



Performance Measure Formatting Template

Measure Creation:

When creating a performance measure, think of the following:

“I want to achieve (Goal) as measured by (Performance Measure)”

Example: I want to achieve good health as measured by resting heart rate.

Measure Name:

Template: (Unit of measurement) of (observation)(qualifier).

- Unit of Measurement: Number, Percentage, Rate, Inches, Minutes, etc.
- Observation: People, Hours, Rocks, Dollars, Miles, etc.
- Qualifier: Released from prison, spent on a project, to build a building.

Example: Number of heart beats per minute when resting.

Target:

Target inputs should be a single number. When creating a target, think of the following:

“I have made significant progress toward (Goal) when (measure) equals (target)”

Example: I have made significant progress to good health when my resting heart rate equals 60 bpm.

Common Issues:

- **Unit of Measurement:** This is the most common problem. Without a specified unit of measurement (number, percentage, etc.), it is not clear enough to report.
- **Vague:** The measure should be clearly defined. If a single number cannot be put into the value fields, it is not specific enough. Often agencies will “track”, “monitor”, or “review” the results.
- **Comparisons:** The measure should not include a comparison word or phrase. The individual reading the measure can interpret any comparisons. *Red flags: increase, decrease, improvement, reduction, compared to..., etc.*
- **Explanation:** The name of the measure should not include an explanation of the measure, simply follow the measure structure above. If your measure is longer than 10 words, consider revising. The context box is provided for any explanations.
- **Multiple Measures:** Each measure should only result in a single number. Look for the word “and” between units of measurement (e.g. number and percentage). Pick one.
- **References Spending/Implementation:** Each funding item follow-up will address three issues: 1. Actual Spending; 2. Implementation Progress; and 3. Performance. If the performance measure references 1 or 2, this will be reviewed separately, and the measure should be revised.
- **Assumption or Premise:** This measure isn’t even a measure or a goal. Usually states that the item funded will make everything better. The purpose of a performance measure is to challenge the premise.
- **Variable Types:** Budget Prep is only capable of reading continuous variables. Categorical, ordinal, and binomial variables need to be changed. Avoid study results like p-values and coefficients. Population measures (individual results for multiple people/entities) need to be aggregated with summary statistics (average, median, quartile, etc.), no capabilities of a scatter plot or histogram.