

POST-LONG SESSION APPR REPORTING DIRECTION

This notification is to inform you of the upcoming due date of the current year's Annual Performance Progress Report (APPR). All agencies must submit their yearly APPR report to LFO and DAS Budget Analysts no later than October 1st (if October 1st falls on a weekend it is due the following Monday) Your submission should be emailed in PDF form to your assigned LFO and DAS Budget Analysts, with a cc: to Michael Graham (KPM System Administrator).

In the past, agencies have delayed submitting their APPR, explaining agency data was not available for some KPMs before the end of the calendar year. **All agencies must submit their APPR (Annual Performance Progress Report) by the October 2nd deadline.** If your agency chooses to enter partial data at the time of report submission, a replacement report may be submitted later in the year when the data is complete. The APPR will be posted to the Legislative Fiscal Office, Key Performance Measure website (<https://www.oregonlegislature.gov/lfo/Pages/KPM.aspx>) and we will be glad to update your agency APPR at any time prior to the end of the calendar year (December 29, 2023).

Intent of the APPR/Reporting Requirements Where Data May Not be Complete

- The APPR is created each year to demonstrate agency progress toward achieving performance targets to the legislature, on a yearly basis. The data is understood to be reliable at the time the report is turned in. In other words, we understand that reported progress may only reflect partial data due to the timing of the report. Depending on your approved KPM(s), some data are collected yearly, others twice yearly, and some only every two years. Therefore, the data reflected in the report is usually a snapshot in time, and not always the whole picture.
- **Filling in Current Year Data with Incomplete Data** - an agency should only report the extent of data they have compiled for the current year's APPR, as this accurately reflects their performance progress. In the past, agencies have entered previously reported performance data from the prior year as current year data. **Please avoid this.** Each KPM has an accompanying narrative option that should be used to describe any specific challenges or details around the data that you have submitted/reported.
- **Leaving Actuals Blank** – If an agency does not report a value for its KPM(s), the performance graph on the first page of the report will display red for the KPM. Relating back to bullet #1 and the intent of the report, this is fine. **Please use the accompanying narrative option** to explain the reason the data was not available at the time of submission.
- **No Data to Report in a Given Year** - In instances where there is no data to report the current year, the target should be removed, and the actual field also left blank. Accompanying narrative should be created to describe why there is no data to report for the current year (for example if your agency must report Customer Satisfaction Measures every other year). Submitting your APPR with both the Actual and Target fields blank will not cause the Performance Graph on the first page of the report to be red.

No longer to report on Legislatively Deleted Measures Post Long Session

- As a result of budget legislation adopted during the long legislative session, your agency does not need to report on any "legislatively deleted" KPMs, and those measures will no longer be visible on your report.

Newly Approved KPMs

- If data is available, newly adopted KPMs may be reported on. However, new performance measures typically begin in the coming calendar year (as you will recall, the targets were established for the next biennium). If you find yourself in the position of having no data yet, simply leave the data blank and update the narrative under “How we are Doing?” or “Factors affecting our Results,” detailing it is a newly adopted measure and data will be reported in the following year’s APPR. Please do not get hung up on the graph displaying red, you may remove the target in the current year’s report following the Legislative Session. (EX: If you are reporting in 2023 after the long Legislative Session is completed, remove the target in 2023, if it is not blank already. Both the Target and Actual being blank will no longer affect the Performance Summary Graph on the first page of your APPR).

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

Thank you and have a great day!