

# AGENCY MANAGEMENT REPORT

## Agency Management Report

### KPMs For Reporting Year 2009

Finalize Date:

Agency: **LEGISLATIVE FISCAL OFFICE**

	Green = Target to -5%	Yellow = Target -6% to -15%	Red = Target > -15%	Pending	Exception Can not calculate status (zero entered for either Actual or Target)
Summary Stats:	0.00%	0.00%	0.00%	80.00%	20.00%

Detailed Report:

KPMs	Actual	Target	Status	Most Recent Year	Management Comments
1 - FISCAL IMPACT VALUE - Percent of key stakeholders that rate fiscal impact statements as "usually" or "always" being: reasonable and fair, clearly written, complete, and accurate			Pending		No data is available for this KPM. LFO is proposing that this measure be deleted for 2009-11 biennium.

The purpose of the Agency Management Report is to provide a short, high-level summary of the APPR in the form of a dashboard-like status for each currently approved KPM including management comments for each.

The information contained in the report originates from the agency APPR which must be updated prior to printing the report.

The following data must be updated in the APPR (updated from "Edit APPR" or "Edit KPM" menu options) for the information to be current in the Management Report:

1. Target and Actual for the reporting year.
2. Graph must be completed for each KPM.
3. Management Comments may be entered for each.

The following pages will provide information on how the Management Report provides the detail within from the APPR.

NOTE: The menu item "Edit KPM" is only available every two years during the legislative process.

## STATUS

The system will automatically calculate the three status levels for each individual KPM:

**GREEN** is equal to -5% of approved target or better ( $\geq .95$ );

**YELLOW** is equal -6% to -15% of approved target ( $< .95$  and  $\geq .85$ ), and

**RED** is equal to greater than -16% of approved target ( $> .85$ ).

The “**PENDING**” status designation may occur for the following reasons:

- 1) Missing targets for reporting year.
- 2) Missing actual for reporting year.
- 3) “Trending” for the measure has not been set
  - a) Each KPM includes a graph data section. Data must be entered into this section in order for the status to update accurately including the drop-down menus for upward and downward trend.

The screenshot shows a web form titled "KPM Graph". It includes a "Graph Title" field, a "Data Type (Description & Decimal Places)" dropdown menu, and two "Select Trend" dropdown menus for "Upward Trend is:" and "Downward Trend is:". Below these are input fields for "Year", "Actual", and "Target", and an "Update/Save Data" button. A note at the bottom states: "Please Note: there are two independent save functions, one for the text in the KPM information and one for actual/target".

KPM Graph			
Graph Title			
Is Graph for Customer Satisfaction? <input checked="" type="radio"/> NO <input type="radio"/> YES	Data Type (Description & Decimal Places) Data Type		
		Upward Trend is: Select Trend	Downward Trend is: Select Trend
Year	Actual	Target	
			Update/Save Data

- 4) Targets or Actual of “0” or “1” MAY result in pending status.

## EXCEPTION

A status of “Exception” is displayed on the report when a “0” is entered for either an Actual or Target causing the report to be unable to calculate the status.

## **Management Comments**

The management report extracts the information provided in the APPR directly under each KPM in the section labeled “Management Comments” (located just above the graph).

Management Comments

No data is available for this KPM. LFO is proposing that this measure be deleted for 2009-11 biennium.

Measure Since: 2006

KPM Graph

Graph Title: \_\_\_\_\_

Is Graph for Customer Satisfaction?  
 NO  YES

Data Type (Description & Decimal Places): Data Type

Upward Trend is: Select Trend

Downward Trend is: Select Trend

The comments field is not character-limited, but agencies are urged to keep comments very brief.

### **Potential uses of the comments field:**

1. To draw attention to a positive result, and or to invite readers into a particular section of the APPR the agency wishes to highlight.
2. To draw attention to a KPM that is problematic for the agency in some way.
3. To offer a brief explanation or comment for YELLOW, RED or PENDING status.