

INSTRUCTIONS:

PERFORMANCE MEASURE DATA SUMMARY (NEW FORMAT)

Budget Form # 107BF04d

This form provides a format for summarizing performance data for legislative review during the Ways & Means process. Historical data plus targets for the coming years should be listed. Measures and 2007 targets should match those listed on the *Links to Oregon Benchmarks and Performance Measures* form. This data summary should be attached to the Executive Summary of the *Annual Performance Report*, when the Executive Summary is presented separately.

This form may be updated in preparation for the agency's Ways and Means budget presentation

The form allows for the recommended maximum number of key performance measures (30) plus ten additional rows to accommodate proposed deletions. Leave any unused rows blank.

Note: **Please do not unprotect the form to create footnotes or endnotes because you WILL LOSE ALL DATA when you reprotect the form.** Instead, submit all notations in a separate document called "Notes." If you have more than that or are experiencing technical difficulties, please contact Rita Conrad at the Progress Board for assistance, 503-378-3204. (Revised 5/5/04)

Top Rows – Please include agency and contact information, and date.

<u>Column 1</u>	Key Performance Measure Number	List each agency performance measure's number, as shown on the <i>Links to Oregon Benchmarks</i> form. EXCEPTION: If you propose to modify a measure in a manner that changes the data series (other than technical corrections), please add the original measure to the data summary so that both the old and the new data series are displayed. In this case, the performance measure number will be the same. Please indicate the original in the next column, as described below. (Revised 5/24/04)
<u>Column 2</u>	Key Performance Measure Definition	List each agency performance measure's definition, as shown on the <i>Links to Oregon Benchmarks</i> form. EXCEPTION: If you propose to modify a measure in a manner that changes the data series (other than technical corrections), please add the original measure to the data summary so that both the old and the new data series are displayed. Please indicate "(original)" and "(proposed)" after the respective versions. (Revised 5/24/04)
<u>Column 3</u>	Data vs. Target	Row labels only.
<u>Columns – 4-12</u>	Data and Targets	In the data row, show actual performance data for as many years as possible. For new or modified measures, include as much data as are currently available. In the target row, indicate the performance measure targets between 2002 and 2007.