction on how to add additional users to your system. You may be instructed to open the administrative features during a support call from OSPB System Support.
EXIT	This will automatically save all your work to the database and close the AZIPS system properly.

AZIPS – Update Plans, Agency Information

Update forms have a top & 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.**

The screenshot shows the 'Update Plans' application window. The title bar reads 'Update Plans - A'. The ribbon includes 'Home', 'Create', 'External Data', and 'Database Tools'. The main area is titled 'Agency Information' and contains the following data:

- Agency:** ABA Board of Accountancy
- Statute:** A.R.S. §§ 32-701
- Director:** Monica L. Petersen, Title: Executive Director, Office: Board of Accountancy, Phone: (602) 364-0804, Ext: [blank]
- Plan Contact:** Monica L. Petersen, Title: Executive Director, Office: [blank], Phone: (602) 364-0804, Ext: [blank]
- Mission:** To protect the public from unlawful, incompetent, unqualified, or unprofessional certified public accountants through certification, regulation, and rehabilitation.
- Description:** The Arizona State Board of Accountancy consists of five Certified Public Accountants (CPAs) and two public members, all of whom are residents of the state and are appointed by the Governor. The Board qualifies candidates for the Uniform CPA Examination, certifies individuals to practice as CPAs, registers accounting firms owned by CPAs, and biennially renews certificates for CPAs and registered accounting firms. The Board also receives and investigates complaints, takes enforcement action against licensees for violation of statutes and regulations, monitors compliance with continuing education requirements, and reviews the work products of CPAs to ensure adherence to professional standards through the Board's peer review program. The Board currently regulates approximately 10,400 licensees and 3,200 firms.

Below the description is a 'Goals *' section with an 'Add' button. A list of three goals is visible:

- 1 To assist candidates in applying for the Uniform CPA examination so that the candidate can successfully complete the exam.
- 2 To certify and register persons who meet the statutory requirements as certified public accountants and to register firms that meet the :
- 3 To process complaints and provide enforcement of statutes and rules to protect the public from incompetent, unethical and/or unprofes

A navigation pane on the left side of the window shows a tree structure with a selected element.

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 may shows Programs down below if the agency has multiple programs or it will simply skip to listing Goals if the agency only has a single program (as shown here).

Click a **button** to select a planning element in the lower level of the hierarchy.

AZIPS – Update Plans, Agency Information (continued)

The **Funding** button is:
Disabled on all forms when your BUDDIES & AZIPS structures are aligned.
Enabled for Phase III program budgeting agencies whose BUDDIES and AZIPS structures aren't yet aligned. It changes green when data must be entered.

- ◆ Red when the program has subprograms in the hierarchy. A report is provided that summarizes all the subprogram funding entered.
- ◆ Green when at the subprogram level where funding is entered or when at the program level without subprograms where funding is entered.

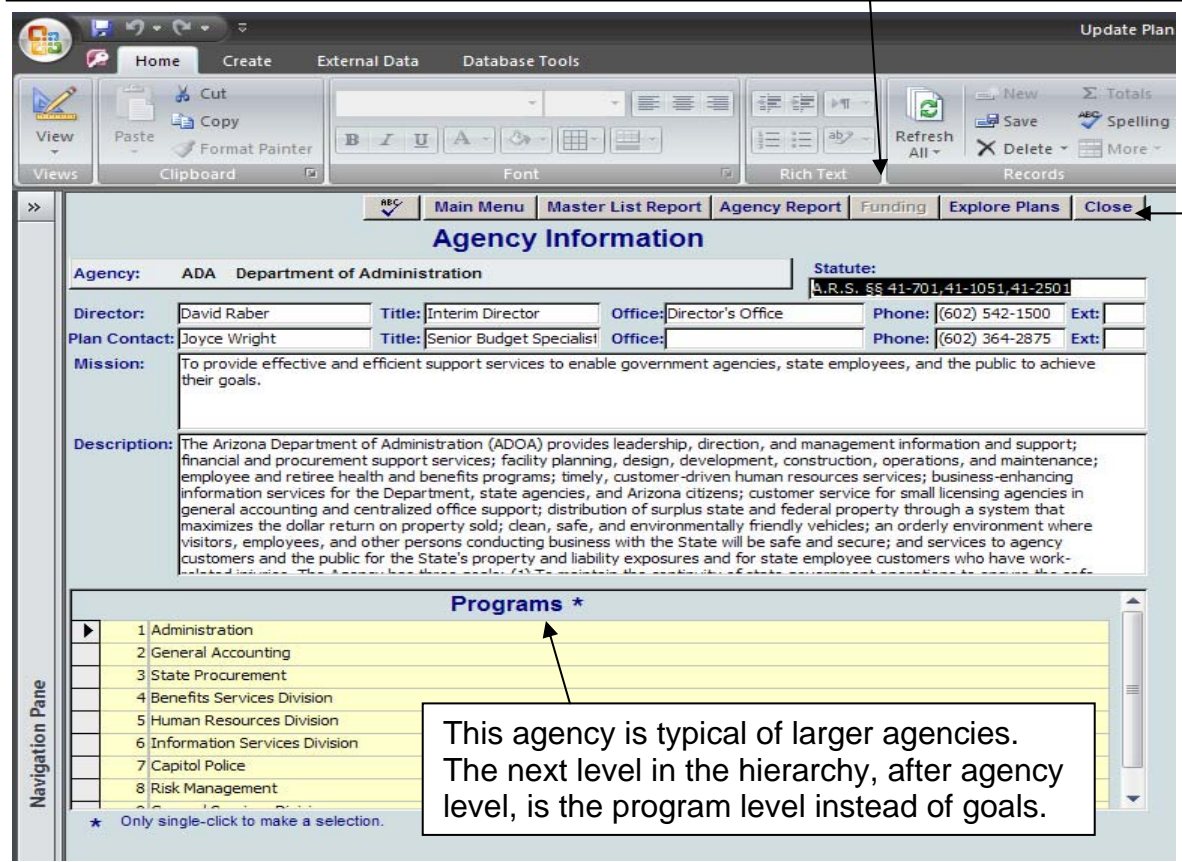
Main Menu returns to that form.

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 input 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 is input at either the program or subprogram level. If a program doesn't have subprograms, then the funding is entered at the program level. If the program has subprograms, then the funding is entered at the subprogram.

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



AZIPS – Update Plans, Agency Information (continued)

The screenshot shows the 'Update Plan' window with the following details:

- Agency:** CBA Board of Cosmetology
- Statute:** A.R.S. § 32-501 et seq.
- Director:** Donna Aune, Title: Executive Director, Office: Board of Cosmetology, Phone: (480) 784-4539, Ext: 231
- Plan Contact:** B. Gloria Ramirez, Title: Admin Accountant, Office: , Phone: (480) 784-4539, Ext: 242
- 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:** In order to achieve its mandate of protecting the public in Arizona, 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 hearing 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. The Board also uses the educational classes for remediation and regulatory rehabilitation of violators by Board Order as terms of probation. Furthermore, The Board offers electronic services to customers to increase efficiency and reduce the demands on full-time staff. The Board is recognized by national industry entities
- Goals *:**
 - 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 cor
 - 4 To provide services through efficient government.

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

Multiple program agencies will see the next planning level, **Programs**, in the bottom half of the form (as shown on the previous page).

