



Governor's Office of Planning and Budget

Performance Measures: Performance Prep Guide

July 2025



GOVERNOR'S OFFICE OF PLANNING & BUDGET

Performance Measures Performance Prep Guide

[System Overview](#)

[Purpose of this Guide](#)

[Locate Funding Items](#)

[Funding Item Performance Measure Reporting](#)

[Reporting Requirements Checklist](#)

[Reporting Requirements](#)

[Funding Items on Which You Will Need to Report](#)

[Locate Specific Funding Items](#)

[How to Report on Funding Items](#)

[Review Funding Item Reporting \(Analysts\)](#)

[Flag Funding Items for an Additional Year of Reporting \(Analysts\)](#)

[Developing Funding Item Performance Measures](#)

[Funding Item Checklist](#)

[View Funding Items Requiring a Performance Measure](#)

[Export List of Funding Items](#)

[Propose Performance Measures for New Funding Items](#)

[Select an Existing Performance Measure](#)

[Set a New Target for an Existing Performance Measure](#)

[Set a New Performance Measure](#)

[Review Proposed Performance Measures for New Funding Items \(Analysts\)](#)

[Activity Feed](#)

[Line Item Performance Measures Reporting](#)

[Reporting Requirements Checklist](#)

[Reporting Requirements](#)

[Line Item Measures on Which You Will Need to Report](#)

[How to Report on Line Item Measures](#)

[How to Propose a New Line Item Measure](#)

[How to Eliminate an Existing Line Item Measure](#)

System Overview

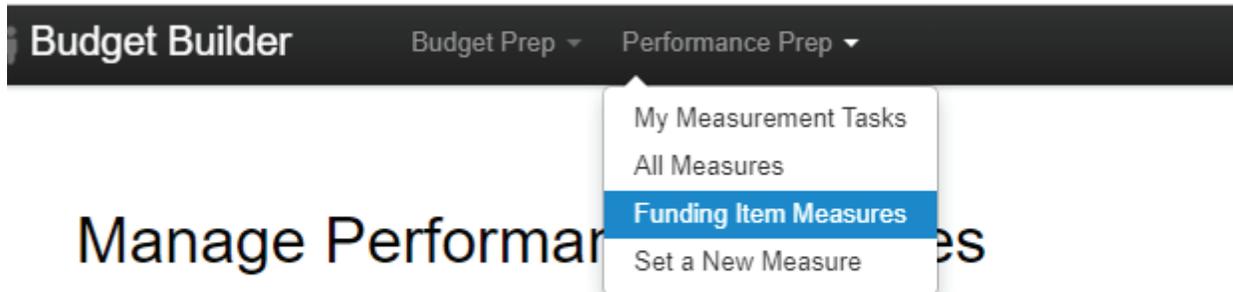
The Governor’s Office of Planning and Budget (GOPB) maintains Performance Prep—a statutorily-required system to track agency performance measures. This system is part of [Budget Builder](#) (an application including Budget Prep, Comp Prep, Fee Prep, and Performance Prep) which GOPB utilizes to gather information necessary to prepare the governor’s budget recommendations. In Performance Prep, agencies can propose performance measures and report on performance measures and funding items. GOPB and the Office of the Legislative Fiscal Analyst (LFA) also use the system to review proposed performance measures and view reported data for performance measures and funding items. Statutory requirements related to these activities are outlined in [Utah Code 63J-1-903](#), and additional context is included in the [State of Utah Performance Measurement Playbook](#).

Purpose of this Guide

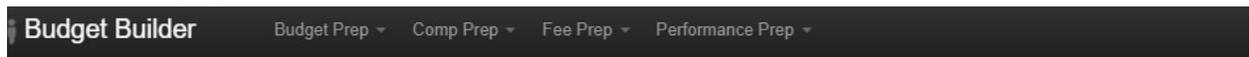
The purpose of this document is to help agencies manage legislatively-required funding items, funding item performance measures, and line item performance measures in the Performance Prep system. This guide shows how to navigate the system, view agency funding items including funding items that require the agency to set a performance measure and target, how to set a performance measure for the applicable funding item, and how to report on funding items and funding item and line item performance measures. This guide also includes instructions for GOPB and LFA analysts to review measures and targets proposed by agencies and for LFA analysts to add comments and recommendations as needed.

Locate Funding Items

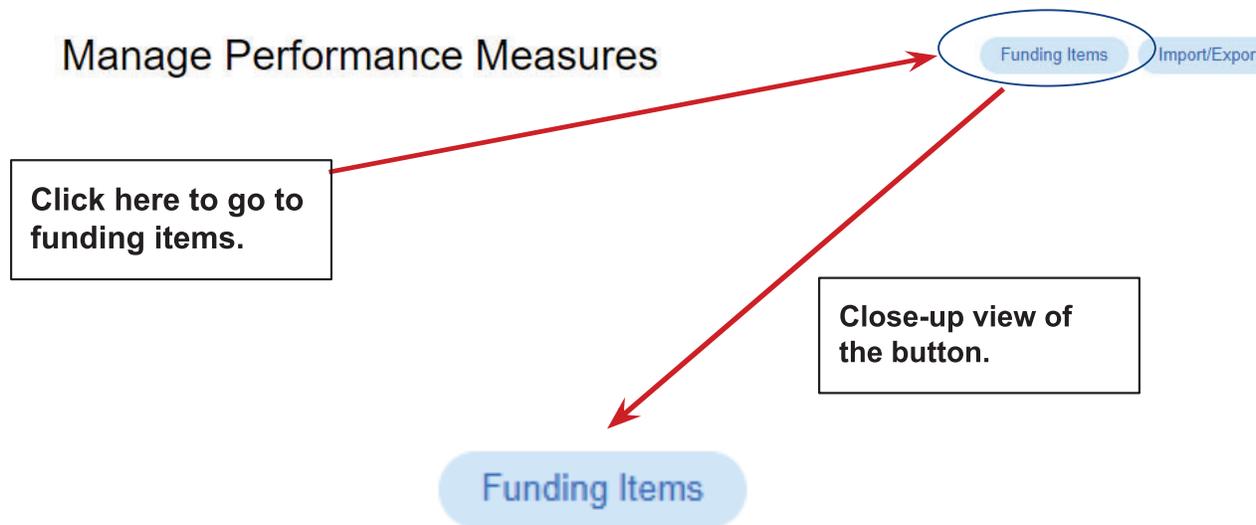
The easiest way to navigate to funding items is with the dropdown navigation:
Performance Prep → **Funding Item Measures**



Alternatively, navigate to funding items in Budget Builder from the Manage Performance Measures page. On the page, select the **Funding Items** button to go to the Funding Item Performance page.



Manage Performance Measures



Funding Item Performance Measure Reporting

[Reporting Requirements Checklist](#)

Reporting Requirements

Agencies are required to report on funding items and funding item performance measures **on or before August 15. Meeting this statutory deadline is crucial because the information will be reported to EAC by the agency that fully completed the required reporting by August 15.** (The State Board of Education and the Utah Board of Higher Education report on or before November 1.)

There are three components agencies are required to report:

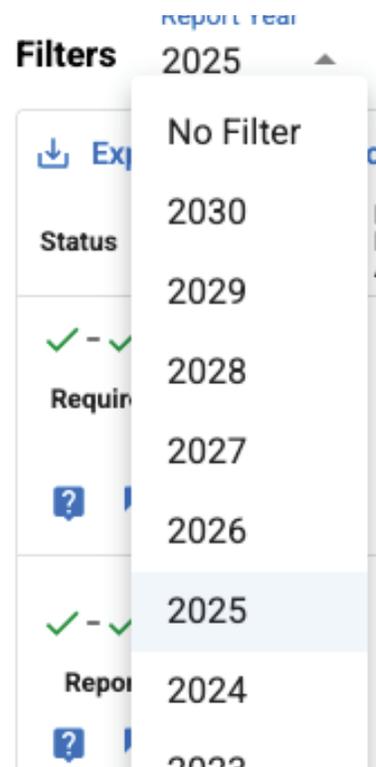
- Month and year of implementation (or the month and year in which the agency anticipates fully implementing the program or project).
- Actual amount spent on the funding item.
- Outcome data for FY25 for the performance measure.

Funding Items on Which You Will Need to Report

Agencies need to report on the following funding items:

- Funding items where the performance measure has a target for FY25 (includes funding items from previous general sessions).
- 2025 General Session funding items under \$500,000 that received supplemental (FY24) funding.
- Prior-year funding items identified for an additional year of reporting.

Use the Report Year filter to view the funding items on which you need to report in August by selecting "2025" for Report Year.



Locate Specific Funding Items

The easiest way to locate a specific funding item in Performance Prep is to type in at least part of the name of the funding item (in the filter at the top of the funding items table).

Funding Item Name Contains

 |

How to Report on Funding Items

After you locate the funding item on which you need to report, click on the name of the funding item (which will be blue and in the Funding Item column) e.g. High School Service Pilot Program - PED below.

Reporting Requirement	Performance Measure	Funding Item
  	# of High School Students Participating in the Pilot Service Program	High School Service Pilot Program - PED
		

Once you select the name of the funding item, a sidebar form will open on the right side of your screen where you can input your data. Here you can enter the implementation date, amount spent, and the performance measure data. Along with entering those data, you may edit the description of the funding item and add contextual information in the annotation box.

Advocacy and Education

Funding Item Description

Provide information, education and advocacy to state committees, commissions, and boards regarding the development and implementation of criminal justice policy and procedure from the perspective of public prosecutor offices.

Edit the funding item description.

Projected/Completed Implementation Date

Click calendar to select d



Enter the month and year of implementation (or anticipated full implementation).

Selected Year 2025

Total Funding Amount

\$500,000

2025 Amount Spent

\$

Input the amount spent.

2025 Target Value

50%

2025 Actual Value

%

Input the performance measure outcome data.

2025 Annotation

Optionally, describe your target and actual values with data labels or other contextual information.

Describe your target or actual value data or add other contextual information.

You will know you have fulfilled all of the reporting requirements when the icons under Reporting Requirement turn green.

The screenshot shows a table with three columns: Reporting Requirement, Performance Measure, and Funding Item. A row is highlighted with a light blue background. In the Reporting Requirement column, there are three green circular icons: a dollar sign, a checkmark, and a refresh symbol. Red arrows point from callout boxes to these icons. The Performance Measure column contains the text 'Increasing # of Utah Full-Day Kindergarten Classrooms' and two small blue icons (an eye and a pencil). The Funding Item column contains the text 'Early Intervention - Optional Extended-day Kindergarten'.

Indicates performance data have been reported.

Indicates implementation data have been reported.

Indicates expenditure data have been reported.

Reporting Requirement	Performance Measure	Funding Item
  	Increasing # of Utah Full-Day Kindergarten Classrooms  	Early Intervention - Optional Extended-day Kindergarten

Be sure to account for multiple years of ongoing funding, if your agency has delayed or repeated reporting of a funding item with ongoing funding beyond the budget year. The "total funding amount" section shows the cumulative amount the funding item has received up until that point, even if that funding was provided in a prior year. For each year being tracked, enter the spending for each year (changed with the Selected Year dropdown). The funding item follow up report will sum all years from the "amount spent" column and compare that to the "total funding amount".

Review Funding Item Reporting (Analysts)

Analysts can review the data that have been entered by agencies by clicking on the name of the funding item which will open the sidebar form. After reviewing the information, analysts may enter comments in the public comment text box and LFA analysts may enter a recommendation in the recommendation text box.

Children's Justice Center Technical Correction

Funding Item Description

\$250,000 in one-time funds were originally appropriated for FY21 for the renovation of a building for the new northern County CJC and other CJC expenses, later cut due to COVID, and then restored for FY22. Only \$100,000 was spent by the end of FY22 due

Projected/Completed Implementation Date

November 2023



Total Funding Amount 2023 Amount Spent

\$100,000

\$100,000

Analyst Comments & Recommendations

Analyst Public Comments

LFA Comment

No Comment Entered

GOPB Comment

LFA Public Recommendation

No Recommendation Entered

Agency Public Response

No LFA recommendation to respond to.

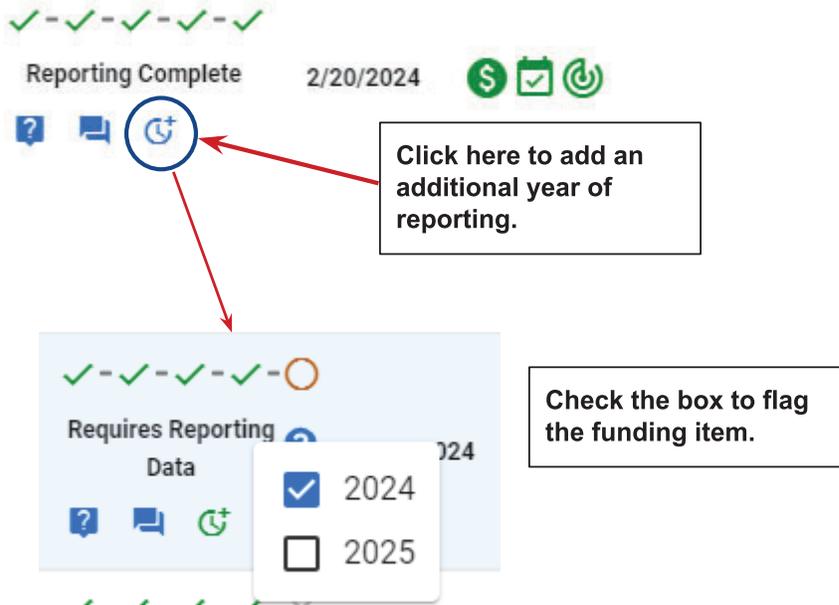
Save

Analysts may enter information in the public comment text box.

LFA analysts may enter a recommendation in the LFA Public Recommendation text box.

Flag Funding Items for an Additional Year of Reporting (Analysts)

After agencies complete their reporting requirements for FY25, analysts can flag a funding item for an additional year of reporting by selecting the blue clock icon and checking the box for the following year.

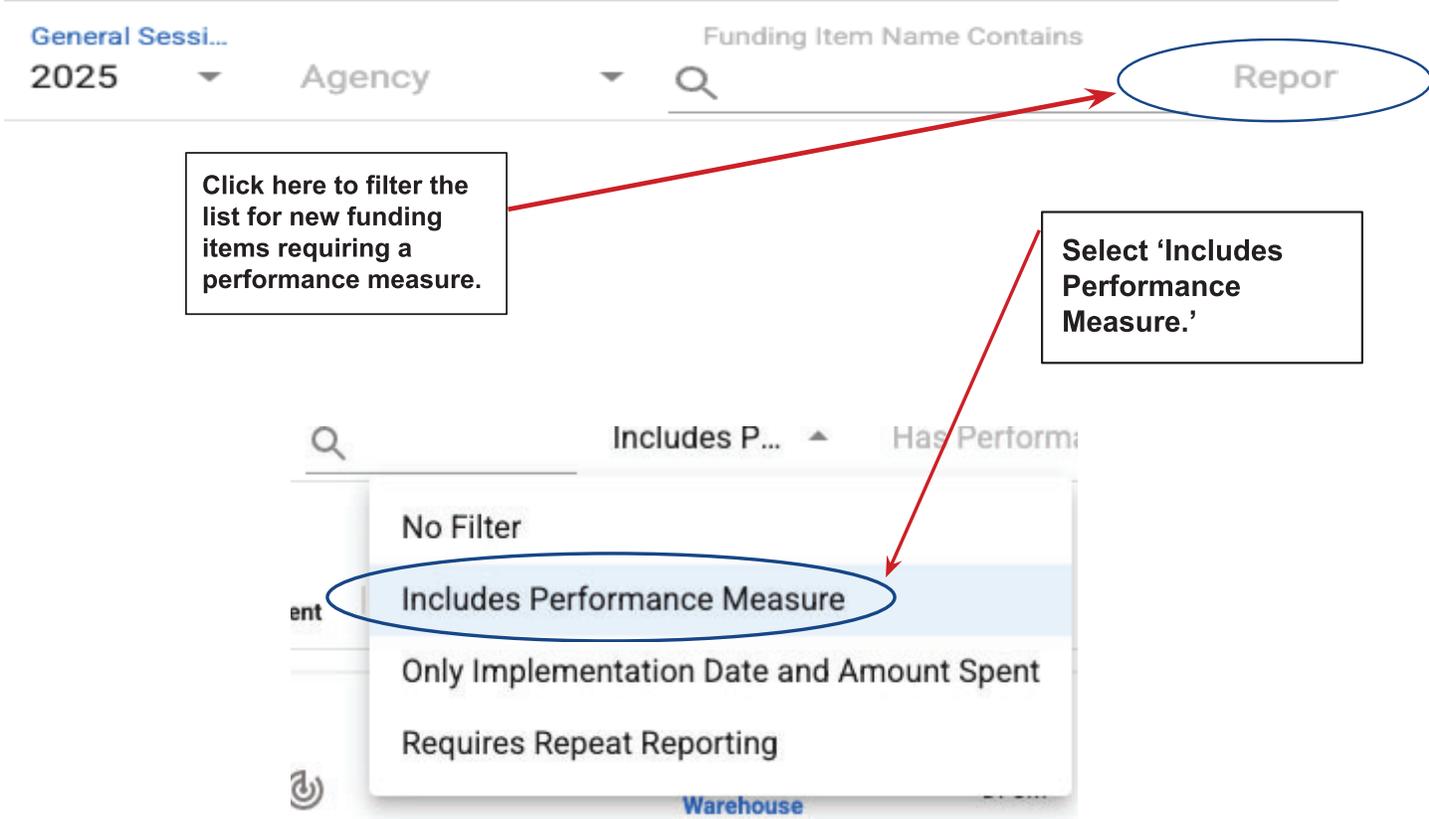


Developing Funding Item Performance Measures

Funding Item Checklist

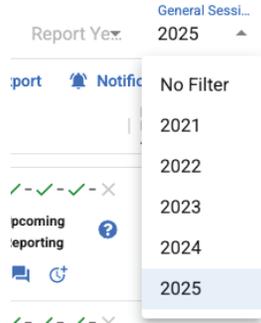
View Funding Items Requiring a Performance Measure

With the passage of [S.B. 296, Performance Reporting and Efficiency Process Amendments](#) (D. Ipson, 2023 General Session), executive department agencies are required to propose performance measures and targets for funding items that increase state funding by \$500,000 or more from state funds. To view the list of funding items where a performance measure is required, use the "Reporting Requirement" filter and select "Includes Performance Measure."

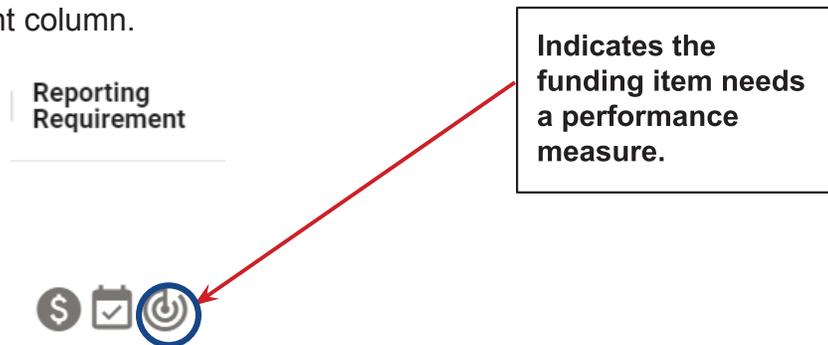


Be sure the 2025 General Session filter is selected. If it is not, above the table, choose 2025 for the General Session filter which is in the row of filters at the top of the table.

The page will remember your filter settings, so this will remain each time you return to the page until you change it.

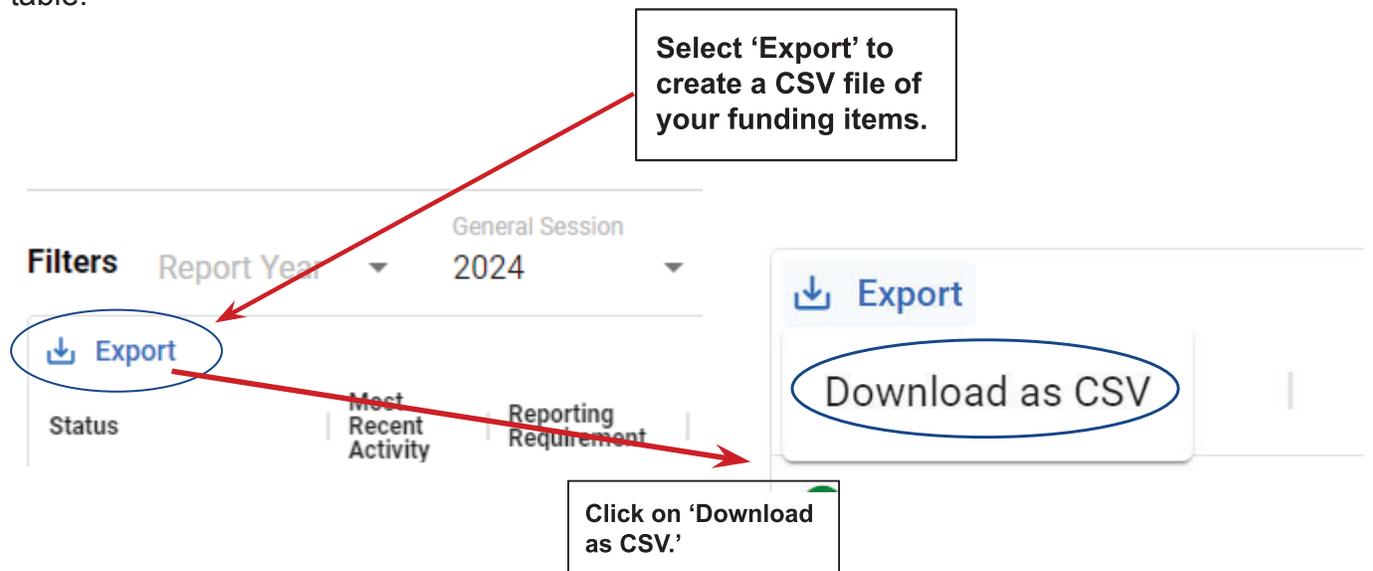


When a performance measure is required, you will see a target-like icon under the Reporting Requirement column.



Export List of Funding Items

If you would like to export a list of funding items, select "Export" at the top left of the table and select "Download as CSV" to create a CSV file of your funding items. The funding items included in the file will reflect any filters you have selected to filter the table.



Propose Performance Measures for New Funding Items

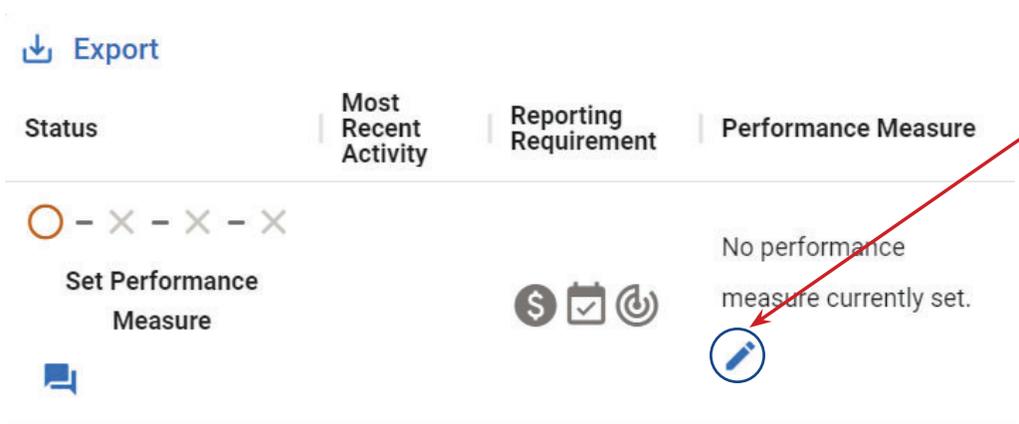
A series of icons in the Status column depict the process for funding items that require performance measures:

1. Set the performance measure.
2. Set the performance target.
3. Review and/or consultation.
4. Obtain approval from both the GOPB and LFA analyst.

Beneath those icons, the status is summarized, and relevant action buttons are made available. Items can be filtered by status with the rightmost filter dropdown:



To propose a performance measure for a funding item that requires a performance measure, select the blue pencil icon in the Performance Measure column. When you hover over it, it will say "Set/Edit Performance Measure."



This selection will take you to the Set Performance Measure screen. Toward the top of the screen, you will see the funding item name, description, and line item.

Set Performance Measure

The funding item name, description, and line item.

Explore existing performance measures below for one that already embodies the desired impacts of this funding item. If an existing measure aligns with the intended outcomes of this new funding, use that measure. If not, [set a new measure](#).

- Funding Item Name:** Public Safety Officer Scholarship Program
- Funding Item Description:** This bill enacts a public safety officer scholarship program for high school students entering into a law enforcement career. Enactment of this legislation likely will not materially impact state revenue. Enactment of this bill would appropriate \$5,000,000 one-time from the Income Tax Fund beginning in FY 2024 to the Utah Board of Higher Education (UBHE) to create the Karen Mayne Public Safe...[Show More](#)
- Funding Item Line Item:** QAFA RGT Student Assistance

Select an Existing Performance Measure

You have two options for proposing a performance measure for the funding item. One is to explore your existing performance measures for a measure that already embodies the desired impacts of the funding item. If an existing measure aligns with the intended outcomes of the new funding item, use that measure. You can view your existing performance measures in the table on the Set Performance Measure screen. You can filter by performance measure name, description, and line item.

Existing Performance Measures [Filters](#)

Agency	Division or Program	Line Item	Description

Performance Measure Name contains: _____
 Performance Measure Description contains: _____
 Line Item: _____

Click here to access the filters.

Click here to set a performance measure for the funding item.

If you find an existing performance measure that may work, but you would like to see more detail click on "View Summary" for more information about that performance measure. To use the performance measure, select "Use this measure."

Name	Description
Number of Voter Certification Course Sessions Conducted	This measure demonstrates that we are actively working with election officials from throughout Utah's counties on training to help promote free, fair, and secure elections.

Once you have selected "Use this measure," you will see the system state that the funding item and the existing performance measure are now "Currently matched." If you

want to unlink the funding item from the existing performance measure, select "Don't use this measure."

The screenshot shows a table with two columns: 'Name' and 'Description'. The 'Name' column contains the text 'Number of Voter Certification Course Sessions Conducted'. The 'Description' column contains the text 'This measure demonstrates that we are actively working with election officials from throughout Utah's counties on training to help promote free, fair, and secure elections.' To the right of the description, there are four buttons: 'View Summary', 'Don't use this measure', 'Set Target', and 'Currently matched.' with a green checkmark icon. Three callout boxes with red arrows point to these buttons: one points to 'Don't use this measure' with the text 'Click here to unlink the performance measure from the funding item.', another points to 'Set Target' with the text 'Click here to set a target.', and a third points to 'Currently matched.' with the text 'Shows the funding item and performance measure are now linked.'

Set a New Target for an Existing Performance Measure

When selecting an existing performance measure for a funding item, be sure you also set an upcoming target for the measure. Statute requires you to have a performance measure AND a target for each applicable funding item. In general, if the funding for the funding item is supplemental funding for FY25, you will need a target for FY25. If the funding item is funded with ongoing and/or one-time funding for FY25, your performance measure will need a target for FY26. There are exceptions such as when there is agreement among GOPB, LFA, and the agency that a performance measure will be reported in a future fiscal year.

After selecting "Use this measure" to match a funding item to an existing performance measure, select "Set Target" to input a target (in the above screenshot) which will take you to the Add Measure Data page.

On the Add Measure Data page you can enter the new target value. You are also required to enter the fiscal year (select the fiscal year that is tied to the anticipated target).

Fiscal Year *

Select One

Measure Format

Number (#)

For number, percent, and dollar value entries, simply enter digits without formatting. For instance, 95% would simply be entered as 95 (instead of 0.95). For text entries, enter a concise update such as "Complete" and enter further detail in the Annotation field below.

Target Value *

#

Actual Value

#

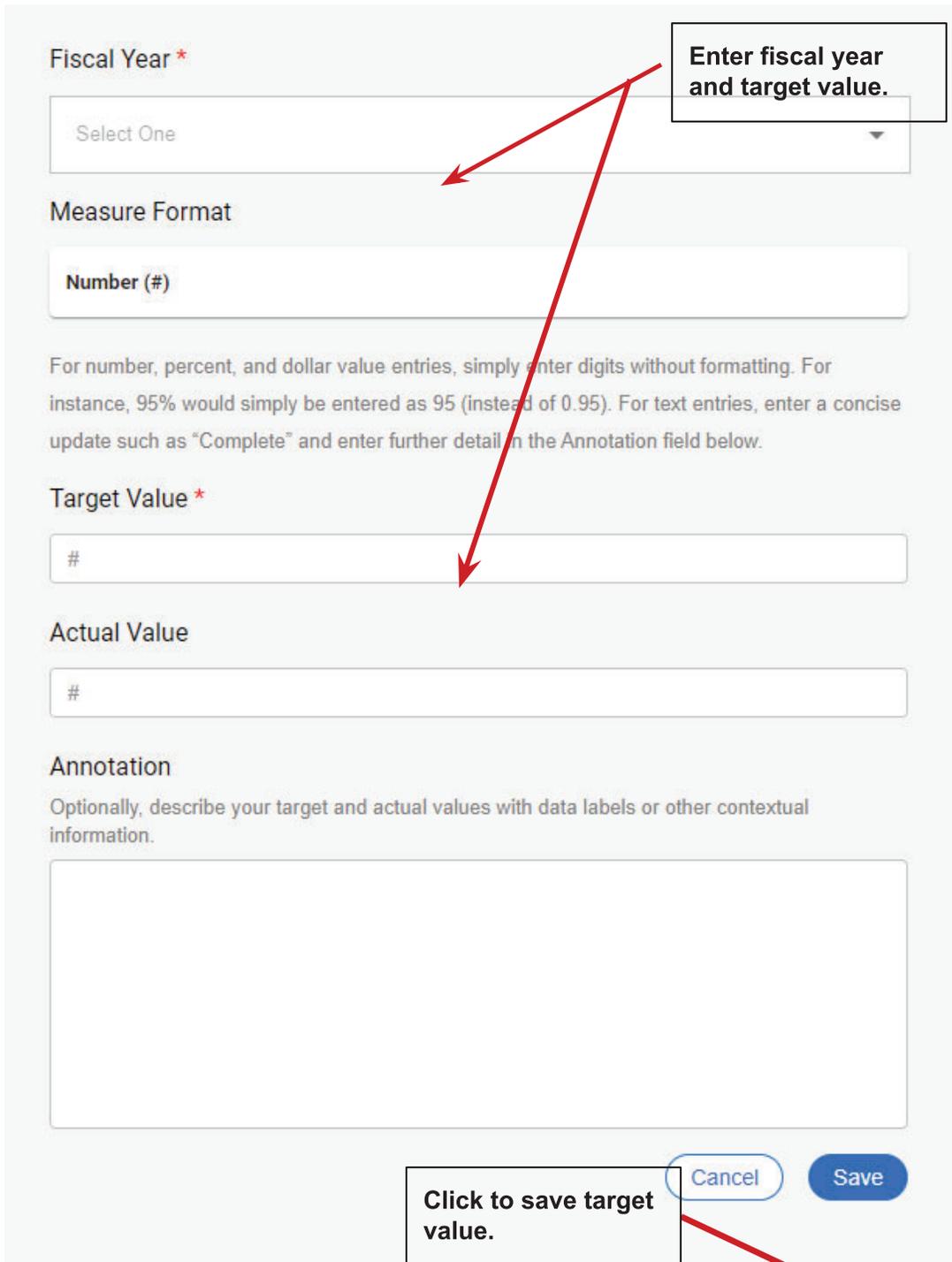
Annotation

Optionally, describe your target and actual values with data labels or other contextual information.

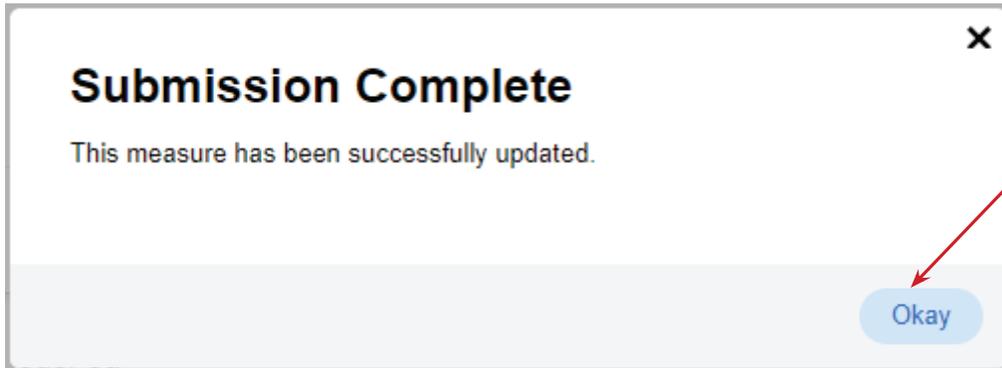
Cancel Save

Enter fiscal year and target value.

Click to save target value.

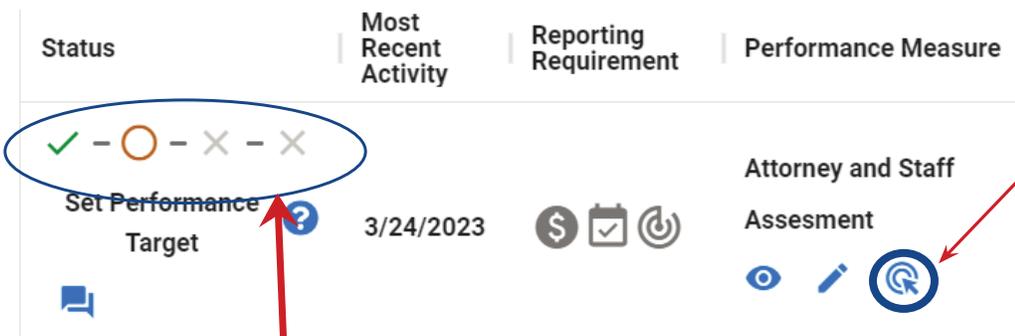


After you click save, a pop up window will appear to let you know that the entry has been saved.



This screen tells you that the entry saved.

Alternatively, if the existing performance measure does not have a target for FY25 or later, when you return to the Funding Item Performance screen, you will see an orange circle and language stating Set Performance Target. In order for your analysts to approve the performance measure for the funding item, you need to set a target for the performance measure. You may follow the instructions above for setting a new target for an existing performance measure or a quicker path to setting a new target is to select the target/arrow icon in the Performance Measure column which will take you to the Add Measure Data page where you can set the target for the performance measure (detailed above).

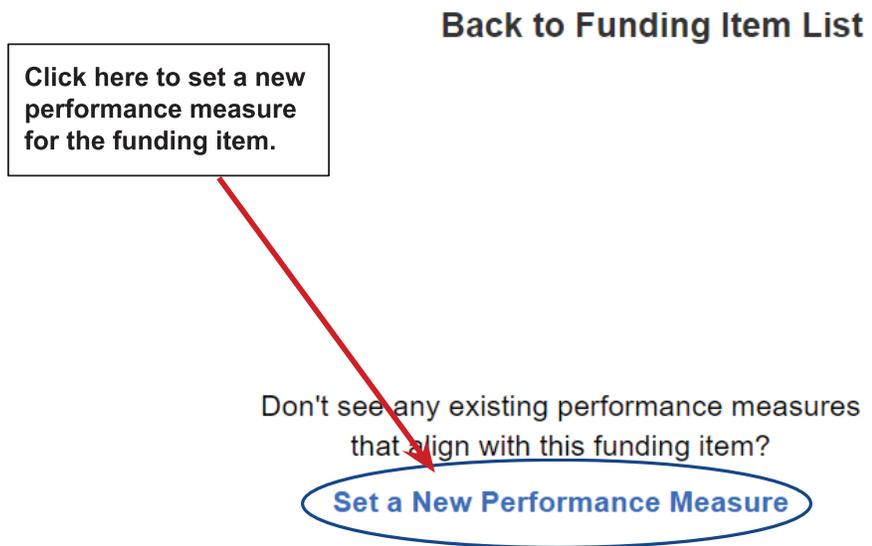


Click here to set a new target for the performance measure.

The orange circle and the text underneath tells you that the performance measure needs a new target set.

Set a New Performance Measure

If an existing performance measure does not fit the funding item, you can propose a new measure for the funding item by selecting "Set a New Performance Measure" toward the top right side of the Set Performance Measure screen.



This selection will take you to the Set a New Performance Measure form where you will fill out the information for the new performance measure. It may be helpful to use [this template](#) to gather information in advance of completing the form (make a copy of the template). The form **does not** save your responses until you submit them. Fields marked with asterisks are required.

Set a New Performance Measure

[Back to M](#)

[Describe Measure](#) → [Tag Measure](#) → [Targets](#) → [Reporting](#) → [Review](#) → [Submit](#)

Tell the story of your agency's progress and needs by establishing a meaningful performance measure with GOPB and LFA per their guidance. Agencies are required to establish measures for appropriation line items and some new funding items.

