

Connecticut General Assembly
Appropriations Committee

Agency Guidelines: 2015 Report Card Development

These guidelines are intended to provide a quick reference for the necessary steps in the development and content of report cards.

Many agencies developed a report card for a highlighted program in prior years. These agencies are requested to update the information in those report card(s). (See the Appropriation Committee's RBA web page for the highlighted programs.) All report cards submitted, including those being updated from prior years, should use Revision 6 of the Appropriations Committee's Report Card template, dated 2/4/15. The template requires that you have each measure in a separate column and that the font size be at least Arial 10 point.

For agencies that developed a report card in prior years, the following steps should be followed:

1. Review any technical feedback on the report card received from the Office of Fiscal Analysis (OFA)/Charter Oak Group (COG) team, and determine whether any changes should be made to the report card based upon this feedback.
2. Gather/update/enhance the data presented in the report card with the most recent data.
3. Review the updated data, making any changes in the diagnosis (story behind the baseline) and proposed actions. Be sure to include actions to mitigate the effect of budget cuts; include low-cost or no-cost actions or reallocation of existing agency resources.
4. Submit the updated report card using Revision 6 of the report card template to the Appropriations Committee through Susan Keane by April 15 and let her know if you want the OFA/COG team to do a review and provide feedback. Feedback will be provided to the extent that resources permit
5. Review the technical feedback from the OFA/COG team and make any necessary adjustments.
6. Provide the final updated report card to the Appropriations Committee through Susan Keane by May 1.

The process for developing 2015 report card for the new program follows. Members of the OFA/COG team are available for technical assistance at all stages of this process.

1. Identify members of the agency staff who should have input into the report card for the program. This should include staff associated with the program itself, but may also include other budget, data analysis, and policy staff. Although program staff should be involved in developing the report card, the executive leadership of the agency is ultimately responsible for the report card and should be prepared to

- present and discuss the report card.
2. Describe how the program contributes to the result listed in the template
 3. List the actual amount of state, federal, and other funding, as well as total funding, for the program in SFY 14; list the estimated amount of state, federal, and other funding, as well as total funding, for the program in SFY 15.
 4. Identify the partners that have an important role to play in improving the program or leveraging the program's contribution to the result.
 5. Present no more than one important "How Much" measure, a measure that shows how many customers you have served or services you have delivered.
 6. Present one or two important "How Well" measures, measures that show how well your agency is operating the program.
 7. Present one or two important "better off" measures, measures that show whether customers are better off after receiving program services or as a result of program activity.
 8. For each measure, provide a brief narrative (in the space allowed in the report card template) explaining the story behind the baseline. This should focus on your diagnosis of why performance is where it is for the measure. You should also explain any problems with the data. Do not merely describe what the chart shows unless there is a need to clarify something.
 9. Using one of the arrows, indicate whether for each measure the trend is going in the right direction ▲ or the wrong direction ▼, or if the trend is flat or there is no trend ◀▶.
 10. In the last column of the report card, identify a small number of actions you will take to improve the program's performance or mitigate the effect of budget cuts on your program; include low-cost or no-cost actions or reallocation of existing agency resources.
 11. Use the Data Development Agenda in the last column to list new or improved data that you intend to develop for any of your existing measures or for new measures that are needed.
 12. Submit the report card to Appropriations Committee through Susan Keane by April 15, 2015 and indicate if you want the OFA/COG team can do a review and provide feedback.
 13. Review the technical feedback from the OFA/COG team and make necessary adjustments.
 14. Provide the final report card for program to the Appropriations Committee through Susan Keane by May 1, 2015.