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

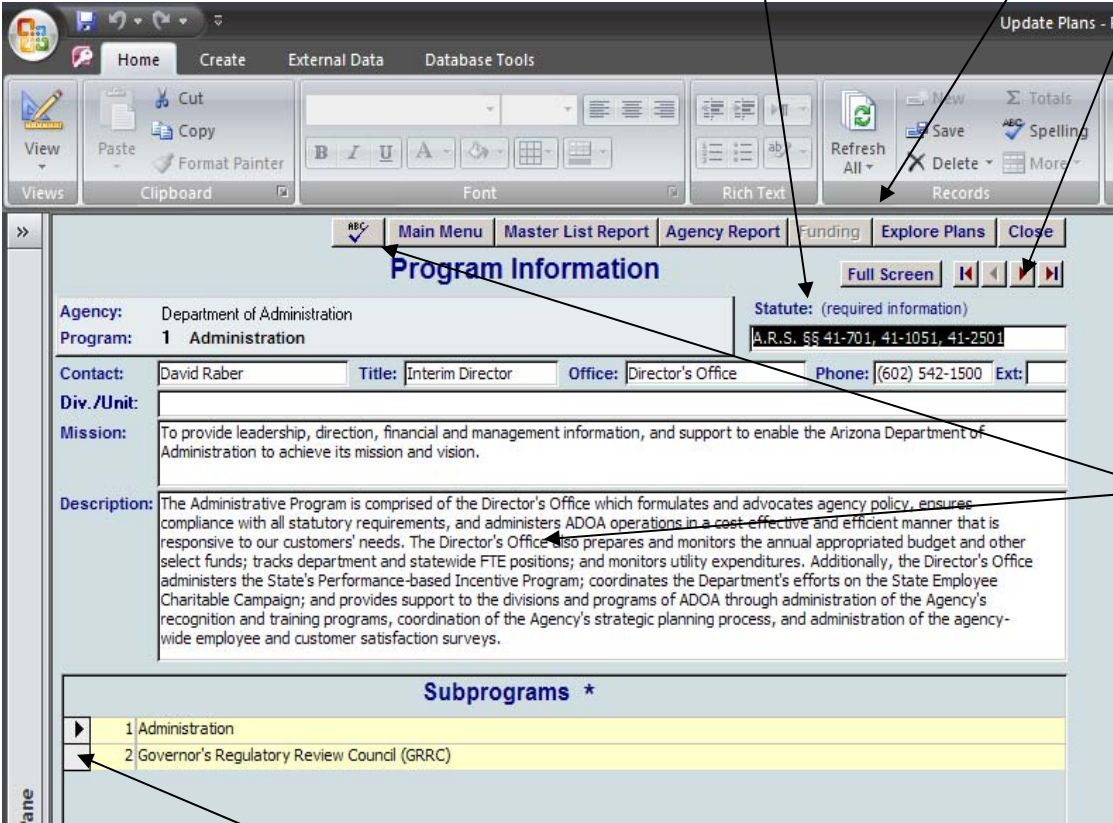
The system requires that goal statements start with the word "To". A reminder will appear if you try to begin a goal statement with any other word.

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

AZIPS – Update Plans, Program/Subprogram Information



Full Screen allows the user to see an expanded view for updating all the program elements (see the next page).




Move among the agency's programs.

The button reminds you to spell check:
 "To spell check your text, press the F7 key while the cursor is in a text box. You can only check the contents of one text box at a time (not the whole form at once).
 If you highlight a word or a phrase and press F7, the spell check is done on just the text that is highlighted.
 Microsoft Access, like other Microsoft products, has an auto-correct feature, which will automatically correct any misspellings as you type. Realize that it likely won't include your personal dictionary of words from MS Word."

Click to select a subprogram.

AZIPS – Update Plans, Program/Subprogram Information (continued)

 Please use the spelling check on all the text 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 Microsoft Word and copy/paste your text into AZIPS.

The screenshot shows the 'Update Plans' application interface. At the top, there is a ribbon with tabs for 'Home', 'Create', 'External Data', and 'Database Tools'. Below the ribbon is a menu bar with options: 'Main Menu', 'Master List Report', 'Agency Report', 'Funding', 'Explore Plans', and 'Close'. The main content area is titled 'Program Information' and contains several data entry fields. A green button labeled 'Click to turn off Full Screen' is positioned above the 'Statute' field. The 'Statute' field contains the text 'A.R.S. Title 36; Title XIX, SSA'. Below this are fields for 'Contact', 'Title', 'Office', and 'Phone'. The 'Mission' field contains the text 'To provide comprehensive, quality health care for those in need.' A 'Description' field contains a detailed paragraph about the Administration's responsibilities. On the left side, there is a 'Navigation Pane'.

An attachment to your hardcopy is not acceptable so enter all text in the fields provided.

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.

AZIPS – Update Plans, Program/Subprogram Information (continued)

The screenshot shows the 'Subprogram Information' form in the AZIPS system. The form includes fields for Agency (AHCCCS), Program (3 Acute Care), Subprogram (4 SOBRA Children), Statute (A.R.S. § 36-2901), Contact (Linda Skinner), Title (Assistant Director), Office (Division of Member Services), and Phone ((602) 417-4635). The Mission and Description fields contain text about providing comprehensive quality health care to eligible children under the SOBRA act. Below the description is a 'Goals *' section with an 'Add' button and a list of goals. The first goal is selected and highlighted in yellow: '1 To ensure the management and delivery of quality acute care services to AHCCCS SOBRA-eligible children.' A 'Data Entry' error dialog box is open, stating 'Statute is a required field.' with an 'OK' button. Three callout boxes provide instructions: one points to the gray selection button for the goal, another points to the 'Add' button, and a third points to the 'Statute' field.

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

Click to create a new goal.
Goals can be deleted on the **Goal Information** form. So first select the goal, and review all of its contents.

AZIPS – Update Plans, Goal Information

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 and breadth and depth of the program 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.

The screenshot shows the 'Goal Information' form in the AZIPS system. At the top, there is a navigation bar with buttons for 'Main Menu', 'Master List Report', 'Agency Report', 'Funding', 'Explore Plans', and 'Close'. Below this, the form title 'Goal Information' is centered. To the right of the title are buttons for 'Add Goal', 'Delete Goal', and four navigation arrows. The form contains the following fields:

- Agency:** Department of Education
- Program:** 6 Administration
- Subprogram:** 2 Information Technology
- Goal #:** 1
- Description:** To improve the quality of the Student Accountability Information System (SAIS) data submission process.

Below the description is a section titled 'Objectives *' with an 'Add' button. A table below this section shows one objective: '1 < Default FY 2012 Description >'. Callout boxes provide instructions for each major element:

- Explore Plans:** Use extreme caution when deleting goals. Deleting an existing goal will also delete **all** items below it in the hierarchy, i.e.; objectives and performance measures.
- Add Goal:** Click to create a new goal. Each goal must contain at least one performance measure but objectives are optional.
- Delete Goal:** Use extreme caution when deleting goals. Deleting an existing goal will also delete **all** items below it in the hierarchy, i.e.; objectives and performance measures.
- Add (in Objectives section):** Click to create a new objective. Objectives can be deleted on the **Objective Information** form.
- Objective Selection:** Click to select an objective.

