

# Nevada Executive Budget System Work Program Module

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## Work Programs

### What Is A Work Program?

A work program is the document used to request changes to a legislatively approved budget or to establish a budget for a non-executive budget account. It identifies the proposed sources of funds to be received by your agency and shows a plan of how the money is to be spent. In essence, it is a mini-decision unit that is self-balancing and must be self-supporting.

There are several reasons for requesting a revision to your legislatively approved budget. Examples of reasons for changes are:

- Identify and reconcile changes in an agency's funding
- Augments grant/non-grant program funding (increase/decrease)
- Comply with Legislation
- Transfer authority between categories or budget accounts
- Accept a new gift or a grant award
- Increase or decrease authority to collect fees
- Balance forward authority or remaining cash at the end of a fiscal year
- Establish or revise a non-executive budget account
- Establish authority for IFC Contingency funds
  - This action requires a memo of request
- Establish authority to request and to pay back a General Fund advance

When requesting a revision to an executive budget account or a non-executive budget account, specific supporting documentation is required. Listed below are the items needed to properly justify a work program. Some documents are automatically generated by the work program module, some documents are required attachments to move the work program through the approval process, and some documents should be included by the agency, if applicable. The items listed are not inclusive and a work program may require unique documentation.

## **Module Generated Documents**

- Work Program Checklist – completed document based on information included in the Work Program module in the Nevada Executive Budget System (NEBS)
- Cumulative Sheet – illustrates all previous and current work program changes

## **Module Required Documents**

- Work Program Form – agency must fill out the template.
- Cover Sheet – agency must fill out the template (see “work program coversheet section” of this manual – additional details can be found in the Budget Division Work Program training).
- Current Budget Status Reports (BSR) from Controller’s Office Data Warehouse of Nevada (DAWN) or NEBS210 reports for the upcoming fiscal year if applicable.
- Budget projections with corresponding detail including calculations supporting the request.
- Fund maps that show authority before and after the revisions. The fund maps must document balancing to the authority currently in DAWN then display all approved and pending work programs in addition to the work program being presented. The ending column should show the results if the work program is approved. Restricted revenue should identify which expenditures are being supported by that revenue source. If all revenue is unrestricted, this should be noted on the fund map.

## **Agency attachments, if applicable**

- NPD-19 (if requesting a new position including organizational chart with the new position and calculations for the increase for the new position and explanation how the increase will be funded). Agency should create a working version in NEBS based on version L01 and attach the NEBS 210 and 130 reports to the work program to document payroll costs (payroll, operating and information services assessments should not be charged for new position added during the interim).
- Quotes for purchases of unbudgeted items (i.e. equipment, computers, etc.).
- Detailed calculations supporting the request, which ultimately corresponds to the work program amount.
- Reconciliation worksheet showing how the request will be funded.
- The Board of Examiners action item request (i.e. contingency funds, contracts, leases, etc.).
- Grant requirements
  - Copies of grant awards, grant reconciliations, the grant budget(s) (if applicable) and a summary of the grant program and purpose.
    - A copy of the entire grant application is not necessary.
- Copies of citations referenced in the work program narrative or backup (i.e., Nevada Revised Statute, State Administrative Manual, Bills, regulations, etc.).
  - Include specific portions of the backup only. The entire manual is not

necessary.

- Buildings & Grounds signoff, if applicable.
- File maintenance request (form used when establishing a new revenue source code or expenditure category).

Prepare work programs using the NEBS Work Programs Module and guidelines presented in this manual. All attachments should be easily understood or documented. Ensure any copies have correct print formatting, are scanned straight and of good quality, print is not too small, acronyms are spelled out the first time they are used, and excel spreadsheets are attached in lieu of pdf version if possible. (Additional information is provided in the Professional Presentation section of this manual).

Concisely articulate the need for the revision and thoroughly document all related information. A well prepared work program demonstrates your agency has evaluated alternative actions and the proposed change provides the greatest benefit to the state.

Under certain conditions, the Budget Director can approve some work programs, while others require approval by the Budget Director and the Interim Finance Committee (IFC) of the legislature. Conditions of approval are detailed later in this manual.

Understanding the involved process which may take several weeks, plan well in advance and comply with all deadlines to ensure your work program is approved in a timely manner.

### **Appropriation vs. Authorization**

The source of funds may be categorized as appropriations, authorizations, or a combination of the two. Both represent approval from the state legislature to expend funds. Generally speaking, an appropriation is made from unrestricted state funds, either General Funds or Highway Funds, while an authorization is made contingent upon collecting revenue from another source, e.g., user fees, grants, or assessments.

Work programs are prepared by all agencies in order to comply with the provisions of the **State Budget Act - NRS 353.150 through 353.246** and to ensure all of the conditions listed below are met:

- Expenditures are within applicable appropriations and authorizations.
- Appropriations and authorizations are used for purposes that meet legislative intent.
- Sufficient funds exist to allow the state to incur financial obligations.
- Changes in planned revenues and expenditures can be proposed, evaluated, and authorized in a manner consistent with the **State Budget Act**.

### **Executive Budget vs. Non-Executive Budget**

Upon completion of a legislative session, the legislatively approved budget is electronically incorporated into the Integrated Financial System (IFS). This process is critical for all agencies since revenue and expenditure transactions cannot be processed until the authority is established in the state's accounting system. If a budget is not included in the Governor's Executive Budget, the agency must submit a work program to the Budget Division to establish a non-executive budget account.

## Work Program Approval Levels

### Departmental Approval

Each department has its own internal process for generating work programs. The work program module includes several approval levels that can be used by departments based on their protocol, which include: Data Entry, Budget Account, Division, and Department. NEBS Work Program Access forms can be found on the Budget Division website under Documents/Access Forms - <http://budget.nv.gov/Forms/> (Additional information is provided in the Security Roles section of this manual).

### Budget Division

The Budget Division will review the work program for accuracy and coordinate the agenda for the IFC meetings. Work programs not requiring IFC approval can be approved at the Team Lead Level Approval level within the Budget Division. Work programs placed on the IFC agenda will be held at the IFC Agenda Approval level within the Budget Division until approved by the committee.

### Interim Finance Committee (IFC) Approval

The Budget Division will use the following criteria, in accordance with [NRS 353.220](#), when determining if a revision requires IFC review and approval:

- The cumulative categorical change is more than \$30,000 and increases or decreases the legislatively approved category level by \$75,000 or 10% whichever is less.
- Includes a non-governmental grant or gift in excess of \$20,000 each in value.
- Involves the allocation of block grant funds when the agency is using IFC for the public hearing requirement for block grant funds.
- Any work program requesting new employees funded by a grant requires IFC approval. Work programs requesting new employees funded by other resources, other than a grant, may require IFC approval. Contact your assigned budget analyst if you need assistance in determining whether or not your work program requires IFC approval.

Work programs do not require IFC approval if they meet the following criteria:

- Is equal to or less than the initial \$30,000 cumulative change for the category (reserve categories are not considered expenditure categories and are excluded from this requirement).
- Exceeds the initial \$30,000 cumulative categorical change and are equal to or less than \$75,000 and 10% cumulative for the category (reserve categories are not considered expenditure categories and excluded from this requirement).
- Exceeds the initial \$30,000 cumulative categorical threshold, and is equal to or less than \$5,000 for categories 02, 03, 05, or 30 or equal to or less than \$10,000 for all other categories (reserve categories are not considered expenditure categories and excluded from this requirement).
- Implements general/highway fund salary adjustments approved by BOE.

- Increases revenue and places funds in reserve only.
- Reallocates or realigns revenues with no change to expenditure categories.
- Work program is for a non-executive budget.
- Includes a new governmental grant less than \$150,000.
- Balances forward authority from the immediate preceding fiscal year without a change in purpose.
- Statutory/legislative authority exists that precludes IFC approval.

