

INSTRUCTIONS FOR COMPLETING FORM PB-2: PROPOSED KEY MEASURE FORM

PURPOSE OF FORM: Section 6-3A-5B of the Accountability in Government Act (AGA) requires the State Budget Division, in consultation with the Legislative Finance Committee, to approve agencies' quarterly/key performance measures. To fulfill this requirement, all Key agencies must submit the Proposed Key Measure (PB-2) form to your Executive Budget Analyst *no later than July 15, 2020*.

INSTRUCTIONS:

Agency Name: REQUIRED. Enter the name of the agency initiating this document

Business Unit: REQUIRED. Enter a 5 digit number beginning with former "agency code" and followed by two zeros (*e.g. 12300*).

Date: REQUIRED. Enter the date the form was filled out.

Program Code: REQUIRED. The Program Code to which the measure belongs (i.e. P541).

Measure Type: REQUIRED. This is a drop down menu. Select a classification of each measure according to one of the following categories:

- *Efficiency* – measures cost per unit of service provided
- *Explanatory* – measures external factors over which the agency has little or no control but that have a material effect on the agency's ability to achieve its goals
- *Outcome* – measures the actual impact or public benefit of a program
- *Output* – measures the volume of work completed or the level of actual services or products delivered
- *Quality* – measures the value of the service being provided

Proposed FY18 Key Measure:

REQUIRED. List all FY21 proposed key measures to be reported on a quarterly basis in FY21. Proposed key measures must come from FY21 approved AGA measures and targets. **You may not change the targets that have been set for key measures.** If necessary, contact your Executive Budget Analyst for a list of FY21 approved measures and targets reflecting legislative action.

Explanation: REQUIRED. Briefly explain the rationale behind the proposal.