



STATE OF WASHINGTON
OFFICE OF FINANCIAL MANAGEMENT

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WASHINGTON STATE FACILITIES INVENTORY SYSTEM
Unique Facility Identification (UFI) Data Standard and Q&A
March, 2011

Q1. Why develop a data standard to identify facilities?

A1. The Governor, Legislators, and other decision makers are currently limited by the lack of statewide facilities data that is standardized, accurate, and accessible by all agencies. Decision makers need standardized information regarding state owned and leased facilities to make informed decisions. State government must make sound decisions and achieve all possible efficiencies in the conduct of its business including the use of owned and leased facilities in support of the business processes.

Q2. What statutory authority does the Office of Financial Management (OFM) have to develop a facility data standard?

A2. RCW 43.82.150 states:

- (1) The office of financial management shall develop and maintain an inventory system to account for all owned or leased facilities utilized by state government...
- (2) All agencies, departments, boards, commissions, and institutions of the state of Washington shall provide to the office of financial management a complete inventory of owned and leased facilities by September 1...

Q3. What are the benefits of standardizing facilities' identifications?

A3. A unique facility identifier would:

- Strengthen state and agency control of owned and leased facilities by standardizing reporting and providing a unique identifier within OFM Enterprise Reporting System
- Improve the budgeting process of OFM by providing a unique facility identifier for agency's decision packages
- Improve the state's ability to display facility data via the web
- Provide the ability to link state facility resources to local government geo-data resources in support of documentation of essential public state facilities, growth management and transportation objectives
- Improve the ability to track capital facility requests and projects
- Improve statewide disaster planning and post disaster business continuity
- Improve the ability of OFM, General Administration, and other state agencies to analyze colocation opportunities, consolidated lease negotiations, and additional leasing versus ownership considerations, including analysis of space use efficiencies
- Improve the Higher Education Comparable Framework managed by the OFM Capital Budget Section
- Provide additional data to OFM Risk Management for insuring owned facilities

- Improve the Comprehensive Emergency Management Planning (CEMP), State Hazard Mitigation Plan, and other Homeland Security requirements for the Military Department
- Improve the documentation of historical registry facilities

Q4. How are data standards developed?

A4. Data standards are developed using the Enterprise Data Standards Target Governance Framework document. This document identifies and defines the framework and processes to help the state enterprise, lines of business, and agencies establish and maintain enterprise data standards.

Q5. What were the steps in the Enterprise Data Standards Target Governance Framework to develop a data standard?

A5. Step One: Identify and confirm business drivers: OFM Facilities Oversight identified the business need for a Tier One enterprise data standard and developed the Unique Facility Identifier Data Standard Business Case, which was presented to the OFM Data Architecture Group (DAG) in January 2010. The UFI Data Standard Business Case is available upon request.

Step Two: Involve stakeholders: OFM solicited agency participation on the UFI Stewardship Team to develop a UFI data standard. The UFI Stewardship Team met six-times between April 2010 and January 2011. Please see the DRAFT UFI Data Standard below for details regarding the development process.

Step Three: Set data standards: Final review by stakeholder to be completed by March 17, 2011. ?

Step Four: Develop implementation plans: Approval by the DAG, adopt, and implement by end of April 2011.

Q6. What agencies made up the UFI Stewardship Team?

A6. The UFI Data Standard team was composed of staff from General Administration, Department of Social and Health Services, Military Department, Department of Corrections, Employment Security Department, Department of Natural Resources, Department of Ecology, Department of Transportation, State Board for Community and Technical Colleges, University of Washington, and divisions of OFM.

Q7. What are the highlights of the proposed UFI Data Standards?

A7. Below are highlights. (For more details please see the full UFI Data Standard at the end of this Q&A section.)

- The UFI will be assigned and managed by OFM Facilities Oversight
- The UFI will identify facility locations using OFM’s Facilities Inventory System standard
- Facilities eligible for a UFI number are established in RCW 43.82.150
- All agencies will report to OFM Facilities Oversight any additions (new facilities), changes (+/- square feet/cost changes due to new lease agreements or changes in building ownership), or deletions (closures/disposed) to their FIS inventory monthly

- Leased facilities will receive a UFI; a leased UFI facility (building) may have more than one lease associated to one UFI number
- Agencies will develop crosswalks with the UFI number and agency facilities data
- Agencies will implement the UFI number into all purchased, developed, or redeveloped database systems, which track facility locations

Q8. What does the UFI number look like?

