Proposing KPM Changes

In alignment with the State Budget Cycle, agencies may request changes to their Key Performance Measures. The request is led by the Legislative Fiscal Office and approved by the Legislature during the odd year session (Full Session) in the Joint Ways and Means Committee.

What is approved by the Legislature become part of the Agency Budget Report and is posted to the Oregon Legislative Information System (OLIS).

Changes requested to KPM’s include:

- **Propose a New KPM**: Used when proposing a brand new KPM which is NOT replacing an existing one.
- **Propose a Deletion of a KPM**: Used when proposing to completely delete a KPM.
- **Propose a Replacement of a KPM**: this proposes the deletion of the KPM you are replacing and provides you with the ability to enter the info for the new one.
- **Proposing Target change**: one may enter the 2018 and 2019 proposed changes under the KPM itself, however it will be subject to change in working with your LFO and LRO Budget Analyst.

Propose Deletion of an Approved KPM

- Click on the “Approved” status dropdown
- Select “Propose Delete” from the dropdown. The KPM will update to Proposed Delete status, but will still be listed as an approved measure in the Annual Performance Report.
Propose Replacement of an Approved KPM

- Click on the “Approved” status dropdown.
- Select “Replace” from the dropdown. The KPM being replaced will update to Proposed Delete status, but will still be listed as an approved measure in the Annual Performance Report.
- The screen will open up to a screen to propose a New KPM.
Propose a New KPM

A new KPM may be proposed by either replacing an approved measure on KPM Edit screen (as described in the direction above) or by clicking on “Propose New KPM” in the left navigation.

Update the KPM data elements on the screen:

- **Number** – the KPM number you wish to assign to the KPM
- **Title** – short title of KPM
- **Description** (short description)
- Data collection period for the measure – timeframe your data is collected for the measure (Ex: Jan 1 – Dec 31st or July 1 – June 30th)
- **Metric(s)**
  - Enter the metric Name
  - If multi-dimensional click “Add Metric” button to add more dimensions. An example of a multi-dimensional measure is the Customer Service Measure where we measure accuracy, timeliness, helpfulness etc.
  - Target 2018
  - Target 2019
- **Alpha order** – enter only if you are tracking more than one metric
- **Upward Trend**: Check off “Upward Trend” if an upward trend is good, otherwise leave blank.
- Click “Create” button
- KPM will display in your KPM list as a “Proposed New” KPM
Proposing Target Changes

- To propose a target change enter the new targets in the future biennia displayed.
  - EX #1: if the current year is 2016, the new biennia would be 2018 and 2019
  - EX #2: if the current year is 2018 the new biennia would be 2020 and 2021
- The new biennia target would be proposed for would display in the odd year prior to the Full Session.

Delete a Proposed New KPM

- From the KPM List, under status dropdown, select “Delete” for KPM with a “Proposed New” status
- The proposed New KPM is deleted and no longer displays in your KPM List
- If you accidentally deleted the measure, send a message to the KPM System Administrator to make it appear again.

Change a “Proposed for Deletion” back to APPROVED

- From the KPM List, under the status, select “Approved” for a KPM with a “Proposed Delete” status
- KPM will display as approved once again.