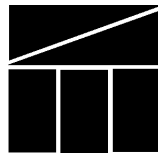# *Instructions for Performance Measure Updates*
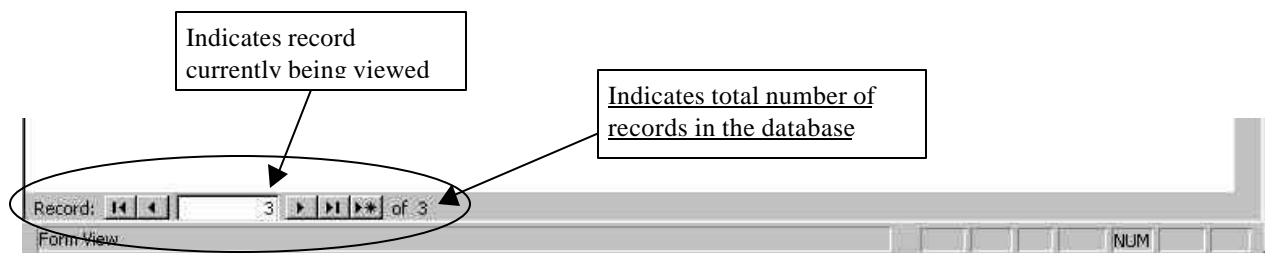
Virginia Department of Planning and Budget
June 2000

All performance measures currently reported to DPB – along with their baselines, performance targets, and recent results – are listed on the attached *2000 Performance Measure List*. All agencies are required to submit data on each of these performance measures. To submit these data, please follow the instructions below.

GENERAL INSTRUCTIONS FOR SUBMITTING UPDATES

1. From DPB's website (http://www.dpb.state.va.us/forms/forms.htm#perform), download a copy of the Microsoft Access database entitled "**PM.mdb**" to your computer or network drive.
2. Open the database. The *2000 Performance Measure Update* form will open automatically.
3. Complete items 1-6, 8, and 9 for each measure listed on the *2000 Performance Measure List*. All items except for item 7 (dealing with explanatory notes) must be completed to save the information provided for a measure. Complete item 7 as appropriate. An agency with three measures, therefore, would produce a database file with three records in PM.mdb, as indicated at the bottom of the database screen (see below).

Indicates record currently being viewed

Indicates total number of records in the database

Record: |◄| |◄| 3 |►| |►I| |►*| of 3

Form View   NUM

4. Close the database.
5. Email the database file (PM.mdb) to perform@dpb.state.va.us, making sure to identify the agency to which the data applies in the subject line and/or message text.

INSTRUCTIONS FOR COMPLETING ITEMS 1-9 ON THE *2000 PERFORMANCE MEASURE UPDATE* FORM

Note: Your agency must approve the information provided in the following items for each performance measure. Not entering "yes" in item 9 (indicating agency head approval) will prevent you from submitting information for items 1-8.

1. **Enter the measure number from the *2000 Performance Measure List*** (to review the list, click here).

2. **Indicate whether the measure is a number or percent.** Select one of the choices from the drop-down menu.

3. **Is data for this measure to be collected for the fiscal or calendar year?** Select one of the choices from the drop-down menu. Fiscal year measures cover 12 months from July 1 to June 30. Calendar year measures cover 12 months from January 1 to December 31.

4. **Is the preferred direction of results an increase, decrease, or maintenance of performance levels relative to the baseline?** Select one of the choices from the drop-down menu. This response will help DPB to determine more quickly if the trend in results is positive, neutral, or negative. For example, if the measure tracks number of individuals served, and you consider it better to serve more people, then you would select "increase." On the other hand, if the measure tracks the average number of days spent to process an application, and you consider it better to spend fewer days processing the application, then you would select "decrease." Except in very unusual situations, your response to this item should be consistent with the difference between your baseline and target.

5. **Enter the 2001 target for this measure.** Enter the performance target (number or percent) for the fiscal/calendar year 2001. <u>Do not include any text in the cell ("percent," "thousands," "average," etc.) – the entry must be a single number.</u> This item is to be completed for all measures, even if the target remains unchanged from the existing target listed in the *2000 Performance Measures List*. When setting a measure's target, agencies should consider past actual performance reported to DPB for that measure, expected available resources, and other factors that may impact program performance. Based on these considerations, 2001 targets in most cases should be adjusted to reflect anticipated improved performance during fiscal/calendar 2001.

6. **Enter the actual FY 2000 performance results for this measure.** Enter the performance results achieved for fiscal/calendar 2000. <u>Do not include any text in the cell ("percent," "thousands," "average," etc.) – the entry must be a single number.</u>

7. **Briefly describe any important issues that should be noted regarding these results.** Include any explanatory information regarding the results reported in item 6. Be as brief as possible, as this information may be included in footnotes in the Governor's budget document.

8. **Provide the requested information on whom DPB should contact to obtain additional information on the measure.** Complete each cell in this item.

9. **Has your agency head approved the information provided above?** Enter "yes" if your agency head has approved the information provided in the previous items for the performance measure. Not entering "yes" in this field will prevent you from submitting information for any of the preceding items.

    To input data for another performance measure, press the "Next Measure" button and answer items 1-9. You will have to use the scroll bar to move the window back up to item 1.

PROBLEMS

If you are unable to access DPB's web site, download the Microsoft Access file, complete each item on the form, or have other questions, please contact Charlie Bennett at (804) 786-5132 or cbennett@dpb.state.va.us.

REPORTING DUE DATE

Email your database, which includes one completed form (or "record" in database speak) for each of your agency measures, to perform@dpb.state.va.us by **Friday, August 25.** Make sure to identify the agency to which the data applies in the email subject line or message text. Higher education institutions are not required to submit performance measure updates at this time. They will be contacted for performance update submissions in the fall. Other exceptions to this reporting requirement will be communicated by DPB directly to agencies.