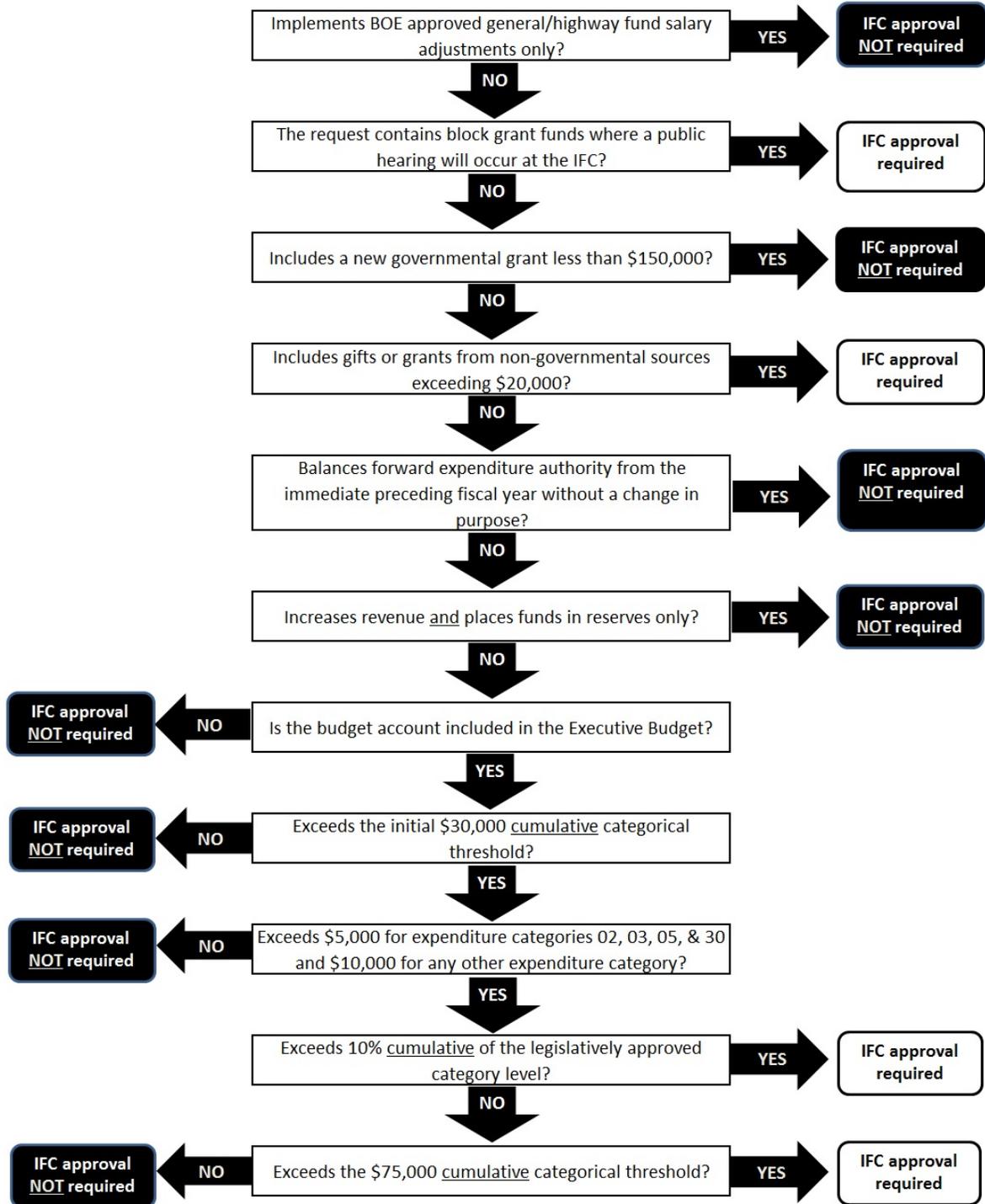
Regardless of the criteria, the Budget Division will have the final determination whether a work program will be presented for IFC consideration. For example, a work program may have particular interest to IFC members and would be submitted by the Budget Division to the IFC.

The following is a decision tree to determine IFC approval requirements.

## DETERMINING IF IFC APPROVAL IS REQUIRED

### Work Program Revisions

Decision Tree to Determine IFC Approval Requirements



Revised: January 22, 2016

For additional guidelines on IFC thresholds, please consult NRS 353.220, NRS 353.335, or discuss requirements with your assigned Budget Division Analyst. Additional information can also be located in Assembly Bill 20 from the 2015 Legislative Session.

## Factors of a Work Program

### Acceptance of Gifts and Grants

While gifts and grants are governed by [NRS 353.335](#), acceptance of gifts and grants does not preclude the work program thresholds pursuant to [NRS 353.220](#). The categorical thresholds described above still apply when determining whether or not a work program to augment revenue for the acceptance of gifts and grants requires IFC approval.

### Assembly Bill 20

AB20 removes the requirement for additional approval by the IFC from work programs which result from a gift or nongovernmental grant which does not exceed \$20,000, a new governmental grant which does not exceed \$150,000 or carrying forward money from the preceding fiscal year with no change in purpose.

### Timelines

It is very important to forward any proposed work program requests to the Budget Division as they become necessary and not wait until the IFC meeting date is scheduled by the Legislative Counsel Bureau (LCB). Work programs submitted shortly before, on, or after the Budget Division deadline may be postponed to a subsequent IFC meeting if there is not adequate time for the Budget Division to thoroughly review the request. Only the governor can approve exceptions to this policy. The posted schedule of the IFC meeting dates can be found on the legislative website at <http://leg.state.nv.us/> under Calendar of Meetings.

Budget Division deadlines can be found in Policy Directives posted on the Budget Division website at <http://budget.nv.gov/>. If you have any questions concerning deadlines, contact your assigned budget analyst.

Pursuant to NRS 353.220, below are exceptions for work programs requiring IFC approval from waiting for approval until the next scheduled IFC meeting for approval. Agencies should plan accordingly to avoid these exceptions.

### Statutory Emergency Provision

Pursuant to NRS [353.220, paragraph 5](#), if the work program adjustment is necessary because of an emergency as defined in NRS 353.263 or for the protection of life or property, the governor may approve the work program and must report the action to the IFC at their next scheduled meeting.

### Expeditious Action (15-day)

If the governor determines the IFC needs to take expeditious action to consider a proposed work program, including the acceptance of a gift or grant, the IFC has 15 calendar days (after receipt by the Secretary of the Committee) to consider the work program. If the work program is not acted upon within the 15-day period, the revision is deemed approved (NRS 353.220(5) b). A request for a 15-day expeditious action should be pre-approved by the Budget Division before the work program is submitted. Extreme circumstances must exist to qualify for an expeditious action and the time needed for review and evaluation of the proposal by the Budget Division is not included in the 15 days. An agency memo must be emailed to your assigned budget analyst and it must explain why the work program is an extreme circumstance and qualifies for expeditious action

(example below). The 15-day option in the dropdown should be selected in the IFC approval tab of the NEBS work program module. See the Work Program Module Navigation section within this manual.

### **Example of an agency memo:**

Date: 07/15/13  
To: Budget Analyst  
From: Agency  
Subject: Expedited Work Program Number C26895

The Exchange is requesting expeditious action on work program # C26895 due to the critical timeline in the implementation of the Exchange. These funds are essential to implement the requirements of the Affordable Care Act and NRS 695.I. Open enrollment begins on October 1, 2014, and many federal requirements are still outstanding in the creation of this large-scale IT project. Additionally, this grant includes funding for some recent change orders for our IT vendors; change orders that have been brought forth in response to last minute federal regulations that have changed the already-designed system. In order to meet these federal regulations by October 1, 2013, the Exchange needs authority to expend these funds immediately. Thank you for your consideration.

### **45-day Approval**

There may be circumstances where a work program requires approval before the next scheduled IFC meeting. For these situations, the statute has a specific resolution. The IFC has 45 calendar days after receipt by the Secretary of the Committee to consider a proposed work program. If the work program is not acted upon within the 45-day period, the work program is deemed approved ([NRS 353.220 \(5\) c](#)). Note the time needed for review and evaluation of the request by the Budget Division is not included in the 45 days. Due to current scheduling of IFC meetings, the use of a 45-day approval work program is less common than in the past. It is the preference of the Budget Division to place the work program on the next IFC meeting agenda if it falls within the Budget Division deadlines for that IFC meeting.

### **Section 7 of the Authorization Act (AB 490 for the 2015 Legislative Session – bill number changes every session)**

If the operation of an office, department, board, agency, commission, institution or program is financed during the 2015-2017 biennium by an appropriation or appropriations from the General Fund or the Highway Fund as well as by money received from other sources, the portion provided by appropriation from the General Fund or the Highway fund must be reverted to the General Fund or Highway Fund if replaced by a new funding source. General Fund Reversions are placed into category 93 - Reserve for Reversion. There is no level of materiality or threshold that applies to a Section 7 adjustment. Section 7 may trigger an inability to access General Fund Salary Adjustment funds.

