

Performance Monitoring Plan

Agency Name and Code:

Program:

Measure(s):

Data Sources and Methodology:

1. List and describe the data source(s) for the measure. Identify who will maintain the source document.
2. Describe the methodology used to collect the data.
3. Describe who will be responsible for data collection, analysis, quality, and for reporting data.
4. Describe the time frame for data collection and reporting (e.g., the data will be collected monthly and reported to DFA semiannually).

Data Validity:

1. Explain the methodology used to determine validity and the reason it was used.
2. State the appropriateness of the measuring instrument in relation to the purpose for which it is being used.

Data Reliability:

1. Explain the methodology used to determine reliability and the reason it was used.
2. State the reliability of the measure and the data collected for it. For example, describe the extent to which the measuring procedure yields the same results on repeated trials, and whether data are complete, sufficient, and error free.
3. Describe any limitations or shortcomings of the data.