

Create Reports

Reports available on this screen include the following:

- **Annual Performance Progress Report** - Submitted in the Odd Years, does not include proposed key performance measure changes.
- **Annual Performance Progress Report w/ Changes** - Submitted in the Even Years, includes proposed key performance measure changes to be considered by the Legislature.

To begin, select your agency on the “KPM List” page and then click on the “Reports” link in the left navigation box (grey). This will open the “Reports” page, which is set to the current reporting year by default. (NOTE: Users with the “Agency Analyst” role will not see the “Edit Agency Info” link in the grey box.)

OREGON.GOV Manage

Signed in as kejan@fastmail.fm • Log out

Key Performance Measures

Propose New KPM
KPM List
Reports
Edit Agency Info

KPM List

Select Agency: Legislative Fiscal Office

Number	Title	Status
1	<u>CUSTOMER SERVICE</u> - Percent of customers rating their satisfaction with the agency's customer service as "good" or "excellent": overall customer service, timeliness, accuracy, helpfulness, expertise and availability of information	Approved

Edit Edit Order

Default Reports page:

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Key Performance Measures

Propose New KPM
KPM List
Reports
Edit Agency Info

Reports

Legislative Fiscal Office 2024

Report	Date
No reports exist	

New Report

- Click on the “New Report” button to make the system start to create a report.
- This brings up a preview of the report.

Preview Report screen:

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Key Performance Measures

Propose New KPM
KPM List
Reports
Edit Agency Info

Create Report

Agency
Legislative Fiscal Office

Report Type
Annual Performance Progress Report
Annual Performance Progress Report
Annual Performance Progress Report with Proposals

Year
2024

View Preview

Create Report

Report Preview / Sample

Legislative Fiscal Office
Annual Performance Progress Report
Reporting Year 2024
Published: 8/16/2024 11:59:05 AM

- Select the type of report you need to generate from the “Report Type” dropdown.
- Choose “Annual Performance Progress Report” if the agency is merely reporting against approved targets, or “Annual Performance Progress Report with Proposals” (if the agency is proposing a new KPM or changes to an existing KPM (or its targets)).
- Click on the “View Preview” button to see the report prior to printing it. The screen will open the current APPR. This is not required, but the system will suggest that you preview it prior to creating it.
- Click “Create Report.”
- The KPM system generates the agency KPM report, and the screen updates to the main reports screen (where one can create (and then print) it in either Word or PDF format). The PDF version of the APPR is the only format that LFO will accept for APPR submission.
- NOTE: The MS-Word version of APPRs **does not contain graphics**. This functionality is provided to help agencies to develop and review the narratives contained in the reports.

Reports

- The report is now saved in the KPM system. Users can print past created/issued reports by selecting the “Year” dropdown and selecting the year they wish to view/print.
- Quality data reporting is essential to the measurement of agency performance against approved performance targets. If errors are discovered in previously reported performance measure information, please contact your assigned LFO budget analyst for guidance (and provide a cc: to the CFO budget analyst and the KPM System Administrator).

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Propose New KPM
KPM List
Reports
Edit Agency Info

Create Report

Agency: Legislative Fiscal Office

Report Type: Annual Performance Progress Report

Year: 2024

To save the report once the content has been reviewed click "Create Report".

[View Preview](#)

Report Preview

Legislative Fiscal Office
Annual Performance Progress Report
Reporting Year 2024