Performance Measure Template

Definition and Validation

| **Measure Definition** | **"Enter Program Name Here"** | |
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| **Measure** | *Enter the full measure with the exact wording used on BudgetTool.* | **"Enter measure here"** |
| **Type** | *Select outcome, efficiency, output, or input/explanatory.* |  |
| **Lead Agency & Primary Contact** | *Enter lead agency name as well as the name and contact information for the person responsible for answering detailed questions about the measures.* |  |
| **Measure Description** | *Provide clear definition/description of measure and related terms.* |  |
| **Purpose** | *Explain why the information captured by this measure is important to your agency.* |  |
| **Method of Calculation** | *Provide detailed formula/method for calculation or describe how reported results are generated.* |  |
| **Source/Data Collection** | *Describe how data are collected and compiled, including systems, spreadsheets, or other sources used. Indicate if the data collection source is external to your control.* |  |
| **Frequency of Collection** | *How often are data compiled? Monthly, quarterly or annually?* |  |
| **Data Limitations** | *What are the data limitations and assumptions that affect interpretation of data?* |  |
| **Desired Target** | *What is the target for this measure? (if any)* |  |
| **Desired Performance** | *Describe the desired performance trend for this measure.* |  |
| **National Benchmark Information and Performance** | *What are the national or industry benchmarks for measurement and performance?* |  |

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| **Data Validation** |  | |
| **Verify/Validate Data** | *What process is used to verify or validate the data? (Program should be able to validate sample data.)* |  |
| **Data Correction** | *Describe the procedures (internal & external) for correcting inaccurately reported data.* |  |
| **External Assurances** | *What agreements or assurance do you have from the external party regarding the accuracy of the data?* |  |
| **Data Security** | *Are data secure? What data security protocols (physical or electronic) are in place to protect and maintain data?* |  |
| **Training** | *Describe how program staff are trained in monitoring/reporting of performance measures.* |  |
| **Management Oversight** | *Describe how supervisory/management approval of data is documented (e.g., signature, initials, date).* |  |