

Frequently Asked Questions

Do we have to have a productivity measure?

Yes. Agencies must have at least one productivity measure.

FY 2014 measure results – what if results are not finalized by the September 30 due date?

Agencies are able to report and publish FY 2014 measure results at any time. It is recommended that agencies put in an explanatory note indicating when the FY 2014 is expected.

Are there limits on the numbers of objectives or measures an agency should have?

No. There are no limits on the number or objectives or measures an agency should have. Agencies should make sure that objectives and measures accurately reflect the mission of the agency and that they are constructed in the proper format. Agencies should refer to the [Agency Planning Handbook](#) for further details.

How do I request a service area be exempted from creating a program/service area plan?

Contact your DPB Budget Analyst. Your budget analyst will provide you with confirmation as to which service areas have or have not been granted an exemption.

Are we required to have one measure per service area?

No. The requirement for one measure per service area no longer exists. However, one measure can impact multiple service areas.

We are retiring several measures. Do we need to report FY 2014 results?

No. Only if you have the result prior to retiring the measure.

Where do we complete the IT section of the strategic plan?

Agencies will now report on the IT elements of the strategic plan through a web tool hosted and administered by VITA. Agency AITR's will be attending training throughout the summer regarding this functionality. Agencies are still required to complete the IT narrative in the Executive Progress Report (EPR).

Is there a way to delete a measure that was put in as a test or by accident?

No. You can only “retire” a measure. This will not create an issue with reporting as long as you select to report on “active” measures.

Are you able to bring “retired” measure out of retirement or reengage them?

Yes. To “unretire” a measure, select the measure from your measure listing (make sure the filter is set to show “all” measures), then select the button “unretire.”

What is the status of enterprise strategies/priorities?

The Council on Virginia’s Future is working with the Cabinet to revise these and DPB will send a broadcast message when they have been updated.

Is it better to edit a measure or to retire a measure and create a new one?

Depends of the amount and content of the edits you are making. If you are correcting a typo, fixing a grammar issue, or making a minor edit that does not impact the content or methodology of the measure you should just make edits (remember to press save.) If you are changing the methodology, data source or calculation, reporting frequency, or making any other substantial change to a measure, it is strongly recommended that you retire the original measure and create a new one.

Should we be concerned that new measure id’s are different in structure (e.g. do not contain service area code) than those carried over from the old system?

No. When creating the new system we opted for simpler id’s that no longer contain service area codes since measures are no longer tied to service areas.

Are agencies required to have key measures?

Yes. There is no requirement on the number of key measures. Key measures should be the measures you highlight in your Executive Progress Report.

Are agencies required to have at least one administrative measure?

No. That requirement has been discontinued. Agencies are required to have at least one productivity measure.

Are strategies required for agency objectives?

Yes. Refer to the [Agency Planning Handbook](#) for assistance on creating your strategies.

What is the difference between key performance areas and trends in the At-A-Glance section of the EPR?

Trends are numbers that best describe what is impacting your service area. Key performance areas are measures your agency is tracking.

Now that the submission dates for measure results and updates to the 2014-2016 biennial plan are aligned, if a measure has been retired do you still have to report results for FY 2014?

No. You do not have to report FY 2014 results for measures you are retiring.

Can you have different objective strategies for different measures? Measures may have the same objective but not all strategies apply specifically to all measures/service areas.

No. The only way to accomplish this is to have separate objectives.

Will agencies have the opportunity to add new performance measures mid-biennium or will they need to wait until the new biennium?

Typically agencies should only add measures at the beginning of the biennium. However, if a legislative action requires a significant change or addition to your plan, you will be able to add them mid-biennium. You should consult your DPB Budget Analyst for guidance.

What linkages are required?

Goals, objectives, and measures should be linked. Performance measure linkages to service areas are not required. Links to enterprise priorities should only be established if there is a direct link.

Are strategic plans supposed to be a certain length?

There are no page requirements for strategic plans and program/service area plans. Executive Progress Reports should be kept to 4-5 pages only.

How will agencies link plans to their individual Web sites?

DPB will send guidance regarding this near the due date.

Are measures required to be linked to Enterprise Priorities?

No. You should only link measures to enterprise priorities if there is a true linkage.