DIVISION OF ADMINISTRATION GUIDELINES

Louisiana
MANAGEWARE

DESIGNATION OF LaPAS DATA ENTRY USERS AND APPROVAL AUTHORITY USERS

General: To comply with the performance accountability requirements of performance-based budgeting, department heads must designate data entry and data approval users for the Louisiana Performance Accountability System (LaPAS). The Office of Planning and Budget (OPB) issues secure IDs, which allow access to the system for quarterly performance progress reporting, to these designated users.

In LaPAS, departments and budget units have discrete account numbers. These are the same as the schedule numbers and agency numbers used in budgeting and accounting. Budget unit is the lowest level at which LaPAS data entry and approval IDs can be issued by the OPB. LaPAS IDs cannot be issued at the program level or restricted to an individual program inside a budget unit. A LaPAS ID holder can access all data for all programs in the budget unit(s) for which that individual is authorized.

Typically, LaPAS opens 30 days before the due date of a quarterly performance progress report. LaPAS remains open for late reporting for 10 days after the due date of a quarterly performance progress report. This means that a department or agency has 40 days within which to enter and approve data. LaPAS provides a web-enabled application for agency data entry and data agency approval. LaPAS ID holders are not restricted to a particular access location; an authorized LaPAS ID holder can access LaPAS via the Internet from locations outside his/her state office.

When LaPAS user IDs are requested, the OPB will utilize the guidelines shown below to assess the reasonableness of the request.

Guidelines: Guidelines for designating LaPAS data entry and approval authority users include:

- LaPAS data entry responsibility and LaPAS approval authority responsibility should be assigned to different individuals. Although a LaPAS approval authority ID includes data entry capability as well as approval capability, separation of data entry and approval functions promotes a check and review of performance information. A data entry ID does not allow the user to access the approval function.

    NOTE: Departments with multiple budget units may elect to consolidate data entry and approval at the department level or decentralize data entry and approval at the budget unit level. However, there must be a department

performance coordinator who bears ultimate responsibility for performance accountability and reporting throughout the department.

> **REMEMBER:** Budget unit is the lowest level at which LaPAS IDs are issued by OPB. LaPAS IDs cannot be issued for or restricted to individual programs inside budget units.

- More than one individual should be designated to enter data into LaPAS to ensure data entry backup capability. Since a secure ID is issued to each LaPAS user, shared use of IDs and passwords is a database security hazard. However, requests for data entry user IDs must be held to a reasonable number, generally no more than two per budget unit.

> **NOTE:** In many small and medium-sized departments, it is common for the performance coordinator, who is often the coordinator for strategic planning and operational planning, to gather performance data from program managers and then enter the data into LaPAS. However, departments with multiple budget units may opt to consolidate data entry at the department level or decentralize data entry at the budget unit level. Regardless, no more than two data entry IDs should be needed per budget unit.

- The person designated to approve quarterly performance progress reports in LaPAS should have organization authority to determine and declare that the information reported is official. This means that the approval authority has the power to require that performance reports be revised, refined, augmented, or clarified, as necessary, to ensure that reported data are valid, accurate, and reliable. The approval authority also bears responsibility for the timeliness and accuracy of the quarterly reports. Typical approval authorities are department undersecretaries (or equivalent positions) or, for departments with decentralized approval authority, assistant secretaries (or equivalent positions).

> **NOTE:** Departments with multiple budget units may consolidate data approval authority at the department level or decentralize data approval authority at the budget unit level. To ensure backup capacity, a large department with decentralized data approval authority may designate one departmentwide approval authority who can approve data for a budget unit when the regular budget unit approval authority is unavailable. Requests for backup approval authorities must be reasonable. Creation of multiple backup approval IDs for each budget unit can blur the lines of accountability and in most scenarios is not needed or justified.

> **NOTE:** For agencies in the Executive Department (Budget Schedule 01), Special Schools and Commissions (Budget Schedule 19B–Other Education), and Ancillary Agencies (Budget Schedule 21), each agency head should designate LaPAS data entry and approval authority users for the agency.

NOTE: Postsecondary education entities should contact the OPB budget analyst and budget manager who handle higher education issues and budgets to determine appropriate LaPAS user structures.

Forms: To designate LaPAS data entry and approval authority users, use the forms available on the LaPAS main page on the OPB website (http://www.doa.la.gov/Pages/opb/lapas/lapas.aspx). There are separate forms for data entry users and approval authority users. To keep the list of secure LaPAS ID holders current, provide the OPB with updated information whenever changes in user status occur. Because of security concerns, the OPB terminates LaPAS access for users who no longer perform LaPAS functions. When a replacement LaPAS user ID is requested, information on the ID to be terminated must be provided on the ID request form.

LaPAS View Function: It is not necessary to have a secure LaPAS ID to view performance data in LaPAS. The LaPAS view function is accessible on the LaPAS main page of the OPB website.

LaPAS Information: The LaPAS main page provides information and instructions for using LaPAS as well as guidelines and deadlines for quarterly performance progress reporting.

Help: Direct questions regarding these guidelines to the LaPAS Administrator in the OPB. Contact the LaPAS Administrator by calling 225-342-7005.

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