



## TRANSITION UPDATES

To view the latest updates as of Oct. 1, download the transition plan at [jobs.utah.gov/usortransition](http://jobs.utah.gov/usortransition). Within each section's task lists, Oct. 1 updates are listed in the "Additional Details" column.

## TRANSITION UPDATES

SEPT. 8, 2016 – SEPT. 21, 2016

### COMMUNICATION

A bi-weekly summary update was posted on [jobs.utah.gov/usortransition](http://jobs.utah.gov/usortransition) on Sept. 21. The email [usortransition@utah.gov](mailto:usortransition@utah.gov) continues to be monitored for any questions or comments submitted during the transition period.

Planning is underway for a USOR welcome event with Governor Herbert scheduled for Monday, Oct. 3 from 10 a.m. to 11 a.m. at the Division of Services for the Blind and Visually Impaired on 250 N. 1950 W. #B, Salt Lake City. The governor will tour the facility and address staff and kick off National Disability Employment Awareness Month. USOR staff and community partners are invited to attend in person. Workforce Services staff and USOR staff that can't attend in person may participate via live stream at [jobs.utah.gov/usortransition](http://jobs.utah.gov/usortransition). The governor's address will begin at approximately 10:30 a.m.

### PROGRAMS & CLIENTS

USOR conducted a follow-up conference call with the Rehabilitation Services Administration (RSA) to discuss the submitted amendment to the Vocational Rehabilitation section of the Unified State Plan. USOR expects final approval from RSA prior to Oct. 1, 2016. USOR and RSA also reviewed draft transfer agreements for the Vocational Rehabilitation (VR), Supported Employment (SE) and Independent Living (IL) Older Blind grants. Finalized versions of the agreements will be submitted prior to Oct. 1, 2016. USOR and the Department of Technology Services (DTS) are completing a Memorandum of Understanding (MOU) that will formalize the transfer of Disability Determination Services (DDS) IT employees from USOR to DTS.

### EMPLOYEES

Onboarding training sessions have been completed for all USOR staff. In addition, Human Resource Enterprise (HRE) job and position changes and builds have begun with coding string data vetted with



the Department of Human Resource Management. There are 92 global positions and 522 individual position records that will be ready for employees to move into on Oct. 1.

## **BUDGET & FINANCE**

A final draft of the DWS Cost Allocation Plan, which includes USOR has been completed. The Random Moment Time Sample (RMTS) training for USOR personnel began on Sept. 19. A draft of payment processing and cash receipting procedures is being developed and will be finalized by Sept. 21. The FY 2017 DWS/USOR budget has been established in FINET, the state accounting system.

## **FACILITIES**

USOR is working with DFCM to explore additional options for space to combine Layton and Bountiful offices into one location. In addition, the Department of Administrative Services is coordinating transition items such as USOR purchasing cards, fleet and surplus under Workforce Services by Oct. 1, 2016.

## **TECHNICAL SUPPORT**

North District (Logan and Brigham) was migrated to the Utah Active Directory (AD) structure. AWARE also successfully migrated to the DTS Salt Lake Data Center servers. Requirements for the DDS to FINET interface were finalized and will be tested on Sept. 26. With BASE, DTS worked with Finance to reduce the number of BASE users from 69 to fewer than 12, and identified a solution for BASE to work with the new Utah Active Directory structure. In addition, technology contracts were reassigned to DTS.



## TRANSITION UPDATES

**AUG. 24, 2016 – SEPT. 7, 2016**

### COMMUNICATION

A bi-weekly summary update was posted on [jobs.utah.gov/usortransition](http://jobs.utah.gov/usortransition) on Sept. 7. The email [usortransition@utah.gov](mailto:usortransition@utah.gov) continues to be monitored for any questions or comments submitted during the transition period. A monthly email for September about the transition was sent to all staff and community partners.

USOR clients are currently being scheduled for video interviews to share their success stories. These will be included in overview videos to share during the official transition month of October and to help celebrate National Disability Employment Awareness Month.

A USOR welcome event with Governor Herbert is scheduled for Monday, Oct. 3 from 10 a.m. to 11 a.m. at the Division of Services for the Blind and Visually Impaired on 250 N. 1950 W. #B, Salt Lake City. The governor will tour the facility and address staff and kick off National Disability Employment Awareness Month. USOR staff and community partners are invited to attend in person. Workforce Services staff and USOR staff that can't attend in person may participate via live stream. The link will be shared at a closer time to the event.