### **IFC Contingency Account Fund**

Agencies qualifying under the provisions of [NRS 353.268](#) shall submit a request to the Board of Examiners (BOE) for an allocation from the IFC Contingency Account funds. Requests for an allocation must be for an emergency use to supplement regular legislative appropriations, which fail to cover unforeseen expenses and to meet expenses pursuant to law requirements, or as

provided by specific statute. Approval of all requests are subject to the independent action of the IFC. During a legislative session, these funds are not available. A Supplemental Appropriation may be requested in the agency's budget request and if approved in the Governor Recommends budget, will become a separate bill.

Agencies requesting non-restricted IFC Contingency Account funds are required to submit a memo of request for the BOE approval, a memo of request for IFC approval and a completed and accurate work program. All other options of obtaining funds must be exhausted prior to requesting IFC Contingency Account funds unless specified in a bill or other legislation. When a Senate or Assembly bill approves IFC Contingency Account funds, review the language of the bill closely. BOE and/or IFC approval may not be required.

## **Preparing a Work Program**

Work programs are reviewed in the same manner as an agency budget submission and require the same level of detail. Requests must be submitted to the Budget Division with appropriate justification and supporting documentation. A well-documented request will fully answer the following:

- Who will perform the work/services and who will benefit if the work program is approved?
- What is being accomplished and what are the benefits to the population served and/or the state.
- Where will the service/work/project be performed?
- Why is the work program necessary?
- When is the completion date and/or what is the project date range?
- How much is changed from the legislatively approved budget?
- What are the consequences?

It is important to remember your work program is part of the state's budget and impacts all other parts of state government in some way, whether directly or indirectly and a complete work program addresses this impact. Additionally all work program documents and supporting information are subject to public review and some information may be posted to the Nevada Open Government site at [open.nv.gov](http://open.nv.gov).

## **Work Program Form**

The financial details and associated comments for a work program are entered on the Work Program Form. Data entered on the form appears in the work program request and work program description reports. The Work Program form includes a revenue and expenditure section which must balance. Additional information regarding the completion of the form can be found later in this manual.

## **Work Program Cover Sheet**

The work program cover sheet summarizes the revision as well as provides clear and concise information to support the request. When completing the work program cover sheet, agencies should remember the audience includes your budget analyst in the Budget Division, your fiscal

analyst at LCB Fiscal and possibly the IFC and the public. Provide enough information to support your case and present it in an understandable manner. In order for your revision to be approved, your analysts must first be persuaded it is necessary. Below is a description of each section of the coversheet.

### ***Budget Account's Primary Purpose, Function, and Statutory Authority***

This section is automatically populated by the module from the Program Statement in NEBS and should be reviewed for accuracy.

### ***Purpose of the Work Program***

The purpose of the work program displays on both the work program form and the cover sheet. It is a clarifying action statement and should answer what function the work program would do if approved. It is not intended to describe the mechanics of the work program. Below are examples of the format that must be followed for the purpose section of the work program for various scenarios.

- ***Balance Forward, no change in purpose***
  - This work program requests to balance forward unexpended cash with no change in purpose.
- ***Realign/Additional Grant Authority***
  - This work program requests the addition of \_\_\_\_\_ federal funds (type of) to provide \_\_\_\_\_ (service/support).
  - This work program requests the addition of \_\_\_\_\_ federal funds (type of) to continue to provide \_\_\_\_\_ (service/support).
  - This work program requests the addition of federal Temporary Assistance for Needy Families funds to provide cash assistance payments based on the January 2014 caseload projections.
- ***Budget shortfall***
  - This work program requests a transfer from the \_\_\_\_\_ category (name) to the \_\_\_\_\_ category (name) to fund an increase due to \_\_\_\_\_ (reason).
  - This work program requests the transfer from the \_\_\_\_\_ category (name) to the \_\_\_\_\_ category (name) to fund a projected shortfall for the remainder of the fiscal year.
  - This work program requests a transfer from the Reserve category to the Division Cost Allocation category to fund an increase to the division's federal indirect rate agreement.
- ***Request item missed in the budget request***
  - This work program requests a transfer from the \_\_\_\_\_ category (name) to the \_\_\_\_\_ category (name) to cover \_\_\_\_\_ (reason).
  - This work program requests a transfer from the Reserve category to the Personnel Services category, from the Reserve category to the Operating category, and from the Reserve category to the Loan Servicing category to support the Loan Servicing Program recently acquired by the Housing Division.
- ***Request authority for new program/requirements***
  - This work program requests a transfer from the \_\_\_\_\_ category (name) to the \_\_\_\_\_ category (name) to \_\_\_\_\_ (reason).
  - This work program requests a transfer from the Reserve category to the Personnel Services category, from the Reserve category to the Operating category, and from

the Reserve category to the Loan Servicing category to support the Loan Surviving Program recently acquired by the Housing Division.

- **Request authority for requirements passed during the session, not included in the budget**
  - This work program requests the addition to \_\_\_\_\_ fees (name) to Section \_\_\_\_\_ of the \_\_\_\_\_ Legislative Session.
  - This work program requests the addition in Qualified Equity Investment Application Fees and in Cost Allocation Reimbursement funds to add a Management Analyst position to provide support in development and implementation of the program regulations and financial oversight for the New Markets Job Act and to assist in the development and support of the new directives of the Industrial Development Revenue Bond Program for charter schools pursuant to Senate Bill 357, Section 16 and Senate Bill 384 of the 2013 Legislative Session.
- **Companion work programs**
  - This program is a companion to work program #\_\_\_\_\_.

### ***Justification***

A complete presentation will include a thorough statement of justification. Justifications should assume the reader has no knowledge of the issue at hand. Listed below are questions the justification summary should answer. (Additional questions are provided in the Work Program training).

- What is currently being done by your agency or other agencies to address the issue and why are current efforts insufficient?
- What facts and figures support the recommendation?
- What statements or information from authorities and clients support the request? What support or opposition is there to the request?
- Are there legal considerations?
- Why wasn't this issue addressed during the legislative session?
- Will this proposal actually solve the problem? What is the impact on other state departments?
- How is this proposal consistent with the department's strategic plan? Be as specific as possible.
- At a minimum, identify the objectives this request will support.
- Is each component in the proposal absolutely essential or just desirable? What recent program changes have occurred causing the request?
- Are or can other non-state funding sources be made available?

Below are sample justifications for reference:

- **Balance Forward, no change in purpose**
  - The division's Bureau of Health Care Quality and Compliance charges fees for applications, licenses and renewals of health care facilities, medical laboratories and personnel. Pursuant to NRS XXX.XXX, cash on hand at the end of each fiscal year must be balanced forward in the same budget account for use in the subsequent fiscal year.
- **Realign/Additional Grant Authority**

- The Immunization Program is federally funded and typically receives 3 rounds of funding per calendar year from the Center of Disease Control. Additional revenue and expenditure authority is needed to establish the first round of funding for calendar year 2013. In addition, a re-alignment in expenditure categories is needed to reconcile state authority. This grant not only funds the operation of the Immunization Program, but it is also used to support two immunization coalitions and three health districts. These coalitions and health districts conduct mandatory activities on behalf of the Nevada State Immunization Program. Please note, standard operating categories are being collapsed into the special use category for ease of tracking due to federal reporting requirements.
- **Cover budget shortfall**
  - As a result of legislatively approved step increases and being fully staffed during SFY2015, Category 01, Personnel Services, has a budgetary shortfall. Category 26, Information Services has sufficient surplus to cover the shortfall in Category 01. The surplus in Category 26 is due a funding shift for the Emergency Management System web server to the Emergency Management System Care grant vs. using General Fund. Accordingly, the division is requesting approval to transfer authority from Category 26 to Category 01 to cover the budgetary shortfall.
- **Request Item missed in the budget request**
  - During the 2013 session, the division neglected to request authority in category 26 to cover a contracted IT Programmer for the division's MyAvatar system used to capture client data and manage the division's behavioral health caseload. The programmer is needed to add a module to the MyAvatar system to capture data and caseload statistic information for the new Mobile Outreach caseload approved during the 2013 Session in AB999. It is anticipated it will take the programmer approximately 960 hours to add the new module; please see Attachment A for a breakdown of estimated cost per hour, and number hours needed, for each contract deliverable.
- **Request authority for a new program/requirement**
  - Rural counties are struggling to comply with the Centers for Medicare and Medicaid Services' mandates which limits their ability to maximize Medicaid reimbursement. This lack of Medicaid funding translates to additional state General Fund needed to support county residents in the area of mental health. Accordingly, the division is proposing to transfer Category 86, Reserve authority to Category 04, Operating which will be used to contractor who is well versed in Medicaid billing practices to provide one two day training each month in SFY 2015 at key locations throughout Nevada. This training will enable counties to maximize Medicaid funding which will reduce the amount of state General Fund needed for mental health services. Please see Attachment A for anticipated training locations and projected costs.
- **Request authority for requirements passed during the session, not included in the budget**
  - SB 374 (attached) allows for the registration of medical marijuana establishments authorized to cultivate or dispense marijuana or manufacture edible marijuana products or marijuana-infused products for sale to persons authorized to engage in the medical use of marijuana; the registration of agents who are employed by or volunteer at medical marijuana establishments; setting forth the manner in which such establishments must register and operate; creating the Subcommittee on the

Medical Use of Marijuana of the Advisory Commission on the Administration of Justice; and requiring the Health Division of the Department of Health and Human Services to adopt regulations.

