EDIT KPM

• Click on "Edit" button for KPM you wish to update data for.

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Law rightey me	Number	Title		Status			
	Edit Order	LFO - Legislative Fiscal Office					
	1	FISCAL IMPACT STATEMENT ACCURACY - Number of fiscal impact statements corrected and reissue	ed. Edit	Approved 👻			
	2	TRAINING EFFECTIVENESS Percentage of respondents to training evaluation surveys who indicate the LFO training met or exceeded their expectations.	hat Edit	Approved 💌			
	3	<u>CUSTOMER SERVICE</u> - Percent of customers rating their satisfaction with the agency's customer service, sa "good" or "excellent": overall customer service, timeliness, accuracy, helpfulness, expertise and availability of information	Edit	Approved 💌			

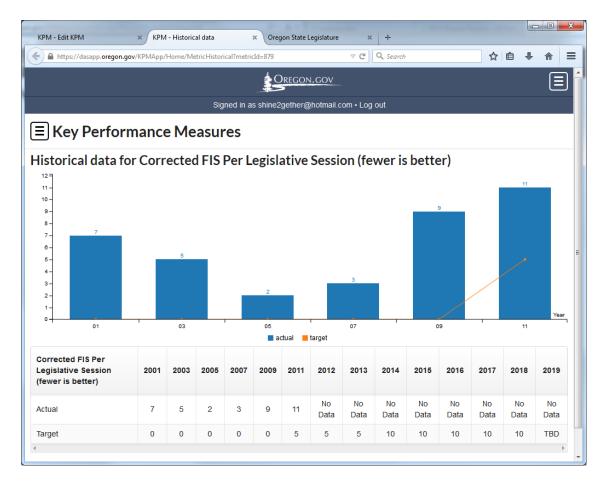
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The screen will open to Edit KPM to allow for edits.

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View Historical Metric Data - Past and Current Metric Data

Click on the Metric Name - a new tab will open displaying your Historical Data for the selected measure



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- Enter the actual for the **<u>current year</u>**
- <u>Do not edit target unless it is for the future biennia</u>- target is approved by the legislature each biennium and modifications may not be made without legislative approval.

How we are Doing?

Insert an objective, stand-alone summary of agency progress on this measure, referring wherever possible to recent data and the trend. Hypothetical example: "In 2015, the child maltreatment rate for children participating in Program X was 60% of those not participating. This measure was at target in 2013 and 2014. The general trend between 2010 and 2015, however, shows a worsening."

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	Factors Affecting our Results?	•			E
	Management Comments:	٠	_		Ŧ

Factors Affecting Results

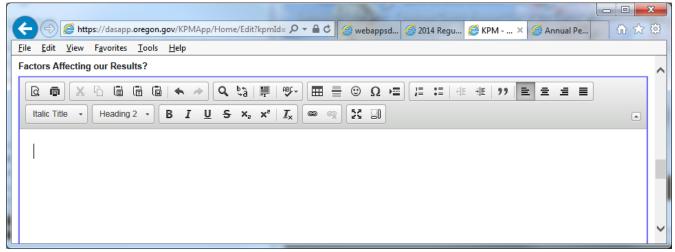
Explain any factors affecting results, such as barriers and facilitators. This is an opportunity to explain the "why" behind the statement in How we are Doing.

Management Comments

Comments here only display in the Agency Management Report.

This report provides high-level performance information which may not be sufficient to fully explain the complexities associated with some of the reported measurement results. Please reference the agency's most recent Annual Performance Progress Report to better understand a measure's intent, performance history, factors impacting performance and data gather and calculation methodology.

Text Editor



The system allows for the following text editing:

Print Preview	Left justify
Printing	Center
Cut	Right justify
Сору	Justify
Paste	Bold
Paste as plain text	Italic
Paste from Word	Underline
Undo	Subscript
Redo	Superscript
Find	Remove format
Replace	Link
Select All	Unlink Maximize
Spell Check	Show blocks
Insert Tables	
Insert Horizontal Line	
Insert Special Character	
Insert page break for printing	
Insert/remove numbering	
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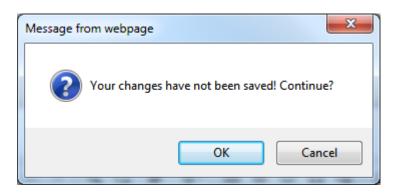
To view a text box on the entire screen, click on the "Maximize"	23	button. Click the button again to
minimize.		

Back to List Button

Takes one back to the KPM List screen without saving edits.

A prompt opens letting you know you have not made changes if you have not saved your work yet.

- Clicking "OK" directs you to the KPM List screen.
- Clicking "Cancel" keeps you on the screen to save changes.

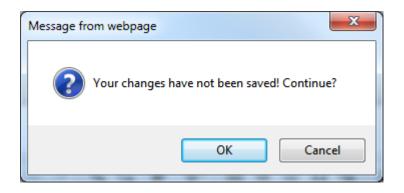


Cancel Edit Button

Cancels all edits made on the page made prior to saving.

A prompt opens letting you know you have not made changes if you have not saved your work yet.

- Clicking "OK" refreshes the screen clearing all edits made.
- Clicking "Cancel" keeps you on the screen to save changes.



Save Button Saves all your work

Editing Previous Year Actuals

Select the "Select Report Year" dropdown to view past information posted for the measure or to update incorrect actuals reported in a previous report.

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Edit KPM	l for 2016	Select Report Year: 2016 Go
Number 1	Title FISCAL IMPACT STATEMENT ACCURACY	Status Approved
Description		~

*NOTE: editing previously reported data does **NOT** update the previously issued reports. December 31st of the current year is the last day to update the APPR for that year.

- Click on "Select Report Year" dropdown
- Select the year you wish to view or update data for
- Click the "Go" button