Use [this template](#) to gather information in advance of completing this form. By referencing the template, this form takes only a few minutes to complete. Required questions are marked with a red asterisk. At the end, your agency's responses will be submitted to GOPB and LFA for review.

Note: The form does not save your responses until you submit them.

Click here to begin proposing a new measure.

Next

After selecting an existing performance measure or proposing a new performance measure for the funding item, when you view the funding item on the Funding Item Performance page, you will see an initial green checkmark in the Status column. If the measure has a target for FY25 or later, you will see a second green checkmark in the Status column and text stating that the measure and target are awaiting GOPB/LFA review.

The first green checkmark shows a performance measure has been proposed for the funding item and the second green checkmark shows a target has been set for the performance measure.

Export

Status

✓ - ✓ - X - X

Awaiting GOPB/LFA Review

👍 ? 🗨

Review Proposed Performance Measures for New Funding Items (Analysts)

GOPB and LFA analysts both need to review and approve a performance measure for it to become active. Analysts can utilize the filters to locate the performance measures they need to review. In general, you will want to filter for funding items for your agencies and for measures awaiting GOPB/LFA Review or that are pending your approval.

No Filter

Performance Measure Needed

Target Needed

Awaiting GOPB/LFA Review

Needs Consultation

Pending GOPB Approval

Pending LFA Approval

Approved

Select the performance measure proposed for the funding item to view the measure details.

Status	Most Recent Activity	Reporting Requirement	Performance Measure	Funding Item
✓ - ✓ - ✗ - ✗ Awaiting GOPB/LFA Review 👍 ? 🗨️		💰 📅 🔄	Number of conviction reduction cases reviewed	Conviction Reduction Amendments : Number of cases and time spent reviewing each case.

Click here to view measure details.

If you approve of the proposed performance measure for the funding item, select the blue thumbs up icon to mark it as approved. If you think the proposed performance measure needs additional work before approving, select the blue question mark icon to mark that the proposed performance measure and/or target needs consultation.

The screenshot shows a table with columns: Status, Most Recent Activity, Reporting Requirement, and Performance Measure. A row is highlighted with the status 'Awaiting GOPB/LFA Review' and a date of '3/24/2023'. Below the date are icons for a dollar sign, a calendar, and a refresh symbol. To the right, under 'Attorney and Staff', is the text 'Assesment' with an eye icon and a pencil icon. At the bottom of the row are three blue circular icons: a thumbs up, a question mark, and a comment box. Three callout boxes with red arrows point to these icons:

- Top-left box: "Click here to mark you approve of the proposed performance measure and target for the funding item." (points to thumbs up)
- Top-right box: "Click here to see the high-level activity for the funding item including notes from agencies and analysts." (points to question mark)
- Bottom box: "Click here if you think the proposed performance measure needs additional work before approving." (points to comment box)

Activity Feed

Analysts and agencies may communicate through the Activity Feed by selecting the blue comment box icon (in the above screenshot). When you select this button, it provides a log of actions taken for the funding item. There is also an option for agencies and analysts to add comments to the activity log.

Activity Last Updated: Mar 10, 2023, 04:55:23 PM Refresh

Mar 8, 2023

05:26 PM

Funding item imported into the system.

Mar 10, 2023

04:51 PM

Jill Curry (GOPB) set the set performance measure for the funding item to *Kindergarten Readiness - Literacy*

Leave a comment... >

Running log of activity for the funding item.

Add comments here by typing them in and clicking enter.

Once both analysts have approved the measure, it will show in the Status column that the measure has been approved. For newly proposed measures, once both analysts mark it as approved, the measure will move from pending to active status in Performance Prep.

Status	Most Recent Activity	Reporting Requirement
<div style="display: flex; align-items: center;"> ✓-✓-✓-✓- ? </div> <p>Requires Reporting Data ?</p>	2/22/2024	\$ 📅 🔄

The four green checkmarks show the performance measure and target have been finalized for the funding item. Your funding item is now set for future reporting.

Line Item Performance Measures Reporting

[Reporting Requirements Checklist](#)

Reporting Requirements

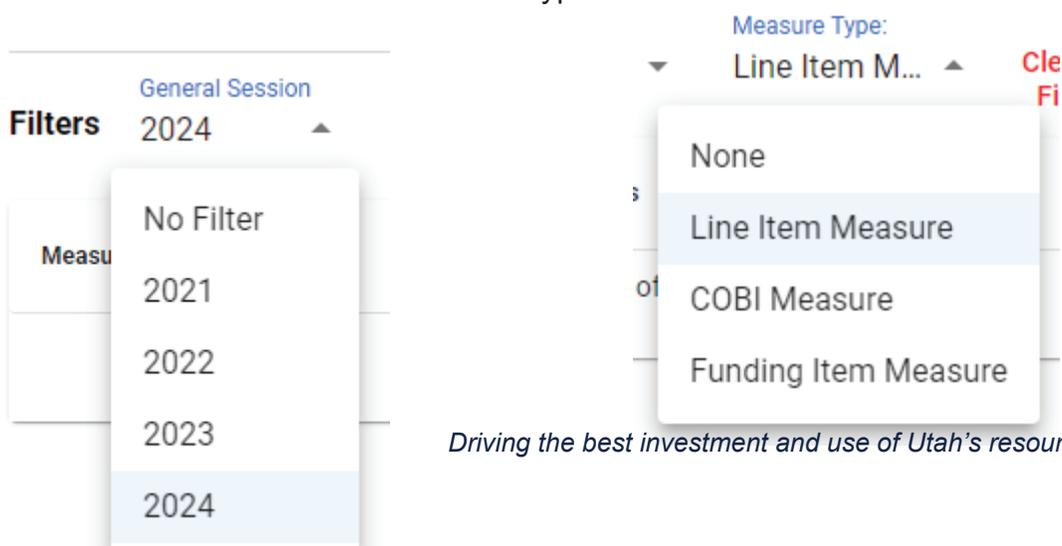
Agencies are required to report on line item performance measures **on or before August 15**. (The State Board of Education and the Utah Board of Higher Education report on or before November 1.) There are two items on which agencies are required to report:

- A final status report of performance measures in FY25 appropriations bills. This information will be reported in Performance Prep.
- Any recommended changes for the next fiscal year to the agency's previously adopted performance measures or targets. This information will be given to your LFA and GOPB analysts.

