
Agency Program Structure Alignment Review Helpful Hints

Pre-review Checklist and resources:

- ☐ Updated Program Alignment Spreadsheet
- ☐ SABRS orbits.help@das.oregon.gov and SFMS Analyst included in email notification.
- ☐ OB1 ORBITS to RStars Program Alignment Analysis for comparison of current structure
- ☐ ORBITS BSU002A Report for comparison of current active ORBITS structures
- ☐ [Program Alignment Spreadsheet Example](#)

Program Alignment Spreadsheet Initial Review:

- ☐ References are current 2023-25 ORBITS Cross Reference structures/D04s and proposed 2023-25 changes.
- ☐ Using the BSU002A Report verify that the alignment spreadsheet contains all Active ORBITS Cross Reference numbers.
- ☐ Verify that the hierarchy and one-to-one relationship between the two systems is consistent across the agency. You can use the alignment spreadsheet and compare it against the OB1 ORBITS to RStars Program Alignment Analysis
- ☐ Highlighted proposed changes and used the comments field to explain changes. (Email agency if changes are unclear)
- ☐ **New D04s, title changes, etc.:** Reviewed any title changes for spelling, typos, etc. If deleting one D04 to move to new D04, ensure that the reference is correct in the comments (i.e., D04 5300-Delete D04 and move to 1400/ D04 1400-New D04. moved from 5300)
- ☐ **Inactivation:** The D04 is only being request as “inactive” because it was already used. If not used, it will need to be deleted.
- ☐ **Deletions:** Deletions are only allowed at the change of a biennium (exception is the D04 was never used/see [flowchart](#) for more detail):
 - ☐ ORBITS SCR/DCR: Using ORBITS BDV102A or STW007 reports verify no ORBITS data in the GB/LAB column. Based on timing of the request, there should not be any data in the Actuals column or the prior biennium LAB either. If there is Actuals data, SCR/DCR cannot be deleted. The SCR/DCR need to be active for reporting.
 - ☐ If the DCR does not have data in the coming biennium LAB column but does have current biennium expenditures; it's OK to delete the program code for next biennium and leave the DCR.
 - ☐ Verify the current biennium has no activity/expenditures for the associated DCR and program code.
 - ☐ Have all existing pca's associated with the D04 been deleted?

Program Alignment Spreadsheet Final Review (when SABRS notifies agency that all changes have been entered):

- ☐ Review the changes SABRS made. Helpful options for reviewing:
 - ORBITS to RStars Program Alignment Analysis is useful for reviewing for major changes (i.e., several D04 changes, a restructure, etc.).
 - Checking against the D04 screen. Easy review for agencies with just a few changes
- ☐ Email SABRS with a copy the SFMS Analyst on the e-mail string once changes are verified.

Agency Notes and Comments:

Deletion Flowchart check:

