



State of Arizona

Governor Doug Ducey

Instructions for Reporting
The State Agency Five-Year Strategic Plan
and
The State Agency Operational Plan

June 2016

Governor's Office of Strategic Planning and Budgeting

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What's New This Year?

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 the program detail page.

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.

Important Things to Remember

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 their 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.

A couple of commonly confused concepts will be given special attention by OSPB this year.

Strategic Issues are critical policy or operational challenges that an agency must address to achieve its mission. Strategic Issues should not be confused with 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.

Training

OSPB offers classes for state agencies to better understand:

- ✓ Program Budgeting
- ✓ Five-year Plans
- ✓ 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 other specific questions

Registration: Email or call Pam Ray at OSPB at pray@az.gov or 602 542-5381

Class dates:

June 28, 2016	Training: Program Budgeting and Strategic Plans	1:00 – 3:00
June 30, 2016	Training: Program Budgeting and Strategic Plans	1:00 – 3:00
July 12, 2016	Training: Program Budgeting and Strategic Plans	1:00 – 3:00
July 14, 2016	Training: Program Budgeting and Strategic Plans	1:00 – 3:00
July 26, 2016	Training: Program Budgeting and Strategic Plans	1:00 – 3:00
July 28, 2016	Training: Program Budgeting and Strategic Plans	1:00 – 3:00
TBA	Online Training for Agencies not located in Phoenix: Call for availability	

All classes will be held at OSPB, 1700 West Washington, Phoenix. OSPB is on the sixth floor of the Executive Office Tower.

OSPB will also be compiling a list of agency personnel outside the Phoenix area that express an interest in an online version of the class. Interested parties should contact Pam Ray at pray@az.gov or 602 542-5381.

Prerequisite: This training class will not cover basic information about the Arizona State Strategic Planning Process Model. 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.

Important Dates

Sep. 1, 2016	Statutory Deadline	Agency's <i>Master List of State Government Programs</i> information due to OSPB
Jan. 1, 2017	Posting	Agencies required to post the Five-Year Plan on their website

System Installation

Although the installation of AZIPS does not require technical assistance, there are some important considerations for the installation of the AZIPS system. **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 system. This shortcut checks for system updates and will automatically update AZIPS.

The system 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 542-6573 or 542-5381 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 computers will likely need to be added as a new user to AZIPS. Call OSPB's System Support at 542-6573 or 542-5381 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](#) 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.

Publishing Requirements

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, the Board of Regents, Community Colleges, Judiciary, and the Senate remain unaligned and need to reconcile their financials in AZIPS and BUDDIES.

Budget Measures: The *Executive Budget* publication includes 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.

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. Revisions also require the same number of hardcopies as well as an updated **eFile** of the data. For 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

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 take to address a strategic issue.

Resource Assumptions – agencies need to project resource needs for FY 2019 through FY 2021; OSPB will use the budget amounts in BUDDIES to be the resource assumptions for fiscal years 2017 and 2018.

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.

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

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.

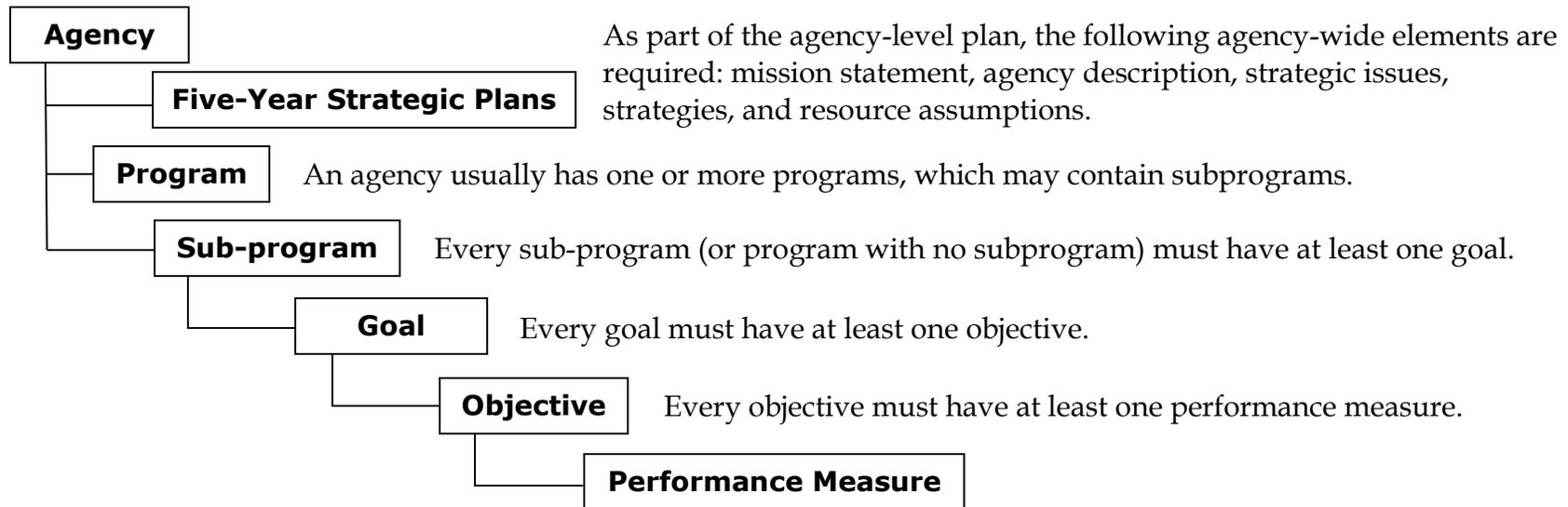
Performance Measures – used to measure results. Performance measures provide a basis for benchmarking the program’s and subprogram’s goals. Agencies should choose key outcome-oriented measures for inclusion in the *Master List*.

Funding Information – unaligned agencies will need to enter the following information into AZIPS:

- A summary of total program and subprogram FY 2016 expenditures through the 12th month.
- FY 2017 appropriations
- FY 2018 budget request for all funds

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.



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. Structures are intended to provide a long-term foundation for goals, performance measures, and budgets over time, and should withstand changes in agency management. 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

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 after January 1 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 2019 through 2021. OSPB will use the budget information provided in BUDDIES as the resource assumptions for fiscal years 2017 and 2018.

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 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 2017 through FY 2021.

