FINALIZING BUDGET STRUCTURES AND DEFINING MEASURES IN ABEST

REVISED

INSTRUCTIONS FOR STATE AGENCIES, INSTITUTIONS OF HIGHER EDUCATION, AND APPELLATE COURTS

FOR THE EIGHTY-THIRD LEGISLATURE, REGULAR SESSION

LEGISLATIVE BUDGET BOARD JUNE 2012

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Document Conventions

This document uses the following symbolic conventions:



Caution: This symbol warns you of the possible loss of data.



Important: This symbol indicates information you need to know.



Tip: This symbol indicates information that may be useful.

Getting Started

The agency submissions portion of the Automated Budget and Evaluation System of Texas (ABEST) is a Web-based application. The Legislative Budget Board (LBB) uses ABEST to track agency requests for appropriations through the stages of the legislative appropriations process and agency performance through the biennial budget cycle.

ABEST has a new look and feel when compared to previous versions. The procedures are similar; however, there are some changes.

Agencies are now required to finalize their budget structures as well as define their performance measures in ABEST simultaneously. This manual will assist you in completing the following tasks:

- Budget Structure
- Service Categories
- Statewide Goals and Benchmarks
- Defining Measures (definitions, descriptions and cross references)

The items listed above are components of the strategic plan, which must be completed and approved before agencies can start entering their legislative appropriations request (LAR) in ABEST.

You may begin updating your agency's information after you receive an email from your LBB analyst informing you that your budget structure has been approved. The deadline for defining performance measures in ABEST is the same as the deadline for submitting strategic plans.

For more about strategic planning preparations and deadlines, see *Instructions for Preparing and Submitting Agency Strategic Plans, Fiscal Years 2013-2017*, from the Governor's Office of Budget Planning and Policy (GOBPP) and the LBB, dated April 2012. This document is available on both organizations' websites:

- <u>http://www.lbb.state.tx.us/Strategic_Plans/Documents.htm</u>
- <u>http://www.governor.state.tx.us/bpp</u> (under Strategic Planning Instructions).

If you have a problem with the ABEST application that you cannot resolve using this document, call the LBB Help Desk at 512-463-3167.

If you have any questions regarding your budget structure or defining the performance measures, contact your LBB budget or performance analyst. To determine the analyst assigned to your agency, go to the LBB homepage, <u>www.lbb.state.tx.us</u>, and under LBB Staff, click **Analyst Assignments**. You will find the analyst's name for your agency listed in the document.

Accessing ABEST

To use ABEST, you need a username and a password issued by the LBB. Refer to the options below if you already have a username and have forgotten the username and the password, or if your username and password does not work.

- Click the **Forgot Userid/Password** link on the LBB's website (www.lbb.state.tx.us).
- Call the LBB Help Desk at 512-463-3167.
- If you do not have an ABEST username and password, you may request them online.

Important: To run ABEST in your browser, you must use Internet Explorer, version 5 or higher.

Important: The suggested screen resolution is 1280 x 1024, as shown below.

C v v v Screen Resolution v	4 7	Search Control Panel	
Change the appearance of your display			
		Detect Identify	
Display: 1. HP L2045w Wide LCD Monitor ▼ Resolution: 1280 × 1024			
Orientation:			
		Advanced settings	i
Make text and other items larger or smaller			
What display settings should I choose?			
ОК		Cancel Apply	

i

Important: The suggested display screen setting is smaller or medium, as shown below.

🕞 🕤 🗢 💻 🕨 Control Panel 🕨	Appearance and Personalization Display
Control Panel Home Adjust resolution Calibrate color Change display settings Adjust ClearType text Set custom text size (DPI)	 Make it easier to read what's on your screen Su can change the size of text and other items on your screen by choosing one of these options. To temporarily enlarge just part of the screen, use the Magnifier tool. Smaller - 100% (default) Preview Medium - 125% Larger - 150%

 From the LBB website (<u>www.lbb.state.tx.us</u>), click Agencies Portal. Under Login Information, click Agency Logon Request Form as shown below.

LEGISLATIVE Budget board							
HOME	BUDGET	PUBLICATIONS	FISCAL NOTES	LBB TEAMS	ABOUT THE LBB	EXTERNAL LINKS	AGENCIES PORTAL
Agency	Logon Information Agency Logon Request Form Agency Logon Help What's New						

2. Complete the Logon Request Form, shown below.

Logon Request	Form	Forgot Password Contact Us
Please ensure that you have	e approval from your supervisor to request a userid.	
* Agency :	000 - Unspecified or not applicable	
* Full Name:		
* Password :		
* Confirm Password :		
Phone #:		
Fax #:	_ <u>·</u>	
Pager #:		
* Email ID:		
Access Needed for:	 ABEST (Automated Budget Estimate System of Texas) Includes: Base Recon LAR Submissions Operating Budget Actual Performance Measures USAS Reconciliation ARRA (American Recovery and Reinvestment Act) Document Submission (AFR) FNS (Fiscal Notes System) 	

3. When complete, scroll down and click **Submit**. You should receive an email confirming your request. Respond to this email; otherwise, your request will not be processed. If you do not receive a confirmation email, call the LBB Help Desk at 512-463-3167. The LBB will email your username and password for ABEST within one business day.

Logging In

1. From the LBB website (<u>www.lbb.state.tx.us</u>), click Agencies Portal. Under Data Entry Applications, click Strategic Plan/Measure Definitions as shown below.

HOME	BUDGET	PUBLICATIONS	FISCAL NOTES	LBB TEAMS	ABOUT THE LBB	EXTERNAL LINKS	AGENCIES PORTAL
Agency Agency FNS Cor	r Logon Reque r Logon Help	on Request Form	What's • ABE • Info	ST Reporting Sch rmation Technol	nedules are now availa ogy Detail (ITD) Instru	able (November, 2012) Ictions are now availab Instructions are now a	
Freque	ntly Asked Q	uestions (FAQ)	Data En	try Applicatio	ns	Instructions	
Dof		Dogument	ABEST Strategic	Plan/Measure D		Strategic Plan Instr	
Kele	erence	Documents	Base Rec	onciliation	63	Base Reconciliation	n Instructions

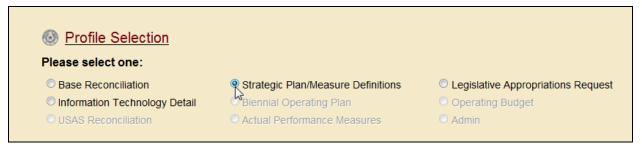
2. Enter your username and password and click Login.

ated Budget Evaluation System of	Texas (ABEST)	Hello, Guest. Login
	• · · ·	
	Login	
U	Jsername: tstagy4	
F	Password: ••••••	
	Login	
		Password:

Profile Selection

The profile screen appears upon successfully logging into ABEST. The options you select on this screen determine the tab layout for a particular budget cycle in ABEST (i.e., Base Reconciliation, Legislative Appropriations Request, Biennial Operating Plan, USAS Reconciliation, etc.).