This work program requests authority for two temporary, full-time contract employees. One employee will be an attorney position who will be responsible for developing and drafting regulations pursuant to Section 24 of SB 374. The other employee will be a management analyst position who will be responsible for planning for and establishing the program changes that will be needed to meet the requirements of SB 374. This position will be responsible for determining any new personnel and associated resources that will be required to carry out the requirements of the bill.

This request includes authority for five (5) employees to travel to Arizona. Arizona has already successfully implemented a medical marijuana dispensary program. Staff will travel to assess that state's regulatory oversight and understand operations at the dispensary and grow sites. Travel is requested at the current U.S. General Services Administration (GSA) rates. Authority is also requested for a new needs assessment contract to identify capacity and assist with capacity development. A vendor will be determined once authority is in place for the contract.

This request also includes authority for operating supplies and computers for the two temporary employees. Authority is also requested for the increased postage costs the program has experienced during the last six months of SFY 2013 as well as for the costs of regulation development, as required in Section 20 of SB 374.

### ***Expected benefits to be realized***

The work program should identify what goals or objectives are to be achieved and include a discussion or provide the criteria by which the success or benefits of the request can be judged. The discussion should also include any adverse impacts if this proposal is not approved. Be realistic in this assessment. This section should also include time frames and the effect on future biennia. As an example, if a proposal were to establish a pilot or new program, the request should include performance measures to evaluate the success of the program. That is, the proposal should set forth a plan including who will evaluate, how and when the evaluation will be conducted, and what will be measured.

A work program requesting a new project should also discuss the projected implementation time and effect, if any, on future biennia. Include a timetable for implementing the request, i.e., the timing of the necessary steps. Be certain to take into account factors that are beyond your control such as obtaining licenses or certifications. If the program requires multiple steps, determine if these are to be performed sequentially or simultaneously. What sort of delays might you reasonably expect to occur? What is the potential impact of those delays? Is there any way to avoid them and does this delay come at a cost?

In many cases, this section is direct and to the point, with little detail necessary. Examples of these cases include:

- Balance Forward, no change in purpose.
- Realignment of authority for a current grant.

- Cover budget shortfall as explained in the justification.
- Request for an item missed in the legislatively approved budget as explained in the justification.
- Request for authority for requirements passed during the legislative session, but funding was not included in the budget as explained in the justification.
- Receive salary adjustment funds.

In other cases, a detailed explanation is necessary to supplement the information given in the Purpose/Justification sections. For these cases, additional information not provided in the Purpose/Justification sections should be added here. See examples below:

- **Allow receipt of additional projected revenue for a new program**
  - Approval of this request will allow the Department of Employment, Training, and Rehabilitation to adequately fund services to potential employees and employers to improve Nevada's workforce. This training supports economic diversification efforts by creating a skilled workforce and assisting clients to return to work.
- **New federal grant received from the Department of Health and Human for the Title X in Nevada Health Insurance Enrollment Program**
  - This program will expand eligibility and enrollment outreach activities at four existing Title X service delivery sites to assist the uninsured clients accessing clinic services to enroll in health insurance or Medicaid through the Silver State Health Insurance Exchange. This expansion, for current and potential clients, will provide information and assistance to understand and identify the affordable coverage that best meets the client's needs. This will enable better access to high quality family planning and other health preventative services. The four existing sites that have been chosen are located in Northern Nevada in counties considered to be rural and frontier: Carson City, Churchill County, Lyon County, and Humboldt County. Nevada family planning clinics expect to reduce the overall percentage of uninsured clientele with this program.

## **Attachments**

Supporting documentation, added under the attachment tab of the NEBS module, should include but is not limited to:

- Spreadsheets with calculations which tie back to the work program, description for origins of amounts,
- A copy of the grant award, if applicable, (attached only the portion of the award which pertains to the work program)
- Any other documentation that would support the request.

Attach documents quantifying workload and cost information that is the basis for determining the level of activities that must be performed and the related number of full time equivalent (FTE) employees requested and the dollars requested. If the request involves a new program for which actual workload data are unavailable, the workload assumptions and the basis for those assumptions should be clearly set forth in the supporting documentation. Supporting documentation should include functional descriptions of what staff or other resources will accomplish if the work program is approved.

## **Common Pitfalls**

Completing a work program request can be a tedious, complex process. Our best advice to you is to start early and strive to complete your request well before the deadline. As you work on the request, try to view the work program as objectively as possible. Common problems to avoid in requests include:

- Untimely submission.
- Missing supporting documentation (projections, quotes, etc).
- Amounts in back-up don't match the WP request.
- Narrative amounts do not match WP request.
- Grant reconciliation doesn't tie to DAWN and/or grant award, or calculations are incorrect.
- Combining work programs with more than one purpose.
- Transferring between categories isn't justified for both sides.
- Information is not basic enough for someone who doesn't work at the agency to understand.
- Requesting items not approved during Governor's Recommendation or by the Legislature through a WP.
- All companion work programs are not submitted.

Failure to provide the required information may result in the delay or rejection of the submitted work program.

## **Professional Presentation**

While the content of your work program should be your highest concern, presenting that information in a logical, readable fashion is very important as well. A poorly organized, illegible work program request, even if it is well documented, stands little chance of approval. Please follow the guidelines below as you prepare your request.

- Make sure all copies scanned and attached are of good quality.
- Check for crooked copies, scanned pages, highlighted areas on originals that blackout text on copies, illegible print, etc. Attachments must print to letter-sized documents (8½" x 11").
- Use 10 point type or greater. Helvetica or Times fonts are preferable. Avoid small, illegible print.
- Spell out acronyms the first time they are used, i.e., Temporary Assistance to Needy Families (TANF).
- Calculations on backup documentation must tie to amounts on the work program.
- Organize supporting documentation.
- Make sure scans are placed in the same direction. Make sure all attachments are legible and understandable when printed.
- Make sure all attachments are formatted correctly so there are no partial or blank pages attached.
- Make sure only applicable tabs are included in attached excel workbooks.
- Files should be clear of passwords, hyperlinks, macros, electronic signatures, or other interactive files. This is very important since having these items in the file will cause the document to print incorrectly.

# Introduction to the Work Program Module

## Overview

The NEBS work program module is used in the preparation and submittal of work programs.

## IFC Meeting Support

As outlined on page 5, IFC Approval, some work programs will require IFC approval and others won't depending on such things as the dollar amounts involved, the source of funding, cumulative changes that have been made to that program, etc. Some of these 'triggers' can be identified by NEBS while others will require an analyst to assess the situation. In all cases, NEBS suggested course of action can be overridden by the user and the final yes or no decision as to whether a given work program requires IFC approval will be made by the budget analyst.

For work programs that will be heard at an IFC meeting, the module provides a way to quickly review and manage their status for the meeting's agenda. Agendas and work program packets for any given IFC meeting recorded in NEBS can be easily printed with the click of a mouse.

## Features

Some of the features in the module for building and managing work programs include:

- Word, Excel or PDF files may be attached to provide supporting documentation
- An active spell check helps keep your text free of errors
- Drop-down menus for revenue GLs and object codes populate fields automatically
- Titles may be customized for revenue GLs and categories
- File maintenance forms may be attached to the work program request
- Print options for the entire work program request or only the specific documents you need
- Prior work programs may be searched and referenced online
- The status of a work program may be reviewed at any time

## Using the Work Program Module

### Executive and Non-Executive Budgets

The module accommodates both executive and non-executive budget account work programs. At the beginning of each fiscal year, NEBS is loaded with the legislatively approved budgets while non-executive budget accounts will be initiated with a balance forward work program. NEBS will automatically update the cumulative amounts for subsequent work programs.

