

Accountability in Government Act (AGA) Quarterly Reports

Standard Items: (Produced once and included in each quarterly report)

- Agency Mission Statement
- Summary of key Strategic Plan initiatives: The 3 X 5 index card version
 - (e.g. Improve reading, improve math, minimum teachers salaries at \$40k)
- Program description, purpose and budget by source of funds, along with how the program links to key agency initiatives, objectives and key Performance Measures
- Action plan describing responsibilities and associated due dates ---- who, what, where and when.

Customized Elements of Key Agency Reports

For each key measure, provide:

- Key Performance Measure statement
- Source of data used to measure results for the key Performance Measure
- 4 years of historical data, if available
- If historical data are not available, indicate benchmark (starting point) data
- Provide benchmarks comparing to data in other states and/or other government entities, as appropriate and as available
- Data for current quarter: both qualitative and quantitative
- Graphic display of data, as feasible and appropriate
- Explanation as to why performance failed to meet target if target was 10% or more below the standard set
- Proposed corrective action plan for performance that failed to meet target
- Action Plan status
- Corrective action plan for all Action Plan items that were not met

LFC/ DFA Collaboration for key Agencies

- LFC/DFA analysts will collaborate re extent of agreement on *key measures*
- *Key measures* will be subject to LFC and DFA/ Governor's Office *approval* and agency consultation
- DFA will select approved key measures to be *entered into the Governor's Accountability and Performance System* as key initiatives and tracked
- *Strategic Plan formats* may be proposed by agencies and are subject to LFC/ DFA collaboration and final approval by the Executive
- *Action Plans* will be developed in collaboration with LFC/ DFA and are subject to final approval by the Executive
- LFC/ DFA will collaborate with agencies to develop the *Quarterly Report format*, subject to approval by the Executive
- Key agencies will *submit Quarterly Reports* per the approved format
- A *quarterly review* will be done by the DFA and LFC analysts with agency personnel