Select the **Strategic Plan/Measure Definitions** radio button and click **Save**, as shown below.



Important: Before you enter any data, verify that you are in the correct session, agency, and stage. The session field should indicate the upcoming regular legislative session (**83rd Regular Session**). The correct stage for measure definitions is **SBR-Base Reconciliation**. Verify that your agency appears in the **Agency** drop-down box.

Note that you will not be able to access the data input or reports menus if your status is set to restricted or locked. The LBB uses these specific statuses to indicate that work is in progress. Other agencies will appear in your agency drop-down box when their status is set to complete in ABEST. If the Current Profile/Settings are not correct, click on the drop-down lists to select the appropriate settings and click **Save**.

The options selected here will display on the profile settings bar, which is at the top of each screen (shown below). The agency status associated with these settings is also included.

Session	: 83R Stage: SBR Version: 1 Status: INC Agency: 529 Hith & Human Svcs Comm	
Profile Selection		
Please select one:		
Base Reconciliation	Strategic Plan/Measure Definitions	Legislative Appropriations Reques
Information Technology Detail	Biennial Operating Plan	Operating Budget
O USAS Reconciliation	O Actual Performance Measures	O Admin

News Screen

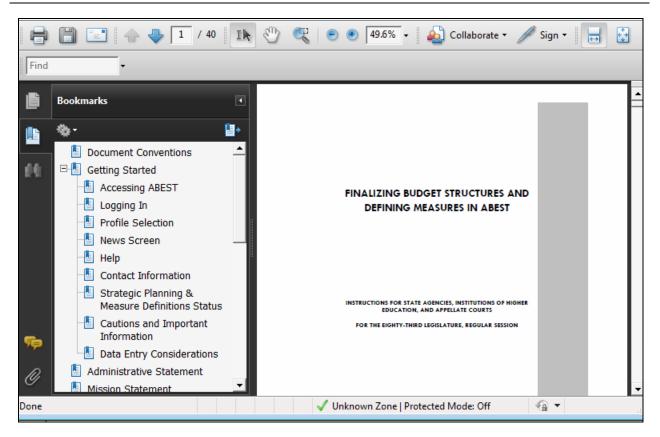
The news screen provides important information and often conveys details about upcoming deadlines. ABEST may direct you to this screen if this is your first time to log into Strategic Plan/Measure Definitions or if the system has updated the news screen. You can click the **News** menu anytime to view this information, as shown below.

	Session: 83R Stage: SBR Versi Agency: 529 Hith & Hu
News	Strategic Planning & Measure Definitions
Profile Selection	
Status	
Goals/Objectives/Strategies	What's New?
Measure Definitions	
Reports	The Web ABEST profile to complete your Measure Definition click Save.
Help	
Contact Us	For this profile, review your budget structure and verify that

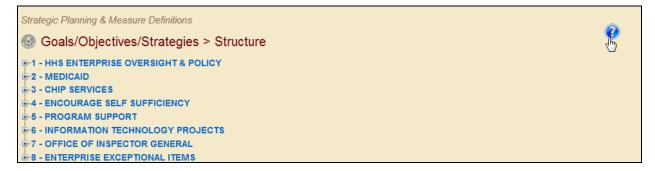
Help

You can view this manual online or get help based on your screen location.

1. Click the **Help** menu, pause then click the **Help** menu one more time (two slow clicks) to view the entire user manual, as shown below.



2. Click the **Help icon (**) located on each screen to get detailed information about the screen you are using. The user manual opens and links to the information based on your screen location.



Contact Information

Contact the LBB Help Desk by clicking the **Contact Us** menu, as shown below.

	Session: 83R Stage: SBR Version: 1 Status: INCOMPLETE Agency: 529 Hith & Human Svcs Comm			
News	Strategic Planning & Measure Definitions			
Profile Selection	Goals/Objectives/Strategies > Structure			
Status	- The enterprise over sight & Policy			
Goals/Objectives/Strategies	the series eversign t & Policy the series oversign t & Policy the series oversign t & Policy			
Measure Definitions				
Reports				
Help				
Contact Us				
S.				

You can contact the LBB by calling the Help Desk or by sending an email. Be prepared to leave a message when calling the Help Desk. Your call goes directly to voicemail at all times. A typical call back response from the Help Desk is within 30 minutes. If you send an email, include a call back number along with your ABEST username. A typical email response from the Help Desk is by the end of the next business day.

60	Contact Us
	Phone Numbers
Helpdesk	(512) 463-3167
Main	(512) 463-1200
Fax	(512) 475-2902
	Email
(Use the form belo	w. You should receive a response by the end of next business day.)
Email:	LBB_Applications_CC.LBB@lbb.state.tx.us
Phone:	463-1200
Subject:	ABEST_Sub
Message:	~
	Send Email Cancel

Strategic Planning & Measure Definitions Status

You can finalize your budget structure and define your performance measures after you have received an e-mail from your LBB analyst. Your analyst will let you know when your agency is available in ABEST for data entry. At that time, LBB Application Support will change your status from locked to incomplete.

To view your status, click the **Status** menu, as shown below.

Strategic Planning & Measure Definitions								
Status								
Save Cancel								

When you complete data entry for Strategic Plan/Measure Definitions, you will need to set your status to complete. See <u>Changing Your Status to Complete</u>.

Cautions and Important Information



Caution: You will lose data if ABEST is inactive for 15 minutes or more. Always click **Save** if you leave your computer for more than a few minutes. If ABEST becomes inactive, you must close and reopen your browser and log back in. Any unsaved data must be re-entered.



Caution: You will lose data if you move to another grid without saving first. Save your work frequently by clicking **Save**. Make sure you click **Save** on the grid you are working with. The **Save** button works independently for each grid on the screen. Any unsaved data must be re-entered.



Important: Read the News screen when ABEST directs you to it. It often conveys important information regarding changes and upcoming deadlines.

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Data Entry Considerations

Refer to the following table for information regarding data entry.

DATA ENTRY REFERENCE

	ENTERING DATA	SAVING DATA
 You may copy text from a word processing application and paste it into ABEST, but you should review it and correct formatting problems if necessary. Bulleted lists may not copy properly. Avoid outline styles that combine numbers and bullets. Numeric fields allow 12 digits maximum. Enter only whole dollar amounts, not decimal places. You do not need to enter commas in numeric fields. You may find the ABEST character counter helpful in text fields. It is on the bottom left portion of the screen in the Internet Explorer status bar, as shown below. 	 Click in the data cell and enter your data. Press Tab to move across to the next cell. At the end of a row, manually click your cursor in a cell on a new row to enter more data. You can expand some multiline text fields by double clicking in the field. Use the Enter key to start a new line of text in a multi-line text field. Click your cursor outside the field or press Tab to move out of the field. Save your work by clicking the Save button. Use the built-in calculator by double-clicking in any active data entry cell. After making your calculation and clicking the = button, click Send to Grid. The number you calculated transfers to the cell in which the cursor appears. 	 Save data by clicking Save on the screen. Use the blue section to add new information to a corresponding grid and click Save.
COLOR CONVENTIONS	IF THE EXPLORER STATUS BAR DOES NOT APPEAR	NAVIGATION
 Unsaved numbers appear blue in color. Saved numbers are black. Grayed out data cells are "read only" and may not be changed. Contact your analyst to request any changes. 	Open the Tools menu in Internet Explorer and choose Internet Options. Click the Security tab and select Trusted Sites. Click the Sites button and enter *.lbb.state.tx.us.	 To move to the top of a long screen, click the Top hyperlink at the bottom of the screen. To move to the bottom of the screen, click the Bottom hyperlink at the top of the screen.