### PROGRAMS & CLIENTS

The Independent Living Administration (ILA) reviewed and approved the State of Utah FY 2017-2019 State Plan for Independent Living (SPIL). USOR continues to coordinate with the Social Security Administration (SSA) to finalize the transfer of fiscal authority for DDS. Coordination efforts also include obtaining necessary security clearance for IT services to transfer to the Department of Technology Services (DTS). Lastly, USOR held a conference call with the Rehabilitation Services Administration (RSA) on September 2, 2016. The federal grant transfer of the VR grant is nearing approval, pending the submission and review of the grant transfer agreement.

### EMPLOYEES

Transition committee members finalized training topics for onboarding. The first of several onboarding trainings was conducted at the Sanderson Center. In addition, human resource system job changes were vetted with Dept. of Human Resource Management for system transitions.

### BUDGET & FINANCE

The Random Moment Time Sample (RMTS) employee pool for USOR was created. The RMTS vendor provided preliminary USOR screen shots from their system. A conference call was conducted with SSA to discuss next steps for reassignment of Federal awards from Utah State Board of Education to Workforce Services. Other required reassignment activities are underway such as direct deposit forms and grant transfer agreements. In addition, the new financial coding was finalized for the interface between DDS and FINET.



## **FACILITIES**

No new updates.

## **TECHNICAL SUPPORT**

Efforts continued on building the Active Directory Structure. DTS is in the process of testing the new AWARE servers, with finalized plans to move to the new servers on the weekend of Sept 9. A meeting was held with DWS Finance and DDS to finalize requirements for the interface move to FINET.



# TRANSITION UPDATES

**AUG. 11, 2016 – AUG. 23, 2016**

## COMMUNICATION

A bi-weekly summary update was posted on [jobs.utah.gov/usortransition](http://jobs.utah.gov/usortransition) on Aug. 23. The email [usortransition@utah.gov](mailto:usortransition@utah.gov) continues to be monitored for any questions or comments submitted during the transition period.

A question was added to the [FAQ sheet](#) about Master's degrees and how they correlate with classification for Vocational Rehabilitation counselors.

USOR clients are currently being scheduled for video interviews to share their success stories. These will be included in overview videos to share during the official transition month of October and to help celebrate National Disability Employment Awareness Month.

## PROGRAMS & CLIENTS

USOR submitted the amendment to the VR section of the Unified State Plan to the Rehabilitation Services Administration (RSA). USOR is awaiting final review and approval of the proposed amendment.

## EMPLOYEES

Onboarding training for USOR staff will begin at the end of August and continue into the middle part of September. USOR Management will ensure each staff member has an opportunity to attend a session. A list of training topics was vetted through the transition team. The next steps are to meet with smaller groups to finalize the content of onboarding topics.

HR is beginning to work on the HR system position builds for official system personnel transitions.

## BUDGET & FINANCE

The Cost Allocation Plan amendment has been drafted. The next work sessions to finalize the Cost Allocation Plan are scheduled for August 24 and 25.

The Budget and Finance workgroup met with the Utah Department of Human Resource Management (DHRM) to plan the transferring of USOR personnel in the Human Resource Enterprise (HRE) system from Utah State Board of Education (USBE) to Workforce Services effective Oct. 1.

The workgroup is scheduled to meet with the USBE accounting team to learn how they are currently processing transactions. They will then develop procedures to process the transactions in a FINET environment.

A MOU is currently in process with USBE to address transition and integration requirements.



## **FACILITIES**

The remaining USOR/USBE staff completed their relocation to Admin North.

USOR continues to work with the Division of Facilities Construction and Management (DFCM) and landlord to negotiate space and lease details for the Centerville location.

An Admin Task List has been created identifying all administrative service items that will need to transition to Workforce Services effective October 1, 2016. These items include things such as purchasing cards and fleet.

## **TECHNICAL SUPPORT**

The Utah Department of Technology Services (DTS) continues to meet about network configuration including Active Directory structure.

They are also continuing testing on the new servers and environment for AWARE. The tentative plan is to move to the new servers on September 14.

DTS is also working with Disability Determination Services on the changes needed for an automated interface to FINET.

In addition, price quotes were provided for USOR website support with DTS/Workforce Services.



# TRANSITION UPDATES

**JULY 28, 2016 – AUG. 10, 2016**

## COMMUNICATION

A bi-weekly summary update was posted on [jobs.utah.gov/usortransition](http://jobs.utah.gov/usortransition) on Aug. 10. The email [usortransition@utah.gov](mailto:usortransition@utah.gov) continues to be monitored for any questions or comments submitted during the transition period. A monthly email for August was sent to stakeholders and staff that shared summarized updates.

