IT Collect "How To" Series

How to manage Services across submission periods

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General Services Administration

Office of Government-wide Policy

Functional Changes for BY2023 President's Budget Submission

Since the BY2023 Pre-Decisional submission period, the following functional changes have been made regarding updating Services over multiple submission periods:

- Agencies can now retire Service records with "Change in Status" set to "new" (10). (Previously, only Services set to one of the "eliminated" options could be retired.)
- For "new" Services being retired, there is a new validation that checks that it has no Ledger records reported on IT Collect before allowing the Service to be retired.
- See scenario #4 below for more detail.

What are IT Collect Services?

The IT Collect Services endpoint is a data collection mechanism for investment-level descriptive data, such as type, status, description, etc. as specified within the CPIC policy guidance. Each Service in IT Collect corresponds with a given UII, and for the purposes of this documentation, a Service can be considered the equivalent to an investment/UII within the legacy IT Dashboard system.

For an overview of submitting Services, please see the IT Collect Services How To Guide, available on GitHub.

How do I manage an existing Service over multiple submission periods?

Once a Service (investment) is submitted to IT Collect, the Service will remain active in your agency's IT Portfolio until it is retired. For BY 2023 President's Budget submissions (and subsequent submissions), this means that Services submitted in the BY 2023 Pre-Decisional period will carry over and agencies no longer need to re-submit/overwrite their full IT Portfolio. Instead, agencies are expected to update any relevant data points within the Service during each budget cycle submission. The Data Quality Report (DQR) can be used to review which Services have been updated in the current submission period and which records have not been updated.

When a new submission period begins, the specific updates to make for a given Service depend on several factors, including its current status in your agency's IT Portfolio, the current submission period/budget year, and the data you intend to report on IT Collect. This How To guide outlines several possible scenarios and instructions for updating the Service on IT Collect for each scenario.

1. Keep a Service as Active:

No action is needed to retain a Service as active on IT Collect. As noted above, once a Service is added to IT Collect, it will remain active until isRetired is set to "true." Agencies are expected to update any relevant data points within the Service during each budget cycle submission.

Note on Change in Status and Previous UII: The "Change in Status" and "Previous UII" fields are validated against values submitted in the prior budget year. In most cases, these field values will not change *within* a given budget year.

- For example, values submitted in BY 2023 (both Pre-Decisional and President's Budget submissions) are validated against values submitted in BY 2022.

- A Service reported as "new" (10) in the BY 2023 Pre-Decisional submission would remain "new" in the BY 2023 President's Budget submission. The "Change in Status" value will not be updated until the BY 2024 Pre-Decisional submission, at which point this field would be validated against BY 2023 data.
- Each "Previous UII" value must match an active Service from the BY 2022 IT Portfolio, and all Services where "Change in Status" does not equal "new" (10) must provide "Previous UII" data.

2. Report a Service as Eliminated

Set (or keep) the Service's "Change in Status" value as one of the "eliminated" options: 06, 07, 08, or 09. Update the Service's other data on IT Collect as relevant, and you can continue updating its data throughout the budget year. Investments reported as eliminated remain in the agency's IT Portfolio for the current budget year and are reported on the front-end ITDB site, including the data feeds.

Typically, Services are eliminated once they have PY funding but no CY or BY funding. The following budget year, once the Service has no PY, CY or BY funding, it can then be retired (see scenario #3 below).

3. Retire a Service

Retiring a Service (setting isRetired to "true") deactivates the service, along with its embedded documents from IT Collect. The one exception is Ledger records, which are retained on IT Collect for longitudinal data collection purposes and included in financial data roll-ups (as needed, Ledger records can be deactivated by setting isRetired = "true"). For example, a Service retired in BY 2023 may not have any PY-BY (2021-2023) Ledger records, but its historical Ledger data (for 2020 and prior) would still count for 2020 and prior financial totals.

In most cases, after a Service is reported as "eliminated" in one budget year with PY funding, agencies will then retire the Service the next budget year once it has no PY, CY, or BY funding. agencies must directly retire a Service to remove it. Services are no longer be "eliminated by omission" in IT Collect (as they were in the legacy IT Dashboard).

4. *NEW*: Retire a Service reported as "new" in the current BY (Remove from IT Collect)

If your agency submitted a Service as "new" earlier in the current BY but now needs to remove this Service from IT Collect, you can retire this record in a two-step process. This scenario applies to a case when your agency requested funding for a new Service in the Pre-Decisional submission, but the Service needs to be removed in the President's Budget submission.

- First, retire Ledger records for this Service by setting isRetired to "true." This ensures that funding associated with this Service is removed from IT Collect and your agency's funding totals accurately reflect this change in your IT Portfolio. (In other words, because this Service was not submitted in prior BYs and is being removed in the current BY, no Ledger data should remain on IT Collect.)

    o For more information on retiring Ledger records, see the "IT Collect Ledger How To Guide" ("How do you retire Ledger entries?" section).

- Then as a second step, keep the Service's "Change in Status" value as "new" (10) and set isRetired to "true" to retire (remove) the Service and its other embedded documents from IT Collect.

Note on new validation error: If you attempt the second step (retiring the Service) before completing the first step, you'll receive a validation error indicating that the Service has active Ledger records on the IT Collect, which must be removed before you can retire the Service.

5. Re-organize, Consolidate, or Split a Service:

When re-organizing, consolidating, or splitting Services in your agency's IT Portfolio, you will update the relevant records' "Change in Status" values to reflect the change from the prior BY and report Ledger records in a way that ensures that no funding is double-counted.

See below for an illustrative example showing how reorganized, split, or consolidated Services can be reported over several budget years:

Budget Year	"New" Service (added to IT Portfolio)			"Old" Service (being phased out)		
	Change in Status	Previous UII	Ledger Records	Change in Status	Previous UII	Ledger Records
Year 1	Reorg, Cons, Split (03, 04, 05)	"Old" Service's Current UII	BY only	"No Change in Status" (11)	Same as Current UII	PY & earlier, CY (no BY)
Year 2	"No Change in Status" (11)	Same as Current UII	CY and BY	Eliminated by reorg, cons, or split (07, 08, 09)	Same as Current UII	PY & earlier (no CY or BY)
Year 3	"No Change in Status" (11)	Same as Current UII	PY, CY, BY	Eliminated by reorg, cons, or split (07, 08, 09) **isRetired = true**	Same as Current UII	No PY, CY, or BY (may have earlier funding)

6. Change the Investment Title for an existing Service:

To change the "Investment Title" value for an existing Service on IT Collect, there are two possible approaches. It is recommended that you reach out to your agency's OMB Desk Officer for insight into which approach best fits each particular situation for this scenario.

Option 1 – Simple Name Change: Update the "Investment Title" value via a PATCH/PUT operation. In this approach, the Service's agency ID, Current UII, Change in Status, and other data are unchanged on IT Collect.

Option 2 – Change in Scope: Eliminate the existing Service record (by updating its "Change in Status" value to one of the eliminated options). Create a new Service (with a new UII and "Change in Status" set to "New") and leverage the "Previous UII" field to link the new and old investments.

Ensure that Ledger data does not overlap between the two Services to avoid double-counting on IT Collect (for instance, the "old" Service may have CY and prior Ledger records, while the "new" Service just has BY Ledger records).