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:

- http://www.lbb.state.tx.us/Strategic_Plans/Documents.htm
- http://www.governor.state.tx.us/bpp (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, www.lbb.state.tx.us, and under LBB Staff, click **Analyst Assignments**. You will find the analyst's name for your agency listed in the document.

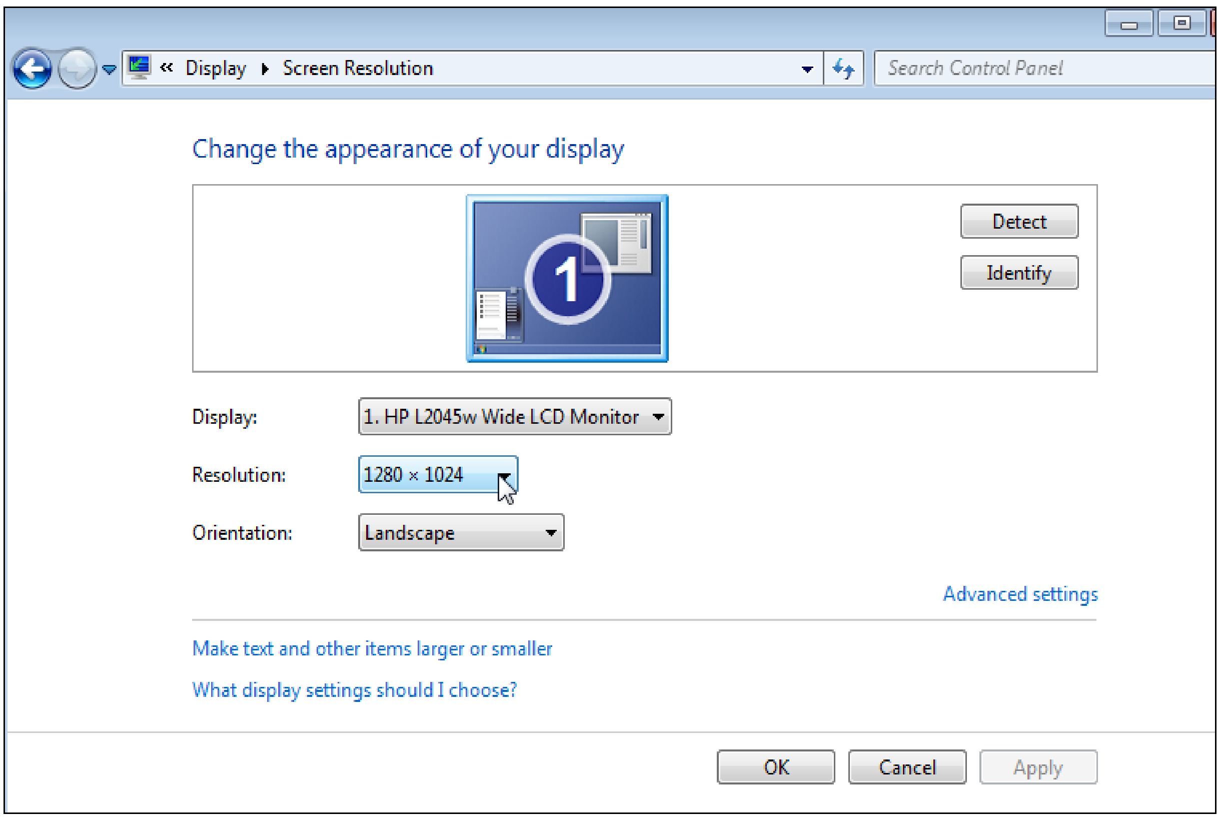
Accessing ABEST

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.

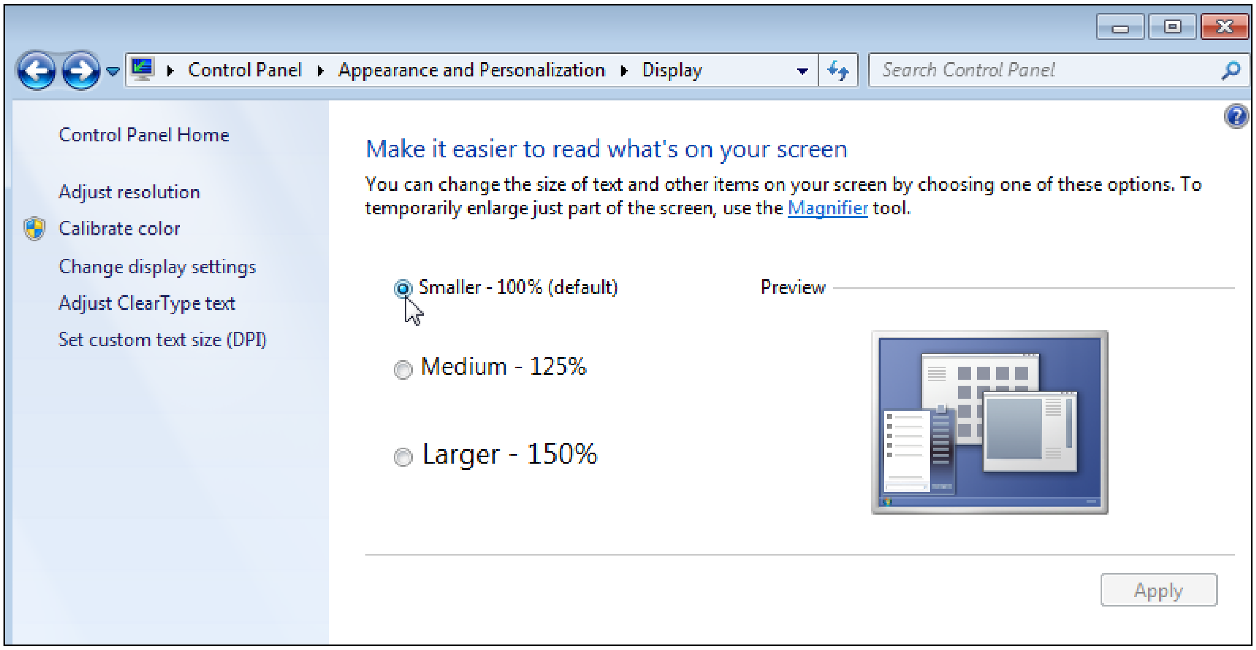
- Click the **Forgot Userid/Password** link on the LBB's website (www.lbb.state.tx.us).
- Call the LBB Help Desk at 512-463-3167.
- If you do not have an ABEST username and password, you may request them online.

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.

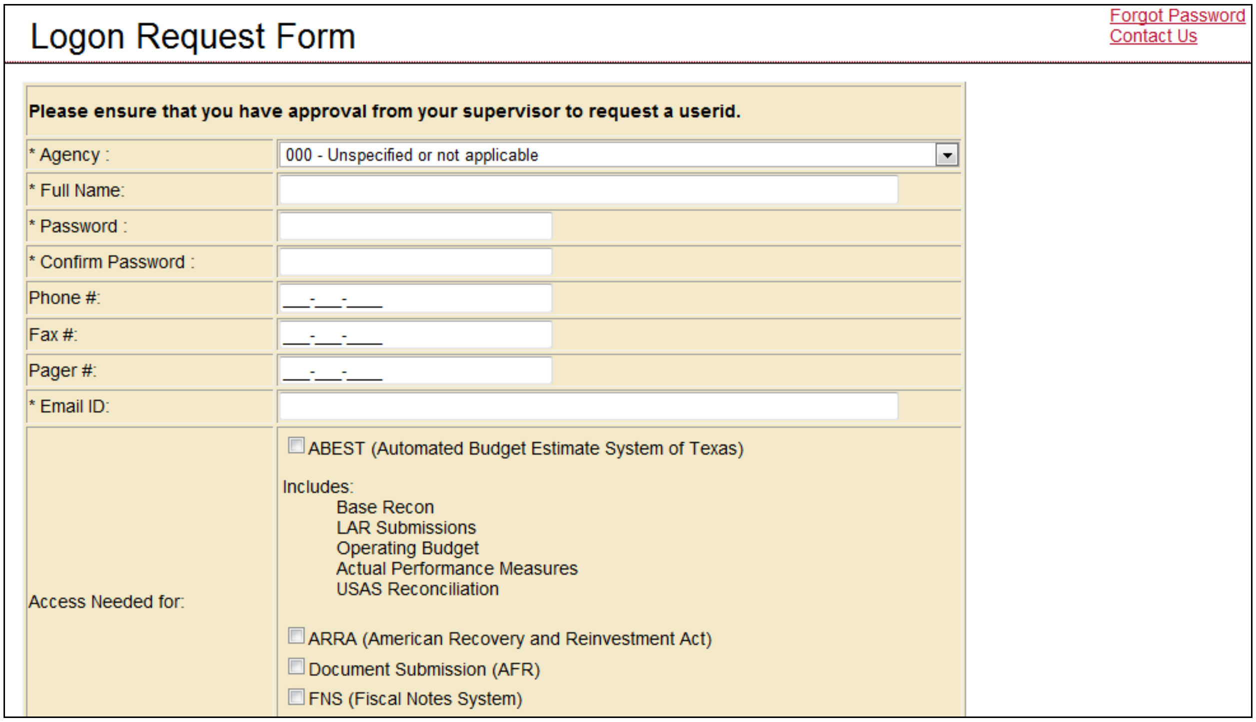


Important: The suggested display screen setting is **smaller** or **medium,** as shown below.



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

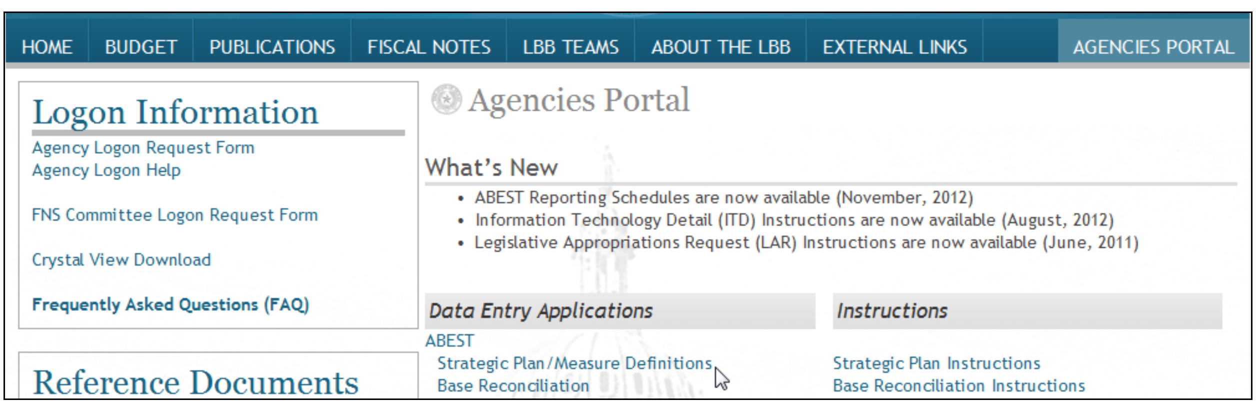
2. Complete the **Logon Request Form**, shown below.