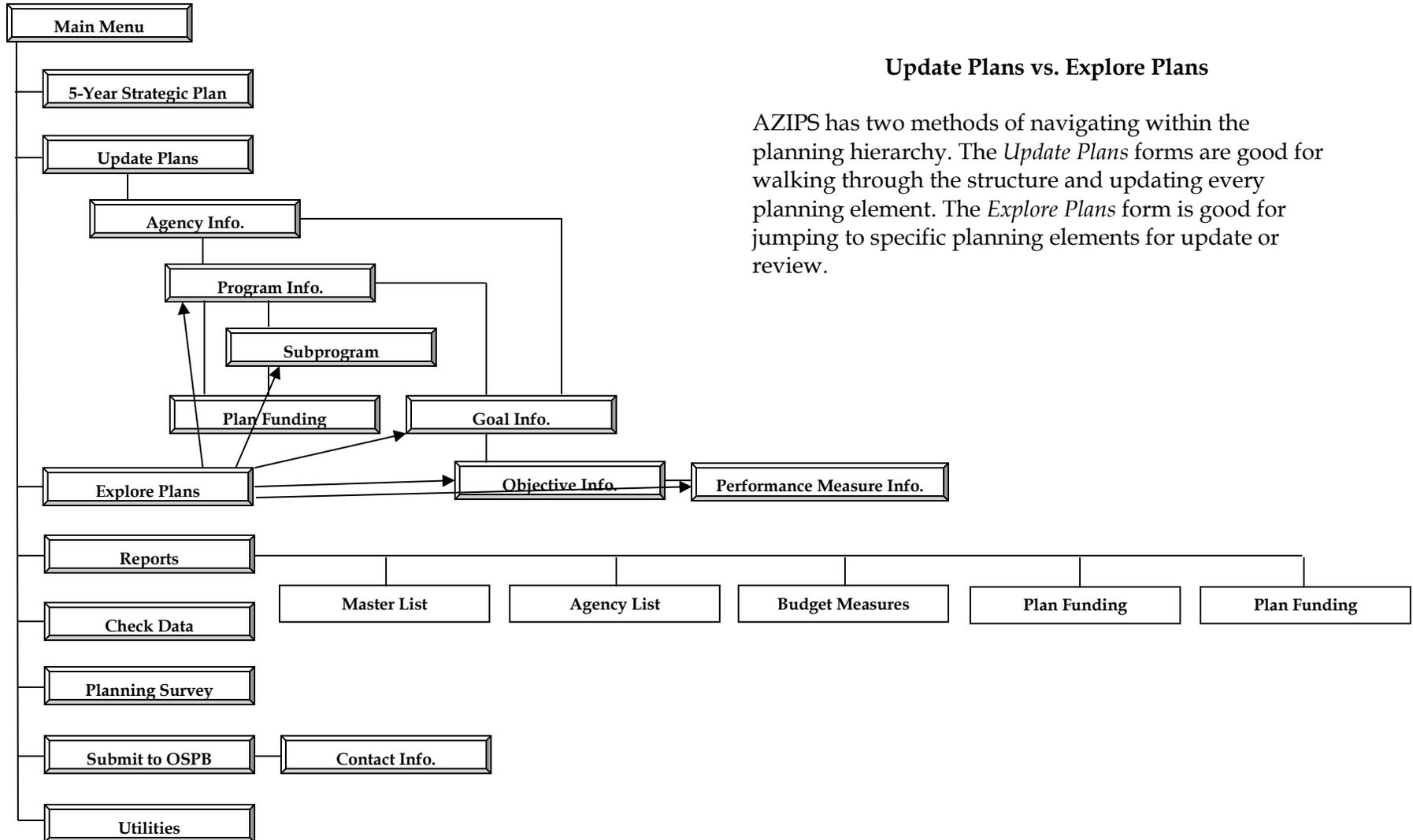
Posting the Five-year Plan to the Agency's Website

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*)

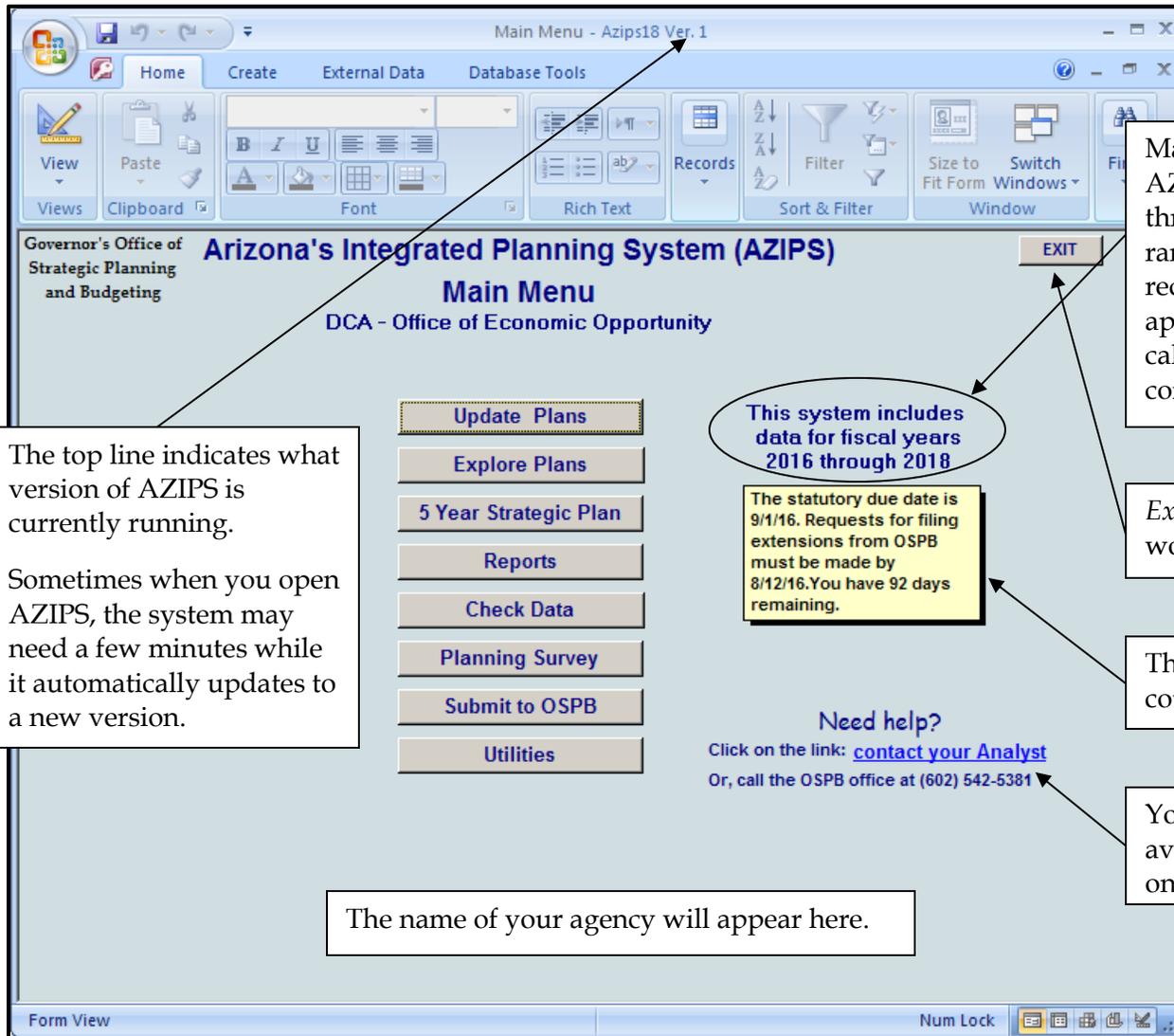
The following is a representation of the Arizona Integrated Planning System (AZIPS). All of the forms and reports will be discussed in the instructions that follow.



