

# **RBA Report Card Checklist**

## *Report Card Development:*

1. Did I involve agency staff in the development of the report card?
2. Did I use the report card template available on the RBA website?

## *Report Card Elements:*

3. Is my report card no more than two pages?
4. Did I include the agency and program name on my report card?
5. Is my quality of life result statement:
  - a. In proper form?
  - b. Appropriate to my program without mentioning it?
  - c. Sufficiently broad?
6. Does my report card clearly explain the program's contribution to the quality of life result?
7. Did I include all the required budget information for my program for both SFY 10 and SFY 11?
8. Does my report card identify the important partners who have an important role to play in the program?
9. Does my report card include 3-5 performance measures, specifically:
  - a. Do I have 2 or 3 HOW WELL measures?
  - b. Do I have 2 or 3 BETTER OFF measures?
  - c. If I am missing critical measures, did I include a Data Development Agenda to begin the data gathering process?
10. Did I represent each measure graphically?
11. Did I include a "story behind the baseline" for each measure
12. Did I propose actions to "turn the curve" for each measure (i.e. move the baseline in a more positive direction)
  - a. Do the actions respond to the story behind the baseline?
  - b. Do I offer low-cost or no-cost actions?
  - c. Are the actions likely to make a difference?
  - d. Do the actions include the contributions of the partners?

- e. If there is a reduction in funding, have I included actions to do the least harm?

*Report Card Submission Process:*

13. Did I request assistance from a member of the RBA resource team?

14. Did I make needed revisions to my report card?

16. Did I submit the first version my new report card for 2011 by October 1?

17. Did I submit my first version of the updated report card for 2010 by October 15?

18. Did I submit the final version of my new report card by November 1?

19. Did I submit the final version of the updated report card for 2010 by November 8?

*Additional information, instructions and resources for the 2011 RBA report cards are available through the Appropriations Committee's the RBA website, <http://www.cga.ct.gov/app/rba>*