Budget Structure

1. Review your agency's budget structure by clicking on the **Goals/Objectives/Strategies** menu and the **Structure** submenu.

	Session: 83R Stage: SBR Version: 1 Status: INCOMPLETE Agency: 529 Hith & Human Svcs Comm
News	Strategic Planning & Measure Definitions
Profile Selection	Goals/Objectives/Strategies > Structure
Status	B-1 - HHS ENTERPRISE OVERSIGHT & POLICY
Goals/Objectives/Strategies	
Measure Definitions	Service Categories
Reports	Statewide Goal/Benchmark
Help	
Contact Us	⊕-7 - OFFICE OF INSPECTOR GENERAL ⊕-8 - ENTERPRISE EXCEPTIONAL ITEMS

2. The Goals, Objectives and Strategies display on the screen. Drill down to each level by clicking on the **+ icon** located to the left of each goal and objective. Click on each item listed, as shown below. Detailed information displays on the right portion of the screen for each goal, objective and strategy.

Strategic Planning & Measure Definitions Strategies > Structure		Strat	🥡			
Ģ-1 - HHS ENTERPRISE OVERSIGHT & POLICY Ģ-1 - ENTERPRISE OVERSIGHT & POLICY						
	Strategy Sequence:	1	Strategy Code:	15		
■ 2 - HHS CONSOLIDATED SUPPORT SERVICES	USAS Code:	3100	Functional Goal Code:	10		
e+2 - MEDICAID e+3 - CHIP SERVICES	Benchmark Code:	9	Income Category:	A.1		
H-4 - ENCOURAGE SELF SUFFICIENCY	Age Category:	B.1	Service Category:	02		
H-5 - PROGRAM SUPPORT	Short Name:	ENTER	ENTERPRISE OVERSIGHT & POLICY			
	Full Name:	Enterpri	ise Oversight and Policy			
-7 - OFFICE OF INSPECTOR GENERAL 8 - ENTERPRISE EXCEPTIONAL ITEMS	Description:		leadership and direction to ac and effective Health and Huma			

Contact your LBB analyst with any questions regarding your agency's budget structure.

Service Categories

Each strategy must have an income, age, and service category assigned. The service categories your agency used for 82-R have been copied forward for 83-R. You will need to assign service categories for new strategies and revise any that have changed.

1. Click the **Goals/Objectives/Strategies** menu and the **Service Categories** submenu, as shown below.

	_	Session: 83R Stage: SBR Version: 1 Status: INCOMPLETE Agency: 529 Hith & Human Svcs Comm			
News	Strategic Planning & Measu	re Definitions			
Profile Selection	Goals/Objectives	/Strategies > Structure			
Status	-1 - HHS ENTERPRISE OV	•			
Goals/Objectives/Strategies		SIGHT & POLICY			
Measure Definitions	Service Categories	/ERSIGHT & POLICY IGIBILITY & ENROLLMENT			
Reports	Statewide Goal/Benchmark				
Help	• 2 - MEDICAID				
Contact Us	⊕-3 - CHIP SERVICES ⊕-4 - ENCOURAGE SELF SU	JFFICIENCY			
SINTE OF 72 4		T NOLOGY PROJECTS FOR GENERAL			

2. The goal, objective, strategy and strategy short name appear in the leftmost column on the grid. The category codes used last session will appear in each drop-down box for **Income**, **Age and Service**. Review the service categories assigned for each strategy and revise any that have changed. Assign service categories for any new strategies by selecting a category from each drop-down boxes and click **Save**.



Tip: Hover your cursor over the names to show the items listed in the drop-down box.

8.1.3-SUPPORT VETERANS HEALTH INITIATIVE	A.2 - ALL REGARDLESS OF IN . B.3 - ALL REGARDLESS OF / 30 - SERVICE COORDINATION .
8.1.4-ACQUIRED BRAIN INJURY WAIVER	A.1 - LOW-INCOME INDIVIDUA 🔹 B.3 - ALL REGARDLESS OF / 💌 22 - GENERAL HEALTH CARE 💌
8.1.5-STATE HOSPITAL & STATE CENTER TECH	A.1 - LOW-INCOME INDIVIDUA V B.3 - ALL REGARDLESS OF / 10 - FACILITIES
8.1.6-IMPROVE SECURITY FOR IT SYSTEMS	A.2 - ALL REGARDLESS OF IN • B.3 - ALL REGARDLESS OF / • 05 - STATE GOVERNMENT SUF •
8.1.7-INCREASE RETENTION OF HHS STAFF	A.2 - ALL REGARDLESS OF IN V B.3 - ALL REGARDLESS OF / 10 - FACILITIES
8.1.8-HHS DISPROPORTIONALITY INITIATIVE	A.2 - ALL REGARDLESS OF IN V B.3 - ALL REGARDLESS OF / 30 - SERVICE COORDINATION V
	Save



Important: To minimize closing edits, select a category for each strategy listed.

Statewide Goals and Benchmarks

Each strategy must have a statewide goal and benchmark assigned to it. Goals and benchmarks change every biennium and for that reason are not copied forward. You must assign statewide goals and benchmarks to all of your strategies for 83-R.

You can find a list of statewide goals and benchmarks for 83-R on the LBB website at <u>www.lbb.state.tx.us</u>. Under the heading **Agency Reference Documents**, click **Statewide Goals and Benchmarks**.

1. Click the **Goals/Objectives/Strategies** menu and the **Statewide Goal/Benchmark** submenu, as shown below.

			33R Stage: SBR Version: 1 Sta Agency: 529 Hith & Human Svcs								
News	Strategic Planning & Measure Definitions										
Profile Selection	Goals/Objective Goals/Objective	Goals/Objectives/Strategies > Service Categories									
Status	,,-										
Goals/Objectives/Strategies	Structure	trategy	Income Category	Age Categ							
Measure Definitions	Service Categories	GHT & POLICY	A.1 - LOW-INCOME INDIVIDUA	B.1 - CHILDREN-UNI							
Reports	Statewide Goal/Benchmar		A.1 - LOW-INCOME INDIVIDUA	B.1 - CHILDREN-UNI							
Holp	T.Z.T-CONSOLIDATED S	TEM SUPPORT		NA - Not available							

2. The goal, objective, strategy and strategy short name appear in the leftmost column on the grid. The statewide goals and benchmarks are set to None Identified for each strategy. Assign a statewide goal and benchmark for each strategy by selecting a **Goal Benchmark** from the drop-down box and click Save.

