OneWa Agency Resource Calculation Tool Instructions

DESCRIPTION	The following document provides instructions for agencies to complete the Agency Resource Calculation Tool, which was emailed to the agency POC of each eligible agency. It includes an overview of the Agency Resource Calculation Tool, instructions for how to use it, and FAQs for completing the spreadsheet.
PURPOSE	To support agencies in their completion of their biennial budget request using the OneWa Agency Resource Calculation Tool.
AUDIENCE	Agency POCs and finance, budget and IT employees that will be completing the OneWa biennial budget request for their agency.

1. Overview

The completed information is due back to One Washington no later than **August 15, 2020**.

- NO LATE submissions will be accepted.
- Please email this information the OneWa mailbox (onewa@ofm.wa.gov)

The tool your agency received was pre-populated with the readiness data that you self-reported to the OneWa program in FY2020 which included your agency systems, interfaces, and data inventories. For each system and interface, your agency self-reported whether it had adequate internal agency support. The OneWa team conducted several workshops with agencies to assist with capturing this critical information and will be conducting follow-up conversations to finalize agency-level deep dive analysis reports in near future.

Based on this agency systems and integration inventory information, agencies will only be able to submit OneWa-related budget requests if they identified agency finance systems-interfaces that:

1. WILL NOT be replaced by the ERP system
2. DO NOT have adequate internal agency resources

DO NOT modify the template workbook or add additional interfaces and/or systems.

If your agency believes there it has a finance related system and/or interface that is not appropriately accounted for within this workbook, please review the OneWa Budget Exception Process

1.1 Considerations

When calculating resource needs, take into consideration:

- **All resources** (employee, contractor, benefits, assumptions) needed to modify the identified system-interfaces. Include the expected percentage of FTE developer or database administrator and tester for each interface.
- OFM has created an **integration strategy** that will allow minor modifications to agency internal systems by cross-walking current data into the new format and vice versa. This crosswalk will not contain AFRS indexes. The integration strategy, along with other OneWa technical strategies and plans, can be found on the OneWa website under technical resources.
- The **Chart of Accounts Model** provided by OneWa is to help agencies understand how the COA will evolve and consider how this might impact current systems-interfaces.
- The **Business Process Mapping (Functionality)** tool provides a reference to assist agencies with understanding when future state system and/or interface process modifications may need to take place based on the business functionality in Phase IA.
- The Program **modernization roadmap** is another artifact for agencies to assist with planning on interface changes, etc.

1.2 Criteria for Budget Acceptance

All agency requests are subject to review and approval by the OneWa team to be included in the consolidated decision package. There are three key criteria that the program will use to approve/deny funding requests:

1. If the agency has complex interfaces, which may include:
   - ProviderOne (HCA and the MQ integrations maintained by DSHS)
   - FAST agencies (DOL, ESD, DOR)
   - Agency mainframe applications
   - Microsoft Dynamics, PeopleSoft, SAP and other ERP implementations
   - Web Intelligence reporting tool usage for data extracts
   - Your agency's current accounting/AFRS codes are hard-coded in agency internal systems
2. If the agency has no technical resources to support system and interface impacts
3. If the agency is one of the 44 agencies that reported impacts

1.3 Agency Workshops

During summer 2020, the OneWa program will conduct agency workshops to provide agencies an opportunity to ask questions related to:

- the Agency Resource Calculation Tool
- the development of this information and
- validating agency resource proposed requests

This information will be reviewed and refined by both the OneWa budget and technical team. All agency OneWa-related requests will be consolidated and submitted, by OneWa, as a single decision package.

For any questions related to the use of this Agency Resource Calculation tool, please review the FAQ tab of the OneWa website or contact the OneWa Mailbox (onewa@ofm.wa.gov).

2. Instructions

After reviewing the Chart of Accounts Model and Business Process Mapping (Functionality) provided by OneWa:

1. Input relevant information into the **3 highlighted (yellow) worksheets:**
   - State Staffing
   - Contractor
   - Assumptions
2. Ensure that all designated fields within each tab are complete, including:
   - **State Staffing:** Calculate new state FTE resources needed to complete the identified work.
   - **Contractor:** Calculate contractor resources needed to complete the identified work.
   - **Assumptions:** Provide any additional information, by system-interface, which will help justify and/or clarify your agency's resource needs. For example:
     - *Example #1: My agency has its systems internally hard coded with AFRS sub objects and indexes and I only have one resource for the entire change to that system.*
     - *Example #2: My system is maintained by a third party.*
     - *Example #3: My agency only consists of 10 staff members and we do not have full-time technical staff.*

1.4 Agency Staffing Models

IMPORTANT: It is **mandatory** to send a copy of the related staffing model used to calculate State Staffing resource needs when submitting this information back to OneWa or this request will not be accepted.

3. Frequently Asked Questions

Q: What is the standard annual hours to calculate Full Time Employees (FTE)?

A: The estimated hours is divided by the state's standard 2088 hours for calculating FTEs.

Q: How were the system names and interface fields populated?

A: The system names are generated by the selection of the interface name, which are based on the self-reported information submitted by agencies to the OneWa program, as part of the agency system and integration inventories.

Q: Why is my agency not allowed to submit for funding for other OneWa related systems?

A: The 2021-23 biennial budget period will only cover Financials (AFRS replacement), as outlined in the OneWa modernization roadmap. Therefore, agency budget requests will only be allowed for these system interfaces that must integrate with the new ERP solution.

Q: Will my agency be allowed to request funding for data conversion and/or legacy system decommissioning?

A: Agencies will not be allowed to request funding from OneWa to cover expenses related to data conversion or decommissioning of legacy systems replaced by the new ERP system.

Q: How was the annual rate information calculated?

A: The salary information is calculated on the information technology occupational category salary ranges on the OFM website. For consistency reasons, the OneWa program used Step L salary range for each IT position title. If you have any issues with using Step L, please come to the agency workshops or email the OneWa budget manager onewa@ofm.wa.gov.

Q: Will my agency be allowed to request cost of living salary adjustments?

A: The OneWa program will apply any cost of living or other salary adjustments, so every agency submitting a budget request through OneWa will have the same rates applied.

Q: Will my agency be allowed to request non-IT related positions for user acceptance testing?

A: Not at this time but if your agency has unique needs for non-IT related positions to complete system integration development outside of the ERP implementation's user acceptance testing, please come to the agency workshops or email the OneWa budget manager onewa@ofm.wa.gov to discuss your agency's needs.