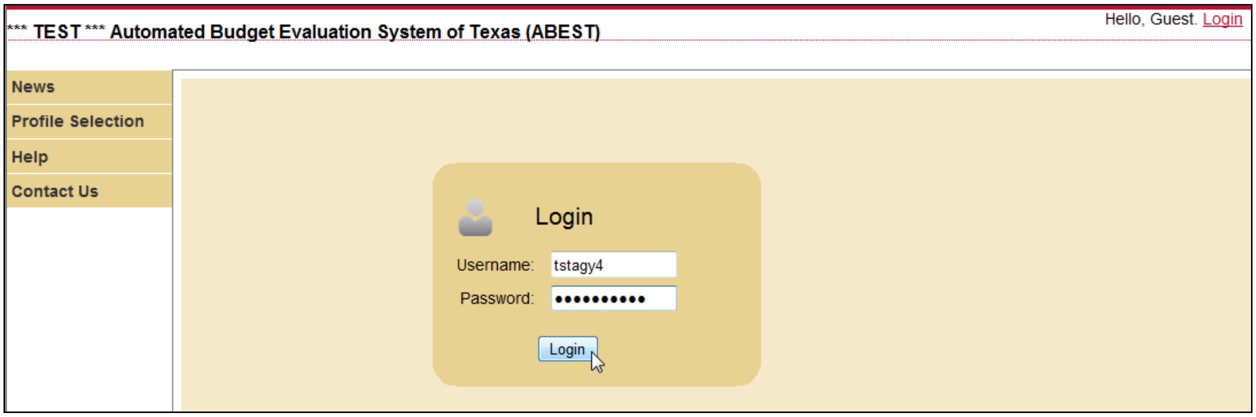
3. When complete, scroll down and click **Submit**. You should receive an email confirming your request. Respond to this email; otherwise, your request will not be processed. If you do not receive a confirmation email, call the LBB Help Desk at 512-463-3167. The LBB will email your username and password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

Logging In

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



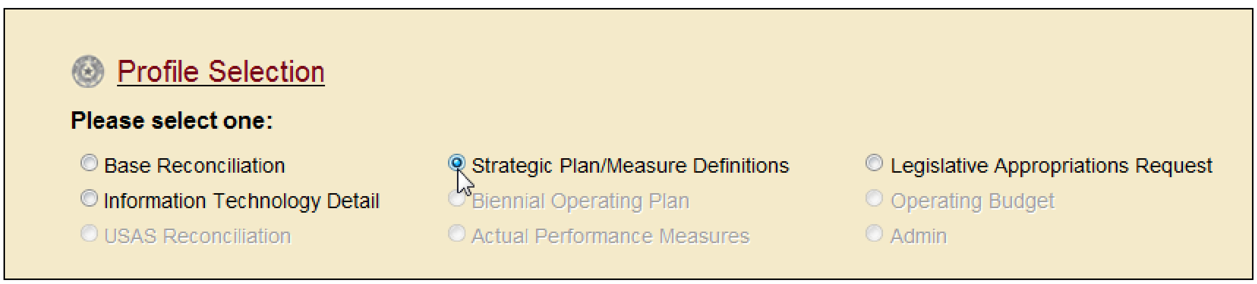
2. Enter your username and password and click **Login**.



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.).

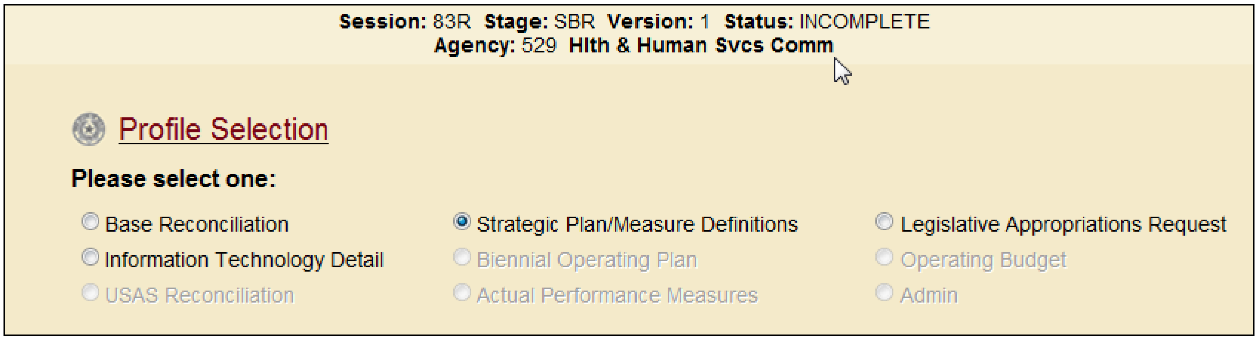
Select the **Strategic Plan/Measure Definitions** radio button and click **Save**, as shown below.



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.

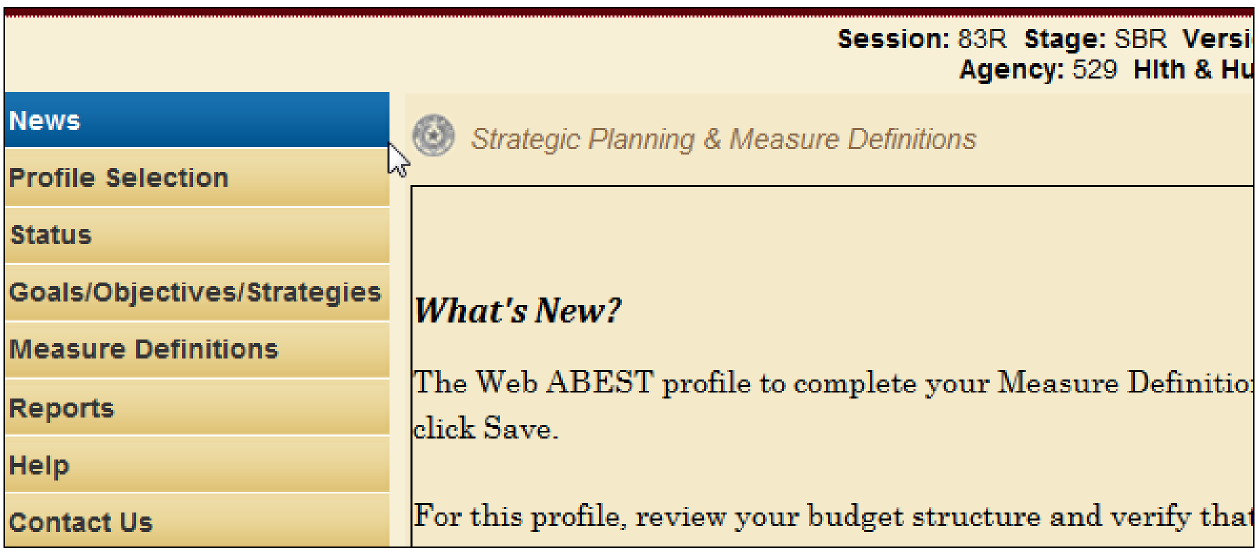
Note that you will not be able to access the data input or reports menus if your status is set to restricted or locked. The LBB uses these specific statuses to indicate that work is in progress. Other agencies will appear in your agency drop-down box when their status is set to complete in ABEST. If 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.



News Screen

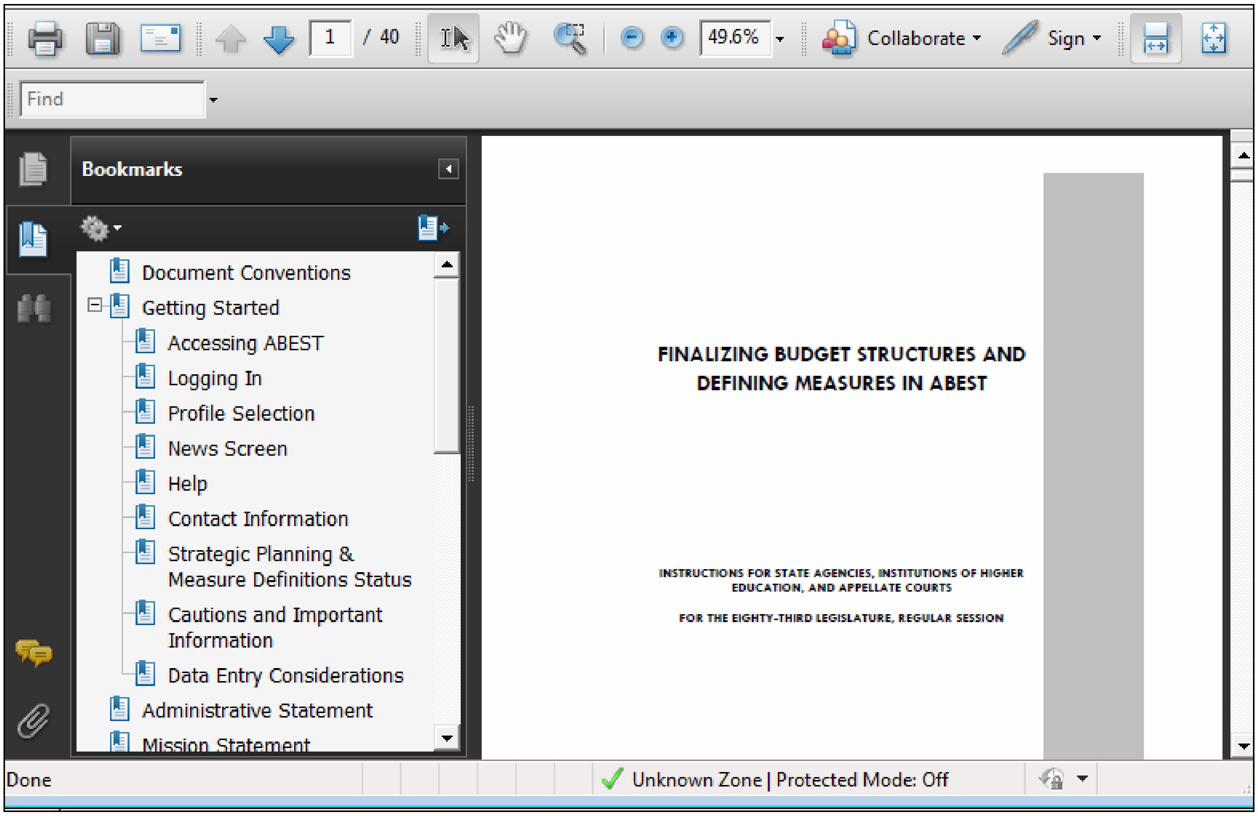
The news screen provides important information and often conveys details about upcoming deadlines. ABEST may direct you to this screen if this is your first time to log into Strategic Plan/Measure Definitions or if the system has updated the news screen. You can click the **News** menu anytime to view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



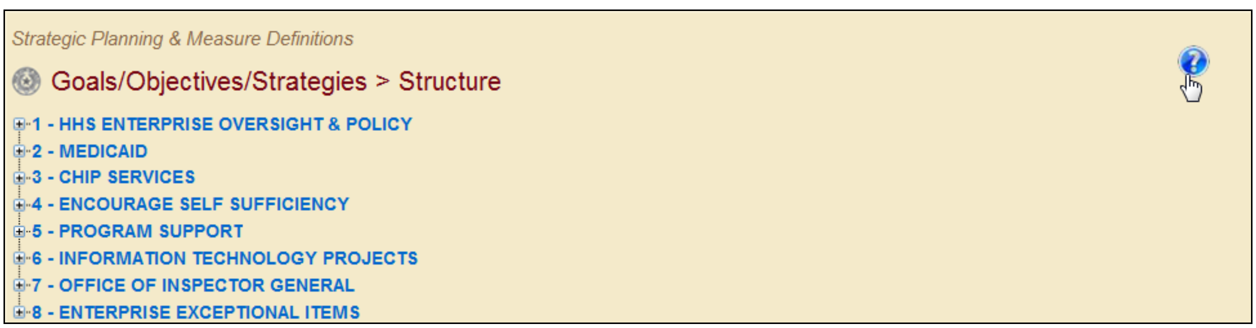
Help

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.

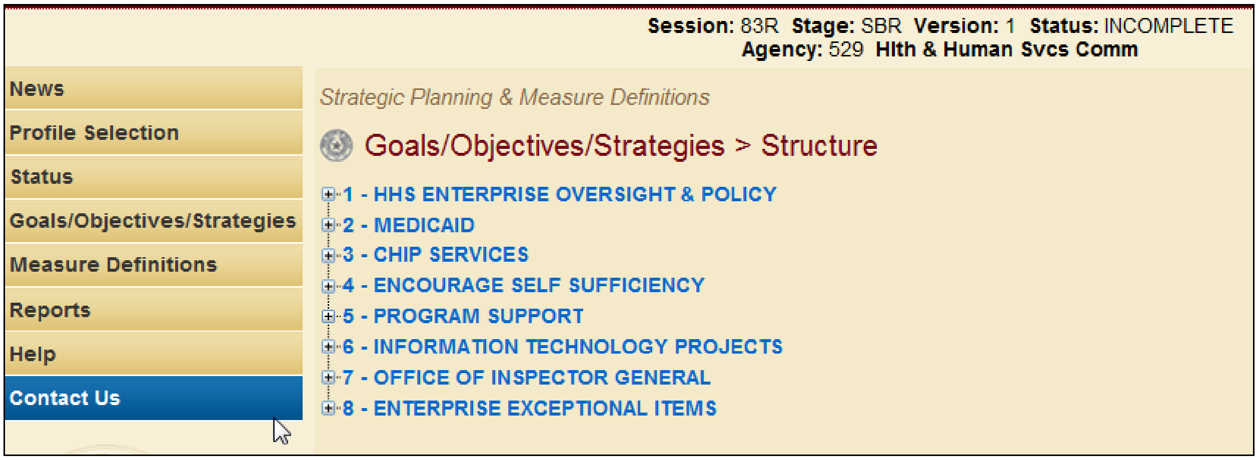


2. Click the **Help icon** located on each screen to get detailed information about the screen you are using. The user manual opens and links to the information based on your screen location.

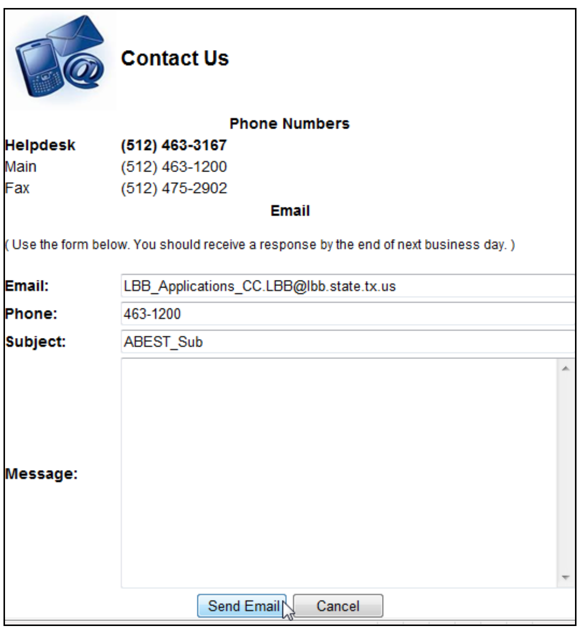


Contact Information

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



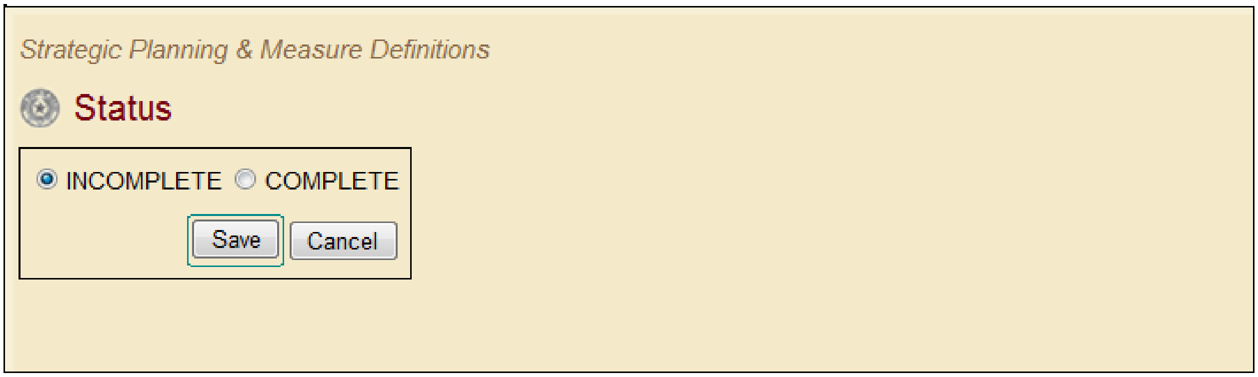
You can contact the LBB by calling the Help Desk or by sending an email. Be prepared to leave a message when calling the Help Desk. Your call goes directly to voicemail at all times. A typical call back response from the Help Desk is within 30 minutes. If you send an email, include a call back number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



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.



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

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.

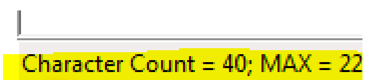
Caution: You will lose data if you move to another grid without saving first. Save your work frequently by clicking **Save**. Make sure you click **Save** on the grid you are working with. The **Save** button works independently for each grid on the screen. Any unsaved data must be re-entered.

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

Data Entry Considerations

Refer to the following table for information regarding data entry.

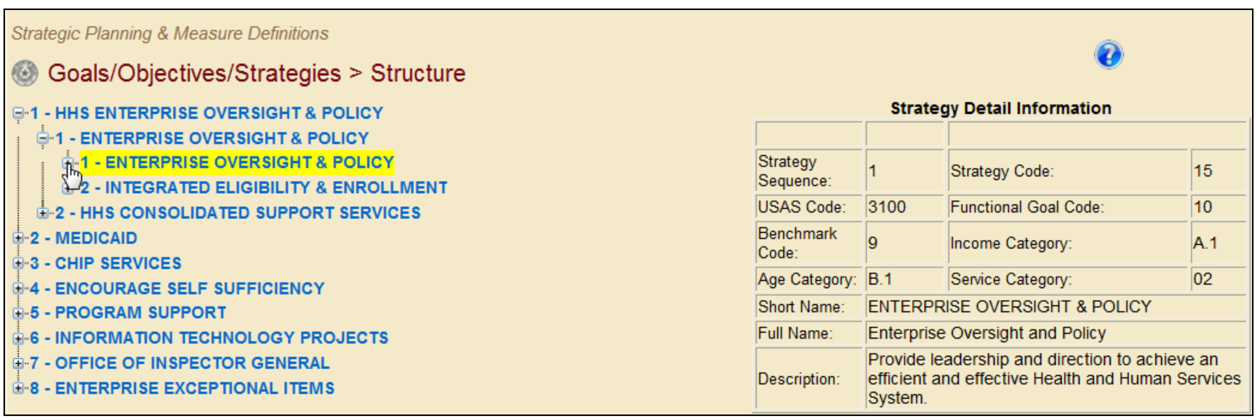
DATA ENTRY REFERENCE

TEXT LIMITATIONS	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 multi-line 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.

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.