8.1.4 - ACQUIRED BRAIN INJURY WAIVER	3 - Health and Human Services : 1 - Percent of Texas Population Enrolled in Me 💌
8.1.5 - STATE HOSPITAL & STATE CENTER TECH	3 - Health and Human Services : 3 - Percent of Long-term Care Clients Served i
8.1.6 - IMPROVE SECURITY FOR IT SYSTEMS	3 - Health and Human Services : 24 - Rate of Substance Abuse and Alcoholism am
8.1.7 - INCREASE RETENTION OF HHS STAFF	3 - Health and Human Services : 26 - ‡ of Women Served Through The TX Breast 6 💌
8.1.8 - HHS DISPROPORTIONALITY NITIATIVE	3 - Health and Human Services : 27 - CDC Readiness Score on Antiviral Allocati 💌
	Save



Important: To minimize closing edits, select a statewide goal and benchmark for each strategy listed.

Defining Measures

The state of Texas has a performance-based budgeting system. In the biennial budget cycle, agencies complete strategic plans in the spring/summer before the Legislature meets to determine the state's budget for the following biennium. Agencies are required to review and/or modify the following items in ABEST as they pertain to the budget structure for performance measures.

- Measure Definitions
- Measure Descriptions
- Cross References

In these instructions, we use outcome measures for the primary example of working with measures. Working with output, explanatory, and efficiency measure definitions is nearly an identical process.

The measure definitions, descriptions and cross reference are located on the Measure Definitions screen. Each section is located in a separate grid within the Measure Definition Outcome screen.

1. Click on the **Measure Definitions** menu and **Outcomes** submenu.

		Session: 83R Stage: SBR Version: 1 Status: INCOMPLETE Agency: 529 Hith & Human Svcs Comm								
News	Strategic Planning &	Measure Definitions								
Profile Selection	🚳 Measure D	Measure Definitions > Outcomes								
Status	·									
Goals/Objectives/Strategies		Outcome Measure: 1-HHS ENTERPRISE OVERSIGHT & POLICY 1-ENTER								
Measure Definitions	Outcomes In	Definition:								
Reports	Outputs	tations DataSource Methodology Purpose								
Help	Efficiency									
Contact Us	Explanatory	re of the percentage of persons receiving long-term care serv:								

2. Review the screen layout, shown below.

Outcome Meas		Defin	aition:		_		_										ß
outcome Meas	sure	Den	nuon.														6
Definitions Dat	taLin	nitation	s DataSou	irce 1	4ethod	ology	Purpo	se									
BL 2014																	
	eas	ure o	f the per	centa	age o	f pers	ons	recei	iving long-term c	are serv	ices in	n comm	unity-b	ased :	settin	gs.	~
																	~
BL 2015																	
	eas	ure o	f the per	centa	age o	f pers	ons	recei	iving long-term c	are serv	ices in	n comm	unity-b	ased :	settin	gs.	~
														_			*
															Save	Cance)
Outcome Meas	ure	Desc	ription:											_			8
											a						
· · · ·						me Cod	_			12							
		· ·		N Key: N													
New Measure: N Calculation: N Priority: M Tar					Targe	t Attainment:	Н										
BL 2015 This is a measure of the percentage of persons receiving long-term care services in community-based set Save Outcome Measure Description: Outcome Sequence: 1 Outcome Code: 12 Percentage: Y Reported: N Key: N																	
Full Name:	% P	ersons	Receiving	Long-	-term (Care Se	rved	in Co	mmunity-based Setti	ngs							
N	_	Diatio															
				irget At	tainme	ent: H	E	save									
Cross Referen	ce	Inform	nation:														8
Agency Code:	_	529	Session Co	de:	82	Sessio	n Tvo	e.	R		1						
								·.									
	_				1			1:									
Measure Type:	- í	ос	Measure Se	eq:	1	Date &	Time	:	3/19/2012 7:47:06	AM							
			<u>.</u>			-				Delete							
1									<u> </u>								
Agency:		529-	HLTH & H	UMAN	SVCS	COMM								[-		
Measure Type:		۰ (utcome 💿	Outpu	ıt © E	fficienc	v © I	Explar	natorv								
Goal Objective:	Save Cancel surce 1 Outcome Code: 12 Y Reported: N Key: N N Calculation: N Priority: M Target Attainment: H % RECG LTC SERVED IN COMMUNITY % % % Priority: M Target Attainment: H % % Periority: M Target Attainment: H Save % N Priority: M Target Attainment: H Save % nce Information: % % % % % % 529 Session Code: 82 Session Type: R % % % % % 529 Version Code: 1 Entered By: ABESTCPY 1 Objective Seq: 1 Strategy Seq: % Ø </td																
Outcome Measur	re:														_		
														Sav	e		

Measure Definitions

Measure definitions remain the same from session to session. To reduce data entry, ABEST (83rd) is using measure definitions from the Performance Measure Reporting of the previous biennium (82nd).

If your agency's budget structure for 83-R has new goals, objectives, strategies, and measures, you will need to enter new definitions for the measures.

If redefining your agency's budget structure for 83-R includes deleting goals, objectives, and/or strategies, the related measure definitions will not appear in ABEST for 83-R.

Your budget structure may include measures that have changed type (for example, from outcome to output). A measure that has changed type will appear as new, and you will need to re-enter the measure definition. If you cannot copy from a source document and paste into ABEST, you can go into ABEST for a previous session, print a report of the previous measure definitions, and manually re-enter the information for the changed measure.

If a measure has changed significantly, it might be considered new. Your agency, the LBB performance analyst, and the GOBPP analyst for your agency will make this determination.

A performance measure's definition explains the measure, the methodology for its calculation, and provides information about the measure. Definitions submitted with the agency's strategic plan must include all of the following elements:

- Definition
- Data Limitations
- Data Source
- Methodology
- Purpose

Definition

The definition should provide a brief explanation of what the measure is and give enough detail to provide a general understanding of the measure.

- 1. Click the **Measure Definitions** menu and the **Outcomes** submenu if you have timed out or are no longer on the outcome measure definitions screen.
- 2. Select a **Goal/Objective** from the first drop-down box and an **Outcome Measure from the second drop-down box (s**hown below).



Tip: Hover your cursor over the names to show the items listed in the drop-down box.