AZIPS – Update Plans, Objective Information

Use extreme caution when deleting objectives.
 Deleting an existing objective will also delete ALL items below it in the hierarchy, i.e. performance measures.
 If a performance measure needs to be moved to another objective before the objective can be deleted, use the **Explore Plans** form.

Click to create a new objective.

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

The objectives between years may repeat or be different.

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'

Click to select a performance measure.

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

AZIPS – Update Plans, Performance Measure Information

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.
See next page regarding budget measures.

Create a new performance measure.

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

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

Performance Measure Information

Agency: RCA Department of Racing

Program: 1 Commercial Racing

Subprogram: 1 Horse Racing

Goal # 1 To ensure that all participants and permittees involved in commercial horse r

Objective # 1 To investigate possible violations of racing laws and rules and impose adminis

PerfMeasure: 1 **Number of Stewards' rulings issued**

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

Budget *	Master List	Type	FY 2010 Actual	FY 2011 Estimate	FY 2011 Actual	FY 2012 Estimate	FY 2013 Estimate
No	<input checked="" type="checkbox"/>	OC	362	375		350	350

Performance Measure Description:

Number of Stewards' rulings issued

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

Stewards are the first-line enforcers of the statutes and rules and p

Enter performance measure explanation, if necessary

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

Add PM
Delete PM
◀
▶

- If to be determined (TBD) or baseline is used for an estimate, please provide an explanatory footnote. Also, projections or estimates are still required in out years.
- Dollar (\$) and percent (%) signs are not allowed in the performance data area.
- Use commas to separate numbers. Express large numbers in thousands or millions with one decimal place.
- Users will be limited to ten (10) characters in the data fields; therefore, do not use ratios. Two measures may need to be redefined into one.

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.

AZIPS – Update Plans, Performance Measure Information (continued)

Navigation Pane

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

Performance Measure Information

Add PM Delete PM

Agency: RCA Department of Racing
 Program: 1 Commercial Racing
 Subprogram: 1 Horse Racing
 Goal #: 1 To ensure that all participants and permittees involved in commercial horse r...
 Objective #: 1 To investigate possible violations of racing laws and rules and impose adminis...
 PerfMeasure: 1 **Number of Stewards' rulings issued**

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

Budget * Related	Master List	Type	FY 2010 Actual	FY 2011 Estimate	FY 2011 Actual	FY 2012 Estimate	FY 2013 Estimate
No	<input checked="" type="checkbox"/>	OC	362	375		350	350

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

Performance Measure Description:
 Number of Stewards' rulings issued

Enter performance measure explanation, if necessary (prints in Master List report and publication - so be brief)
 Stewards are the first-line enforcers of the statutes and rules and prote...

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 need to be read in relation to the program or subprogram in which it relates.

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. It's a good reference for questions & helps OSPB Analysts. Let OSPB know if this measure should be considered a **Budget Related** measure (see more about **Budget Related** on the next page).

AZIPS – Update Plans, Performance Measure Information (continued)

Navigation Pane

[Main Menu](#)
[Master List Report](#)
[Agency Report](#)
[Funding](#)
[Explore Plans](#)

Performance Measure Information

[Add PM](#)
[Delete PM](#)

Agency: RCA Department of Racing
Program: 1 Commercial Racing
Subprogram: 1 Horse Racing
Goal # 1 To ensure that all participants and permittees involved in commercial horse r...
Objective # 1 To investigate possible violations of racing laws and rules and impose adminis...
PerfMeasure: 4 Number of horse racing investigations conducted regarding comp

Budget * Related	Master List	Type	FY 2010 Actual	FY 2011 Estimate	FY 2011 Actual	FY 2012 Estimate	FY 2013 Estimate
Yes	<input checked="" type="checkbox"/>	OP	90	120		100	100

Performance Measure Description:
 Number of horse racing investigations conducted regarding compliance with rules

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)

Revised Performance Measure Description: (Shift-F2 = zoom) ?

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

The descriptions for these 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.

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 & not budget related.

OSPB has added the feature for agencies to request additions/changes/deletions for budget measures internal to AZIPS. Agencies may request a change in the designated budget measures by including the new description on the **Performance Measure Information** form.

In the request, please be specific about how the new/revised measure should read. If a measure should be deleted, have the changed wording say *“This measure should be deleted.”* In all cases, please 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 in our OSPB database.

If a **Budget Related** measure needs to be deleted or re-worded, please make a note of that fact & the reasoning behind the request in this field. You can copy/paste the original description from above and then edit it as your recommended rewording.

AZIPS – Update Plans, Plan Funding

OSPB published *A Guide for Agency Program Structures* in March 2004 to assist agencies in understanding the linkage between the *Master List* and the *Executive Budget Recommendation*. 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. In short, all agencies are aligned except for Phase III agencies, which will be the only agencies required to submit the financial information and reconcile it between AZIPS and BUDDIES.

Funding needs to be updated for:

- * FY 2011 Actual Expenditures
- * FY 2012 Appropriation
- * FY 2013 Budget Request

Funding should reflect the existing appropriation for FY 2011 and match at the agency level to the U for the General Fund and Other Appropriated Funds. Additionally, non-appropriated funds (including federal funds) should tie at the agency level to what is being reported in BUDDIES. **In summary, the funding in AZIPS should match BUDDIES for all fund categories:**

- * **General Fund**
- * **Other Appropriated Funds**
- * **Non-appropriated Funds**
- * **Federal Funds**
- * **FTE positions.**

Agencies required to provide financial information in AZIPS	
Arizona Health Care Cost Containment System	Department of Health Services
Arizona State University – Tempe	Northern Arizona University
Arizona State University – West	University of Arizona – Health Sciences Center
Arizona State University – Polytechnic	University of Arizona – Main Campus
Judiciary	

AZIPS – Update Plans, Plan Funding (continued)

Navigation: Main Menu | Master List Report | Agency Report | **Funding** | Explore Plans | Close

Subprogram Information

Agency: AHCCCS
 Program: 1 Administration
 Subprogram: 1 Central Administration
 Statute: A.R.S. § 36-2901

Contact: Thomas
 Mission: To provid
 Description: Central A

Funding

Agency: HCA AHCCCS
 Program: 1 Administration
 Subprogram: 1 Central Administration

Funding Sources *	FY 2011 Actual	FY 2012 Estimated	FY 2013 Estimated
General Funds:	10,681.7	11,623.0	11,987.4
Other Approp:	0.0	0.0	0.0
Other Non-approp:	10,245.6	11,485.9	12,085.6
Federal Funds:	20,809.8	22,115.7	22,857.5
FTE Positions:	277.6	277.4	278.0

* Entered in thousands except FTE Positions

ion Pane

- 1 To oversee the
- 2 To ensure and n
- 3 To monitor and
- 4 To develop and
- 5 To resolve problems raised to the Director's Office by customers.
- 6 To develop, maintain, and enhance computerized PMMIS application systems as dictated by cost efficiencies and agency needs.
- 7 To administer a streamlined claims processing system, including the integration of an electronic format for provider claims submission, inq
- 8 To administ

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

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 the actuals in the *Annual Financial Report*, the *JLBC Appropriations Report*, as well as the BUDDIES budget request for **all funds**.

