

ODD YEAR APPR REPORTING DIRECTION

This notification is to inform you of the upcoming due date of the 2017 APPR. All agencies must submit their report to LFO and DAS Budget Analysts no later than Monday October 2nd. Your submission should be emailed in PDF form to your LFO and DAS Budget Analyst, copying me in the message.

In times past some agencies submitted reports late as data did not come available for some KPM's till the end of the year. I am asking all agencies to submit by the October 2nd deadline. If your agency chooses to enter partial data at the time of report submission, another report may be submitted later in the year when the data is complete. The APPR is posted to DAS's Transparency Website at submission and may be updated at any time. It is also important to note updated 2017 reports will not be accepted after December 30th.

- The intention of the APPR is to report KPM progress to the legislature. The report is a yearly report and the data is relevant at the time the report is turned in. Meaning, due to the timing of the report many agencies reporting data may reflect only a partial portion of the year's information compiled for any such measure and this is ok. For some measures data is collected yearly, some bi-yearly, some biennially. Therefore, the data reflected in the report is in some cases a snapshot in time, not always the whole picture.
- Filling in 2017 data with erroneous data - The agency may enter the data they have compiled to date for 2017 (a snapshot), as this would be accurately reflecting the data however, many agencies enter data for the year prior in the 2017 field. Each KPM has text options to speak on the relevance of data for anytime the report is being created for a purpose other than its intent (see bullet #1).
- Leaving data blank - an issue here is the performance graph then displays red. Relating back to bullet #1 and the intent of the report, this is fine. It is a simple explanation to anyone who asks and again the agency may enter an explanation for each KPM individually.
- Given we have just completed session and KPM's were approved for deletion for many agencies and others proposed new, legislatively deleted measures will no longer be visible on your report thus will not be reported on
- Newly adopted KPM's may be reported on, however if you find yourself in the position of having no data yet, simply leave the data blank and update your under How we are Doing? Or Factor's affecting our Results, simply detail it is a newly adopted measure and data will be reported in the 2018 APPR. Please do not get hung up on the graph displaying red as your explanation for this should suffice.

If you have any questions please do not hesitate to contact me directly, via email or phone.

Thank you and have a great day!

June Starkey

June.m.starkey@oregonlegislature.gov

503-986-1272