In August, Jon Pierpont and Darin Brush will make 18 office visits in the following counties: Utah, Salt Lake, Carbon, Summit, Duchesne and Uintah. These visits include Disability Determination Services, Ability 1<sup>st</sup> Utah and Active Re-Entry.

Overview videos are currently being produced about USOR's programs and clients to share during the official transition month of October and to help celebrate National Disability Employment Awareness Month.

A Workforce Services booklet that provides an overview on all its divisions now includes a new spread on USOR. To view the booklet digitally, download the [Overview Booklet](#) or take a look at the [USOR Spread](#).

## PROGRAMS & CLIENTS

USOR held a conference call with the Rehabilitation Services Administration (RSA) to provide an update and summary regarding all of the required steps to complete the amendment of the Unified State Plan. USOR is awaiting RSA to grant access to the online portal to submit the amendments.

USOR held a conference call with the Department of Education to coordinate the transfer of the Promise Grant, which funds the ASPIRE program.

## EMPLOYEES

A Human Resources analyst that was supporting USOR has onboarded to the Workforce Services' HR Office.

HR is working on determining dates and methods of onboarding training to the remaining USOR staff through USOR's management.

Activities between Workforce Services and USOR staff are continuing throughout the state. The introductory activities provide a relationship-building experience and a cross-training opportunity for employees to learn about each other's services. Meet and greet opportunities between offices are also planned beyond the introductory activities.



## **BUDGET & FINANCE**

Cost allocation methodologies have been developed. The next steps are to write the plan for implementing the methodologies with USOR.

Conference calls were conducted with appropriate Federal agencies to initiate the reassignment of Federal awards from USOE to Department of Workforce Services.

The budget and finance work group will be drafting a cost allocation plan amendment and developing a memorandum of understanding with USOE to address transition and integration requirements.

## **FACILITIES**

USOR has selected a location in Centerville as a possible site to combine the USOR Layton and Bountiful offices into one. USOR is currently negotiating space and lease details with DFCM and the Centerville landlord.

The remaining USOE staff that support USOR will relocate from the USOE facility to Admin North on Aug. 10.

## **TECHNICAL SUPPORT**

DTS is developing network options in order for the USOR building to have the same technology access as Workforce Services. They are also working to resolve any issues with AWARE server configuration and solidify requirements for Disability Determination Services and the FINET interface.



## TRANSITION UPDATES

JULY 14, 2016 – JULY 27, 2016

### COMMUNICATION

The fourth bi-weekly summary update was posted on [jobs.utah.gov/usortransition](http://jobs.utah.gov/usortransition). The email [usortransition@utah.gov](mailto:usortransition@utah.gov) continues to be monitored for any questions or comments submitted during the transition period.

A monthly email was sent to stakeholders and staff on July 13 that shared summarized updates and announced the new USOR website.

A printed booklet will be available in August that provides an overview on each division of the Department of Workforce Services, including the Utah State Office of Rehabilitation, to help staff learn about each other's services. A general communication piece with info on USOR's programs is also being produced.

### PROGRAMS & CLIENTS

The proposed State Plan Amendment was presented to the State Workforce Development Board (SWDB) on July 14. The SWDB voted to approve the plan amendment.

Two public input sessions were completed on July 12. The input sessions were broadcasted via the VISION system to 11 Vocational Rehabilitation offices throughout the state. The public comment period for the amendment ended on July 26.

Next steps are for the amendment to be submitted to the Rehabilitation Services Administration and the Department of Labor on July 30 for approval.

### EMPLOYEES

The Workforce Services' annual training cycle was discussed in the USOR management meeting on July 21. The discussion aimed to help management understand HR policies and procedures at Workforce Services and any differences from USOR's current policies. The discussion was well received and management provided positive feedback. Most of the policies and procedures have now been finalized. Some are still in the process of being finalized, including Code of Conduct.

Activities are scheduled between Workforce Services and USOR to help build relationships between staff. Latest activities include staff from the Eligibility Division of Workforce Services who visited staff at the Division of Services of the Deaf and Hard of Hearing (DSDHH) and toured the Sanderson Center on July 12. They discussed their programs and how to better serve consumers who are deaf and hard of hearing. The group later exchanged visits and had DSDHH staff visit the Eligibility office on July 21. Similar exchange visits are taking place throughout the state.