A8. The UFI will be randomized alpha numeric, consisting of six characters: one alpha and five numeric numbers. An example of a UFI number is A03107.

Q9. What is the timeline for implementing the UFI Data Standard?

A9. The UFI numbers will be assigned to the 2010 FIS and sent to agencies as part of the 2011 FIS inventory process. All changes to the 2010 FIS (add/changes/deletions) will be assigned UFI numbers and incorporated in the 2011 FIS report published on October 1, 2011. OFM will begin assigning individual UFI numbers starting September 2, 2011, with the completion of a UFI Request form.

Q10. Why monthly reporting?

A10. During the development of the UFI, the UFI Stewardship Team felt that UFI numbers needed to be available to agencies as soon as possible, so agencies could incorporate the UFI into their data systems. The UFI Stewardship Team future assumed that the UFI number assignment process would automate in the near future and the Team recommended a monthly time frame until the process can be automated.

Q11. How does an agency request a UFI number after September 2, 2011?

A11. At this point in time agencies will complete an Excel based UFI request form, which is a modified FIS record. OFM intends to move toward an online form in the future.

Q12. What information is needed to complete a UFI request form?

A12. The process of completing a UFI request depends on what the agency needs to do.

- To “Add” (a new facility with no UFI number) means to enter one full record in FIS completely. The UFI request requires an agency to have a signed lease and/or occupancy permit to apply for a new UFI
- To “Change” means to update FIS data with an existing UFI location. A lease renewal is a good example; you would only update the changed FIS fields such as lease cost information to submit.
- To “Delete” a facility, an agency would pull an existing FIS record and select the delete option and submit. There will be a verification process to remove any records from FIS and/or retire the UFI number.

The turnaround time for requests submitted by the 20th of any given month will be on the 1st of the following month. With an automated online system the turnaround would be five days.

Q13. What is the impact on agencies to administer monthly reporting?

A13. Let’s start with a basic question. How many new, renewals and closures leases does your agency have per month? Two of the largest leasing agencies have approximately 160

leases each in the 2010 FIS. Let's assume that all of them are five-year leases and one fifth change per year or 32 leases per year, which equal 2.7 per month. OFM estimates that it takes one hour to complete the UFI request form in Excel. That would be three hours per month. For agencies with owned facilities there would be some additional hours per year.

Q14. How will the yearly FIS Report change once the monthly UFI request process begins?

A14. RCW requires agencies to report their facilities to OFM by September 1 annually. In August of each year agency will be asked to validate the current FIS (July update) by selecting the inventory options. This confirms that the agency has not changed its FIS record for the year. The FIS annual report would become, in essence, the September 1 monthly report (validating the August report and adding the September changes). FIS reporting would be greatly simplified for all agencies.

Q15. When do agencies need to have crosswalks developed?

A15. Each agency will need to decide how best to incorporate the UFI/FIS information with its facility data. Crosswalks between the UFI/FIS information are essential for both the agency and external sources who may request facilities data. For many agencies this means inserting a column in their existing records. For large agencies with databases facilities systems this may require more time to implement.

UFI DATA STANDARD

4.3.1

UFI POLICIES AND SYSTEM DEPENDENCIES

- The Office of Financial Management (OFM) will assign UFI numbers and maintain UFI records
- All state facilities listed in the Facilities Inventory System (FIS) shall have a UFI number
- Agencies shall request UFI numbers using the FIS standard
- All agencies shall crosswalk the UFI with their internal facilities systems
- All new or upgraded facilities data systems and all other data systems, which identifies state facility locations, shall incorporate a UFI number
- The UFI data standard (field) creates no system dependencies

ALTERNATIVES CONSIDERED

- State Administrative and Accounting Manual (SAAM) agency based smart codes
- Computer generated random numbers
- Blocks of linear numbers assigned to specific agencies
- Blocks of random numbers assigned to specific agencies
- Alpha/numeric random numbers assigned by OFM