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



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.

The name of your agency will appear here.

This system includes data for fiscal years 2016 through 2018

The statutory due date is 9/1/16. Requests for filing extensions from OSPB must be made by 8/12/16. You have 92 days remaining.

Make sure you've opened the right AZIPS for this year. Agencies will see a three year range when a four year range is appropriate unless an agency receives a biennial budget appropriation on even numbered calendar years. AZIPS will display the correct years for your agency.

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

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

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

Main Menu (continued)

<p>Update Plans</p>	<p><i>Update Plans</i> 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.</p>
<p>Explore Plans</p>	<p><i>Explore Plans</i> 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 <i>Update Plans</i>. <i>Explore Plans</i> allows you to “jump” to any part of your plan, making it easy to update and review information.</p> <p><i>Explore Plans</i> also allows the rapid reorganization of goals, objectives, and measures within the hierarchy. Within <i>Explore Plans</i>, the <i>Move Mode</i> 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.</p> <p>A <i>Delete Mode</i> is also available.</p>
<p>5-Year Strategic Plan</p>	<p><i>5-Year Strategic Plan</i> allows you to enter agency-wide strategic issues, strategies for addressing these issues, and resource assumptions for the three years not contained in BUDDIES.</p>
<p>Reports</p>	<ul style="list-style-type: none"> ✓ Master List ✓ Agency List ✓ Budget Measures ✓ Plan Funding* ✓ Revised PM Descriptions <p>*The Plan Funding report is only available to the few unaligned agencies.</p>

Main Menu (continued)

Check Data	<i>Check Data</i> 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 <i>Planning Survey</i> allows you to provide feedback on all aspects of planning, from training/support to ease of using the system.
Submit to OSPB	The <i>Submit to OSPB</i> button 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	The <i>Utilities</i> button finds where the system 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 system. You may be instructed to open the administrative features during a call from OSPB System Support.
Exit	<i>Exit</i> will automatically save all your work to the database and close the AZIPS system 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.

Agency Information

Agency: DCA Department of Corrections Statute: A.R.S. § 41-1602

Director: Charles L. Ryan Title: Director Office: Department of Corrections Phone: (602) 542-5225 Ext:

Plan Contact: Denise M. Stravia Title: Strategic Planning Admi Office: Office of the Director Phone: (602) 542-1576 Ext:

Mission: To serve and protect the people of Arizona by securely incarcerating convicted felons, by providing structured programming designed to support inmate accountability and successful community reintegration, and by providing effective supervision for those offenders conditionally released from prison.

Description: The Department serves and protects the people of the state of Arizona by incarcerating inmates in correctional facilities and supervising conditionally released offenders in the community. During incarceration, welfare and health care services, including medical, dental, and mental health, are provided to inmates. In addition, structured programming including work, education, career training, substance abuse treatment, sex offender treatment, spiritual services, and recreation are provided to inmates to promote employability, literacy, sobriety, and accountability to crime victims and to increase the likelihood that released inmates will become law-abiding citizens upon release. In the community, the Department supervises offenders released from prison to serve the remainder of their sentence on community supervision. The Department ensures the accurate release, effective re-entry, transition, and supervision of released offenders utilizing a continuum of supervision services, strategies, evidence-based programs, and meaningful interventions. The Department also facilitates the swift return to custody.

Programs *

- ▶ 1 Prison Operations and Services
- ◀ 2 Community Corrections
- 3 Administration

* Only single-click to make a selection.

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

Update Plans, Agency Information (continued)

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.

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

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Programs *

<input type="checkbox"/>	1 Prison Operations and Services
<input type="checkbox"/>	2 Community Corrections
<input type="checkbox"/>	3 Administration

* Only single-click to make a selection.

Update Plans, Agency Information (continued)

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

Agency Information

Agency: Statute:

Director: Title: Office: Phone: Ext:

Plan Contact: Title: Office: Phone: Ext:

Mission:

Description:

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 co
▶	4 To provide services through efficient government.

★ Only single-click to make a selection.

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

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

The system 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.

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

Update Plans, Program/Subprogram Information (continued)

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 Microsoft Word and copy/paste your text into AZIPS.

Please do not include hardcopy attachments to your AZIPS Reports.

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.

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

Program Information

Full Screen

Agency: Arizona Department of Administration Statute: (required information)
Program: 1 Administration A.R.S. §§ 41-701, 41-1051, 41-2501

Contact: Kevin Donnellan Title: Acting Director Office: Director's Office Phone: (602) 542-1500 Ext:
Div./Unit:
Mission: To provide leadership, direction, financial and management information, and support to enable the Arizona Department of Administration to achieve its mission and vision.
Description: In addition to providing strategic direction and operational guidance for the agency, the Director's Office also includes the legislative liaison/public information office, Budget office, Government Transformation Office, Grant's Office, State Employee Charitable Contribution office, the Office of the General Counsel, the Office of Employment and Population Statistics and the Governor's Regulatory Review Council.
Additionally, the Director's Office formulates and advocates agency policy, compliance with all statutory requirements and administers ADOA operations in a cost-effective and efficient manner that is responsive to our customer's needs. The Director's Office also oversees and implements all strategic planning efforts for the agency.