AZIPS – 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

Navigation Pane

*	P	S	G	O	PM	
<input type="checkbox"/>	0	0	0	0	0	P 0 Arizona Department of Housing
<input type="checkbox"/>	1	0	0	0	0	P 1 Housing Development Agency
<input type="checkbox"/>	1	0	1	0	0	G 1 To provide homeownership opportunities and a mix of rental options for Arizonans.
<input type="checkbox"/>	1	0	1	1	0	O 1 < Default FY 2011 Description >
<input type="checkbox"/>	1	0	1	1	1	P 1 Total number of households assisted with eviction or foreclosure in order to prevent homelessness
<input type="checkbox"/>	1	0	1	1	2	P 2 Total funds committed to homeownership programs including construction and acquisitions, rehabilitati
<input type="checkbox"/>	1	0	1	1	3	P 3 Total number of households assisted with homeownership assistance through down payment and closi
<input type="checkbox"/>	1	0	1	1	4	P 4 Total funds committed to affordable rental units. (Numbers rounded to thousands)
<input type="checkbox"/>	1	0	1	1	5	P 5 Total number of affordable rental units assisted/produced
<input type="checkbox"/>	1	0	1	1	6	P 6 Total number of individuals assisted with information on available affordable renta
<input type="checkbox"/>	1	0	1	1	7	P 7 Total number of publicly funded rental units monitored for health and safety issues
<input type="checkbox"/>	1	0	2	0	0	G 2 To recruit, retrain and maintain a qualified, professional work force.
<input type="checkbox"/>	1	0	2	1	0	O 1 < Default FY 2011 Description >
<input type="checkbox"/>	1	0	2	1	1	P 1 Percent of agency turnover
<input type="checkbox"/>	1	0	3	0	0	G 3 To maintain and further improve quality working relationships with our partners.
<input type="checkbox"/>	1	0	3	1	0	O 1 < Default FY 2011 Description >
<input type="checkbox"/>	1	0	3	1	1	P 1 Results of customer satisfaction survey (7=excellent; 4=satisfactory; 1=poor)
<input type="checkbox"/>	2	0	0	0	0	P 2 Housing Finance Authority
<input type="checkbox"/>	2	0	1	0	0	G 1 To augment the programs of the Arizona Department of Housing by further providing ho
<input type="checkbox"/>	2	0	1	1	0	O 1 < Default FY 2011 Description >
<input type="checkbox"/>	2	0	1	1	1	P 1 Total funds utilized for homeownership program through bond issuances for Mortg
<input type="checkbox"/>	2	0	1	1	2	P 2 Total number of low-income households assisted into homeownership through the homeownership pro
<input type="checkbox"/>	2	0	1	1	3	P 3 Total number of rental projects approved
<input type="checkbox"/>	2	0	1	1	4	P 4 Total number of rental units created in approved rental projects

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

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 & Edit Selected Elements
3. Reorganize Planning Elements

AZIPS – Explore Plans (continued)

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 screenshot shows the 'Explore Plans' window with a table of planning elements. The table has columns for P, S, G, O, and PM, each with a corresponding color-coded button above it. A 'Set Colors' button is also present. The table lists various levels from Department of Corrections down to specific performance measures.

	P	S	G	O	PM	
<input type="checkbox"/>	0	0	0	0	0	P 0 Department of Corrections
<input type="checkbox"/>	1	0	0	0	0	P 1 Prison Operations and Services
<input type="checkbox"/>	1	1	0	0	0	S 1 Security
<input type="checkbox"/>	1	1	1	0	0	G 1 To enhance safety and security practices
<input type="checkbox"/>	1	1	1	1	0	O 1 Achieve 0 escapes from both secure pe
<input type="checkbox"/>	1	1	1	1	1	P 1 Number of escapes of inmates from a
<input type="checkbox"/>	1	1	1	2	0	O 2 Average monthly inmate on staff assault
<input type="checkbox"/>	1	1	1	2	1	P 1 Number of inmate on staff major assa
<input type="checkbox"/>	1	1	1	2	2	P 2 Number of inmate on staff minor assa
<input type="checkbox"/>	1	1	1	2	3	P 3 Number of total inmate on staff assaul
<input type="checkbox"/>	1	1	1	3	0	O 3 Average monthly inmate on inmate assaults not to exceed 1.8 per 1,000 inmates
<input type="checkbox"/>	1	1	1	3	1	P 1 Number of monthly inmate on in
<input type="checkbox"/>	1	1	1	4	0	O 4 Achieve maximum of 0 major dist
<input type="checkbox"/>	1	1	1	4	1	P 1 Number of major disturbances
<input type="checkbox"/>	1	1	1	4	2	P 2 Number of minor disturbances
<input type="checkbox"/>	1	1	1	5	0	O 5 100 percent of eligible inmates w
<input type="checkbox"/>	1	1	1	5	1	P 1 Percent of eligible inmates plac
<input type="checkbox"/>	1	1	1	5	2	P 2 Will reduce major rule violations b
<input type="checkbox"/>	1	1	1	5	3	P 3 Percentage of major rule violations reduced
<input type="checkbox"/>	1	1	1	6	0	O 6 Achieve 0
<input type="checkbox"/>	1	1	1	6	1	P 1 Number
<input type="checkbox"/>	1	1	1	6	2	P 2 increase c
<input type="checkbox"/>	1	1	1	6	3	P 3 90 percent
<input type="checkbox"/>	1	1	1	6	4	P 4 Percent

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 is the lowest level, all levels & planning elements are displayed. For example, click Goals; now Objectives and Performance Measures are hidden.

If the default colors for the five levels are hard to see, you can change them. 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 for is:
 Program #1
 Subprogram #1
 Goal #1
 Objective #4
 Performance Measure #2.

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 fourth objective.

AZIPS – Explore Plans (continued)

Review & 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.

The screenshot shows the 'Explore Plans' window with a table of elements. A callout box points to the table with the text: "A footnote describes how the planning element buttons should be clicked." The table has columns for P, S, G, O, and PM, and rows for various plan elements like "Board of Accountancy" and "To administer the qualifying AICPA Uniform CPA examination".

Buttons to the far left open selected plan elements by double-clicking.

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

The screenshot shows the 'Performance Measure Information' form. It includes fields for Agency, Program, Subprogram, Goal #, Objective #, and PerfMeasure. A table at the bottom shows budget data for FY 2010, FY 2011, FY 2012, and FY 2013. A note on the right states: "* Measures that are published in the Executive Budget Recommendation can't be deleted."

AZIPS – Explore Plans (continued)

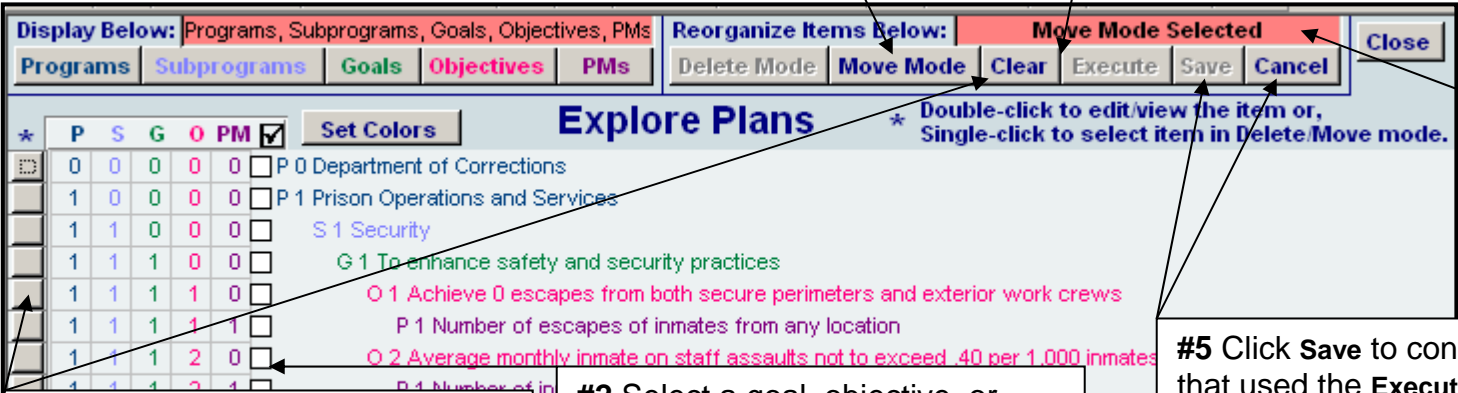
Reorganize Planning Elements

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.