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

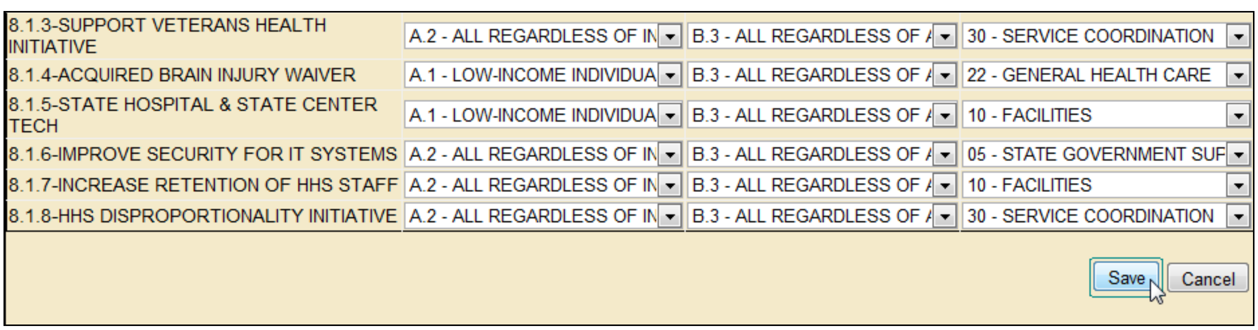
Service Categories

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.

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.



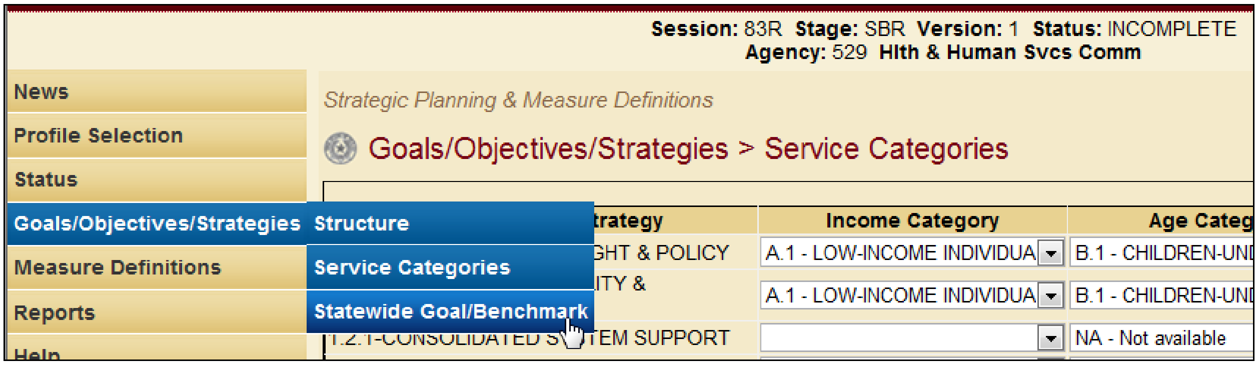
Important: To minimize closing edits, select a category for each strategy listed.

Statewide Goals and Benchmarks

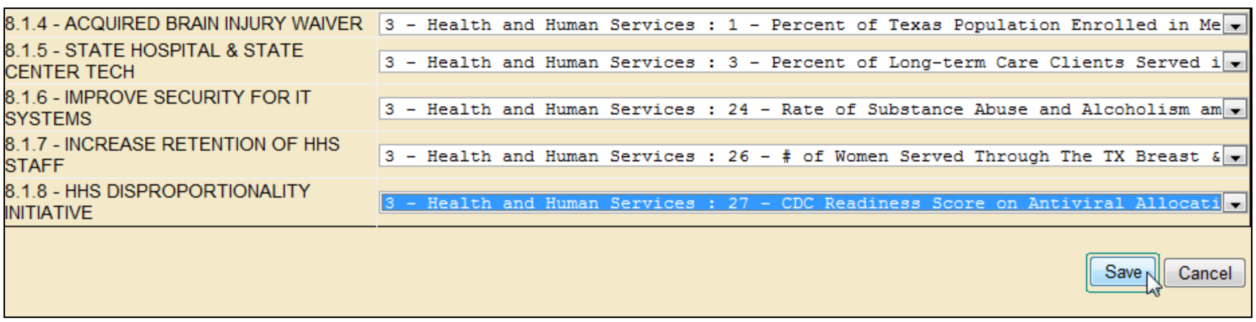
Each strategy must have a statewide goal and benchmark assigned to it. Goals and benchmarks change every biennium and for that reason are not copied forward. You must assign statewide goals and benchmarks to all of your strategies for 83-R.

You can find a list of statewide goals and benchmarks for 83-R on the LBB website at www.lbb.state.tx.us. 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.



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.



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

Defining Measures

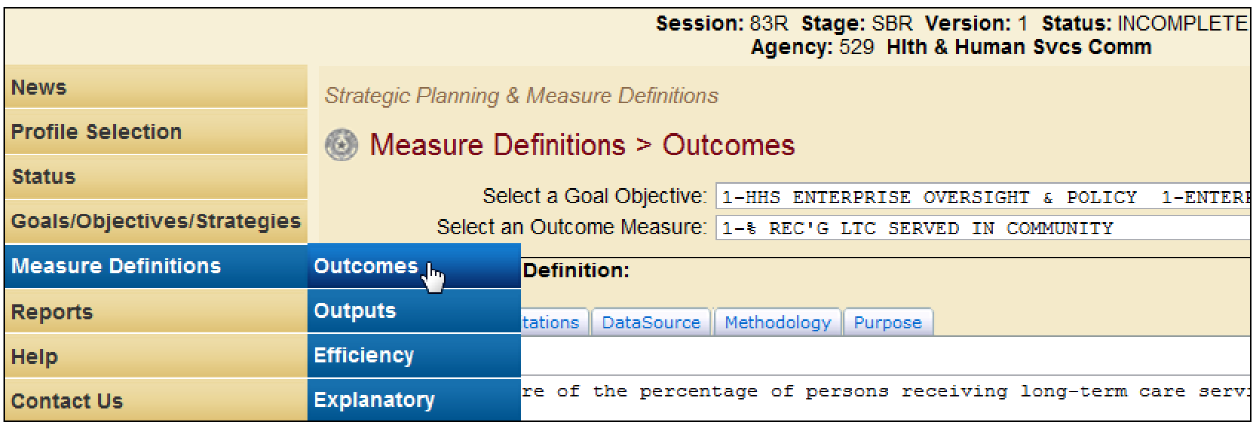
The state of Texas has a performance-based budgeting system. In the biennial budget cycle, agencies complete strategic plans in the spring/summer before the Legislature meets to determine the state's budget for the following biennium. Agencies are required to review and/or modify the following items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

- Measure Definitions
- Measure Descriptions
- Cross References

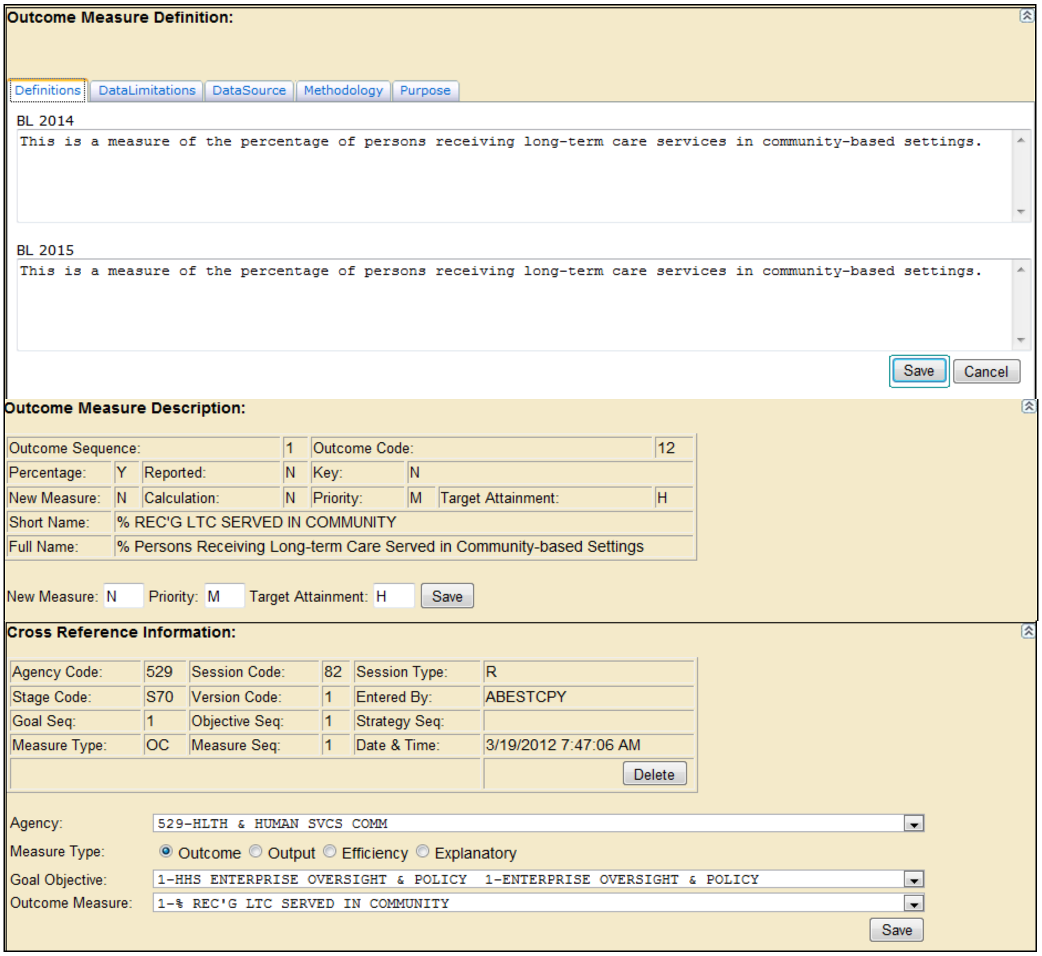
In these instructions, we use outcome measures for the primary example of working with measures. Working with output, explanatory, and efficiency measure definitions is nearly an identical process.

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.



2. Review the screen layout, 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.

BL 2015

This is a measure of the percentage of persons receiving long-term care services in community-based settings.