KEY ISSUES THE DATA STEWARDSHIP TEAM ADDRESSED

- The Team defined facilities to be assigned a UFI number
- The Team determined that leased facilities would receive a UFI, noting that a leased facility UFI may have more than one lease assigned to the UFI
- The Team determined the UFI numbering methodology
- The Team determined the UFI management, record keeping and number set needed (quantity)
- The Team determined the short and long term impacts on agencies implementing the UFI
 - The short term impact is agency-developed crosswalks within current facility data systems
 - The long term impact is agencies creating a UFI field within facilities systems
- The Team identified that the UFI has potential for other applications beyond the FIS (Tier One data standard) as demonstrated by adding the UFI to payroll workstation assignments. The UFI would then support directories, facility planning, disaster planning, and FTE budgeting

RECOMMENDED UFI DATA STANDARD

- Facilities eligible for a UFI number are established in RCW 43.82.150 and detailed in the FIS instructions
- The UFI will be assigned and managed by OFM
 - All agencies will report additions (new facilities), changes (+/- square feet/cost changes due to new lease agreements or changes to owned buildings), or deletions (closures/disposed) to OFM monthly
 - OFM will assign UFI numbers monthly or as determine by OFM
- The UFI will be alpha numeric, consisting of six characters: one alpha and five numeric

- The UFI alpha will be A through Z with each letter being assigned to randomized 100,000 number set
- The UFI numeric will be a 100,000 number randomized in 10,000 increments (00001 to 10000, 10001 to 20000, and so on)
- The complete UFI number set is A00001 to Z99999, generating 2.6 million UFI numbers
- Examples of a UFI number:
 - A03107
 - B90123
- UFI will identify facility locations using the FIS standard
- Leased facilities will receive a UFI; a leased UFI facility (building) may have more than one lease associated to one UFI number

THE UFI IMPLEMENTATION FOR ALL AGENCIES, DEPARTMENTS, BOARDS, COMMISSIONS, AND INSTITUTIONS OF THE STATE OF WASHINGTON:

- Scope
 - Agencies will use UFI numbers to identify and report agency facilities (leased and owned)
 - Agencies will develop crosswalks with the UFI number and agency facilities data
 - Agencies will implement the UFI number into all purchased, developed, or redeveloped database systems which track facility locations
- Strategy
 - Begin assigning the UFI to the 2010 FIS report in preparation for the 2011 FIS inventory
 - Provide additional instructions regarding the addition, change and deletion (disposal/closing) of facilities in the 2011 FIS instruction manual
 - Provide forms for adding, changing and deleting (disposal/closing) of facilities
- Timeline
 - The UFI numbers will be assigned to the 2010 FIS and sent to agencies as part of the 2011 FIS inventory process
 - The UFI will be incorporated in the 2011 FIS report publish on October 1, 2011
 - OFM will begin assigning new UFI numbers starting September 2, 2011, with the completion of a UFI Request form
 - All active UFI numbers will be validated annually by all agencies through the annual FIS inventory
- Impacts
 - Implementing crosswalks may require staff time for agencies to establish reporting protocol
 - Limited impact for new facilities data systems
 - Limited impact for recording new, changed, or deleted (disposed/closed) facilities

The next steps in the *Enterprise Data Standard Target Governance Framework V2.0*

- 4.3 Set Data Standard (in process)
 - 4.3.1 Develop, Refine & Recommend Potential Data Standard (completed as noted above)
 - 4.3.2 Identify Potential Impact to Implementation (completed as noted above)
 - 4.3.3 Complete Data Standards Template (completed in draft form January 2011)
 - 4.3.4 Review by Stakeholders (complete by February 11, 2011)

- 4.3.5 Review by Data Stewardship Steering Committee (complete by February 18, 2011)
- 4.3.6 Decision to proceed from Data Stewardship Steering Committee (complete by February 21, 2011)
- 4.3.7 Final review by Stakeholders (complete by March 17, 2011) *
- 4.3.8 Approval by the Data Architecture Group (complete in March 2011)
- 4.3.12 Adopt (Complete in April 2011)
- 4.4 Develop Implementation Plan (Complete in April 2011)
- 4.5 Monitor Implementation (Complete in May 2011)

* The deadline for comments by Stakeholders (and all agencies) is two weeks after the March 3rd Facilities Stakeholder Forum.

The UFI Data Standard was developed in accordance with the Office of Financial Management (OFM) Information Services Division's *Enterprise Data Standard Target Governance Framework V2.0*, the Data Stewardship Team developed the Unique Facilities Identifier (UFI) Data Standard.

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