Subprograms *

▶	1 Administration
▶	2 Governor's Regulatory Review Council (GRRC)
▶	3 Employment and Population Statistics
▶	4 Government Transformation Office

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

Goals *

Add

* Only single-click to make a selection.

Update Plans, Program/Subprogram Information (continued)

Subprogram Information

Agency: Arizona Health Care Cost Containment System
Program: 3 Acute Care
Subprogram: 2 Hospital Payments

Statute: A.R.S. § 36-2903.01(R)

Contact: Shelli Silver **Title:** Assistant Director **Office:** Division of Health Care Manag **Phone:** (602) 417-4647

Mission: To allocate federal and state dollars to hospitals that serve a disproportionate share of low-income and Medicaid patients.

Description: Disproportionate share (DSH) payments will be made to provide additional reimbursement to hospitals that serve a disproportionate share of low-income and Medicaid patients. Based on a formula established in federal and state law, payments may be made to the Arizona State Hospital and other public and private hospitals throughout Arizona. Funding Note: For Funding purposes, Safety Net Care Pool (SNCP) payments are included in DSH.

Goals *

▶	1 To ensure disproportionate share (DSH) payments are correctly allocated to hospitals through consultation with the Governor's Office ar
▶	2 To help support Graduate Medical Education (GME) through direct cost reimbursements.

* Only single-click to make a selection.

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.

Update Plans, Program/Subprogram Information (continued)

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.

The screenshot shows the 'Goal Information' form with the following fields and controls:

- Agency:** Arizona Health Care Cost Containment System
- Program:** 1 Administration
- Subprogram:** 1 Central Administration
- Goal #:** 1
- Description:** To oversee the development of AHCCCS core competencies with an emphasis on enhancing employee knowledge and teamwork, and improving customer relations.
- Objectives *:** A list containing one objective: "1 In FY 2016, estimated employee turnover is expected to be 17.86%".
- Buttons:** 'Add Goal', 'Delete Goal', and 'Add' (for objectives).
- Navigation:** 'Main Menu', 'Master List Report', 'Agency Report', 'Funding', 'Explore Plans', 'Close'.
- Footer:** '* Only single-click to make a selection.'

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

Agency: HCA Arizona Health Care Cost Containment System
 Program: 1 Administration
 Subprogram: 1 Central Administration
 Goal # 1 To oversee the development of AHCCCS core competencies with an emphasis
 Objective # 1

Descriptions

FY 2016:	In FY 2015, actual employee turnover was 19.24%
FY 2017:	In FY 2016, estimated employee turnover is expected to be 17.86%
FY 2018:	In FY 2017, estimated employee turnover is expected to be 17.86%

Performance Measures *

		Type	#	Performance Measure	FY 2015 Actual	FY 2016 Estimate	FY 2016 Actual	FY 2017 Estimate	FY 2018 Estimate	
▶	Y	☑	OP	1	Percent of employee turnover	19.24	17.86	0	17.86	0

Click to create a new objective.

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'

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.

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.

Create a new performance measure.

Performance Measure Information

Agency: HCA Arizona Health Care Cost Containment System
 Program: 1 Administration
 Subprogram: 1 Central Administration
 Goal #: 1 To oversee the development of AHCCCS core competencies with an emphasis
 Objective #: 1 In FY 2015, actual employee turnover was 19.24%
 PerfMeasure: 1 **Percent of employee turnover**

Budget * Related	Master List	Type	FY 2015 Actual	FY 2016 Estimate	FY 2016 Actual	FY 2017 Estimate	FY 2018 Estimate
Yes	<input checked="" type="checkbox"/>	OP	19.24	17.86		17.86	0

Performance Measure Description:
 Percent of employee turnover

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) ?

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

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

- 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 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.

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.

Update Plans, Performance Measure Information (continued)

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

Performance Measure Information

Add PM
Delete PM
◀
▶

Agency: HCA Arizona Health Care Cost Containment System
Program: 1 Administration
Subprogram: 1 Central Administration
Goal # 2 To ensure and maintain the integrity of the AHCCCS program through timely
Objective # 1 In FY 2015, the cost/benefit ratio of audits and investigations related to rep
PerfMeasure: 1 **Cost/benefit ratio (in dollars) of audits and investigations relat**

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

Budget * Related	Master List	Type	FY 2015 Actual	FY 2016 Estimate	FY 2016 Actual	FY 2017 Estimate	FY 2018 Estimate
No	<input checked="" type="checkbox"/>	OC	1/8.74	1/9.62		1/10.58	0

Performance Measure Description:

Cost/benefit ratio (in dollars) of audits and investigations related to reports of fraud and abuse.

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.

Update Plans, Performance Measure Information (continued)

Performance Measure Information

Agency: HCA Arizona Health Care Cost Containment System
Program: 1 Administration
Subprogram: 1 Central Administration
Goal #: 1 To oversee the development of AHCCCS core competencies with an emphasis
Objective #: 1 In FY 2015, actual employee turnover was 19.24%
PerfMeasure: 1 **Percent of employee turnover**

Budget * Related	Master List	Type	FY 2015 Actual	FY 2016 Estimate	FY 2016 Actual	FY 2017 Estimate	FY 2018 Estimate
Yes	<input checked="" type="checkbox"/>	OP	19.24	17.86		17.86	0

Performance Measure Description:
Percent of employee turnover

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)

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.

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.

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

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.

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 the OSPB database.

If a *Budget Related* measure needs to be deleted or reworded, please make note of 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.

Update Plans, Plan Funding

OSPB published *A Guide for Agency Program Structures* 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.

Funding for unaligned agencies needs to be updated for:

- * FY 2016 Actual Expenditures
- * FY 2017 Appropriation
- * FY 2018 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	Senate
Community Colleges	

Update Plans, Plan Funding (continued)

Subprogram Information

Agency: Office of Economic Opportunity
 Program: 3 Acute Care
 Subprogram: 1 Traditional Services

Statute: A.R.S. § 36-2901.4(b)

Contact: Penny E...
 Mission: To provi...
 Description: When th... from the... was esta... already i... parents...