Save Cancel

Outcome Measure Description:

Outcome Sequence:		1	Outcome Code:		12
Percentage: Y	Reported:	N	Key:	N	
New Measure: N	Calculation:	N	Priority:	M	Target Attainment: H
Short Name:	% REC'G LTC SERVED IN COMMUNITY				
Full Name:	% Persons Receiving Long-term Care Served in Community-based Settings				

New Measure: N Priority: M Target Attainment: H Save

Cross Reference Information:

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: 529-HLTH & HUMAN SVCS COMM

Measure Type: Outcome Output Efficiency Explanatory

Goal Objective: 1-HHS ENTERPRISE OVERSIGHT & POLICY 1-ENTERPRISE OVERSIGHT & POLICY

Outcome Measure: 1-% REC'G LTC SERVED IN COMMUNITY

Save

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:

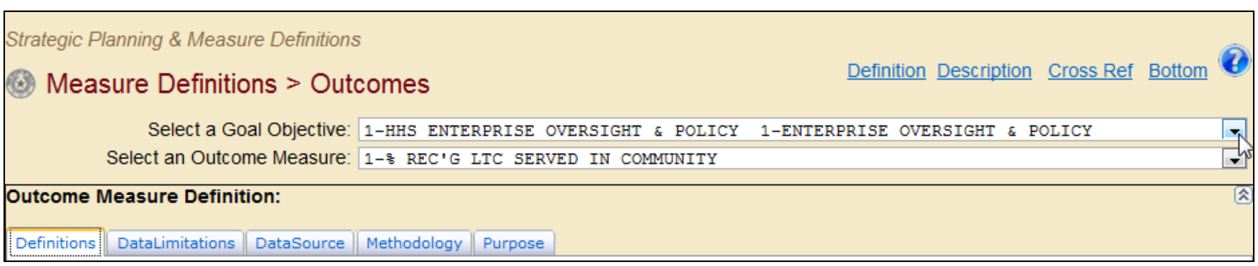
- Definition
- Data Limitations
- Data Source
- Methodology
- Purpose

Definition

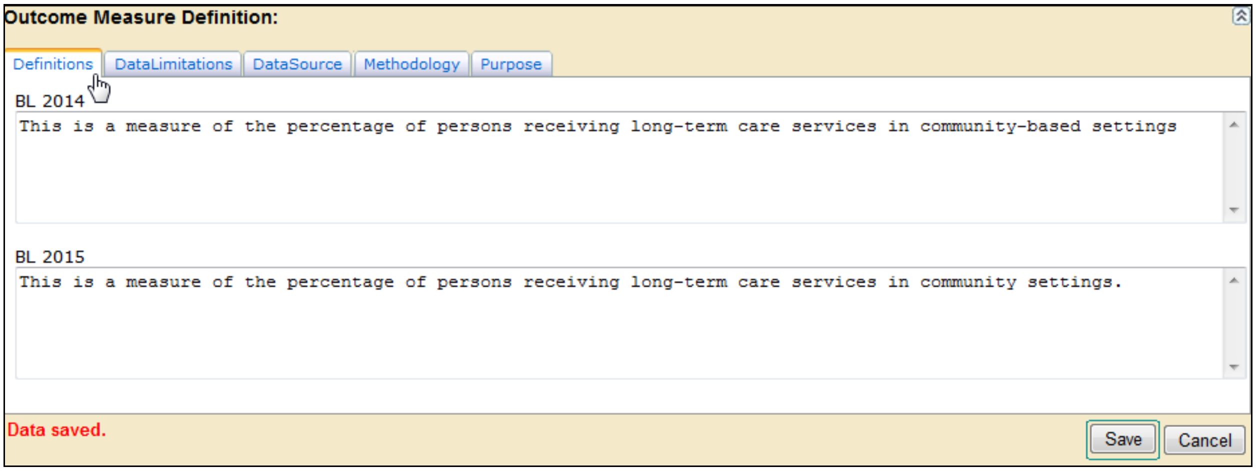
The definition should provide a brief explanation of what the measure is and give enough detail to provide a general understanding of the measure.

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 (shown below).

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



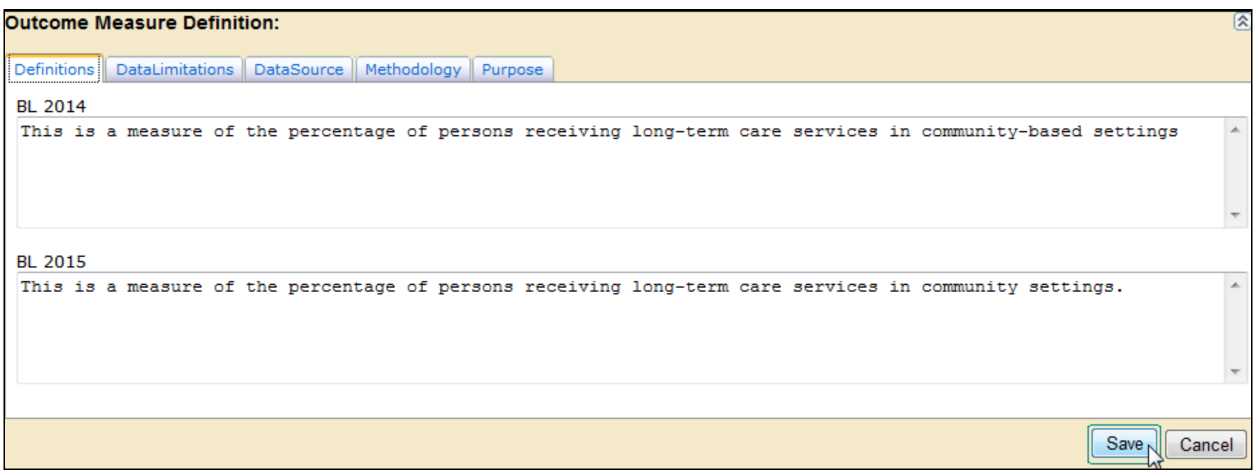
3. Verify that the **Definition** tab is selected on the Outcome Measure Definitions grid, as shown below.



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 character counter 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.

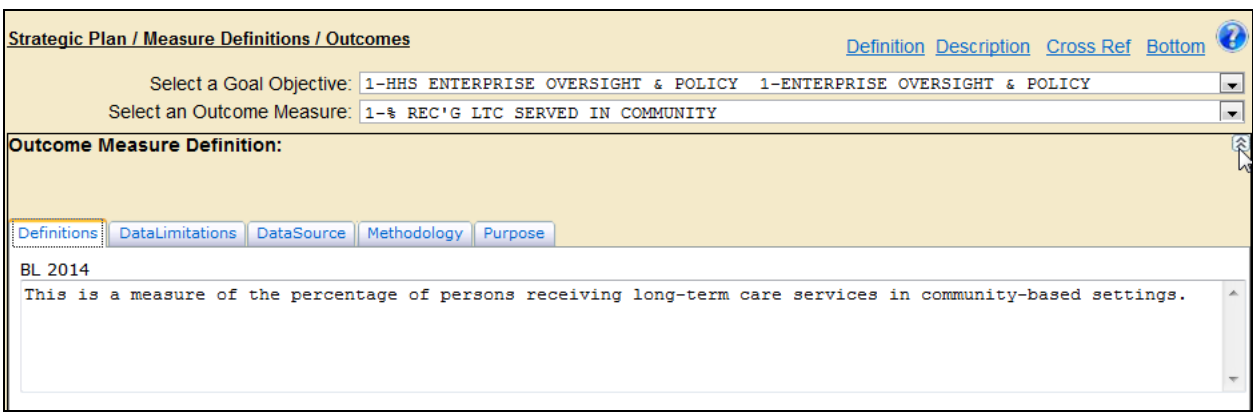
4. After entering the definition, click **Save** at the bottom of the grid.



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.

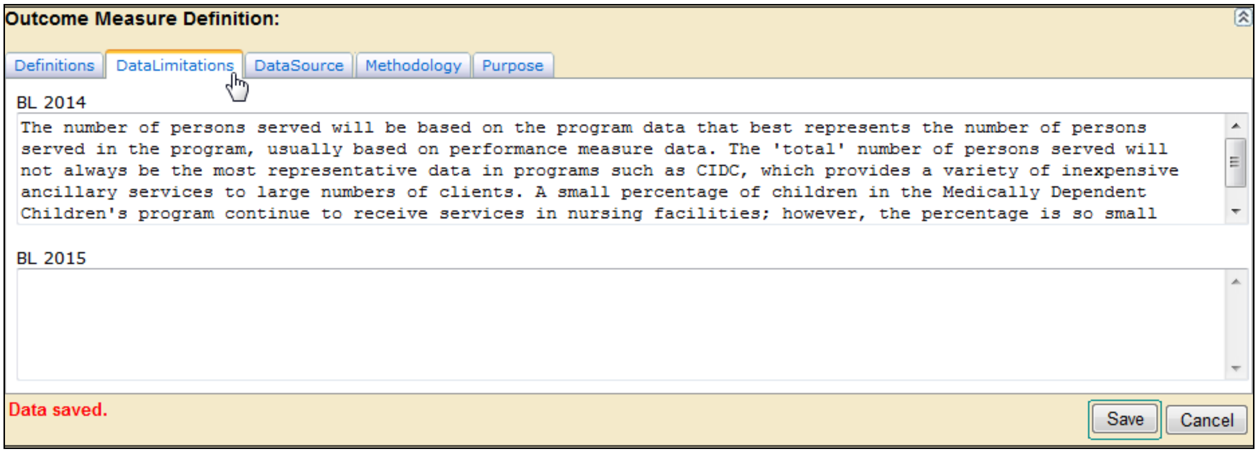
NAVIGATION OPTIONS REFERENCE	
White Arrow (top right of each screen)	Use this toggle switch to collapse/expand a particular grid. It will enable you to view the details above/below a particular grid (shown below).
Definition (hyperlink)	Takes you to the Outcome Measure Definition grid.
Description (hyperlink)	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.



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.