### Work Program Module Navigation

The NEBS tab is the default when you sign in. At the top of the page, click on the Work Program tab. If the tab is not visible, verify the NEBS Work Program Access form has been completed and submitted to the Budget Division requesting access.

**Personal To Do List**  
5 New Work Program transactions pending approval  
Create New Work Program...

**IFC Meetings**  
April 29, 2010 - Expeditious Action - 2 Work programs  
April 29, 2010 - - 193 Work programs  
June 15, 2010 - Next IFC - Actual Date TBD - 0 Work programs

Jump to Work Program:

Approval Level	Total	Age (Days)								Rejected	
		Avg	Min	Oldest	0-7	8-14	15-30	30+	By	To	
Budget Account Approval	19	29.4	0	154	7	2	6	4	0	0	
Division Approval	13	29.9	0	94	6	1	1	5	0	0	
Department Approval	28	19.1	0	295	14	9	3	2	0	0	
Budget Analyst Approval	5	18.8	1	42	3	0	0	2	0	0	
Team Lead Approval	2	14.6	14	15	0	1	1	0	0	0	
Overall	67	24.0	14	15	30	13	11	13	0	0	

**Recently Accessed Work Programs**  
 C17752 101/403/3158 - HCF&P - ADMINISTRATION  
 C17750 101/403/3158 - HCF&P - ADMINISTRATION  
 C17345 101/403/3158 - HCF&P - ADMINISTRATION  
 C17380 101/403/3160 - HCF&P - INCREASED QUALITY OF NURSING CARE  
 C17572 101/403/3158 - HCF&P - ADMINISTRATION

### ***Personal to Do List***

When you enter the Work Program tab in NEBS (**shown above**), your ‘to do’ list will show how many pending items require your action. Clicking on the link for pending items will show a list of those items. The list will also show any work programs you have entered that have been rejected. Click on the link to display the item and the message submitted by the reviewer who rejected it. Deleting a work program from your ‘to do’ list is just that, it only removes it from your view not the system. The work program can only be completely deleted by the person who initially drafted the work program.

### ***IFC Meetings***

Clicking on one of the IFC meeting dates in the list will take you to the View IFC Agenda page for that date.

### ***Work Programs in Process***

This area shows a summary view of items in your approval queue.

### ***Recently Accessed Work Programs***

This is a list of the work programs you have most recently accessed. Each item in the list links to a detail page for that work program.

### **Workflow Management**

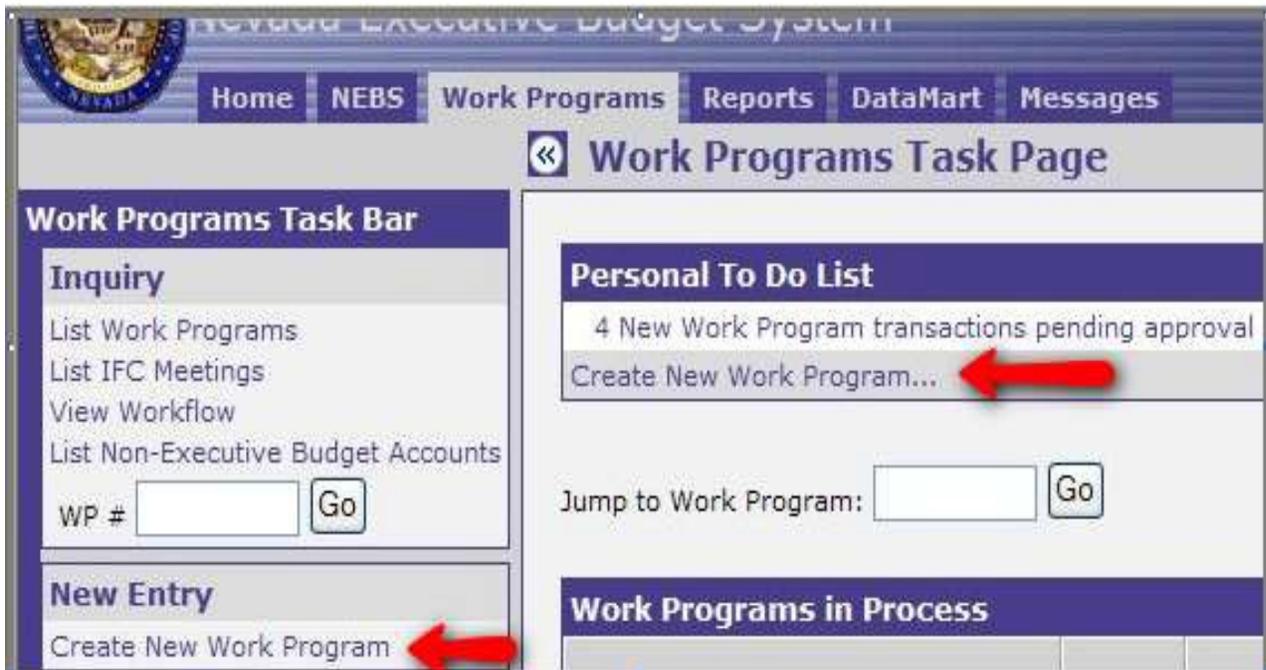
To help manage the workflow of pending work programs, the module provides the ‘Work Programs in Process’ dashboard (**below**). The dashboard displays the queue of pending work programs and allows them to be managed based on the age of the documents at the various stages of approval. Use of the dashboard will help ensure work programs do not get ‘stuck’ at some stage

in the approval process. The dashboard will create summary reports of work program aging and provides the ability to ‘drill down’ to view the individual work programs. The workflow dashboard is particularly useful in obtaining an executive level view of the status of pending work programs.

Work Programs in Process										
Approval Level	Total	Age (Days)							Rejected	
		Avg	Min	Oldest	0-7	8-14	15-30	30+	By	To
Division Approval	2	4.0	3	5	2	0	0	0	0	0
Budget Analyst Approval	41	11.2	4	13	9	32	0	0	0	0
Team Lead Approval	1	3.1	3	3	1	0	0	0	0	0
IFC Final Approval	28	4.4	3	6	28	0	0	0	0	0
Overall	72	8.2	4	3	40	32	0	0	0	0

### Work Programs Task Bar

To access the Work Programs Task Bar, click on the double << icon , to open that portion of the screen.



The task bar (**above**) features links to key tasks within the Work Program Module including:

**Inquiry** - Allows you to list work programs, list IFC meetings, view workflow status, or go to a specific work program.

Filters, listed below, can be combined to produce lists of work programs customized to your reporting needs

- Show just those work programs that are pending
- Show only work programs that require IFC approval (or those that don't)

- Filter by budget account, department, or division
- Summarize by approval level within a budget account, department, division, or a particular reviewer
- Search for work programs containing specific text
- Show State Fiscal Year End (SFYE) work programs

**New Entry** - Can be used to create a new work program.

**My Profile** - You may customize your user profile here and make the work program tab the default screen when you login into NEBS.

## Creating a New Work Program

### *To create a new work program:*

1. Either click the link in the 'to do' list on the work programs task page or click the link in the New Entry options in the work programs task bar. The Edit Work Program Checklist screen will be displayed.
2. Select the appropriate fiscal year in the drop-down menu. The default is the current year, but you can choose a subsequent year.
3. Select a budget account using the drop-down menu (**below**). The department, agency and fund information will be automatically populated when the budget account is selected.
4. Click the Save button (**below**). The main Edit Work Program Checklist page will be displayed.

Home NEBS Work Programs Reports DataMart Messages

» Edit Work Program Checklist Page

Type: Work Program Work Program #: AUTO

Fiscal Year: 2010 Date: TBD - Set upon department submission

Budget Account: 3710 NDOC - DIRECTOR'S OFFICE Fund: 101 GENERAL FUND

Department: 44 DEPARTMENT OF CORRECTIONS Division/Agency: 440 DEPARTMENT OF CORRECTIONS

Enable LCB Visibility:

Save Cancel

The dialog box after you save includes an area to provide items required for any given work program and the ability to attach files that will be included in the work program request. These working tabs are labeled as Main, Attachments and IFC Approval.

