

Quick Reference Guide

Code Section	Definition	Guide
Purposes		
67-1901(1)	Improve agency accountability	p. 1
67-1901(2)	Increase ability of the Legislature to oversee and assess performance	p. 1
67-1901(3)	Assist lawmakers with policy and budget decisions	p. 1
67-1901(4)	Increase ability of state agencies to improve agency management, service delivery, and program effectiveness	p. 1
Definitions		
67-1902(1) Agency	Department, board, commission, office, or institution except elected officials and the legislative and judicial branches	---
67-1902(2) Performance Target	Desired or intended result for a given performance measure	p. 10
67-1902(3) Core Function	Group of related activities that fulfill the responsibilities of the agency	p. 3
67-1902(4) Goal	Broad, issue-oriented statement that reflects the priorities of the agency and specifies how the it will achieve its mission	p. 7
67-1902(5) Major Division	Organizational group focused on meeting one or more of the agency's statutory responsibilities	---
67-1902(6) Objective and/or Task	Action that will be taken to achieve an agency goal	p. 7
67-1902(7) Performance Measure	Quantifiable indicator of progress toward achieving a goal	p. 8
Strategic Planning		
67-1903(1)	Major divisions and core functions	p. 2
67-1903(1)(a)	Outcome-based vision or mission statement	p. 2,5,6
67-1903(1)(b)	Goals for major divisions and core functions	p. 2,7
67-1903(1)(c)	Objectives or tasks that indicate how the goals are to be achieved	p. 2,7
67-1903(1)(d)	Performance measures that assess progress toward meeting goals	p. 2,8
67-1903(1)(e)	Benchmarks or performance targets for each performance measure and explanation of how it was developed	p. 2,9
67-1903(1)(f)	Key external factors beyond agency control	p. 2,10
67-1903(2) Time Period	Four years forward and updated annually	p. 2
67-1903(3) Consistency	Performance plan is consistent with strategic plan	p. 2
67-1903(4) Consultation	Consult with Legislature and other interested parties when creating the plan	p. 2
67-1903(5) Public Records	Strategic plans are public records	---
Performance Measurement		
67-1904(1)(a) Part I	Agency profiles include statutory authority, revenue and expenditures, number and type of cases managed, and key services provided	p. 3
67-1904(1)(b)(i) Part II	No more than 10 performance measures tied to goals and strategies	p. 3,8
67-1904(1)(b)(ii)	Results for four years	p. 3
67-1904(1)(b)(iii)	Benchmarks or performance targets for each year	p. 3,9
67-1904(1)(b)(iv)	Explanations where needed	p. 3
67-1904(1)(b)(v)	Director attestation of data accuracy	p. 3
67-1904(2) Format	Reporting format to be determined by DFM	p. 4
67-1904(3) Agency Use of Data	Compare results to performance targets or benchmarks, and use for internal management purposes	p. 4
67-1904(4) Maintain Reports	Maintain reports and documentation in support of data reported; information shall be kept for all four years of performance report	p. 4
67-1904(5) Due Date	Reports submitted to DFM and LSO by September 1 of each year	p. 4,12
67-1904(6) LSO Use of Data	LSO may use information in Legislative Budget Book	p. 4
67-1904(7) Presentation of Data	Agencies shall present information to House and Senate germane committees annually	p. 4
67-1904(8) Germane Committee Input	Germane committees may request alternative measures	p. 4
67-1904(9) Germane Committees to Meet Jointly	House and Senate germane committees should attempt to meet jointly for presentations	p. 4

Performance Measurement Flow Chart

As shown in the chart below, evaluation and feedback are critical elements in the performance measurement process. An agency strategic plan is likely to have multiple goals, each with their own objectives, tasks, and performance measures. Performance results provide meaningful information that should drive the development of improved goals, new objectives and tasks, and updated performance measures and targets in future agency strategic plans.