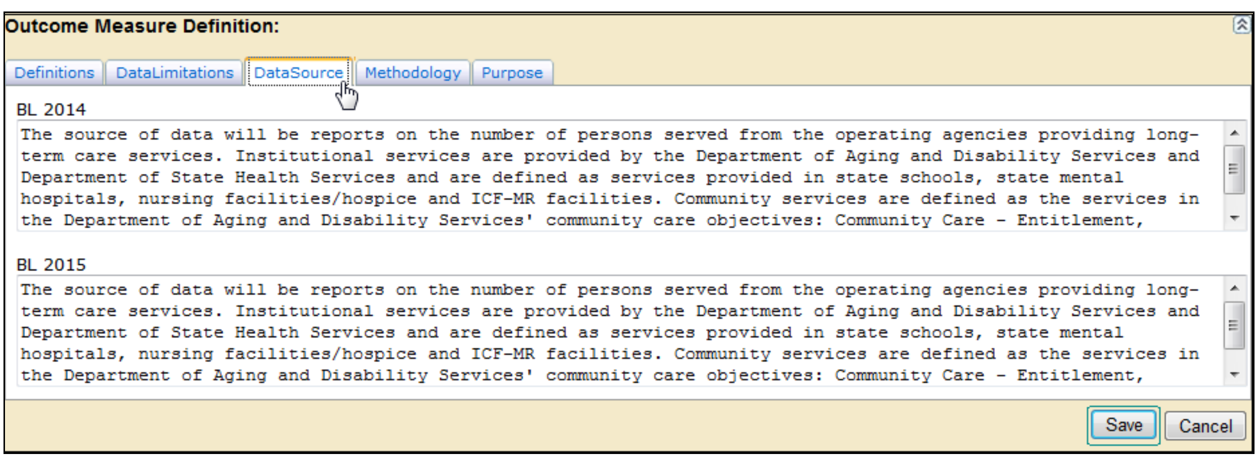
The screen displays the baseline years associated with the current session. If the measure is new, these fields will be empty. If it is an existing measure, the previous entry will appear. Enter or revise the data limitation for BL 2014 (required). You only need to enter BL 2015 information if it differs 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.



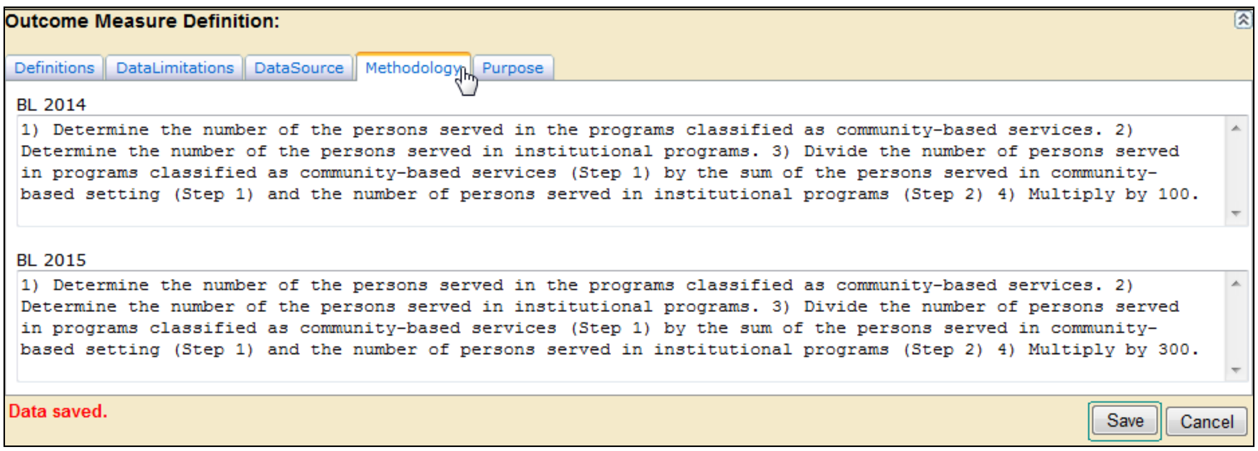
The screen displays the baseline years associated with the current session. If the measure is new, these fields will be empty. If it is an existing measure, the previous entry will appear. Enter or revise the data source for BL 2014 (required). You only need to enter BL 2015 information if it differs 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.



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.

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

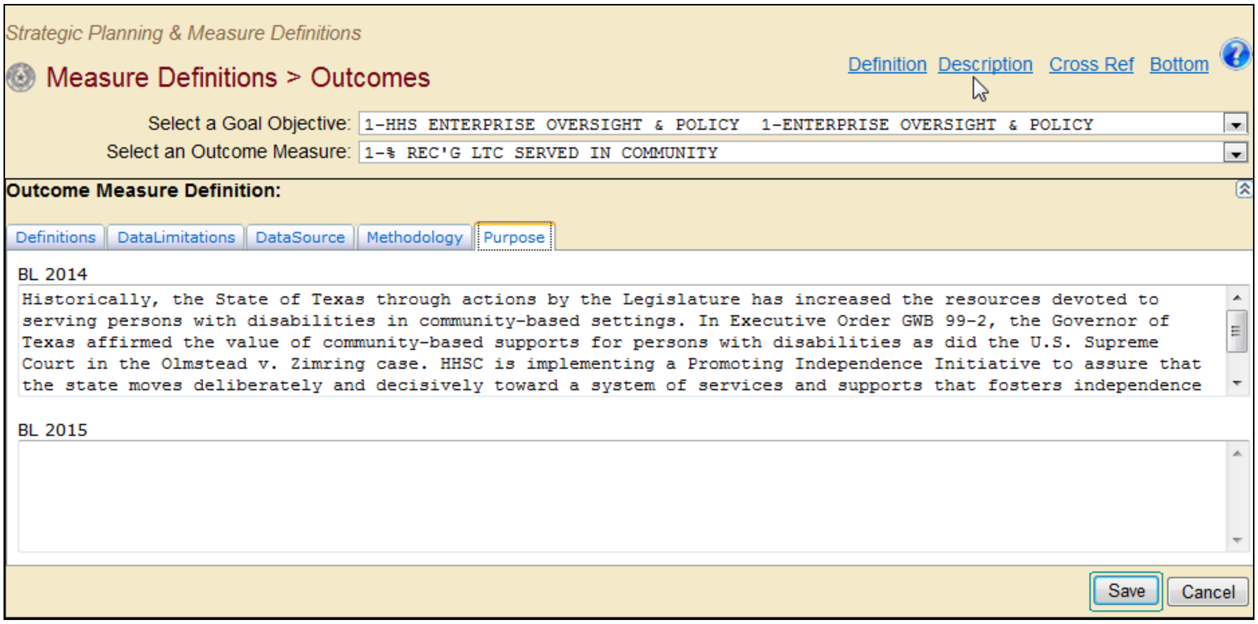
The measure description includes important details about the measure. You must review and or update the following items on the measure description grid:

- New Measure
- Target Attainment
- Priority

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

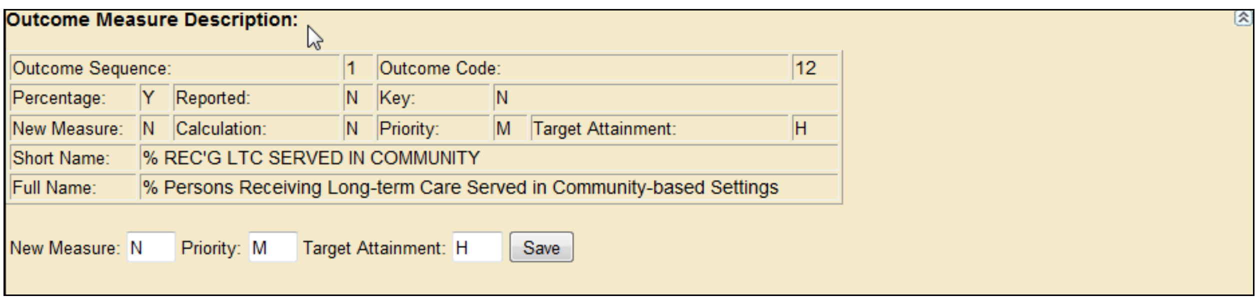
1. Click the **Measure Definitions** menu and the **Outcomes** submenu if you have timed out or are no longer on the outcome measure definitions screen.

   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.



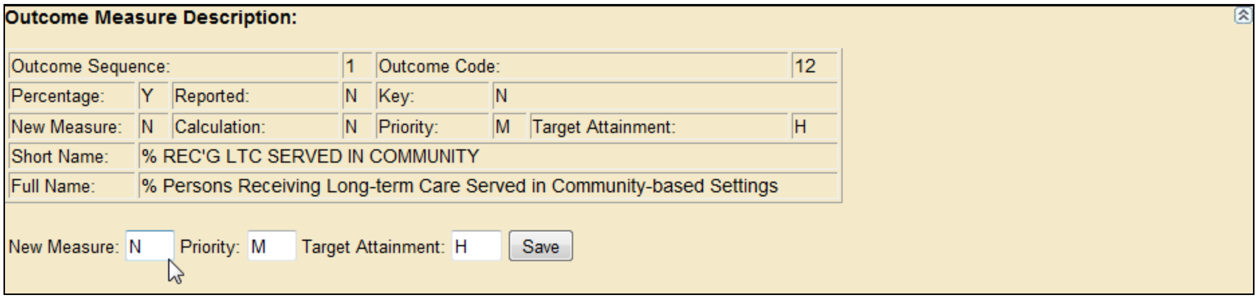
The top portion of the grid displays the measure description that is associated with outcome measure selected, as shown below. Review the items displayed and contact your Analyst if you have any questions regarding the information listed. Any changes to this information must go through your LBB performance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



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**.



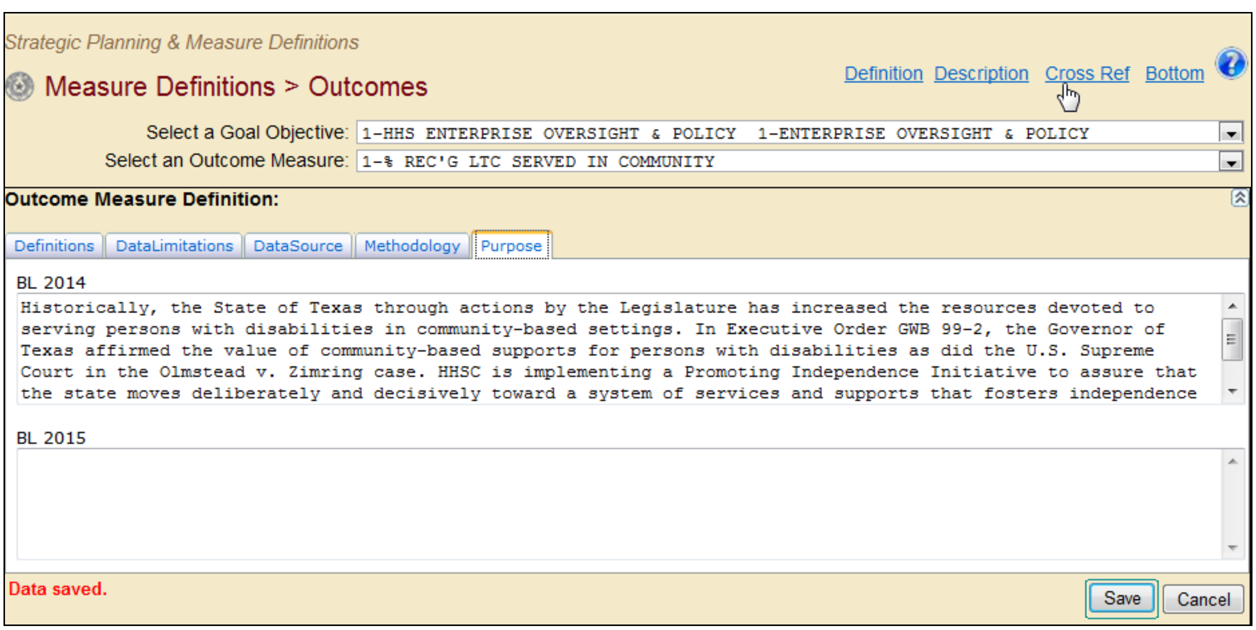
Cross References

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.