### ***Main Tab***

The Main tab (**below**) offers the following reports:

- Work Program Checklist
- Work Program Form
- Cover Sheet
- Cumulative Sheet

### ***View Work Program Checklist***

The View Work Program Checklist page shows the following information:

- The transaction status
- Agency information
- Type of work program
  - This can be either 'Work Program' or 'Budget Amendment.' The 'Budget Amendment' choice is only available during the budget cycle.
- The work program number generated by the system.
  - Although you can replace this number with one of your choosing, it is preferred that you use the number provided by NEBS.

Transaction Status: Pending				
Approval	User	Date	Status	Action
Data Entry	katkinso	12/18/2009 12:02 PM	Submitted	Reject to here
Budget Account Approval			Pending	Apply
Division Approval			Pending	

Work Program #: C17238  
 Fiscal Year: 2011 Date: TBD - Set upon department subm  
 Department: 44 DEPARTMENT OF CORRECTIONS Division/Agency: 440 DEPARTMENT OF CORRECTIO  
 Budget Account: 3717 - NDOC - NORTHERN NEVADA CORRECTIONAL CENTER Fund: 101 GENERAL FUND  
Edit Category/Object Descriptions  
 Type: Work Program Enable LCB Visibility:

[Main](#) [Attachments](#) [IFC Approval](#)

<input checked="" type="checkbox"/> Work Program Checklist (this page)		Print...
<input checked="" type="checkbox"/> Work Program Form	<a href="#">View...</a>	Print...
<input checked="" type="checkbox"/> Cover Sheet	<a href="#">View...</a>	Print...
<input checked="" type="checkbox"/> Cumulative Sheet		Print...

[Modify](#) [Print](#) [Back](#)

### ***Attachments Tab***

The attachments tab (**below**) allows you to include the following types of documents within the work program:

- Financial and Budget Status Reports (Required)
- Budget projections
- Fund maps (required)
- NPD-19s and organizational charts
- Quotes for purchased items
- Spreadsheets and supporting calculations
- Grant history and reconciliation forms
- Grant awards for the current fiscal year
- Grant budget information
- A summary of the grant program and purpose (note a grant award is sufficient, you do not have to submit the grant proposal)
- File maintenance requests
- Other attachments necessary to help justify your request

To attach a file, click the 'edit' link for that type of file. When the View Work Program Attachments screen appears, click Add New Attachment and then click Browse to locate the file you wish to attach. Select the file and click Add. If your file is not already clearly labeled, label your attached file in the box titled, "Description of File."

Budget Account: 37 17 NDOC - NORTHERN NEVADA CORRECTIONAL CENTER  
 Edit Category/Object Descriptions Fund: 101 GENERAL FUN  
 Department: 44 DEPARTMENT OF CORRECTIONS Division/Agency: 440 DEPARTMENT  
 Enable LCB Visibility:

Main Attachments IFC Approval

<input checked="" type="checkbox"/> Financial/Budget Status Reports (Required) ( 3 attachments )	Edit...
<input type="checkbox"/> Budget Projections	Edit...
<input checked="" type="checkbox"/> Fund Map (Required) ( 1 attachment )	Edit...
<input type="checkbox"/> NPD 19/Organizational Chart	Edit...
<input type="checkbox"/> Quotes for Purchased Items	Edit...
<input type="checkbox"/> Spreadsheets/Supporting Calculations	Edit...
<input type="checkbox"/> Grant History/Reconciliation Form	Edit...
<input type="checkbox"/> Grant Awards for Current Year	Edit...
<input type="checkbox"/> Grant Budget	Edit...
<input type="checkbox"/> Summary of the grant program and purpose (if not included in the award document)	Edit...
<input type="checkbox"/> File Maintenance Request	Edit...
<input checked="" type="checkbox"/> Other Attachments ( 1 attachment )	Edit...

To include an attachment, click the Edit link that corresponds to the item you wish to attach.

### ***IFC Approval Tab***

The Budget Division uses the IFC Approval tab to define the following work program features:

- Requires DoIT (EITS) Approval in no longer valid and will be taken out of this module in the future.
- IFC Approval Type
  - Standard
  - 45 Day Expeditious Action
  - 15 Day Expeditious Action
  - Block Grant
- Includes new positions (notification)
  - Mark this box if the work program includes new positions.
  - New position costs meeting the IFC threshold amounts will require IFC approval.
- IFC approval requirements for work programs are listed with circle radio buttons. Choose the appropriate IFC approval requirement if needed, otherwise do not mark any of the reasons. Refer to the criteria listed under "This Work Program does NOT require IFC

approval because.”

- The Agenda Description will be completed by your assigned Budget Analyst.
- The remaining circle radio buttons are the criteria for the work program not requiring IFC approval. Choose the appropriate reason the work program does not qualify.
- Allow IFC agenda tracking is a feature used by the Budget Division only.

The screenshot shows a web browser window with the URL <https://nebs.state.nv.us/NEB>. The browser's address bar shows the page title "Edit Work Program ...". The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The browser's toolbar includes icons for Dell, a calendar, a weather icon (45°), Facebook, Bing, MSN, and Skype. The browser's content area shows a web application with three tabs: "Main", "Attachments", and "IFC Approval". The "IFC Approval" tab is active. The form contains the following elements:

- Requires DoIT Approval
- This Work Program requires IFC approval because*
- IFC Approval Type:  (dropdown menu with options: Standard, 45 Day, 15 Day Expeditious Action, Block Grant)
- Includes new po
- \$75,000 or more cumulative for an expenditure category
- Exceeds \$30,000 cumulative and is 10% or more cumulative for an expenditure category
- Non-governmental grant or gift in excess of \$20,000
- Involves the allocation of block grant funds and the agency is choosing to use the IFC meeting for the required public hearing per NRS 353.345
- Other
- Agenda Description [Edit](#)
- 
- This Work Program does NOT require IFC approval because*
- \$30,000 or less cumulative for each expenditure category *30,000 or less cumulative for all expenditure categories*
- Less than \$75,000 cumulative and 10% cumulative for each expenditure category *Less than 75,000 or 10% cumulative for all expenditure categories*
- \$5,000 or less for expenditure categories 02, 03, 05, & 30 and \$10,000 or less for any other expenditure categories
- Implements general/highway fund salary adjustments approved by BOE
- Places funds in Reserves, Reserve for Reversion, or Retained Earnings categories only
- Non-executive budget
- Other
- Allow IFC agenda tracking

The browser's status bar shows a zoom level of 100%.

Once you have initiated a work program, it will be saved as a draft until it is submitted or deleted.

**Work Programs Task Page**

**Personal To Do List**

104 New Work Program transactions pending approval

- C17299-3717 - Work Program draft transaction
- C16055-4703 - Work Program transaction was rejected

Create New Work Program...

Jump to Work Program:

**IFC Meetings**

March 12, 2010 - sample ifc - 7 Work programs

March 12, 2010 - sample ifc - 4 Work programs

Click the link and you will go to the view Work Program Checklist page.

Home | NEBS | Work Programs | Reports | DataMart | Messages

**View Work Program Checklist**

Transaction Status: Pending				
Approval	User	Date	Status	Action
Data Entry	dbec2	05/06/2010 03:43 PM	Submitted	Reject to here
Budget Account Approval			Pending	Apply
Division Approval			Pending	

Work Program #: C18024

Fiscal Year: 2010      Date: TBD - Set upon department submission

Department: 44 DEPARTMENT OF CORRECTIONS      Division/Agency: 440 DEPARTMENT OF CORRECTIONS

Budget Account: 3710 - NDOC - DIRECTOR'S OFFICE [Edit Category/Object Descriptions](#)      Fund: 101 GENERAL FUND

Type: Work Program      Enable LCB Visibility:

**Main | Attachments | IFC Approval**

<input checked="" type="checkbox"/> Work Program Checklist (this page)		Print...
<input checked="" type="checkbox"/> Work Program Form	<a href="#">View...</a>	Print...
<input checked="" type="checkbox"/> Cover Sheet	<a href="#">View...</a>	Print...
<input checked="" type="checkbox"/> Cumulative Sheet		Print...

Click the links to view or print these pages

### ***Work Program Form***

The financial details and associated comments for a work program are entered on the Work Program Form page. Data managed on this page appears in the work program request and work program description reports. The following tools are available:

## Revenue Grid

The revenue grid or **Funds Available** grid (**below**) shows the current authority for the budget account associated with the work program. You can adjust the amounts as needed, but all amounts that represent increases or decreases to the total expenditures must balance to the corresponding increases or decreases in the expenditures grid.