#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.



The pink area indicates **Move Mode** is now 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.

#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).

#5 Click **Save** to confirm all change(s) that used the **Execute** button or ...

Click **Cancel** to return items to their previous location since the last **Save**.

AZIPS – Explore Plans (continued)

Reorganize Planning Elements

Here is an example of reordering a performance measure.

<input type="checkbox"/>	1	0	2	1	8	<input type="checkbox"/>	P 8 Percentage of invoice payables paid within thirty (30) calendar
<input type="checkbox"/>	1	0	2	1	9	<input type="checkbox"/>	P 9 Percent of customers agreeing that services meet or exceed the
<input type="checkbox"/>	1	0	2	1	10	<input type="checkbox"/>	P 10 Percentage of agency staff turnover
<input type="checkbox"/>	1	0	2	1	11	<input type="checkbox"/>	P 11 Percent of notice of administrative hearing issued within 3 work
<input type="checkbox"/>	1	0	2	1	12	<input checked="" type="checkbox"/>	P 12 Percentage (annual) of agency budget and strategic plan consistent with
<input type="checkbox"/>	1	0	3	0	0	<input type="checkbox"/>	G 3 To provide leadership on children's environmental health
<input type="checkbox"/>	1	0	3	1	0	<input type="checkbox"/>	O 1 < Default FY 2007 Description >
<input type="checkbox"/>	1	0	3	1	1	<input type="checkbox"/>	P 1 Continue to implement the action plan to integrate children's environmental health issues into ADEQ prc

Click **Move Mode** & click **OK** on the reminder message that pops up. **Check P12** as the items to be moved. **Single-click button** on item P11 as 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 beginning 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.

Click **Execute**. Review the move. (**Cancel** lets you reselect before moving.) **OK** moves the checked item after the item with the depressed button.

<input type="checkbox"/>	1	0	2	1	8	<input type="checkbox"/>	P 8 Percentage of invoice payables paid within thirty (30)
<input type="checkbox"/>	1	0	2	1	9	<input type="checkbox"/>	P 9 Percent of customers agreeing that services meet or
<input type="checkbox"/>	1	0	2	1	10	<input type="checkbox"/>	P 10 Percentage of agency staff turnover
<input type="checkbox"/>	1	0	2	1	11	<input type="checkbox"/>	xP 10 Percentage (annual) of agency budget and strateg
<input type="checkbox"/>	1	0	2	1	12	<input type="checkbox"/>	P 11 Percent of notice of administrative hearing issued
<input type="checkbox"/>	1	0	3	0	0	<input type="checkbox"/>	G 3 To provide leadership on children's environmental health
<input type="checkbox"/>	1	0	3	1	0	<input type="checkbox"/>	O 1 < Default FY 2007 Description >
<input type="checkbox"/>	1	0	3	1	1	<input type="checkbox"/>	P 1 Continue to implement the action plan to integrate children's environmental health issues into ADEQ prc

Look for the item with an 'x' prefix, that's where your checked item was moved to. (If wrong location, move again before saving.) Click **Save** and confirm your action. The 'x' prefix is removed and **Move Mode** is disabled. Item P12 is now item P11.

AZIPS – Explore Plans (continued)

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.

#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.
You can't delete programs & subprograms of course.

#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 delete(s) that used the **Execute** button or ...
Click **Cancel** to return items to their location since the last **Save**.

Pink area indicates **Delete Mode** is now enabled.

	P	S	G	O	PM	
<input type="checkbox"/>	0	0	0	0	0	<input type="checkbox"/> P 0 Department of Environmental Quality
<input type="checkbox"/>	1	0	0	0	0	<input type="checkbox"/> P 1 Administration
<input type="checkbox"/>	1	0	1	0	0	<input type="checkbox"/> G 1 To enhance relationships with the public, regulated community and agency partners
<input type="checkbox"/>	1	0	1	1	0	<input type="checkbox"/> O 1 < Default FY 2007 Description >
<input type="checkbox"/>	1	0	1	1	1	<input type="checkbox"/> P 1 Percentage of statutorily set permit timelines met through License Time Fra
<input type="checkbox"/>	1	0	2	0	0	<input type="checkbox"/> G 2 To provide value to all of Arizona

AZIPS – Explore Plans (continued)

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!

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

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

The only planning element that can be removed one item at a time is a performance measure.

<input type="checkbox"/>	1	0	2	1	11	<input type="checkbox"/>	P 11 Percentage (annual) of agency budget and strategic plan consi
<input type="checkbox"/>	1	0	2	1	12	<input type="checkbox"/>	P 12 Percent of notice of administrative hearing issued within 2
<input type="checkbox"/>	1	0	3	0	0	<input checked="" type="checkbox"/>	G 3 To provide leadership on children's environmental health
<input type="checkbox"/>	1	0	3	1	0	<input checked="" type="checkbox"/>	O 1 < Default FY 2007 Description >
<input type="checkbox"/>	1	0	3	1	1	<input checked="" type="checkbox"/>	P 1 Continue to implement the action plan to integrate children's e
<input type="checkbox"/>	2	0	0	0	0	<input type="checkbox"/>	P 2 Air
<input type="checkbox"/>	2	1	0	0	0	<input type="checkbox"/>	S 1 Air Quality Management and Analysis
<input type="checkbox"/>	2	1	1	0	0	<input type="checkbox"/>	G 1 To provide value to all of Arizona

*Look at what's actually checked **before** clicking **Execute**.*

AZIPS – Strategic Issues

Pursuant to A.R.S. § 35-122, all agencies are required to report strategic issues in the Master List of State Government Programs.

Strategic issues are key issues that merit special high-priority attention or are of critical importance to the agency as a whole. They can also be described as critical success factors. Strategic issues are typically somewhat unique from agency to agency. They tend to be those that do not fall neatly within the boundaries of a particular program; instead, they may impact several programs or the entire agency.

Strategic issues may also change from year to year, as some issues are resolved and new ones arise. Identify only the “key” or “vital few” strategic issues.

Ideally, agency budget requests should also directly relate to its strategic issues.