Strategic Planning & Measure Definitions	0
Measure Definitions > Outcomes	Definition Description Cross Ref Bottom
Select a Goal Objective: 1-HHS ENTERPRISE OVERSIGHT & POLICY	1-ENTERPRISE OVERSIGHT & POLICY
Select an Outcome Measure: 1-% REC'G LTC SERVED IN COMMUNITY	1-ENTERPRISE OVERSIGHT & POLICY
Outcome Measure Definition:	8
Definitions DataLimitations DataSource Methodology Purpose	

3. Verify that the **Definition** tab is selected on the Outcome Measure Definitions grid, as shown below.

Outcome Measure Definition:	\$
Definitions DataLimitations DataSource Methodology Purpose	
BL 2014	
This is a measure of the percentage of persons receiving long-term care services in community-based settings	*
	Ŧ
BL 2015	
This is a measure of the percentage of persons receiving long-term care services in community settings.	*
Data saved. Save Canc	el

The screen displays the baseline years associated with the current session. If the measure is new, these fields will be empty. If it is an existing measure, the previous measure definition will appear. Enter or revise the measure's definition for BL 2014 (required). You only need to enter BL 2015 information if it differs from the BL 2014 information. There is a maximum of 1,000 characters for each definition field. Use the <u>character counter</u> described on page 12, if needed.



Important: To minimize closing edits, enter data in the first year for each tab listed on the Outcome Measure Definition grid.

4. After entering the definition, click **Save** at the bottom of the grid.

Outcome Measure Definition:	>>>
Definitions DataLimitations DataSource Methodology Purpose	
BL 2014	
This is a measure of the percentage of persons receiving long-term care services in community-based settings	*
	Ŧ
BL 2015	_
This is a measure of the percentage of persons receiving long-term care services in community settings.	*
Save	



Important: Save your data by clicking **Save**. Make sure you click **Save** on the grid you are working with, as shown below. The **Save** button works independently for each grid on the screen.

The options in the following table are helpful in moving from the top to the bottom of the screen quickly, especially when you have a large amount of data displayed on the screen.

NAVIGATION OPTIONS REFERENCE								
White Arrow (top right of each screen)	Use this toggle switch to collapse/expand a particular grid. It will enable you to view the details above/below a particular grid (shown below).							
Definition (hyperlink)	Takes you to the Outcome Measure Definition grid.							
Description (hyperlink)	Takes you to the Outcome Measure Description grid.							
Cross Ref (hyperlink)	Takes you to the Cross Reference Information grid.							
Top and Bottom (hyperlinks)	Positions your cursor at the top or bottom of the screen.							

Strategic Plan / Measure Definitions / Outcomes Definition Description Cross Ref Bottom	2
Select a Goal Objective: 1-HHS ENTERPRISE OVERSIGHT & POLICY 1-ENTERPRISE OVERSIGHT & POLICY	•
Select an Outcome Measure: 1-% REC'G LTC SERVED IN COMMUNITY	•
Outcome Measure Definition: Definitions DataLimitations DataSource Methodology Purpose	<u>87</u> 20
BL 2014	
This is a measure of the percentage of persons receiving long-term care services in community-based settings.	*

Data Limitations

Data Limitations identifies any limitations about the measurement data, including factors that may be beyond the agency's control.

- 1. Click the **Measure Definitions** menu and the **Outcomes** submenu if you have timed out or are no longer on the outcome measure definitions screen.
- 2. Click the **DataLimitations** tab, as shown below. The goal/objective and outcome measure previously selected for the definition will carry forward to the data limitations tab. If you want to change the goal/objective or outcome measure, select them from the drop-down boxes listed on the screen.

Outcome Measure Definition:	٨
Definitions DataLimitations DataSource Methodology Purpose	
The number of persons served will be based on the program data that best represents the number of persons served in the program, usually based on performance measure data. The 'total' number of persons served will not always be the most representative data in programs such as CIDC, which provides a variety of inexpensiv ancillary services to large numbers of clients. A small percentage of children in the Medically Dependent Children's program continue to receive services in nursing facilities; however, the percentage is so small	ve
BL 2015	
	*
	Ŧ
Data saved. Save	Cancel

The screen displays the baseline years associated with the current session. If the measure is new, these fields will be empty. If it is an existing measure, the previous entry will appear. Enter or revise the data limitation for BL 2014 (required). You only need to enter BL 2015 information if it differs from the BL 2014 information. Note that there is a maximum of 1,000 characters for this field.

3. After entering the data limitation, click **Save** at the bottom of the grid.

Data Source

Data Source describes where the information comes from and how it is collected.

- 1. Click the **Measure Definitions** menu and the **Outcomes** submenu if you have timed out or are no longer on the outcome measure definitions screen.
- 2. Click on the **DataSource** tab, as shown below. The goal/objective and outcome measure previously selected for the data limitation will carry forward to the data source tab. If you want to change the goal/objective or outcome measure, select them from the drop-down boxes listed on the screen.

Definitions DataLimitations DataSource Methodology Purpose	
3L 2014	
The source of data will be reports on the number of persons served from the operating agencies providing lor term care services. Institutional services are provided by the Department of Aging and Disability Services a Department of State Health Services and are defined as services provided in state schools, state mental hospitals, nursing facilities/hospice and ICF-MR facilities. Community services are defined as the services the Department of Aging and Disability Services' community care objectives: Community Care - Entitlement,	nd
3L 2015	
The source of data will be reports on the number of persons served from the operating agencies providing lor term care services. Institutional services are provided by the Department of Aging and Disability Services a Department of State Health Services and are defined as services provided in state schools, state mental hospitals, nursing facilities/hospice and ICF-MR facilities. Community services are defined as the services the Department of Aging and Disability Services' community care objectives: Community Care - Entitlement,	nd

The screen displays the baseline years associated with the current session. If the measure is new, these fields will be empty. If it is an existing measure, the previous entry will appear. Enter or revise the data source for BL 2014 (required). You only

need to enter BL 2015 information if it differs from the BL 2014 information. Note that there is a maximum of 1,000 characters for this field.

3. After entering the data source, click **Save** at the bottom of the grid.

Methodology

Methodology describes clearly and specifically how the measure is calculated.

- 1. Click the **Measure Definitions** menu and the **Outcomes** submenu if you have timed out or are no longer on the outcome measure definitions screen.
- 2. Click on the **Methodology** tab, as shown below. The goal/objective and outcome measure previously selected for the data source will carry forward to the methodology tab. If you want to change the goal/objective or outcome measure, select them from the drop-down boxes listed on the screen.

Dutcome Measure Definition:	8
Definitions DataLimitations DataSource Methodology Purpose	
BL 2014	
 Determine the number of the persons served in the programs classified as community-based services. 2) Determine the number of the persons served in institutional programs. 3) Divide the number of persons served in programs classified as community-based services (Step 1) by the sum of the persons served in community-based setting (Step 1) and the number of persons served in institutional programs (Step 2) 4) Multiply by 100. BL 2015 	*
1) Determine the number of the persons served in the programs classified as community-based services. 2) Determine the number of the persons served in institutional programs. 3) Divide the number of persons served in programs classified as community-based services (Step 1) by the sum of the persons served in community-based setting (Step 1) and the number of persons served in institutional programs (Step 2) 4) Multiply by 300.	*
Data saved.	cel

The screen displays the baseline years associated with the current session. If the measure is new, these fields will be empty. If it is an existing measure, the previous entry will appear. Enter or revise the methodology for BL 2014 (required). You only need to enter BL 2015 information if it differs from the BL 2014 information. Note that there is a maximum of 1,000 characters for this field.