## Expenditures Grid

The expenditures grid shows the current expenditures by category for the budget account associated with the work program. As with the revenue grid, you may adjust these amounts but any increase or decrease to the total expenditures must balance with corresponding increase or decrease in the revenue grid. You will be required to select the appropriate object code within each category. Generic GLs can be used for expenditures (i.e., 7000 for operating) except reserves. GL 9178 must be used for the Reserve category.

Funds Available							
GL:	<input type="text"/>						
GL	Description	Current	Pending	Work Program	Total		
	All other GL lines	24,377,347	0		24,377,347		
	Totals (*includes all GLs in this account)	24,377,347	0	0	24,377,347		

Expenditures							
Catg:	<input type="text"/>	GL:	<input type="text"/>				
Category	Description	GL	Description	Current	Pending	Work Program	Total
	All other Categories			24,377,347	0		24,377,347
	Totals (*includes all Categories in this account)			24,377,347	0	0	24,377,347

Complete the appropriate section(s). NEBS will warn you if you are out of balance.

## Purpose and impact of change

This field populates with the description entered on the Cover Sheet under the Purpose of Work Program section. Any revisions must be made within the Cover Sheet section will be completed by the requesting agency and can be seen by anyone who views the work program when entering information into the Cover Sheet blocks. See additional information below.

## Analyst's comments

This field is for Budget Division use and can only be seen by selected Budget Division staff.

## Cover Sheet and Transmittal Memo

Additional details about a work program are shown here. Some items can be inferred from existing NEBS data while others must be entered by the user requesting the work program.

Work Program #: C17299	Date: TBD - Set upon submission
Fiscal Year: 2011	Division/Agency: 440 DEPARTMENT OF CORRECTIONS
Department: 44 DEPARTMENT OF CORRECTIONS	Fund: 101 GENERAL FUND
Budget Account: 3717 NDOC - NORTHERN NEVADA CORRECTIONAL CENTER	Type: Work Program

**Budget Account's Primary Purpose, Function and Statutory Authority:**  
*This text displays on the Work Program Form as well as the checklist*

The Northern Nevada Correctional Center (NNCC) is a medium security institution, located east of the Stewart Complex in Carson City. In 2007, the facility expanded via a modular unit which houses 240 inmates. NNCC receives and evaluates all male inmates sentenced to the Department of Corrections by the courts in Northern Nevada. The center provides inmate industries in metal fabrication, office furnishings, manufacturing, and upholstery. Vinyl Products, a private enterprise, also manufactures mattresses and other products at the institution. The center also

**Purpose of Work Program:**  
*This text displays on the Work Program Form as well as the checklist*

**Justification:**

**Expected Benefits to be Realized:**  
*(Sample Instruction Text: Include specific examples with measurable benefits)*

**Header data** - This is boilerplate text specific to the department, division, and budget account. The header includes the department name, budget account name, work program number, and the fiscal year.

**Date** - The work program date will be the date when the final agency approval is given and will be populated by NEBS.

**Budget Account's Primary Purpose, Function, and Statutory Authority** - This field will be automatically drawn from the program statement already stored in NEBS for each budget account and can be edited as necessary.

**Purpose of Work Program** - Accurately and concisely describe why the work program is being requested and what it will accomplish. This action statement will print on the work program form. See examples and required format on pages 10 of this manual.

**Justification** - Use this field to describe why the work program should be approved. What are its practical effects on your budget and on the state as a whole? Again, be concise and be able to support any claims you make. See examples on pages 11-13 of this manual.

**Expected Benefits to be realized** - Provide a list of the benefits you expect approval of the work program will provide to the state. Also include a description of the potential impact of not approving the work program. You should be able to support your claims and provide copies of any references mentioned. See examples on pages 13-14 of this manual.

**New Positions** - If you are requesting a work program that includes new positions, please check this box.

### ***Edits and Validations for the Submittal of the Work Program Request***

NEBS will attempt as best as possible to validate the information you enter about your work program. When NEBS detects the following problems, you will be unable to submit your work program:

\* ***Negative dollar amounts*** - individual GL and category amounts may not be adjusted below zero.

\* ***Revenue and expenditure amounts are out of balance*** - total increases and decreases entered as part of the revenue and expenditure grids must balance.

\* ***Missing required components*** - A work program may not be submitted without the following entries or attachments on the checklist page:

- Checklist
- Work program form and cumulative sheet
- Transmittal memo
- Financial and budget status reports
- Fund map

Other issues NEBS detects will relate to total amounts of categories, sources of funding, and other characteristics of the work program.

These may not be actual errors and will not prevent you from submitting the work program, but will appear on a checklist page for your reference.

# Workflow in the Work Program Module

## Approval Process

The NEBS Work Program Module supports a multi-step approval workflow process, whereby, a work program can be 'routed' to the users who are required to review and approve or reject it. As a work program moves through the approval process, its status may change. A work program can be approved, modified, or rejected at each stage in the process. When the final approval for a work program is applied, it will be marked with 'approved' status. When a work program has been rejected, it will be marked as 'rejected' and the work program will no longer be shown in the pending amounts for the budget account. While a work program is still awaiting final approval, it will be marked as 'pending' and will be included in pending amounts for the budget account. Any approved or pending work program automatically populates on the cumulative sheet.

## Security Roles

The security function for the Work Program Module is similar to the security function roles for individual NEBS users. These roles have been expanded to accommodate the particular security needs for each agency's organizational structure for administering the work program process.

### *Individual User and Approval Roles*

There are four approval roles for the Work Program Module. Only the work program department approver role is required for every agency. The other roles are optional and may be added to accommodate the approval process for your agency if needed. Users only have access to the specific budget accounts identified in their Work Program Module security profile.

#### Work Program Data Entry Users

This is an optional role. Users at this level can enter and modify draft work programs. Once the work program has been submitted to a higher level approver, data entry users may not make any additional changes to the work program unless it is rejected back to this level or the user either removes or adds the work program.

#### Work Program Agency Budget Account Approver Users

This is an optional role. These users can perform data entry functions, apply agency budget account level approval, and submit the work program to the next level. Once the work program has been submitted to a higher level, budget account level users may not make changes unless the work program is rejected back to this level or the user either removes or adds the work program.

#### Work Program Division Approver User

This is an optional role. These users can perform data entry functions and can apply the division level approval to the work program. Once a work program has been submitted to the department level, a division level reviewer may not make additional changes unless the work program is rejected to this level or the user either removes or adds the work program.

#### Work Program Department Approver User

This role is required at each agency. Once the work program has been submitted to the Budget Division, the department level user may not make further changes unless the work program is rejected back to this level or the user either removes or adds the work program.

Synopsis of Agency Security Roles

Depending on your approval process, your agency may require two, three, or even all four approval levels. Typically, smaller agencies will require fewer levels than larger agencies. You are encouraged to discuss these options with your assigned budget analyst. Once the individual roles are determined, you must complete the individual confidentiality agreement security forms for the work program module and they must be signed by the appointing authority. The completed forms can be emailed or faxed to the Budget Division.

Below is the link to the Work Program Module security access form under the NEBS section:

<http://budget.nv.gov/Documents/Forms/>

**Budget Division Approvals**

Once a work program has passed through the agency approvals, it will enter the Budget Division workflow. Budget Division roles are restricted to applicable Budget Division staff.

**Synopsis of Budget Division Security Roles**

User Level	Can approve work programs for assigned budget accounts	Can approve work programs for all budget accounts	Can approve work programs for inclusion on an IFC agenda	Can provide final approval for a work program after IFC approval
Team Lead	✓	✓		
Budget Analyst	✓			
IFC Agenda			✓	
IFC Final				✓

**Approvals and Rejections**

Transaction Status: Pending				
Approval	User	Date	Status	Action
Data Entry	dbretche	10/01/2009 11:50 AM	Submitted	Reject to here
Budget Account Approval	bfarris	10/01/2009 05:38 PM	Applied	Reject to here
Division Approval	dreed	10/18/2009 01:26 PM	Applied	Reject to here

At each stage in the approval process, a work program may either be approved or rejected through the use of the approval grid. When a reviewer views a work program that is pending approval, the grid appears at the top of the screen. The action column of the grid (above) shows what actions you can perform. Simply click on the links in the action column to perform that action. If you have

already approved a work program or if you do not have the authority to give your approval, no link is available in the action column.