## **BUDGET & FINANCE**

The budget and finance workgroup met with the Department of Technology Services (DTS) regarding USOR Disability Determination Services' (DDS) vendor payment process and determined next steps and timeline for developing an interface between DDS and FINET.

They also reviewed the AWARE process flow and determined next steps and timeline for Workforce Services' coding in AWARE.

An organizational structure is in the process of being created and will be finalized by August 15.

## **FACILITIES**

Several USOR staff who are currently located at the USOE office will move into their new workspaces at DWS Admin North at the beginning of August.

The Division of Facilities Construction and Management (DFCM) and USOR continue to review three possible locations to consolidate the USOR Layton and Bountiful offices.

## **TECHNICAL SUPPORT**

Technical Support met with the Utah State Office of Education (USOE) to understand BASE processes for AWARE and DDS. USOE also provided the database for Utah Center for Assistive Technology (UCAT).

The USOR website transition support needs for DTS at Workforce Services was reviewed and authentication details for October 1 were finalized. DTS Networking also reviewed requirements for Jabber.

Price quotes were provided during a discussion on increasing bandwidth at the Buffmire Building.



## TRANSITION UPDATES

JUNE 29, 2016 – JULY 13, 2016

### COMMUNICATION

The third bi-weekly summary update was posted on [jobs.utah.gov/usortransition](http://jobs.utah.gov/usortransition). The email [usortransition@utah.gov](mailto:usortransition@utah.gov) continues to be monitored for any questions or comments submitted during the transition period.

A communication plan was drafted for September – October 2016 to strategize communication for the official transition and to celebrate National Disability Employment Awareness Month. The next step will be for the USOR Communication Committee to review the plan and discuss any needed communication pieces.

It was determined that the USOR Hotline (currently managed by the USOE internal audit division) that takes complaints of fraud, waste and abuse will be reassigned to route through a Workforce Services' hotline number managed by the Workforce Services' internal audit division effective October 1, 2016. Communication to reflect this change will be sent to stakeholders and the hotline phone number will be revised to reflect the change on both the USOR and Workforce Services websites.

### PROGRAMS & CLIENTS

The Vocational Rehabilitation State Plan Amendment was presented to the State Rehab Council. The council voted and unanimously supported the proposed amendment.

Fliers were distributed to stakeholders and posted in USOR offices about the public input sessions about the State Plan Amendment. These were broadcasted at 11 USOR offices on July 12, 2016. The public comment period is open through July 26 and comments may be submitted to [usor@utah.gov](mailto:usor@utah.gov).

The State Plan Amendment will be presented to the State Workforce Development Board on July 14, 2016.

### EMPLOYEES

Human Resources staff is working on finalizing decisions on policies and procedures. The Workforce Services' annual training cycle is an agenda item for the USOR management meeting on July 21, 2016. This will be the first orientation to Workforce Services' policies and procedures such as tuition reimbursement, mileage reimbursement and the bi-monthly policy training cycle.

Activities between Workforce Services and USOR staff in 10 district areas will begin in July 2016 for collaborative and relationship-building efforts.



## **BUDGET & FINANCE**

Work sessions were held to determine appropriate allocation methodologies. The initial development of the new financial coding has been completed. Additional coding revisions may be required as allocation methodologies are finalized.

Notification language was developed to send to each federal contract to initiate transfer of grants from USOR to Workforce Services.

## **FACILITIES**

Several USOR staff who are currently located at the USOE office will move into their new workspaces at DWS Admin North at the beginning of August.

DFCM and USOR continue to review three possible locations to consolidate the USOR Layton and Bountiful offices.

## **TECHNICAL SUPPORT**

Business and technical process flows for AWARE and Disability Determination Services were completed.

An initial meeting was held to determine network, user accounts and applications for October 1, 2016.

Technical support staff continues to test 508 on applications completion data through the end of July.



## TRANSITION UPDATES

JUNE 30, 2016 – JULY 13, 2016

### COMMUNICATION

The second bi-weekly summary update was posted on [jobs.utah.gov/usortransition](http://jobs.utah.gov/usortransition). The email [usortransition@utah.gov](mailto:usortransition@utah.gov) continues to be monitored for any questions or comments submitted during the transition period.

Jon Pierpont and Darin Brush continue to visit Workforce Services and USOR offices to discuss the transition with staff. The USOR location visits included South Jordan, St. George, Cedar City, Layton and Tooele.