3. After entering the methodology, click **Save** at the bottom of the grid.

Purpose

The Purpose explains what the measure intends to show and why it is important.

- 1. Click the **Measure Definitions** menu and the **Outcomes** submenu if you have timed out or are no longer on the outcome measure definitions screen.
- 2. Click on the **Purpose** tab, as shown below. The goal/objective and outcome measure previously selected for the methodology will carry forward to the purpose tab. If you want to change the goal/objective or outcome measure, select them from the drop-down boxes listed on the screen.

Outcome Measure Definition:	\$
Definitions DataLimitations DataSource Methodology Purposen	
BL 2014	
Historically, the State of Texas through actions by the Legislature has increased the resources devoted to serving persons with disabilities in community-based settings. In Executive Order GWB 99-2, the Governor of Texas affirmed the value of community-based supports for persons with disabilities as did the U.S. Supreme	* II
Court in the Olmstead v. Zimring case. HHSC is implementing a Promoting Independence Initiative to assure that the state moves deliberately and decisively toward a system of services and supports that fosters independence	-
BL 2015	*
	Ŧ
Data saved. Save Can	el :

The screen displays the baseline years associated with the current session. If the measure is new, these fields will be empty. If it is an existing measure, the previous entry will appear. Enter or revise the purpose for BL 2014 (required). You only need to enter BL 2015 information if it differs from the BL 2014 information. Note that there is a maximum of 1,000 characters for this field.

3. After entering the purpose, click **Save** at the bottom of the grid.

Measure Description

The measure description includes important details about the measure. You must review and or update the following items on the measure description grid:

- New Measure
- Target Attainment
- Priority

The measure description is located on the **Measure Definitions** screen, which displays as the second grid on the screen.

- Click the Measure Definitions menu and the Outcomes submenu if you have timed out or are no longer on the outcome measure definitions screen. Select a Goal/Objective from the first drop-down box and an Outcome Measure from the second drop-down box.
- 2. Click on the **Description** hyperlink, as shown below or scroll down to the second grid labeled Outcome Measure Description.

Strategic Planning & Measure Definitions	5									
Measure Definitions > Outcomes Definition Description Cross Ref Bottom										
Select a Goal Objective:	1-HHS ENTERPRISE OVERSIGHT & POLICY	1-ENTERPRISE OVERSIGHT & POLICY	-							
Select an Outcome Measure:	Select an Outcome Measure: 1-% REC'G LTC SERVED IN COMMUNITY									
Outcome Measure Definition:			8							
Definitions DataLimitations DataSource	Methodology Purpose									
BL 2014										
		has increased the resources devoted to ecutive Order GWB 99-2, the Governor of	*							
		h disabilities as did the U.S. Supreme	=							
		ing Independence Initiative to assure th ces and supports that fosters independen								
	a decisively coward a system of servi	ces and supports that fosters independen								
BL 2015										
			<u>^</u>							
			~							
		Save	Cancel							

The top portion of the grid displays the measure description that is associated with outcome measure selected, as shown below. Review the items displayed and contact your Analyst if you have any questions regarding the information listed. Any changes to this information must go through your LBB performance analyst.

If the measure is new, the new measure, priority and target attainment fields will be blank (top portion of the grid). If it is an existing measure, the entries copied from 82-R will be displayed.

Outcome Meas	ur	e Description:					
Outcome Sequer	ice:	:	1	Outcome Cod	e:		12
Percentage:	Y	Reported:	Ν	Key:	Ν		
New Measure:	N	Calculation:	Ν	Priority:	М	Target Attainment:	Н
Short Name:	% F	REC'G LTC SERVED) IN	COMMUNITY			
Full Name:	% F	Persons Receiving L	ong	-term Care Se	rved	I in Community-based Settir	ngs
New Measure: N		Priority: M Targe	et At	ttainment: H		Save	

Important: All outcome and explanatory measures are non-cumulative and reported only once a year.

3. Click in the appropriate input boxes to enter/revise the **New Measure**, **Priority** and **Target Attainment** fields (shown below) and click **Save**. Your changes will load into the top portion of the grid after you click **Save**.

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Outcome Mea	sur	e Description:					
Outcome Sequence:				Outcome Code	e:		12
Percentage:	Y	Reported:	Ν	Key:	Ν		
New Measure:	Ν	Calculation:	Ν	Priority:	М	Target Attainment:	Н
Short Name:	% F	REC'G LTC SERVED) IN (COMMUNITY			
Full Name:	% F	Persons Receiving L	ong	-term Care Se	rved	I in Community-based Setting	gs
New Measure: N		Priority: M Targ	et At	tainment: H		Save	

Cross References

JUNE 2012

A cross references is required for all existing measures that are not new measures. The cross reference for each measure is copied forward from the previous session. This information facilitates the legislature and budget/performance analysts with tracking performance measures from one biennium to the next.

Measures transferred from one agency to another need to refer back to the transferring agency with a cross-reference. You will not be able to change your measure definition status to complete if any existing (non-new) measures lack cross-references.

Review the cross reference for each measure for accuracy and make any changes here. Include any measures that were transferred from another agency or program as well.

- 1. Click the **Measure Definitions** menu and the **Outcomes** submenu if you have timed out or are no longer on the outcome measure definitions screen.
- 2. Select a **Goal/Objective** from the first drop-down box and an **Outcome Measure** from the second drop-down box.
- 3. Click on the **Cross Ref** hyperlink, as shown below or scroll down to the third grid labeled Cross Reference Information.

Strategic Planning & Measure Definitions			Ô						
Image: Second system Measure Definitions > Outcomes Image: Second system Image: Second system Image: Second system Image: Second system									
Select a Goal Objective:	1-HHS ENTERPRISE OVERSIGHT & POLICY	1-ENTERPRISE OVERSIGHT & P	OLICY 💌						
Select an Outcome Measure:	Select an Outcome Measure: 1-% REC'G LTC SERVED IN COMMUNITY								
Outcome Measure Definition:			۲						
Definitions DataLimitations DataSource	Methodology Purpose								
BL 2014									
serving persons with disabilitie Texas affirmed the value of comm	s through actions by the Legislature es in community-based settings. In Ex- munity-based supports for persons wit g case. HHSC is implementing a Promot	ecutive Order GWB 99-2, the h disabilities as did the U	Governor of U.S. Supreme						
the state moves deliberately and	d decisively toward a system of servi	ces and supports that foste	rs independence 🔻						
BL 2015									
			^						
			•						
Data saved.			Save Cancel						

The Cross Reference Information grid displays detailed information for the outcome selected. The top portion of the screen displays the cross reference copied from 82R. The options at the bottom of the grid enable you to add/change the cross reference.