Funding

Agency: HCA Office of Economic Opportunity
 Program: 3 Acute Care

Funding Sources *	FY 2016	FY 2017	FY 2018
	Actual	Estimated	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

★ Only single-click to make a selection.

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.

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.

* <input type="checkbox"/>	P	S	G	O	PM	
<input type="checkbox"/>	0	0	0	0	0	P 0 AHCCCS
<input type="checkbox"/>	1	0	0	0	0	P 1 Administration
<input type="checkbox"/>	1	1	0	0	0	S 1 Central Administration
<input type="checkbox"/>	1	1	1	0	0	G 1 To oversee the development of AHCCCS core competencies with an emphasis on enhancing employee knowl
<input type="checkbox"/>	1	1	1	1	0	O 1 In FY 2015, actual employee turnover was 19.24%
<input type="checkbox"/>	1	1	1	1	1	P 1 Percent of employee turnover
<input type="checkbox"/>	1	1	2	0	0	G 2 To ensure and maintain the integrity of the AHCCCS program through timely audits and investigations of rep
<input type="checkbox"/>	1	1	2	1	0	O 1 In FY 2015, the cost/benefit ratio of audits and investigations related to reports of fraud and abuse was
<input type="checkbox"/>	1	1	2	1	1	P 1 Cost/benefit ratio (in dollars) of audits and investigations related to reports of fraud and abuse.
<input type="checkbox"/>	1	1	3	0	0	G 3 To develop and maintain accurate AHCCCS statutes to ensure compliance with federal and state legal requir
<input type="checkbox"/>	1	1	3	1	0	O 1 In FY 2015, AHCCCS achieved 100% timely submission and approval of rule packages.
<input type="checkbox"/>	1	1	3	1	1	P 1 Percent of timely submissions and approval of rule packages
<input type="checkbox"/>	1	1	4	0	0	G 4 To develop, maintain, and enhance computerized PMMIS application systems as dictated by cost efficiencies
<input type="checkbox"/>	1	1	4	1	0	O 1 In FY 2015, PMMIS was available to users 99.49% of the time.
<input type="checkbox"/>	1	1	4	1	1	P 1 Percent of time the PMMIS is available to our users
<input type="checkbox"/>	1	1	5	0	0	G 5 To administer a streamlined claims processing system, including the integration of an electronic format for pr
<input type="checkbox"/>	1	1	5	1	0	O 1 In FY 2015, 95.8 percent of administrative invoices were paid within 30 days and 99 percent of total pro
<input type="checkbox"/>	1	1	5	1	1	P 1 Percent of administrative invoices paid within 30 days
<input type="checkbox"/>	1	1	5	1	2	P 2 Percent of total programmatic payments completed electronically
<input type="checkbox"/>	1	1	6	0	0	G 6 To administer an effective and efficient informal grievance process.
<input type="checkbox"/>	1	1	6	1	0	O 1 In FY 2015, .62% of enrollees filed a grievance.
<input type="checkbox"/>	1	1	6	1	1	P 1 Percent of enrollees filing a grievance
<input type="checkbox"/>	1	1	7	0	0	G 7 To facilitate communications, planning, and discussion regarding operations, financ
<input type="checkbox"/>	1	1	7	1	0	O 1 In FY 2015, the Advisory Council on Indian Health Care met 14 times.
<input type="checkbox"/>	1	1	7	1	1	P 1 Advisory Council On Indian Health Care (ACOIHC): Number of meetings ann
<input type="checkbox"/>	1	2	0	0	0	S 2 Pass-thru to Other State Agencies
<input type="checkbox"/>	1	2	1	0	0	G 1 Default Goal
<input type="checkbox"/>	1	2	1	1	0	O 1 < Default FY 2016 Description >

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

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' interface with a hierarchy of planning elements. The top navigation bar includes 'Display Below:' (Programs, Subprograms, Goals, Objectives, PMS) and 'Reorganize Items Below:' (Delete Mode, Move Mode, Copy Mode). Below this are buttons for 'Programs', 'Subprograms', 'Goals', 'Objectives', and 'PMS'. A 'Set Colors' button is also visible. The main area displays a list of planning elements with columns for P, S, G, O, and PM, and checkboxes for each level. The elements are color-coded according to the selected level.

Callout 1: The pink area will list only the planning levels that are currently selected to be visible.

Callout 2: In this example, all levels are listed because all levels were selected to be displayed below.

Callout 3: The five planning level buttons determine what is displayed. All levels below the selected button are hidden.

Callout 4: Since PMs are the lowest level, all levels and planning elements are displayed.

Callout 5: For example, if you click *Goals, Objectives* and *Performance Measures* will be hidden.

Callout 6: You can change colors if the default colors for the five levels are hard to see.

Callout 7: Notice the five planning level buttons display the colors they're set to and these colors are used when listing your planning elements below.

Callout 8: This entry for is:
 Program #1
 Subprogram #1
 Goal #5
 Objective #1
 Performance Measure #2

Callout 9: All planning element names are prefixed with the initial of the planning level followed by the number of the element within the level.

Callout 10: For example, this planning element is the fifth goal.

Explore Plans (continued)

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.

The screenshot shows the 'Explore Plans' interface. At the top, there are tabs for 'Programs', 'Subprograms', 'Goals', 'Objectives', and 'PMs'. Below these are buttons for 'Delete Mode', 'Move Mode', 'Clear', 'Execute', 'Save', and 'Cancel'. The main area displays a tree view of plan elements with columns for 'P', 'S', 'G', 'O', and 'PM'. A tooltip is visible over the tree view, stating: 'Double-click to edit/view the item or, Single-click to select item in Delete/Move mode.'

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.

The screenshot shows the 'Performance Measure Information' form. It includes a navigation bar with buttons for 'Main Menu', 'Master List Report', 'Agency Report', 'Funding', 'Explore Plans', and 'Close'. Below the navigation bar are buttons for 'Add PM', 'Delete PM', and navigation arrows. The main content area displays the following information:

- Agency: HCA Office of Economic Opportunity
- Program: 1 Administration
- Subprogram: 1 Central Administration
- Goal #: 4 To develop, maintain, and enhance computerized PMMIS application systems
- Objective #: 1 In FY 2015, PMMIS was available to users 99.49% of the time.
- PerfMeasure: 1 **Percent of time the PMMIS is available to our users**

At the bottom, there is a table with columns for 'Budget *', 'Master List', 'Type', 'FY 2015 Actual', 'FY 2016 Estimate', 'FY 2016 Actual', 'FY 2017 Estimate', and 'FY 2018 Estimate'. A footnote on the right states: '* Measures that are published in the Executive Budget Recommendation can't be deleted.'