A booklet is being developed to help educate Workforce Services and USOR staff about each other's services. Also, communication pieces for the Vocational Rehabilitation State Plan public input sessions were created.

### PROGRAMS & CLIENTS

The Vocational Rehabilitation State Plan Amendment was submitted to Rehabilitation Services Administration (RSA) for review.

Two public input sessions about the State Plan Amendment are scheduled to be broadcasted at 11 USOR offices on July 12, 2016 from 9-10:30 a.m. and from 5-6:30 p.m. View the flier of locations [here](#).

A meeting is scheduled for June 29, 2016 to present the State Plan Amendment to the State Rehab Council.

### EMPLOYEES

A Human Resources representative has been attending office visits with Jon Pierpont and Darin Brush to help answer any HR-related questions from staff.

An agenda item about the Workforce Services annual training cycle was added to the USOR management meeting for July 21, 2016. This will be the first orientation to Workforce Services policies and procedures such as tuition reimbursement, mileage reimbursement and the bi-monthly policy training cycle. In preparation for the meeting, Human Resources is working on finalizing decisions on these policies and procedures.

Activities between DWS and USOR staff in local areas will begin in July 2016 for collaborative and relationship-building efforts.



## **BUDGET & FINANCE**

The initial development of the new financial coding has been completed. Additional coding revisions may be required as allocation methodologies are determined. The next work sessions to determine appropriate allocation methodologies are scheduled for July 5-8, 2016.

Notification language was developed to send to each federal contract to initiate transfer of grants from USOR to Workforce Services.

USOR Finance staff has moved from USOE to DWS Admin North. A few training deadlines have been rescheduled due to the delay of moving over USOR Finance staff. The updated deadlines are reflected inside the plan's task list.

## **FACILITIES**

USOR staff moved into their new workspaces at DWS Admin North on June 22, 2016.

DFCM and their realtor have identified three possible locations to consolidate the USOR Layton and Bountiful offices. The spaces are currently being reviewed.

The USOR storage space will be vacated on June 30, 2016. All storage unit contents such as files and cabinets will be re-located to the Ogden VR office.

## **TECHNICAL SUPPORT**

Business and technical process flows for AWARE were completed. Moving the AWARE servers from USOE to the DTS data center is currently in the process, as well as working on business and technical process flows for DDS, Q90 and UCAT.

Interfaces for all systems connected to BASE are being estimated to understand how to connect them directly to FINET.

DTS Capitol launched the new USOR website: [usor.utah.gov](http://usor.utah.gov).



## TRANSITION UPDATES

JUNE 16, 2016 – JUNE 29, 2016

### COMMUNICATION

The first bi-weekly summary update was posted on [jobs.utah.gov/usortransition](http://jobs.utah.gov/usortransition). The email [usortransition@utah.gov](mailto:usortransition@utah.gov) continues to be monitored for any questions or comments submitted during the transition period.

Jon Pierpont and Darin Brush continue to visit Workforce Services and USOR offices to discuss the transition with staff. The USOR location visits included South Jordan, St. George, Cedar City, Layton and Tooele.

A booklet is being developed to help educate Workforce Services and USOR staff about each other's services. Also, communication pieces for the Vocational Rehabilitation State Plan public input sessions were created.

### PROGRAMS & CLIENTS

The Vocational Rehabilitation State Plan Amendment was submitted to Rehabilitation Services Administration (RSA) for review.

Two public input sessions about the State Plan Amendment are scheduled to be broadcasted at 11 USOR offices on July 12, 2016 from 9-10:30 a.m. and from 5-6:30 p.m. View the flier of locations [here](#).

A meeting is scheduled for June 29, 2016 to present the State Plan Amendment to the State Rehab Council.

### EMPLOYEES

A Human Resources representative has been attending office visits with Jon Pierpont and Darin Brush to help answer any HR-related questions from staff.

An agenda item about the Workforce Services annual training cycle was added to the USOR management meeting for July 21, 2016. This will be the first orientation to Workforce Services policies and procedures such as tuition reimbursement, mileage reimbursement and the bi-monthly policy training cycle. In preparation for the meeting, Human Resources is working on finalizing decisions on these policies and procedures.

Activities between DWS and USOR staff in local areas will begin in July 2016 for collaborative and relationship-building efforts.



## **BUDGET & FINANCE**

The initial development of the new financial coding has been completed. Additional coding revisions may be required as allocation methodologies are determined. The next work sessions to determine appropriate allocation methodologies are scheduled for July 5-8, 2016.

Notification language was developed to send to each federal contract to initiate transfer of grants from USOR to Workforce Services.