The screenshot shows the 'Strategic Issues' interface. At the top right, there are four buttons: 'Reorder', 'Add', 'Print', and 'Close'. Below these is a text box for 'Agency: ABA State Board of Accountancy'. Underneath is a table with columns 'Priority' and 'Strategic Issue'. The table contains three rows: 1. Regulation of the Profession, 2. Information Technology - Web based Services, and 3. Business Continuity Planning. To the left of the table are three grey buttons with right-pointing arrows. To the right of the table is a note: 'Click on the line indicator to the left to edit the strategic issue'. At the bottom right, there are four callout boxes with arrows pointing to specific elements: 'Close returns to the Main Menu.' (points to the Close button), 'View/print a listing of all strategic issues.' (points to the Print button), 'Create a new strategic issue with Add.' (points to the Add button), and 'The reordering of issues is explained on the next page.' (points to the Reorder button). A larger callout box at the bottom left points to the grey buttons and contains the text: 'Click a grey button to select a strategic issue. Strategic issues are required in the Master List of State Government Programs publication.'

Priority	Strategic Issue
1	Regulation of the Profession
2	Information Technology - Web based Services
3	Business Continuity Planning

AZIPS – Strategic Issues (continued)

The numbering of the strategic issues is important because it determines the priority of the issues. This form and reports list issues from most important to least critical. Follow the numbered steps to properly order your agency's issues:

#1 Make sure the **AutoSort** feature is on. By default it's on & is noted with a black dot in the center.

#4 Click **Save** when all of the issues are listed in correct order.

#2 Click the **gray button** to select an issue that needs to be moved (given a higher or lower priority).

Alternative for #1 - #3 Simply enter new the priority numbers in the **New SI #** column. When you renumber the issues manually, you'll need to be sure there are no duplicate numbers, so the order appears as intended.

#3 Use the **Up** or **Down** buttons to move the issue to its proper position. The selected issue should be considered a higher priority than the issues listed below it and it should be considered a lower priority than the issues above it.

#5 **Close** will turn the reorder feature off.

AZIPS – Strategic Issues - A Single Issue

Provide a description that public readers & decision-makers without intimate knowledge of the agency will understand. Be concise (**no more than one paragraph**). **Check Spelling** by selecting **Tools** and then **Spelling** from the **Access** menu. Spell out any acronyms at least once before continued use.



Review the *Master List of State Government Programs* publication from the **Reports** form to note the strategic issues that get published.
OSPB will not publish other attachments sent with your hardcopy.

The screenshot shows a web form titled "Strategic Issue Information". At the top right, there are buttons for "Add", "Delete", "Reorder", and "Close". Below these are navigation arrows: a double left arrow, a single left arrow, a single right arrow, and a double right arrow. The form fields are as follows:

- Agency:** DEA Department of Economic Security
- Issue:** 1
- Issue:** Improving Child, Family, and Individual Safety, Permanency, and Well-Being
- Description:** All children, families, and adults deserve to reside in the least restrictive and safest environment with appropriate support services. The safety and well-being of vulnerable children, adults, and families in need of the agency's protective and support services is crucial. These vulnerable populations include children and families involved with the Child and Adult Protective Services systems, individuals with developmental disabilities, elderly and older adults, homeless individuals, and victims of domestic violence. The safety and well-being of children in Arizona contributes to improved educational outcomes and stable adulthood as well as lowers the need for and costs of remediation and the agency's protective and support services. As a result of the combined efforts of CPS Reform and DES' service integration initiative, the Department is aggressively working to reduce the number of children in foster care and to reduce the number of children placed in group homes and shelters.

Callout boxes provide the following information:

- Close returns to the Strategic Issues list.** (Points to the Close button)
- The navigation arrows move from issue to issue making it easier to review each Description without having to return to the list of issues and selecting the next issue in turn.** (Points to the navigation arrows)
- An issue can be deleted after considering its description carefully.** (Points to the Delete button)
- A new issue can be created from this form or from the Strategic Issues list.** (Points to the Add button)

AZIPS – Reports

The **Select All Programs** includes all programs in your chosen report.

The **Clear Selections** deselects all programs for reporting.

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

Reports

Program	SubProgram	ASU - Tempe
1		Academic Affairs
1	1	College of Design
1	2	W. P. Carey School of Business
1	3	Mary Lou Fulton College of Education
1	4	Ira A. Fulton School of Engineering
1	5	University College
1	6	Katherine K. Herberger College of Arts
1	7	Graduate College
1	8	The Barrett Honors College
1	9	Sandra Day O'Connor College of Law
1	10	College of Liberal Arts and Sciences
1	11	College of Nursing and Healthcare Innovation
1	12	College of Public Programs
1	13	Walter Cronkite School of Journalism and Mass Com
1	14	Other Instructional Support
1	15	University Libraries and Museums
1	16	Academic Computing
1	17	Admin. Information Technology/ Telecommunications
1	18	Academic Affairs Administrative Support
2		Research and Economic Affairs
2	1	Research Activities
2	2	Regulatory Compliance

Select All Programs
Clear Selections

Master List
(Prints Entire Agency)
Preview
Print

Agency List *
Preview
Print

Budget Measures
Preview
Print

Revised Performance Measure Descriptions
Preview
Print

Plan Funding
Preview
Print

The **Master List** includes all programs so nothing has to be selected.

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

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

An individual program can be selected or deselected by clicking on its name.

The **Plan Funding** report is only accessible to Phase III agencies, who's AZIPS and BUDDIES structures do not align.

AZIPS – Reports (continued)

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

Reports

Program	SubProgram	
0	0	ASU - Tempe
1	0	Academic Affairs
1	1	College of Design
1	2	W. P. Carey School of Business
1	3	Mary Lou Fulton College of Education
1	4	Ira A. Fulton School of Engineering
1	5	University College
1	6	Katherine K. Herberger College of Arts
1	7	Graduate College
1	8	The Barrett Honors College
1	9	Sandra Day O'Connor College of Law
1	10	College of Liberal Arts and Sciences
1	11	College of Nursing and Healthcare Innovation
1	12	College of Public Programs
1	13	Walter Cronkite School of Journalism and Mass Comm
1	14	Other Instructional Support
1	15	University Libraries and Museums
1	16	Academic Computing
1	17	Admin. Information Technology/ Telecommunications
1	18	Academic Affairs Administrative Support
2	0	Research and Economic Affairs
2	1	Research Activities
2	2	Regulatory Compliance

Print the *Master List* report for the September submittal to OSPB.

Note:
On the **Performance Measure Information** form, only measures with a check mark in the **ML** field (to be included in the **Master List** report) are published in the *Master List of State Government Programs*.

Master List
(Prints Entire Agency)

Agency List *

Budget Measures

Revised Performance Measure Descriptions

Plan Funding

Not In Master List

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

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**

The **Not In Master List** reports all goals without any performance measures marked as being included in the Master List. It also notes any programs/subprograms that miss having any measures for the Master List.

AZIPS – Reports (continued)

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

Reports

Program	SubProgram	
0	0	ASU - Tempe
1	0	Academic Affairs
1	1	College of Design
1	2	W. P. Carey School of Business
1	3	Mary Lou Fulton College of Education
1	4	Ira A. Fulton School of Engineering
1	5	University College
1	6	Katherine K. Herberger College of Arts
1	7	Graduate College
1	8	The Barrett Honors College
1	9	Sandra Day O'Connor College of Law
1	10	College of Liberal Arts and Sciences
1	11	College of Nursing and Healthcare Innovation
1	12	College of Public Programs
1	13	Walter Cronkite School of Journalism and Mass Comm
1	14	Other Instructional Support
1	15	University Libraries and Museums
1	16	Academic Computing
1	17	Admin. Information Technology/ Telecommunications
1	18	Academic Affairs Administrative Support
2	0	Research and Economic Affairs
2	1	Research Activities
2	2	Regulatory Compliance

Select All Programs Clear Selections

Master List
(Prints Entire Agency)

Preview Print

Agency List *

Preview Print

Budget Measures

Preview Print

Revised Performance Measure Descriptions

Preview Print

Plan Funding

Preview Print

Not In Master List

Preview Print

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

These measures have a check mark in the **Budget** field of the **Performance Measure Information** form. These measures are “locked”. See the *AZIPS - Update Plans, Performance Measures* section above for an explanation.