Cross Reference	Inform	mation:								8
Agency Code:	529	Session Code:	82	Session Type:	R					
Stage Code:	S70	Version Code:	1	Entered By:	ABESTCPY					
Goal Seq:	1	Objective Seq:	1	Strategy Seq:						
Measure Type:	OC	Measure Seq:	1	Date & Time:	3/19/2012 7:47:06 AM					
					Delete					
Agency:		-HLTH & HUMAN S						•	1	
Measure Type:	٥ (Outcome 💿 Output	© E	fficiency 💿 Explan	natory					
Goal Objective:	1-H	HS ENTERPRISE O	VERS	IGHT & POLICY	1-ENTERPRISE OVERSIGHT &	POI	LICY	-	1	
Outcome Measure:	1-%	REC'G LTC SERV	ED J	IN COMMUNITY				-]	
								Save)	
							Definition	Description	Cross Ref	Тор

4. To assign or change the cross reference, begin by clicking in the drop-down box labeled **Agency** and enter the appropriate agency code. If the measure was transferred from another agency for 83-R, select the transferring agency here.



Important: You cannot assign a cross reference to a new measure. The Cross Reference Information grid will not display when the New Measure field is set to Y (yes).

Cross Reference	Inforr	nation:				
Agency Code:	529	Session Code:	82	Session Type:	R	1
Stage Code:	S70	Version Code:	1	Entered By:	ABESTCPY	
Goal Seq:	1	Objective Seq:	1	Strategy Seq:		
Measure Type:	OC	Measure Seq:	1	Date & Time:	3/19/2012 7:47:06 AM	
					Delete	
Agency:	529	-HLTH & HUMAN S	VCS	COMM		
Measure Type:	۹ (Outcome 💿 Output	© E	Efficiency 💿 Expla	natory	
Goal Objective:	1-H	HS ENTERPRISE O	VER	SIGHT & POLICY	1-ENTERPRISE OVERSIGHT &	POLICY 🗨
Outcome Measure:	1-%	REC'G LTC SERV	ED 1	IN COMMUNITY		
						Save

5. Select the **Measure Type**, **Goal/Objective** and **Outcome Measure** for the cross reference and click **Save**. Your changes will load into the top portion of the grid after you click **Save**.

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Agency Code:	529	Session Code:	82	Session Type:	R		
Stage Code:	S70	Version Code:	1	Entered By:	ABESTCPY		
Goal Seq:	1	Objective Seq:	1	Strategy Seq:			
Neasure Type:	OC	Measure Seq:	1	Date & Time:	3/19/2012 7:47:06 AM		
					Delete		
ancv:	5.20	HITH CHIMAN	SVCS	COMM			
		-HLTH & HUMAN					-
		-HLTH & HUMAN Dutcome [©] Outpu			anatory		
gency: leasure Type: ioal Objective:	۹ (Outcome 💿 Outpu	t © E	Efficiency 🔘 Expla	anatory 1-ENTERPRISE OVERSIGHT د	POLICY	•

Important: To minimize closing edits, enter a cross reference for each measure. If the measure is marked new, a cross reference is not required.

Deleting a Cross Reference

If a measure has changed enough to be considered new (a determination made jointly between your agency and your LBB and GOBPP analysts), you not only need to flag it as a new measure on the measure definition screen, but you also need to delete the cross reference. New measures do not need cross references.

To delete a cross reference, navigate to the Cross Reference Information grid as described previously. Click **Delete**, as shown below.

Agency Code:	Session Code:	Session Type:		
Stage Code:	Version Code:	Entered By:		
Goal Seq:	Objective Seq:	Strategy Seq:		
Measure Type:	Measure Seq:	Date & Time:		
Information delete	d.		Delete	
Agency:	201-SUPREME COURT OF	TEXAS		•
Measure Type:	Outcome Output	Efficiency © Explanatory		
Goal Objective:	1-APPELLATE COURT OPE	RATIONS 1-AP	PELLATE COURT OPERAT:	IONS
Outcome Measure:	1-DISPOSITION RATE			

A message will display in red indicating you deleted the cross reference (shown above).

Generating Reports

You may generate reports at any time, regardless of the budget status for your agency. However, before printing copies of your final submission, it is essential that you change your status to Complete. See <u>Changing Status to Complete</u>.

1. To generate a report, click the **Reports** menu, shown in the example below.

	Session: 83R Stage: SBR Version: 1 Status: INCOMPLETE Agency: 529 Hith & Human Svcs Comm
News	Strategic Planning & Measure Definitions
Profile Selection	Reports
Status	Administrator's Statement
Goals/Objectives/Strategies	-Agency Goal/Objective/Strategy
Measure Definitions	Mission Statement
Reports 🔚	Objective Outcome DefinitionsAgency Objective Outcome
Help	Strategy-Related Measures Definitions
Contact Us	Agency Strategy Related Measure Strategy External/Internal Factors
TRO	Strategy Justification

2. Click on one of the **report hyperlinks**, as shown below.

	Session: 83R Stage: SBR Version: 1 Status: INCOMPLETE Agency: 529 Hith & Human Svcs Comm
News	Strategic Planning & Measure Definitions
Profile Selection	Reports
Status	Administrator's Statement
Goals/Objectives/Strategies	-Agency Goal/Objective/Strategy
Measure Definitions	Mission Statement
Reports	⊷Objective Outcome Definitions ⊷Agency Objective Outcome
Help	Strategy-Related Measures Definitions
Contact Us	Agency Strategy Related Measure Strategy External/Internal Factors
	Strategy Justification

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Important: You will need Crystal Smart Viewer to run reports from ABEST. Click **Yes**, the system prompts you to install Crystal Smart Viewer on your computer. If you already have Crystal Reports ActiveX Viewer and cannot view reports, you will need to download a current version. Call the LBB Help Desk at 512-463-3167 for additional instructions.

A preview using Crystal Reports appears in the ABEST window as shown below. Use the arrow keys at the top to navigate through multi-page reports. The binoculars icon opens a search field. 3. To print, click the **second icon** in the upper left corner on the ABEST screen. If you click the printer icon for your browser, the report will not print. See the example below.