Line Item Measures on Which You Will Need to Report

Agencies need to report on line item performance measures from FY25 appropriations bills. If you are unsure about which measures you have to report for FY25, you can reference the performance measures tables in LFA's [2025 Budget of the State of Utah](#) or the intent language in your budget bills.

To view line item measures in Performance Prep, navigate to the Manage Performance Measures page which can be found under All Measures from the Performance Prep dropdown menu. On the Manage Performance Measures page, you can filter for the relevant line item performance measures by selecting "2025" for the General Session and "Line Item Measure" for Measure Type.



How to Report on Line Item Measures

Once you locate the desired measure, select the name of the measure (in blue) which will take you to the page for that performance measure. You may enter performance measure data in two ways. First, you may use in-line editing to enter the data directly into the Performance Measure Data table.

To edit data within a cell, double click on it, enter your data, and then hit Enter, Tab, or click your mouse off of the edited cell. You may add or edit data in all of the cells except for the Last Edited column.

Target Value	Actual Value	Appr
90.9%		DQA
90.9%	93.8%	DOA

Alternatively, you can click on "Edit" in the Actions column to edit data in an existing row or select "+Add Measure Data" to add a new row of data to the table. Both actions will open the data entry form.

Click here to add a new row of data.

+ Add Measure Data

How can I edit my data faster? ?

Fiscal Year	Context	Last Edited	Actions
2023		2023-03-31	Edit Delete

Click here to edit a row of data.

Fiscal Year *

2024 X

Measure Format

For number, percent, and dollar value entries, simply enter digits without formatting. For instance, 95% would simply be entered as 95 (instead of 0.95). For text entries, enter a concise update such as "Complete" and enter further detail in the Annotation field below.

Target Value *

Actual Value

Enter the actual value.

Annotation

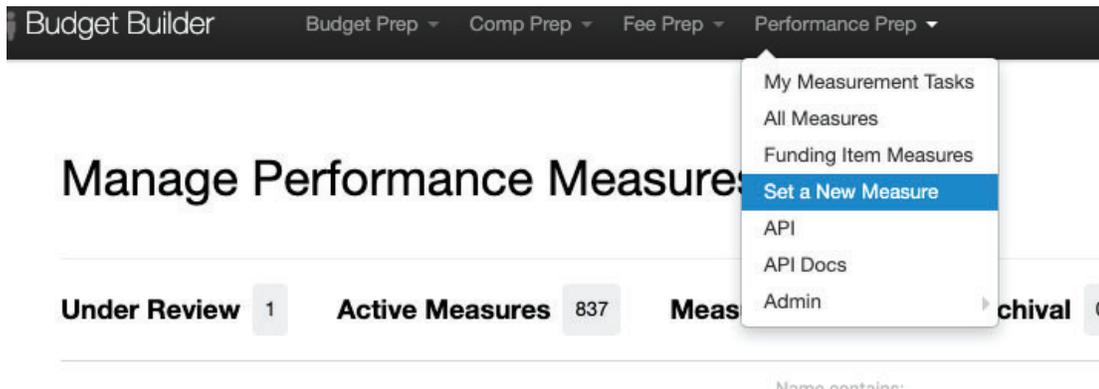
Enter information about your data or any other contextual information.

Optionally, describe your target and actual values with data labels or other contextual information.

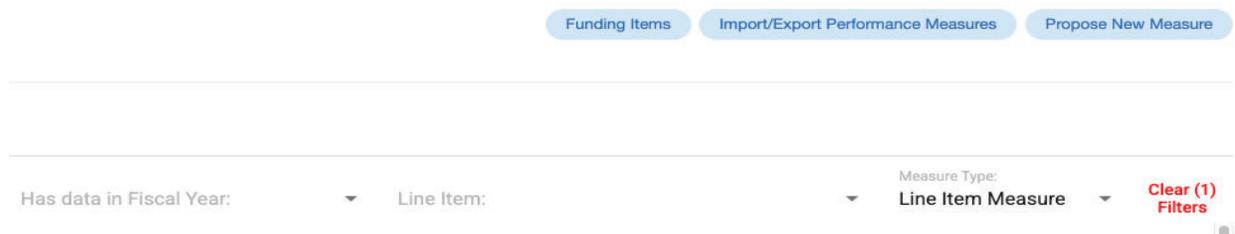
Click here to save the data entry.

How to Propose a New Line Item Measure

To Propose a new Line Item Measure, click on the Performance Prep icon and click on “Set a New Measure”

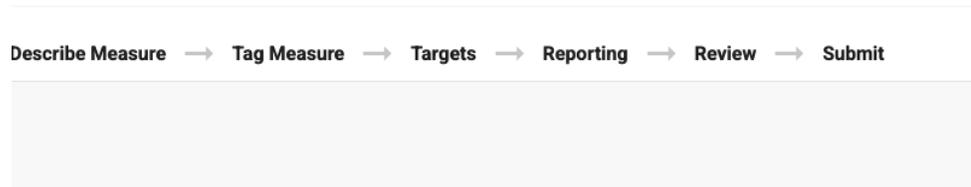


Set the “Measure Type” to “Line Item Measure” and click on the “Propose New Measure” icon



Follow the template to fill out the New Performance Measures for the Line Item

Set a New Performance Measure



Remember, any new measures must be approved by the GOPB and LFA analysts.

How to Eliminate an Existing Line Item Measure

WARNING!!!!

DO NOT delete any measures. Those need to stay in the system and can be archived eventually, but not deleted. Instead, please reach out to your LFA analyst, (notify your GOPB analyst to keep them in the loop as well), and the LFA analyst will recommend the discontinuance of that measure in October interim for Legislative approval if appropriate.

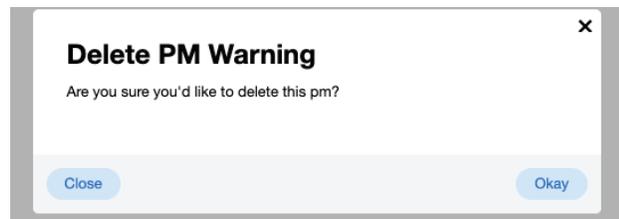
Back to Previous Page

Edit Measure Info

Archive Measure

Delete Measure

**DO NOT click on
the “DELETE
MEASURE”
button!!!**



DO NOT DELETE ANY MEASURES!!! Please contact your LFA & GOPB analysts if you wish to eliminate a line item measure for the next budget year.