Budget Related measures on the **Performance Measure Information** form required that any changes to the description be made in the **Revised Performance Measure Description** field. This report documents your requests for OSPB Analysts to consider.

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.

AZIPS – Reports (continued)

Saving reports provides a means for sharing information with other in the organization that don't have AZIPS.

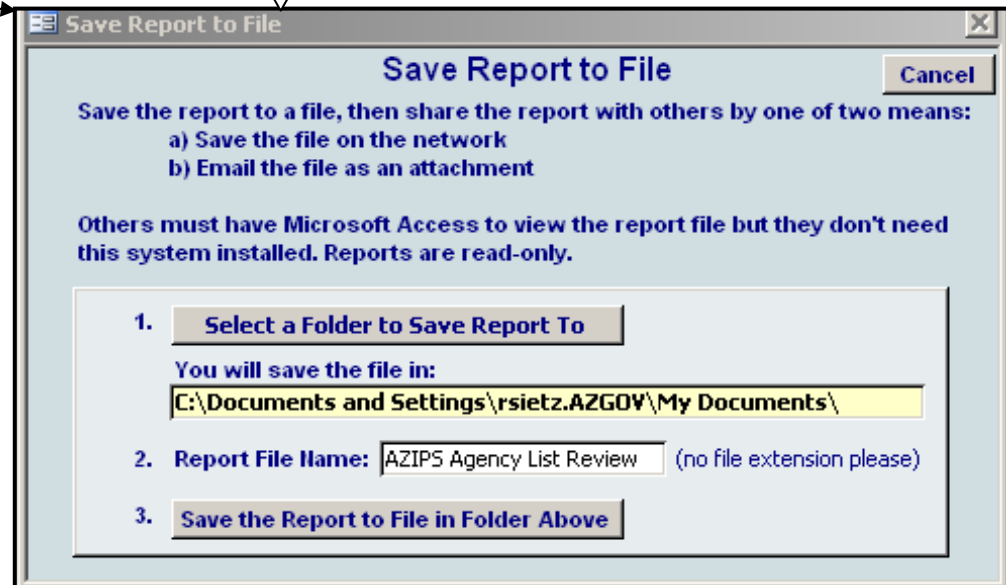
When a report is opened a **report menu-bar** will appear at the top of the window with three buttons.

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



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 system.

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.



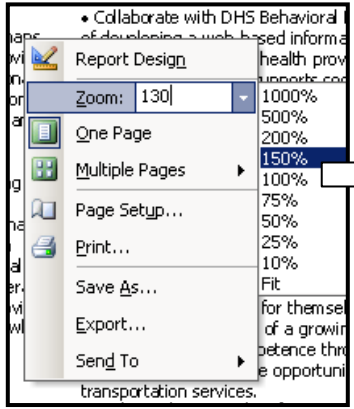
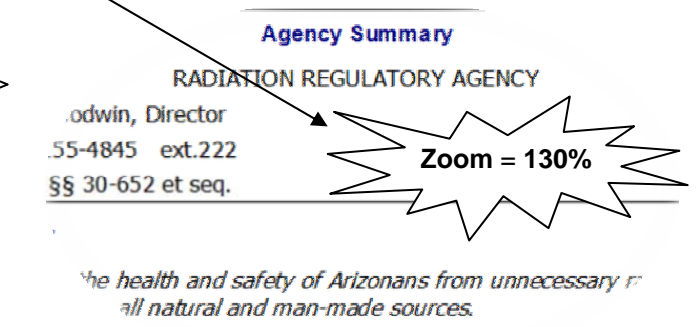
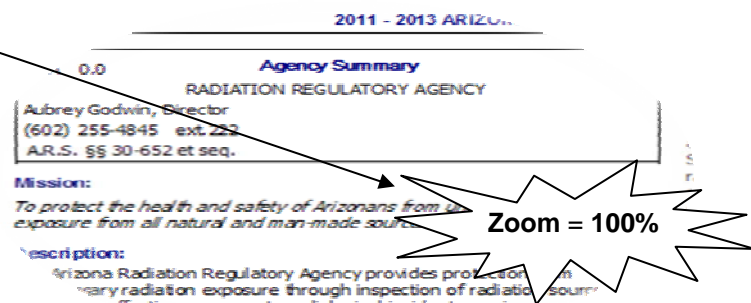
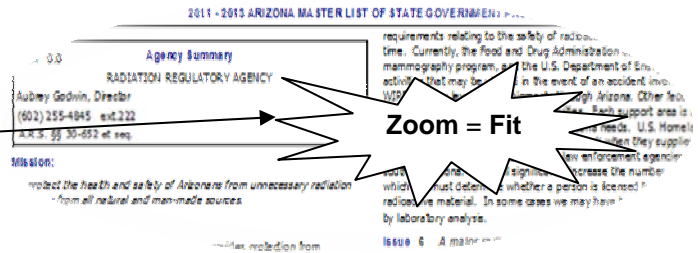
AZIPS – Reports (continued)

The reports have been designed to have small fonts because of the volume of pages for printing/publishing, especially at the state level. The hardcopies may need to be compact but the electronic copies aren't.

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.

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

Right-clicking on the report, lets you zoom to other sizes. You can also enter any zoom size, instead of picking from the list. 130% filled the screen width during testing.



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

AZIPS – Check Data

The **Check Data** can be run from the **Main Menu**.
And it automatically is run when you pick **Submit to OSPB**.

The screenshot shows a window titled "Check Data" with a "Close" button in the top right corner. On the left side, there is a list of six data checks, each with a checkmark in a box to its right:

- 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:

In the center of the window, there is a green message box with the following text:

Your data entries pass the automated data check.

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

Your DSPB 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.

Two callout boxes provide additional information:

- A callout box on the right points to the green message box and contains the text: "When all required data checks pass, a message will confirm it. **Agencies must still review the reports to be sure everything is accurate & complete.**"
- A callout box at the bottom points to the checkmarks in the list and contains the text: "If a data check passes, a checkmark will indicate that fact. In this illustration all data checks have passed."