0	• N 1/5 Nan faport • 1		Chance							
0	AGENCY OBJECTIVE OUT		Objects			0	ATE	504080		
	Elist Hoppine Severen, SER, Ven Automated Budger and Evaluation Systems of						B-EE AGE	1-48-4289	*	
pancy Coda: \$29	Apony Health and Human Services Commission									
OUTCOME TITLE	DESCRIPTION	Key	New	5	Cal: Method	Printity	Zange			
	Developht and Policy A Overlight and Policy									
L INCONTROLM	% RECOLTC SERVED IN COMMUNITY	N	N	¥.	N	м	н			
FULL NAME	% Prevous Receiving Long-term Care Served in Community-based Settings									
DEXCRIPTION	Present of Present Reserving Long-term Care Whe Are Served in Community-based Serings									
INCET NAME	AVG MEDICAED CHEP CHELD RECEPMONIO	Y	N	80	с	н	18			
PULL NAME	Average Medicaid and CHEP Children Recipient Months Per March									
	Average Medicaid and CHIP Children Recipient Months Per Month									

4. To export, click the **first icon** in the upper left corner on the ABEST screen.

	Man Report	on 💽	(Reports						• Page • Safety •
	AGENCY OBJECTIVE OUTC EVel Repute Servin, EER, Vers Automated Delger and Evaluation Systems of	im 1				- 3		1240012 1:46:43P	
Agency Code 529 OUTCOME TITLE	Agenty : Health and Human Services Committee DERAPTION	Key	New	5	Cale. Method	Printity	Range		
	Diversight and Policy Oversight and Policy								
1 10000730040	14 REC'O LTC SERVED IN COMMUNITY	N	N	Y	N	34	- HS		
PULL NAME	% Persons Receiving Long term Care Served in Community-based Settings								
DESCRIPTION	Persent of Persons Receiving Long-teen Care Who Are Served in Community-based Serings								
2 MORTNAME	AVG MEDICALD CHIP CHILD RECIP MO140	Y	N	N	c	н	H.		
FULL NAME:	Average Medicaid and CHIP Children Recipient Months Per Month								
DESCRIPTION	Average Medicant and CHIP Children Receptort Months Per Month								

5. Select the appropriate export format from the drop-down list and click **OK**. The report will download into the appropriate application. Save your file.

🍘 http://10.27.200.225/ - Export the Report - Windows Internet Explorer					
File Edit View Favorites Tools Help					
🗙 🍕 Convert 🔻 🔂 Select					
Export Options					
Please select an Export format from the list.					
Acrobat Format (PDF)					
Enter the page range that you want to Export.					
All					
Pages					
From: 1 To: 1					
OK					
1					

6. Return to the active window for ABEST and click **Return to Report Menu**.

Return									
	▶ N 1 / 5 🔄 Main Report 💌 🕆 Main Revert 💌 🕅 100% 💌	Busines	Objects						
	AGENCY OBJECTIVE OUTCOME					D	ATE:	5/24/2	012
	83rd Regular Session, SBR, Version 1						IME:	1:40:	42PM
	Automated Budget and Evaluation System of Texas (ABEST)						AGE:	of 5	
Agency Code: 529	Agency : Health and Human Services Commission								
OUTCOME TITLE	DESCRIPTION	Key	New	%	Calc. Method	Priority	Range		
Goal.: 1 HHS Enterprise									
Objective.: 1 Enterpris	e Oversight and Policy								
1 SHORT NAME:	% REC'G LTC SERVED IN COMMUNITY	Ν	Ν	Y	Ν	М	н		
FULL NAME:	% Persons Receiving Long-term Care Served in Community-based Settings								
DESCRIPTION:	Percent of Persons Receiving Long-term Care Who Are Served in Community-based Settings								
2 SHORT NAME:	AVG MEDICAID/CHIP CHILD RECIP MO/MO	Y	Ν	Ν	с	н	н		
FULL NAME:	Average Medicaid and CHIP Children Recipient Months Per Month								
DESCRIPTION:	Average Medicaid and CHIP Children Recipient Months Per Month								

Changing Status to Complete

You must change the strategic plan/measure definition status for your agency from incomplete to complete to submit your measure definitions and complete your strategic plan.

- 1. Click the **Status** menu.
- 2. If you have no closing edits, click the **Complete** radio button and click **Save**, as shown below.

Strategic Planning & Measure Definitions					
🚳 Status					
Save					

If you set the status to Complete but subsequently need to revise your data, call your agency's LBB performance analyst to get approval to change your status back to Incomplete. The LBB Help Desk cannot change your status without analyst approval.

Resolving Closing Edits

Closing edits will appear on the Status menu when you have failed to enter data or you entered the data incorrectly. The closing edits display important information (i.e.; year, OOE, MOF, strategy, sequence, etc.) about the item.

- 1. To print the screen, click on the **printer icon** for your browser, as shown below.
- 2. Click on the **hyperlink** displayed above each section, as shown below. The hyperlink will direct you to the screen location in question.



Important: The hyperlink will take you to the screen location affected, but will not take you to the specific item in question.

Strategic Planning & Measure Definitions							
🙆 Status			W				
Save Cancel							
Outputs - Missing 1st	Year Definitions		۵				
	Measur	e Definitions > Outputs (1)					
Goal	Objective	Strategy	Sequence				
1	1	1	1				

3. Resolve the items listed in each section on the status screen. Use the hyperlink displayed on the status screen to direct you to each grid or click on each menu item as indicated in the table below. The closing edit will disappear from the status screen once the issue is resolved.

CLOSING EDIT RESOLUTION Outcomes - Missing 1st Year Definitions The edit indicates that data elements are missing for the 1st year. Data elements include the measure definition, data limitations, data source, methodology, and purpose. Click the Measures Definition menu and the Outcomes submenu. Select the Goal Objective from the first drop-down box and the **Outcome** from the second drop-down box. Click the **Definition** hyperlink to enter the missing data and click **Save**. **Outcomes - Missing Cross References** The edit indicates that no cross reference exists for the measure. If the measure is marked new, a cross reference is not required. Click the Measures Definition menu and the Outcomes submenu. Select the Goal Objective from the first drop-down box and the Outcome from the second drop-down box. Click the Cross Ref hyperlink to enter the cross reference and click Save. Note that the top section of the grid displays your cross reference. Use the bottom portion of the grid to select or change your cross reference. Strategy Measures - Missing 1st Year The edit indicates that data elements are missing for the 1st Definitions year. Data elements include the measure definition, data limitations, data source, methodology, and purpose. Click the (Outputs, Efficiency, and Explanatory Measures Definition menu and the Outputs, Efficiency or Measures) Explanatory submenu. Select the goal, objective, and strategy from the **Strategy** drop-down box and the **Measure** from the second drop-down box. Click the **Definition** hyperlink to enter the missing data and click Save. Strategy Measures - Missing Cross The edit indicates that no cross reference exists for the References measure. If the measure is not marked new, a cross reference is required. Click the **Measures Definition** menu and the (Outputs, Efficiency, and Explanatory Outputs, Efficiency or Explanatory submenu. Select the Measures) goal, objective, and strategy from the **Strategy** drop-down box and the Measure from the second drop-down box. Click the Cross Ref hyperlink to enter the cross reference and click **Save**. Note that the top section of the grid displays your cross reference. Use the bottom portion of the grid to select or change your cross reference. Strategies Missing Statewide Goals or The edit indicates that no strategy is selected for a given **Benchmarks** statewide goal or benchmark. Click the Goals/Objectives/Strategies menu and the Statewide Goal/Benchmark submenu. Select the Goal Benchmark from drop-down box for the strategy in question and click Save.

Table: Resolutions for Closing Edits

Service Categories	The edit indicates that no service category is selected for a given strategy. Click the Goals/Objectives/Strategies menu and the Service Categories submenu. Select an Income , Age , and Service category from drop-down boxes for the strategy in guestion and click Save .
	strategy in question and click Save .