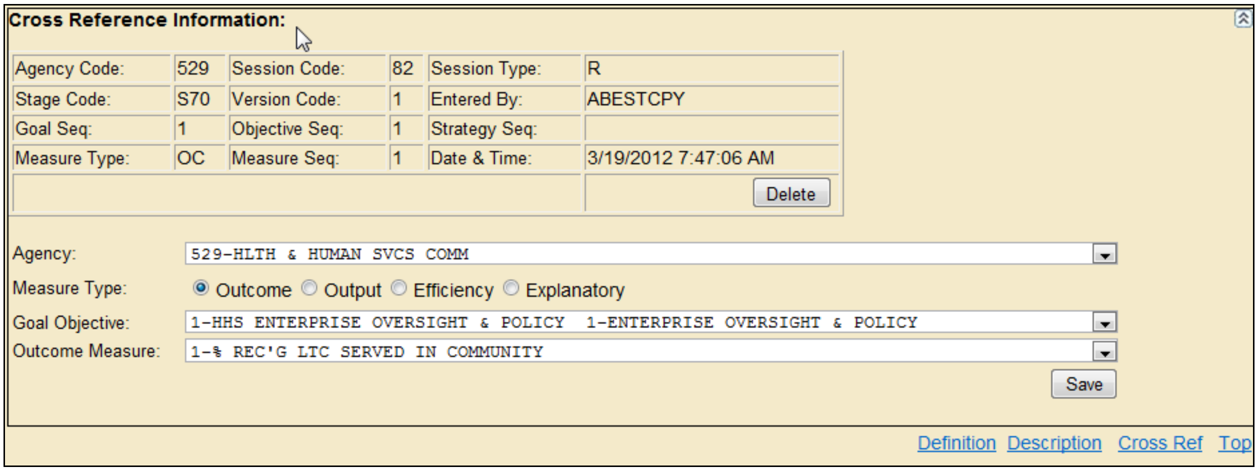
Measures transferred from one agency to another need to refer back to the transferring agency with a cross-reference. You will not be able to change your measure definition status to complete if any existing (non-new) measures lack cross-references.

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.

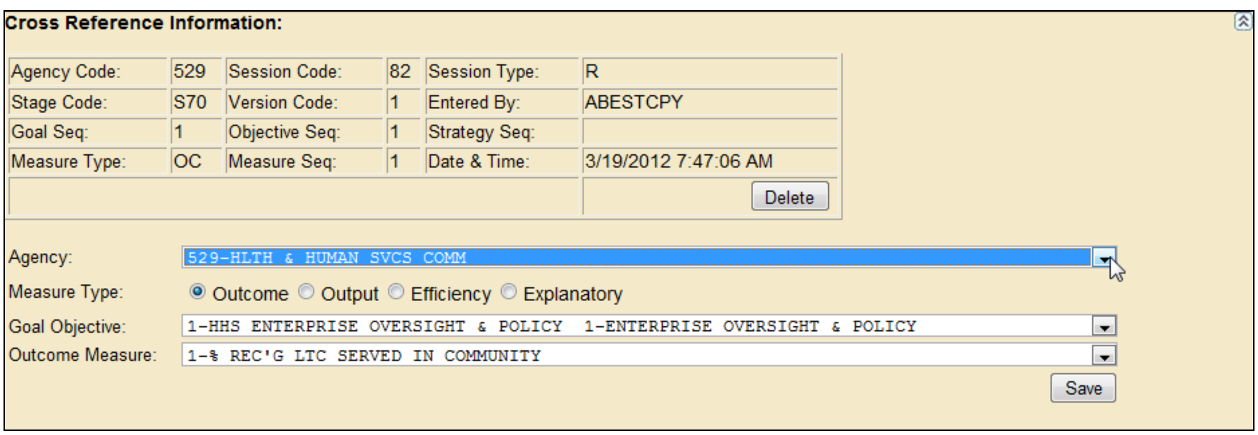


The Cross Reference Information grid displays detailed information for the outcome selected. The top portion of the screen displays the cross reference copied from 82R. The options at the bottom of the grid enable you to add/change the cross reference.

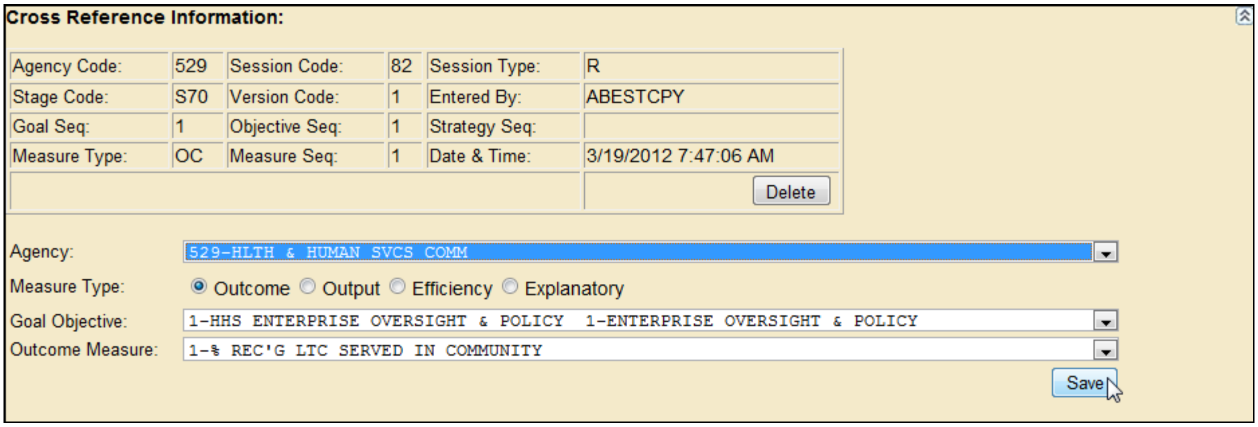


4. To assign or change the cross reference, begin by clicking in the drop-down box labeled **Agency** and enter the appropriate agency code. If the measure was transferred from another agency for 83-R, select the transferring agency here.

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).



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**.

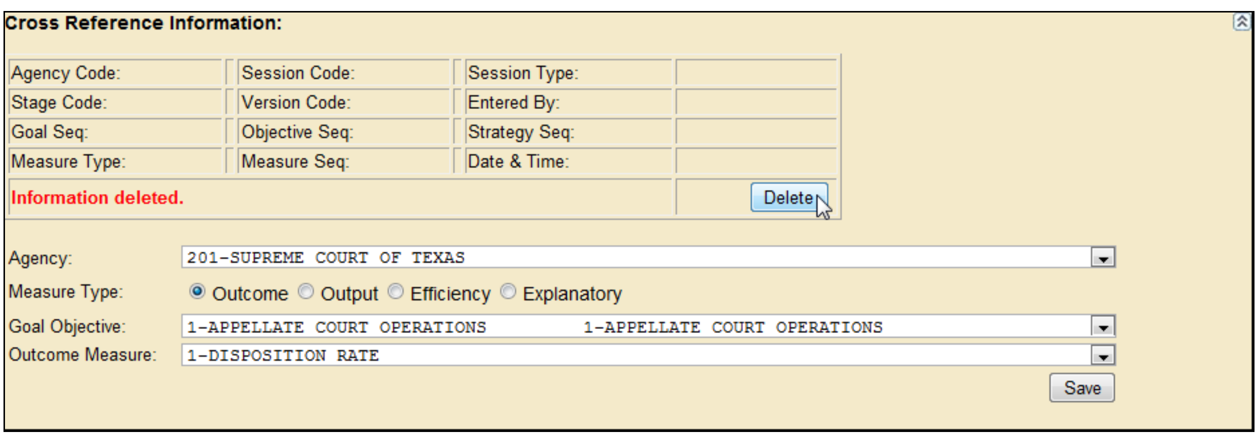


Important: To minimize closing edits, enter a cross reference for each measure. If the measure is marked new, a cross reference is not required.

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.



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 Changing Status to Complete.

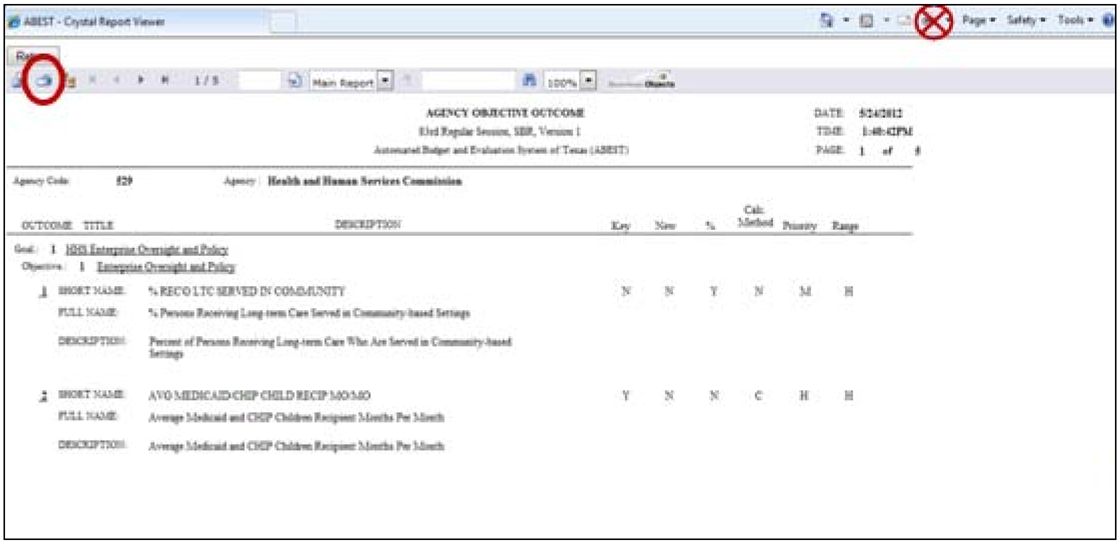
1. To generate a report, click the **Reports** menu, shown in the example below.