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.

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

The screenshot shows the 'Explore Plans' interface. At the top, there are tabs for 'Display Below' (Programs, Subprograms, Goals, Objectives, PMs) and 'Reorganize Items Below: Move Mode Selected' (highlighted in pink). Below these are buttons for 'Delete Mode', 'Move Mode', 'Clear', 'Execute', 'Save', and 'Cancel'. A 'Close' button is also present. The main area contains a table with columns for 'P', 'S', 'G', 'O', 'PM', and a checkbox column. The table lists various planning elements like 'AHCCCS', 'Administration', 'Central Administration', and several goals and objectives with their respective counts. A 'Set Colors' button is located above the table. A note at the bottom right of the table area says: '* 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 AHCCCS
	1	0	0	0	0	☐	P 1 Administration
	1	1	0	0	0	☐	S 1 Central Administration
	1	1	1	0	0	☐	G 1 To oversee the development of AHCCCS core competencies with an emphasis on enhancing employee knowl
	1	1	1	1	0	☐	O 1 In FY 2015, actual employee turnover was 19.24%
	1	1	1	1	1	☐	P 1 Percent of employee turnover
	1	1	2	0	0	☐	G 2 To ensure and maintain the integrity of the AHCCCS program through timely audits and investigations of rep
	1	1	2	1	0	☐	O 1 In FY 2015, the cost/benefit ratio of audits and investigations related to reports of fraud and abuse was
	1	1	2	1	1	☐	P 1 Cost/benefit ratio (in dollars) of audits and investigations related to reports of fraud and abuse.
	1	1	3	0	0	☐	G 3 To develop and maintain accurate AHCCCS statutes to ensure compliance with federal and state legal requir
	1	1	3	1	0	☐	O 1 In FY 2015, AHCCCS achieved 100% timely submission and approval of rule packages.
	1	1	3	1	1	☐	P 1 Percent of timely submissions and approval of rule packages

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.

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.

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

Explore Plans (continued)

Reorganize Planning Elements

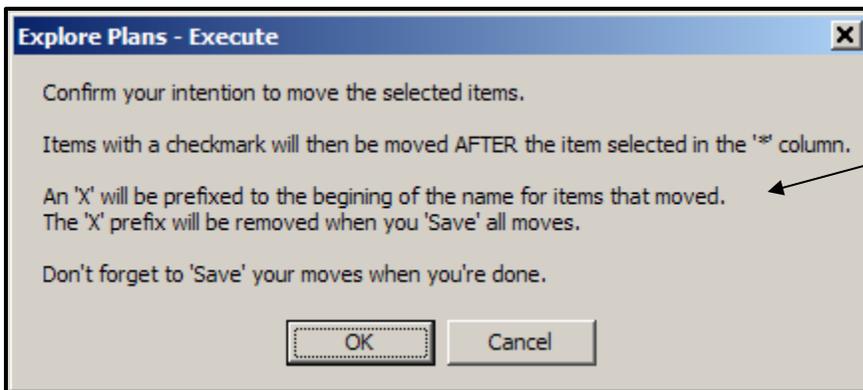
Here is an example of reordering a performance measure.

<input type="checkbox"/>	0	0	1	1	8	<input type="checkbox"/>	P 8 Average number of days from receipt of application for establishment license to granting of lic
<input type="checkbox"/>	0	0	1	1	9	<input type="checkbox"/>	P 9 Percentage of renewals within 3 days
<input type="checkbox"/>	0	0	1	1	10	<input type="checkbox"/>	P 10 Administration as a percentage of total cost
<input type="checkbox"/>	0	0	1	1	11	<input type="checkbox"/>	P 11 Customer satisfaction rating (Scale 1-8)
<input type="checkbox"/>	0	0	1	1	12	<input checked="" type="checkbox"/>	P 12 Number of licensees (new and existing)
<input type="checkbox"/>	0	0	2	0	0	<input type="checkbox"/>	G 2 To investigate and resolve consumer and Board initiated complaints in accordance with statutes and
<input type="checkbox"/>	0	0	2	1	0	<input type="checkbox"/>	O 1 Since establishment inspections started in 2010 the number of consumer complaints has decrease
<input type="checkbox"/>	0	0	2	1	1	<input type="checkbox"/>	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.



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

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 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.

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

Display Below: Programs, Subprograms, Goals, Objectives, PMs
Reorganize Items Below: **Delete Mode Selected** Close
Programs Subprograms Goals Objectives PMs Delete Mode Move Mode Clear Execute Save Cancel
* P S G O PM Set Colors **Explore Plans** + Double-click to edit/view the item on. Single-click to select item in Delete/Move mode.
P 0 Board of Dispensing Opticians
G 1 To ensure high standards of professional and ethical conduct in the field of opticianry through efficient proce
O 1 < Default FY 2016 Description >
P 1 Optician applications received
P 2 Optician licenses issued
P 3 Optician renewal applications processed

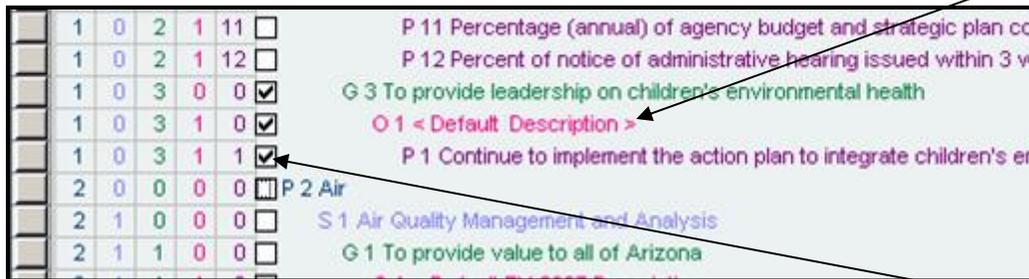
Explore Plans (continued)

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.

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



<input type="checkbox"/>	1	0	2	1	11	<input type="checkbox"/>	P 11 Percentage (annual) of agency budget and strategic plan co
<input type="checkbox"/>	1	0	2	1	12	<input type="checkbox"/>	P 12 Percent of notice of administrative hearing issued within 3 y
<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 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

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*.

