

STATE OF INDIANA

DEPARTMENT OF LOCAL GOVERNMENT FINANCE



INDIANA GOVERNMENT CENTER NORTH
100 NORTH SENATE AVENUE N1058(B)
INDIANAPOLIS, IN 46204
PHONE (317) 232-3777
FAX (317) 232-8779

TO: County Assessors, County Auditors, and Vendors

FROM: Jeffrey A. Volz, Director of Data Analysis, DLGF *JAV*
Diane Powers, Director of the Office of Fiscal and Management Analysis,
Legislative Services Agency *DP*

RE: State Data Upload Program Status

DATE: September 29, 2009

MEMORANDUM

The Department of Local Government Finance ("Department") and Legislative Services Agency ("LSA") are preparing to launch the State Data Upload Program on October 1st. The Upload Program will now accept official data submissions from county assessors and auditors. Many of you have already had the opportunity to test this new feature over the past weeks, as well as the improved data testing site, and we are thankful for your feedback and support of this program.

Once the updated program is launched, assessors and auditors will have the option to either test data files or submit final data submissions to the State for compliance evaluations. In either case, the testing program will continue to conduct format and coding checks of data elements that the Department and LSA consider critical for data compliance and provide feedback to counties within 48 hours. Under the testing mode, assessors and auditors may test individual data files as often as needed but without committing to having their entire dataset ready for a compliance review. Under official submission mode, the entire dataset must be submitted in the same session, and this may only be done once. Please note that these checks, although good leading indicators of data quality, do not guarantee data compliance. The compliance process and reports will still continue as currently administered. If you have any questions once you receive your reports, please do not hesitate to contact your assigned tax data analyst for assistance in determining exactly what the various error indications mean and how best to address them.

The Department and LSA strongly encourage counties to use this program for the outstanding 2008 Pay 2009 files and the 2009 Pay 2010 data, first by testing data files and working with vendors as needed to make corrections. After the data has been tested, reports reviewed and data corrected, counties should use the new official submission feature of the Upload Program to send their cleansed data to the Department and LSA. Please note that while we wish to see every county utilize this program, its usage will not be mandated. You may continue to send your data submissions by e-mail to Diane Powers at dpowers@iga.in.gov if you prefer. It is our hope that this new process will reduce the number of times that a county will have to send their data to the state for compliance.

The Department will be resending current usernames to all county officials at their e-mail address of record on Wednesday, September 30. If you have not received this information by 3 p.m. on Wednesday, September 30, please contact Jeff Volz at 317-232-3759 or jvolz@dlgf.in.gov for assistance. Please note that the new Upload Tool will allow you to change your password so it is easier to remember.