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

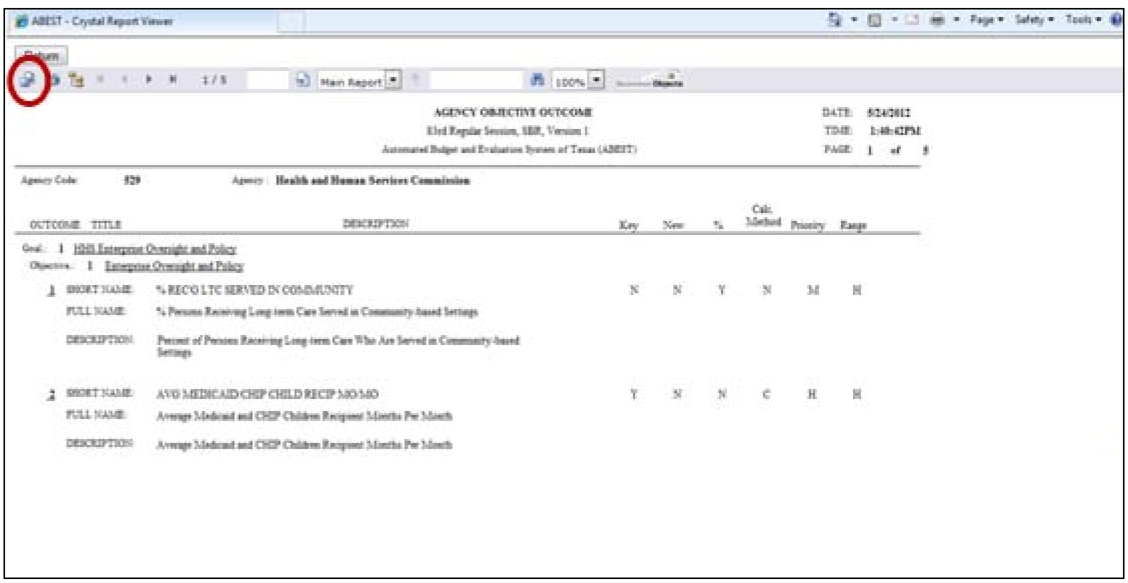
Important: You will need Crystal Smart Viewer to run reports from ABEST. Click **Yes**, the system prompts you to install Crystal Smart Viewer on your computer. If you already have Crystal Reports ActiveX Viewer and cannot view reports, you will need to download a current version. Call the LBB Help Desk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

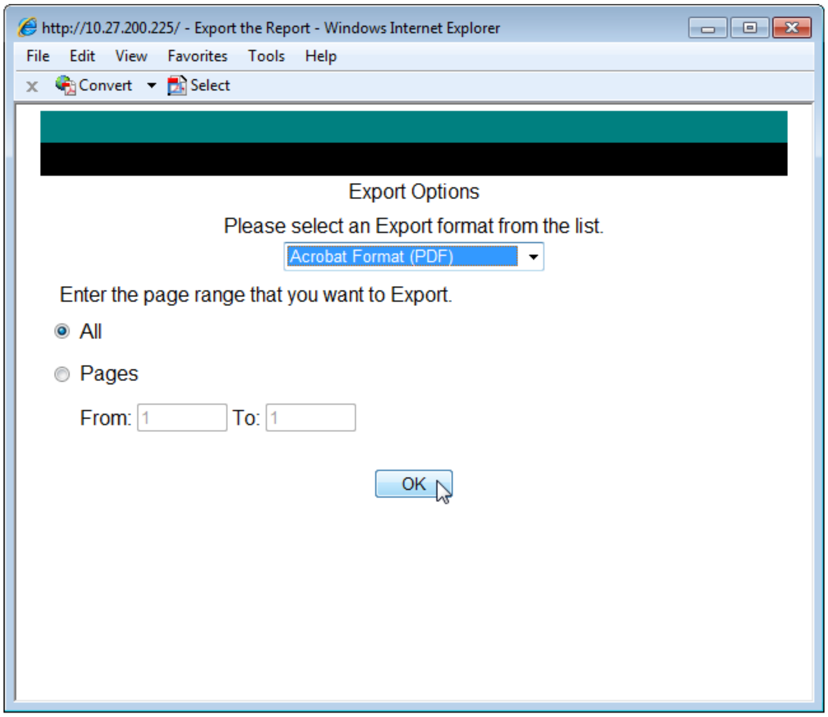
3. To print, click the **second icon** in the upper left corner on the ABEST screen. If you click the printer icon for your browser, the report will not print. See the example below.



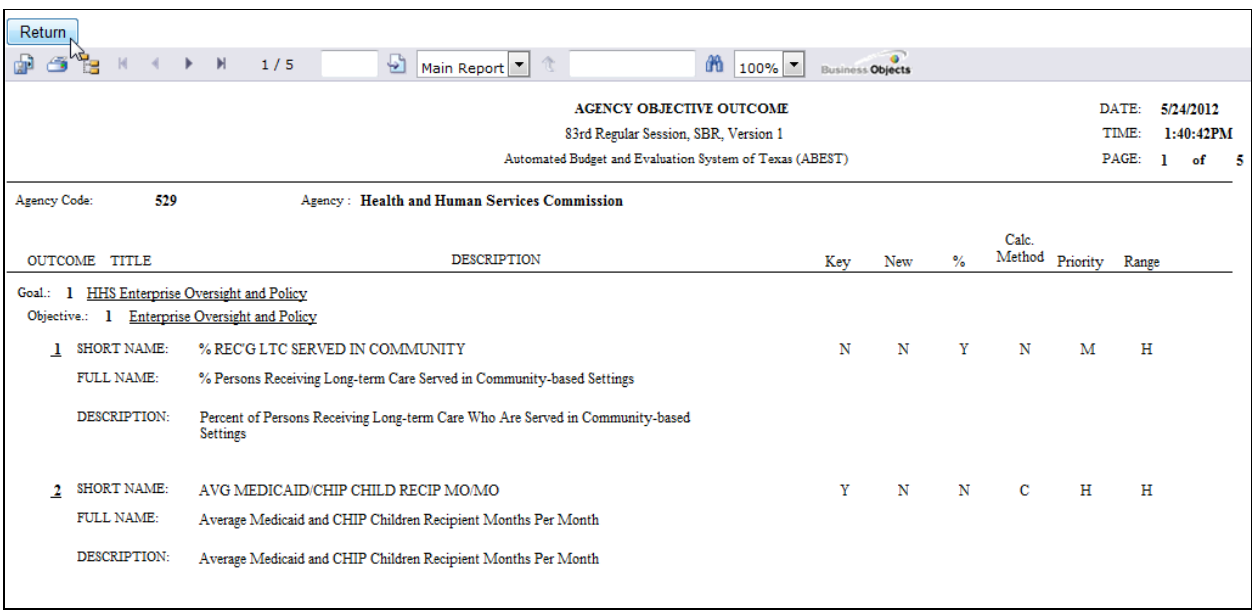
4. To export, click the **first icon** in the upper left corner on the ABEST screen.



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.



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



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.

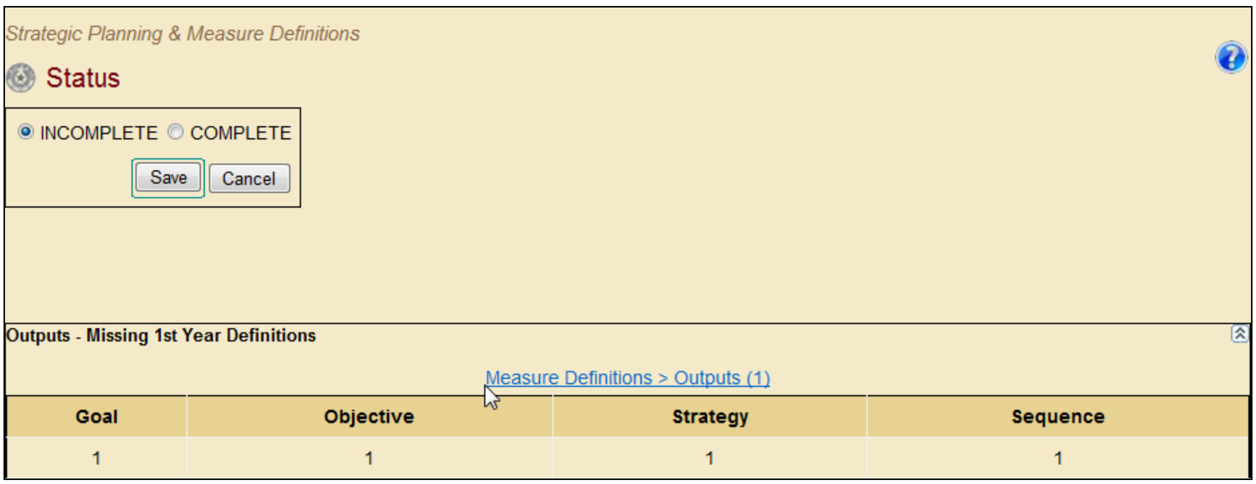
If you set the status to Complete but subsequently need to revise your data, call your agency's LBB performance analyst to get approval to change your status back to Incomplete. The LBB Help Desk cannot change your status without analyst approval.

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.



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.

Table: Resolutions for Closing Edits

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 Definitions (Outputs, Efficiency, and Explanatory Measures)	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 **Outputs, Efficiency or 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 References (Outputs, Efficiency, and Explanatory Measures)	The edit indicates that no cross reference exists for the measure. If the measure is not marked new, a cross reference is required. Click the **Measures Definition** menu and the **Outputs, Efficiency or 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 **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 Benchmarks	The edit indicates that no strategy is selected for a given 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**.

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 question and click **Save**.