USOR Finance staff has moved from USOE to DWS Admin North. A few training deadlines have been rescheduled due to the delay of moving over USOR Finance staff. The updated deadlines are reflected inside the plan's task list.

## **FACILITIES**

USOR staff moved into their new workspaces at DWS Admin North on June 22, 2016.

DFCM and their realtor have identified three possible locations to consolidate the USOR Layton and Bountiful offices. The spaces are currently being reviewed.

The USOR storage space will be vacated on June 30, 2016. All storage unit contents such as files and cabinets will be re-located to the Ogden VR office.

## **TECHNICAL SUPPORT**

Business and technical process flows for AWARE were completed. Moving the AWARE servers from USOE to the DTS data center is currently in the process, as well as working on business and technical process flows for DDS, Q90 and UCAT.

Interfaces for all systems connected to BASE are being estimated to understand how to connect them directly to FINET.

DTS Capitol launched the new USOR website: [usor.utah.gov](http://usor.utah.gov).



# TRANSITION UPDATES

**JUNE 1, 2016 – JUNE 15, 2016**

## COMMUNICATION

On June 1, 2016, the final transition plan was submitted to the Utah Legislature and posted online for public viewing. An overview timeline of the major tasks was also created and included in the plan. The webpage [jobs.utah.gov/usortransition](http://jobs.utah.gov/usortransition) was updated with the plan and a new recap video was posted documenting the planning process. Emails were sent to staff and stakeholders announcing the final transition plan. The email [usortransition@utah.gov](mailto:usortransition@utah.gov) continues to be monitored for any questions or comments submitted during the transition period. Jon Pierpont and Darin Brush have completed more than 20 DWS/USOR office visits out of approximately 60 scheduled through October to discuss the transition with staff.

## PROGRAMS & CLIENTS

A contact list was developed for key personnel who are liaisons for all federal grants, and meetings are being scheduled with all federal grant partners. A conference call has been completed with Rehabilitation Services Administration (RSA) and a public meeting regarding the draft of the Unified State Plan is scheduled for July 12, 2016. Currently, all state plan pre-print language is under review to identify necessary changes.

## EMPLOYEES

A meeting has been scheduled for July 21, 2016 to discuss the DWS annual training cycle with USOR supervisors. Planning is also underway for activities between DWS and USOR staff in local areas to facilitate collaborative and relationship-building efforts. A conference call was held with USOR district directors and DWS managers to formulate local plans for activities, which will begin in July 2016.

## BUDGET & FINANCE

A meeting occurred with State Finance to explore options and ensure continuity while developing new payment processing procedures. In addition, the team is determining how to mass move all USOR employees to DWS in the state's payroll system, effective October 1, 2016. As the transition occurs in the middle of a pay period, the work group will determine how to split charges for the pay period between USOR and DWS with State Payroll. Other current tasks include developing financial coding and determining appropriate allocation methodologies. For USOR contracts and grants, a total of 168 agreements have been identified at this point. Discussion is taking place to reassign USOR contracts, grants, and agreements to DWS effective October 1, 2016.



## FACILITIES

Construction on the three work spaces continues on the fifth floor of DWS Admin North. Cubicles have been reconfigured and staff assigned to each space. The USOR/USOE staff who will be relocating to Admin North received a tour of the facility the week of June 10. It is anticipated that the majority of staff will relocate to Admin North on June 22, 2016. The USOE Admin Support staff will relocate to Admin North at the end of July 2016. The Buffmire building remodel was completed the week of June 3 and staff moved in to their new cubicles/offices at Buffmire the week of June 10.

The Request For Proposal (RFP) for the USOR Bountiful/Layton offices ended on June 1, 2016. No proposals were submitted. DFCM will now work directly with a real estate agent to look for available office space in the Farmington/Kaysville area.

The USOR St. George one-year extension and the USOR DWS one-year extension building leases have been revised and re-routed for approval.

## TECHNICAL SUPPORT

USOR IT and DTS are ensuring connectivity for USOR staff to BASE and AWARE from the Admin North building. They are also working with the Budget and Finance work group to determine the interfaces needed for the FINET system. In addition, a meeting occurred with Utah Center for Assistive Technology (UCAT) to determine their database needs for asset tracking. Other current tasks include reviewing standard desktop purchases, working with AWARE servers moved from USOE to the DTS data center and testing the AWARE application on the new servers to make sure they are functioning by October 1, 2016.



USOR ▶ DWS