### ***Approvals***

At any stage in the process, when a reviewer approves a work program the following will occur:

- The reviewer's user ID and a time stamp are added to the approval log.
- The reviewer will no longer be able to edit the work program.
- The work program moves on to the next reviewer unless this was the final step, in which case the work program is marked as approved.
- Work programs that now require your review will appear in your 'to do' list.

If you are reviewing a work program that requires correction to one or more items, you may either reject the entire work program or you may edit it.

### ***Rejections***

If you want one of the prior reviewers or the user who entered the work program to make a change, reject the work program. Selecting one of the 'reject to here...' levels in the approval grid removes all approvals down to and including the selected level. The work program will again appear on the users to do list. The users at this level may make the change or reject the work program to a lower level if appropriate. If the user chooses to reject the work program to a lower level, the original rejection note will disappear. In this case, the user may want to copy the original rejection note and reattach it or email it to the lower level.

### ***Editing***

Instead of rejecting a work program that requires corrections, a reviewer may elect to edit it by clicking the modify button. As long as a reviewer's status still shows as 'pending' they may edit and make changes to a work program that is in the process of being approved.

### ***Submit Work Program Request to Next Approval Level***

Once the work program request is completed and ready to submit to the next approval level, navigate to the Edit Work Program Checklist screen and click the Submit button. If NEBS finds an error when it validates the work program, the submission will fail and you will receive an error message.

If you successfully submit a work program to the next approval level, it will be removed as a draft from your personal 'to do' list and appear on the next approval level's 'to do' list as pending approval. Once the work program moves to the next approval level you will only have read-only access to it unless it is rejected back to you or you retrieve it prior to the next level's approval.

### ***Permanent Deletion from the System***

To permanently delete a work program from the system, the work program must be in "Draft Saved" status and at the data entry level. If these two conditions are met, a "delete" button will appear at the bottom of the screen and you will then be able to delete the work program completely. If the person who drafted the work program (data entry user) is no longer at the agency, you will need to have the work program re-assigned to another user in order to delete it. To request re-assignment, email your assigned Budget Analyst; include the work program number and the new user name.

The delete button is now provided for the data entry user anytime the work program is pending at the data entry level. The user should be careful to not delete when they actually intended to print. They will get a pop-up window when deleting, but they will need to read the window to avoid an error. Work Programs deleted in error are not recoverable.

The screenshot displays the NEBS interface. At the top, the browser address bar shows <https://nebs.state.nv.us/NEBS/Budget/View>. The page header includes the NEBS logo and navigation tabs: Home, NEBS, Activity Budget, Work Programs, BDR, SFYE, Reports, DataMart, Admin, Messages. The main content area is titled "View Work Program Checklist" and shows a "Transaction Status: Draft" table with one entry: "Data Entry" by user "sbarkdul" on "10/22/2013 03:23 PM" with status "Draft Saved". Below this, program details are listed: Work Program #: C28445, Fiscal Year: 2014, Date: TBD - Set upon department submission, Department: 72 DEPARTMENT OF WILDLIFE, Division/Agency: 702 DEPARTMENT OF WILDLIFE, Budget Account: 4464 - WILDLIFE - GAME MANAGEMENT, Fund: 101 GENERAL FUND. A list of attachments is shown with checkboxes and actions: "Work Program Checklist (this page)" (Print...), "Work Program Form" (View..., Print...), "Cover Sheet" (View..., Print...), and "Cumulative Sheet" (Print...). At the bottom, a row of buttons includes "Delete", "Submit", "Modify", "Print", "Reassign Data Entry", and "Back". A red arrow points to the "Delete" button. The footer contains the copyright notice: "© Copyright 2002-2008. Aeris Enterprises Incorporated. All rights reserved."

# Reporting in the Work Program Module

## Printing and Viewing Reports

You can print individual reports by clicking print on the Main tab and then clicking the print button next to the item you wish to print as shown below.

The image displays two screenshots of the 'Main' tab in the Work Program Module. The top screenshot shows a list of items with checkboxes and 'Print...' buttons. A red box labeled 'Print individual reports' points to the 'Print...' button for 'Work Program Form'. The bottom screenshot shows a similar list with a red box labeled 'Print individual reports' pointing to the 'Print...' buttons for 'Fund Map' and 'NPD 19/Organizational Chart'. A red box labeled 'Print entire work program to a PDF' points to the 'Print' button at the bottom of the screen.

To print the entire work program request to a PDF, click the print button at the bottom of the View Work Program Checklist screen. A file download window will appear. Click the open button to view the various components of the work program request.

The work program forms will appear and print in the following order:

- Work Program Form
- Work Program Checklist

- Cover Sheet
- Cumulative Sheet(s)
- Attachments

### Cumulative Modification Worksheet

This report lists only a single percent change column for the total of all work program changes. It draws from the legislatively approved budget as well as any previous work programs that affect the current budget. Only the current work program and prior approved and pending work programs will be shown on the cumulative sheet. The order of the work programs printed in the columns labeled ‘First,’ ‘Second,’ ‘Third,’ etc., will be based upon the following rules:

- Approved work programs will be listed first in the order of approval.
- Next will be work programs transmitted to the Interim Finance Committee based on the order of transmittal (sequence number assigned).
- Following these will be work programs submitted to the Budget Division in the order that they were approved at the agency level (approval date and time).
- Work programs that have not reached the step in the workflow process that defines a date will not be shown.

Watch for “TITLE NEEDED” on this form. This will appear when adding a new category or revenue GL.

EXPENDITURES						
Cat	Description					
01	PERSONNEL	2,010,027		0	0.0%	2,010,027
03	IN-STATE TRAVEL	9,826		0	0.0%	9,826
04	OPERATING EXPENSES	87,394		0	0.0%	87,394
10	TREATMENT MOE	2,581,011		0	0.0%	2,581,011
11	METH PREVENTION MOE	439,767		0	0.0%	439,767
12	SA PREVENTION MOE	2,018,921		0	0.0%	2,018,921
13	TITLE NEEDED	0	56,040	56,040	100.0%	56,040
14	CO-OCCURRING-TX MOE	474,441		0	0.0%	474,441
15	CMHS BLOCK GRANT	4,324,222		0	0.0%	4,324,222
16	CERTIFICATION PROGRAM	29,889		0	0.0%	29,889
18	NEVADA SAFE SCHOOLS	2,034,534		0	0.0%	2,034,534
23	SOMMS	146,520		0	0.0%	146,520
26	INFORMATION SERVICES	78,326		0	0.0%	78,326
28	BLOCK GRANT	15,401,444		0	0.0%	15,401,444
29	FED STRATEGIC PREV FRAMEWORK	2,195,214		0	0.0%	2,195,214
30	TRAINING	2,286		0	0.0%	2,286
36	PATH GRANT	474,847		0	0.0%	474,847
37	CABHI GRANT	177,720		0	0.0%	177,720
50	TRANSFER FROM MEDICAL MARIJUANA	350,000		0	0.0%	350,000
82	DIVISION COST ALLOCATION	47,286		0	0.0%	47,286
86	RESERVE	55,061		0	0.0%	55,061
87	PURCHASING ASSESSMENT	5,574		0	0.0%	5,574
88	STATEWIDE COST ALLOCATION PLAN	49,364		0	0.0%	49,364
89	AG COST ALLOCATION PLAN	14,212		0	0.0%	14,212

If this occurs, you will need to add a title for the category or revenue GL by using the “Edit Category/Object Descript” link.

Fiscal Year:	2017	
Department:	40 DEPARTMENT OF HEALTH AND HUMAN SERVICES	Division/Age
Budget Account:	3170 - HHS-DPBH - BEHAVIORAL HEALTH PREV & TREATMENT <a href="#">Edit Category/Object Descriptions</a>	F
Type:	Work Program	Enable LCB and Controllers Visib

<b>Main</b>	<b>Attachments</b>	<b>IFC Approval</b>
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<input checked="" type="checkbox"/>	Work Program Checklist (this page)	
<input checked="" type="checkbox"/>	Work Program Form	<a href="#">View...</a>
<input checked="" type="checkbox"/>	Cover Sheet	<a href="#">View...</a>
<input checked="" type="checkbox"/>	Cumulative Sheet	

Continue to communicate with your assigned Budget Analyst regarding your work programs. Providing details of the event and supporting documentation will help your analyst relay accurate information to appropriate inquiring entities. Working together will ensure the success of state agencies and build a positive working environment.

We appreciate your efforts when submitting a professional work program package.