Reports

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

Reports

Close

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

Budget Measures
Preview Print

Revised Performance Measure Descriptions
Preview Print

Plan Funding
Preview Print

Print the *Master List* information for OSPB.

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.

Reports (continued)

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

[Close](#)

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 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	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](#)

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

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*.

Reports (continued)

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

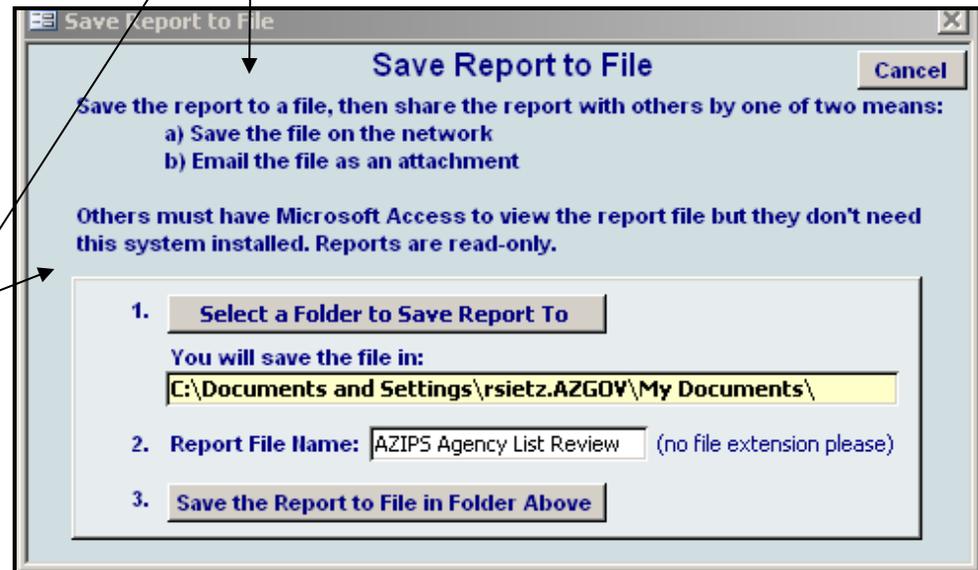
When a report is opened a *report menu-bar* will appear at the top of the window with three buttons.

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



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.



Reports (continued)

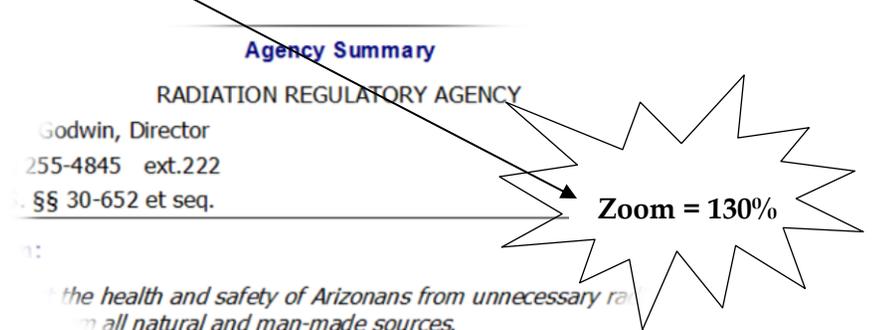
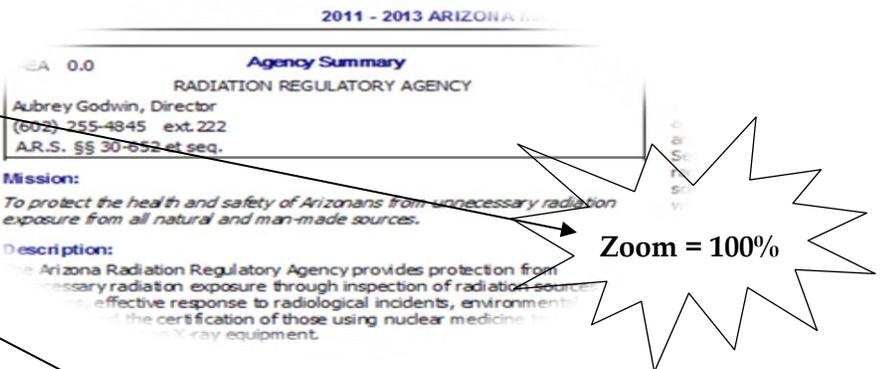
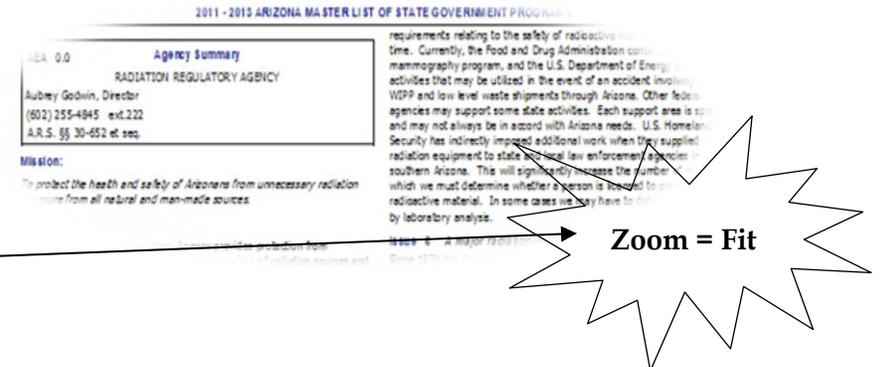
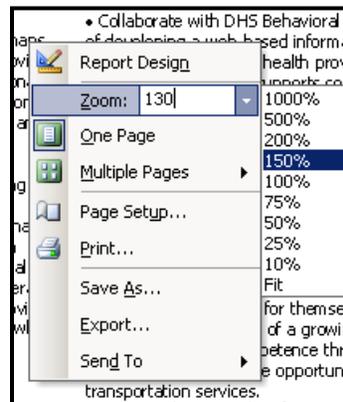
The reports have been designed to have small fonts because of the volume of pages for printing/publishing, especially at the state level.

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.

This *Zoom* feature also works for people who 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 they see your reports in Snapshot Viewer that they can zoom.



Check Data

The *Check Data* form can be run from the *Main Menu*.

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

The screenshot shows a web browser 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 form, 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 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.