AZIPS – Check Data (continued)

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 doesn't 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									
EPA									
Program:	1	Program Name:	Governance						
Organization:	0	Organization Name:	Governance						
Goal:	1	Goal Desc:	To assist the local in accomplishing its annual Action Plan through a...						
Objective:	1	Objective Desc:	Detail 12007						
Performance:	Description:	PM Type:	F 12007	F 12009					
			Actual	B Final					
1	Percent of actions/activities substantially completed		0	0					
2	Number of Action Plan Objectives substantially completed		0	0					
Goal:	2	Goal Desc:	To coordinate with universities and fine consultants and organizations on local actions and activities.						
Objective:	1	Objective Desc:	Detail 12007						
Performance:	Description:	PM Type:	F 12007	F 12009					
			Actual	B Final					
2	Number of stakeholder meetings conducted		0	0					
1	Number of stakeholder group meetings conducted		0	0					
Goal:	3	Goal Desc:	To perform Internal Audit of the universities.						
Objective:	1	Objective Desc:	Detail 12007						
Performance:	Description:	PM Type:	F 12007	F 12009					
			Actual	B Final					
3	Specific audit recommendations reported to Board		0	0					
1	Audits scheduled		0	0					
Goal:	4	Goal Desc:	To include and monitor Progress on TRB items						
Objective:	1	Objective Desc:	Detail 12007						
Performance:	Description:	PM Type:	F 12007	F 12009					
			Actual	B Final					
2	Performance reviews conducted		0	0					
1	Number of audits listed		0	0					
Program: 2 Program Name: Student Assistance									
Organization: 0 Organization Name: Student Assistance									
Goal: 1 Goal Desc: To continue providing access to university education, providing and sharing money without expense and other programs.									
Objective: 1 Objective Desc: Detail 12007									
Performance:	Description:	PM Type:	F 12007	F 12009					
			Actual	B Final					
6	Number of Teaching Teacher Quality (TTQ) grants awarded (based on funding)		0	0					
7	Number of students awarded through the Academic Financial Aid Trust		0	0					

A warning won't prevent you from submitting but goals without a single performance measurement for the *Master List* will be questioned by OSPB before publishing.

AZIPS – Submit to OSPB

Before submitting a data file, you'll be asked to fill-in your **Contact Information**. This should be for the person actually doing the submitting, instead of head of the agency (unless you are the same person).

OSPB will send you an email when we have received your file and successfully loaded your data into our centralized database for your analyst to review. This not only confirms that we received your file but the file was in fact readable (not corrupted during transmission).

Your OSPB analyst also receives an email letting her/him know that your electronic data file has been loaded in our office's centralized database.

You'll also receive an email when you send a revision.

The screenshot shows a web form titled "Contact Information". At the top, the "Agency" field is filled with "Arizona Health Care Cost Containment System". Below this is a blue instruction: "Please fill in your contact information so OSPB can reply with a status on your submittal." There are three input fields for "Name:", "Email:", and "Telephone:". A "NEXT STEP" button is at the bottom. Three callout boxes provide instructions: one points to the "NEXT STEP" button, another points to the "Name", "Email", and "Telephone" fields, and a third points to the "Name" field.

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

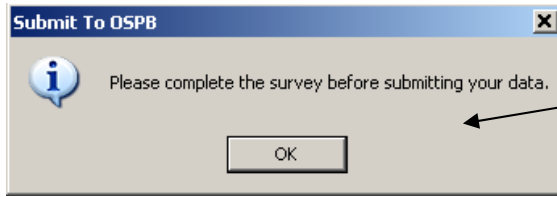
Click **NEXT STEP** when you're done completing your contact information.

All fields are required including a phone number.

Important Note

Contact your analyst if don't receive an email confirming your data file submittal within one business day.

AZIPS – Submit to OSPB (continued)



If you haven't already completed a **Survey**, you'll be asked to do that next. The responses to these surveys are used to make improvements to the system for future years.

The **eFile** button is the fastest & easiest way to send your electronic data to us. **eFile** is the recommended method. Alternative methods are still available.

An electronic submittal is required with each revision.

The main interface for submitting data to OSPB. It features a header with contact information for the Office of Strategic Planning and Budgeting. The central area is titled "Submit to OSPB" and offers three submission methods: "eFile *", "eMail", and "Other Media (e.g., CD or Zip Disk)". To the left, there are two yellow boxes: one stating the statutory due date is 9/1/11 with 101 days remaining, and another regarding filing extension requests by 8/15/11. Below these is technical support contact info for Joy Su. To the right, a blue box contains notes about data requirements for fiscal years 2011-2013, including the need for original and four copies, and a requirement for timely receipt. A "Close" button is in the top right corner.

AZIPS – Planning Survey

[Print](#) [Close](#)

Planning Survey

1 Did you or members of your agency staff attend training that OSPB provided on AZIPS?

2 Did you require or request any help from OSPB staff prior to your submittal?

3 If help was requested, how would you rate the responsiveness of the OSPB Staff?

4 If help was requested, how would they rate the helpfulness of the OSPB Staff?

5 How would you rate the usefulness of the written instructions on AZIPS?

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?

11 How would you rate the usefulness of AZIPS as a tool to convey information to OSPB?

12 How would you rate the overall experience using AZIPS?

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);

Excellent
Good
Satisfactory
Needs Improvement
Poor
Not Applicable

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

You'll be asked to complete a survey before submitting a data file.

AZIPS – Utilities

The AZIPS **Utilities** offer the following features:

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

Utilities Close

Add a New User

Create a Data File Copy

System Update via CD

Administrative Use
(OSPB only)

Creating a data file copy is a great way to periodically save your work during the day until a backup is done at night by your IT department.
You're responsible to backup your work.

Print a Hardcopy of These Paths

System Install Locations

Program Path: C:_Apps\AZIPS10\Prgm\Azips10.mdb

Data Path: C:_Apps\AZIPS10\Data\10AZData.mdb

Frequently Asked Questions

Who do I call to get help?

If assistance with any aspect of the submission is needed, please contact your assigned OSPB analyst. Agencies can call OSPB's central office at (602) 542-5381 and administrative staff will direct the call. 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 *Master List of State Government Programs* publication development software provided to agencies to complete their submissions and to facilitate the publication required by statute. All agencies are required to use this automated system for their submission.

How do I get the AZIPS software?

The AZIPS software is available to download from OSPB's Website <http://www.azospb.gov>. Install instructions are also available there. Agencies needing assistance should contact OSPB's System Support at (602) 542-6573.

What if I can't complete my submission by the due date?

Agencies are required to submit by September 1st of each year. If the deadline cannot be met, a request for an extension should be submitted in writing by August 16th by the agency director to the director of OSPB. The request must provide adequate justification for the extension. Since the date the *Master List of State Government Programs* must be presented to the legislature is fixed by statute, **requests for extension are strongly discouraged!** The maximum extension will be approved only until October 1st, but most extension requests are less.

Frequently Asked Questions (continued)

What do I submit on the due date?

Five hard copies of the *Master List* report from AZIPS and one electronic data file via eFile or eMail submission.
OSPB will distribute the five copies.

Where do I submit?

Agencies should send their hardcopies to: Governor's Office of Strategic Planning & Budgeting
1700 W. Washington, Suite 500
Phoenix, AZ 85007.

Deliver all copies directly to OSPB.

What happens if I need to submit a revision?

Agencies should notify their assigned analyst as soon as it becomes apparent that a revision must be made. Revisions of the *Master List* report 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 (five hard copies).

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

Important Note

Any revision to BUDDIES for Phase III agencies, whose AZIPS and BUDDIES structures are not yet aligned, will likely require a revision to AZIPS to ensure the financial information in both systems is the same.

Does OSPB ever change the system based on agency comments or survey responses?

Yes, please let us know in the **Planning Survey** if something in these instructions is unclear. These survey responses help OSPB continuously improve the software and instructions. We strive to make the process as easy as possible.

What other reference material is available to help in planning?

Publications are available to download from OSPB's web site at <http://www.azospb.gov>, Budget Materials, Software Downloads.