Three callout boxes provide additional information:

- A box on the right says: "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." An arrow points from this box to the green message box.
- A box at the bottom right says: "A checkmark indicates that the data check has passed. In this illustration, all data checks have passed." An arrow points from this box to the checkmark in the fifth item of the list.
- A box at the top right says: "When all required data checks pass, a message will confirm it." An arrow points from this box to the green message box.

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 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					
Program:	1	Program Name:	Governance		
Subprogram:	0	Subprogram Name:	Governance		
Goal:	1	Goal Desc:	To adopt the Good Incentive Plan to Annual Action Plan Strategic Plan		
Objective:	1	Objective Desc:	See BU12007		
Performance Description:		RI Type:	F12007	F12009	
			Actual	Eligible	
1	Percent of action plan objectives substantially completed		0	0	
2	Number of action plan objectives substantially completed		0	0	
Goal:	2	Goal Desc:	To communicate with universities and the conditions and objectives on local policies and initiatives.		
Objective:	1	Objective Desc:	See BU12007		
Performance Description:		RI Type:	F12007	F12009	
			Actual	Eligible	
1	Number of universities formally contacted		0	0	
2	Number of non-formal meetings conducted		0	0	
Goal:	3	Goal Desc:	To provide internal funds for the university.		
Objective:	1	Objective Desc:	See BU12007		
Performance Description:		RI Type:	F12007	F12009	
			Actual	Eligible	
3	Specific qualitative assessment reported to board		0	0	
1	Amount expended		0	0	
Goal:	4	Goal Desc:	To allocate and monitor preparation 2017/18 time		
Objective:	1	Objective Desc:	See BU12007		
Performance Description:		RI Type:	F12007	F12009	
			Actual	Eligible	
2	Performance measure completed		0	0	
1	Number of goals listed		0	0	
Program:	2	Program Name:	Student Assistance		
Subprogram:	0	Subprogram Name:	Student Assistance		
Goal:	1	Goal Desc:	To continue providing access to university education for students and assist in the economic assistance program.		
Objective:	1	Objective Desc:	See BU12007		
Performance Description:		RI Type:	F12007	F12009	
			Actual	Eligible	
6	Number of incoming transfer quality (IQ) grants awarded (based on funding)		0	0	
7	Number of students awarded transfer aid through the Arizona Transfer Aid (ATA)		0	0	

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

Submit 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 (continued)



Please complete the survey.

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

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

An electronic submittal is required with each revision.

Office of Strategic Planning and Budgeting
AZIPS Submittal
1700 W. Washington, Suite 500
Phoenix, AZ 85007
Phone: (602) 542-5381

Submit to OSPB

Select one of the following methods for sending us a data file of your work:

eFile *

eMail

Other Media
(e.g., CD or Zip Disk)

This system includes data for fiscal years 2016 through 2018

The statutory due date is 9/1/16. You have 92 days remaining.

Requests for filing extensions from OSPB must be made by 8/12/16.

For technical support:
Tao Jin
(602) 542-6573
tjin@az.gov

Notes:

Agencies must submit an original and four copies; 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.

* eFile is the preferred way to send us your data. Please use it after you've reviewed your hardcopies.

Close

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):

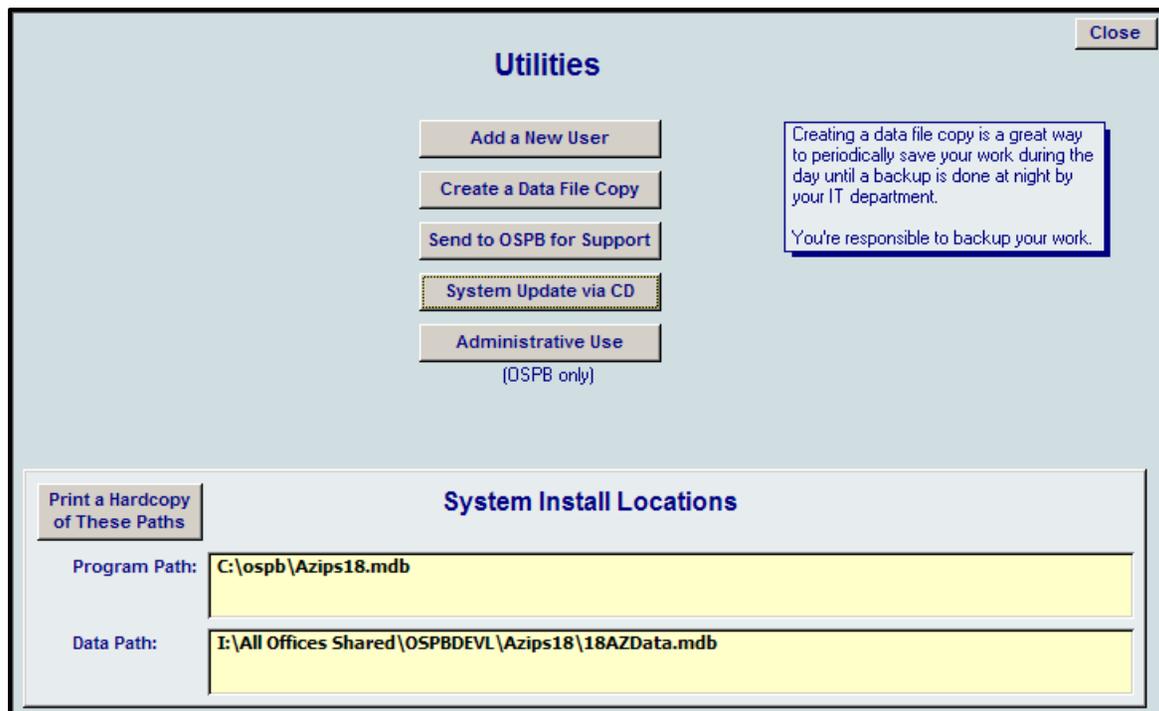
Excellent
Good
Satisfactory
Needs Improvement
Poor
Not Applicable

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

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 an intraday precaution (very quick and 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.



Frequently Asked Questions

Who do I call to get help?

If assistance with any aspect of the submission is needed, please contact the 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 system for their submission.

How do I get the AZIPS software?

The AZIPS software and installation instructions are available on OSPB's website [here](#).

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** submission.
OSPB will distribute the five copies.

Where do I submit?

Agencies should send **all** 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 assigned 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 (five 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 systems 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](#).