PROGRAM DESCRIPTION FORM INSTRUCTIONS

HEADER

If funding programs through multiple core appropriations, use the template shown below in the header of those programs' Program Description Forms. The template lists the various appropriations that fund the program and also lists the general revenue, federal, other, and total planned current year funding for each of those appropriations. (Such Program Description Forms may be included behind each Core Decision Item Form that partially funds the program, with that particular core's funding and the total funding clearly visible while the other core appropriations are shaded.) The example below is the Program Description Form for the Director's Office portion of the program.

Program is found in the following core budget(s):									
	Director's Office	**SPHL**	**Admin**	**CHIME**	**CLPHS**	**EHCDP**	**DCH**	**DSSR**	**TOTAL**
GR	27,254	31,691	10,151	25,312	4,766	38,177	40,825		178,176
FEDERAL				1,661,511					1,661,511
OTHER				50,000				397,098	447,098
TOTAL	27,254	31,691	10,151	1,736,823	4,766	38,177	40,825	397,098	2,286,785

1a. WHAT STRATEGIC PRIORITY DOES THIS PROGRAM ADDRESS?

Identify which of the department's strategic placemat themes this program addresses.

1b. WHAT DOES THIS PROGRAM DO?

Include a brief explanation of the program. The description should be in an easily readable format and written for a lay audience (i.e. without acronyms and jargon). A clear program description should point the way to the measures that follow.

2. PERFORMANCE MEASURES

Include a limited number of significant, pertinent performance measures for core programs.

Include previously targeted versus actual performance data for the previous three fiscal years and base and stretch performance targets for the current and upcoming two fiscal years. The targeted level should be the amount departments said they would achieve for the specified fiscal year in that year's budget request. If the targets were based on decision items that were either not funded or only partially funded, departments may modify the targets accordingly. Footnote any such modifications. Do not modify or "update" targets to bring them into line with actual performance. The intent is to compare what happened with what departments said would happen.

Comparative benchmarks (from other states, the United States, or the private sector) should be included whenever possible. With graphs, the data should also be included, either in a separate table or on the graph.

Measures should be broken out into the following four categories:

2a. PROVIDE AN ACTIVITY MEASURE(S) FOR THE PROGRAM.

Include at least one activity measure for the program. Activity measures should be of interest to readers trying to understand what a program does and should inform readers as to whether the organization is doing what it said it would do. Examples of activity measures include frequency, rates, numbers of actions completed, etc. Departments can include as activity measures the number of clients or individuals served, if relevant.

2b. PROVIDE A MEASURE(S) OF THE PROGRAM'S QUALITY.

Include at least one measure of the program's quality. Quality measures show if a program's activity is being done well. Examples of quality measures include satisfaction levels, assessment against benchmarks, etc.

2c. PROVIDE A MEASURE(S) OF THE PROGRAM'S IMPACT.

Include at least one measure of the program's impact. Impact measures show whether an activity delivers and if it is causing a meaningful impact. Impact measures include outcomes, effectiveness, etc. Some examples of different types of impact measures include: return on investment, reduction in risk factors, change in behavior, compliance with standards and regulations, proportion of clients or customers showing improved well-being, and success in a targeted population.

2d. PROVIDE A MEASURE(S) OF THE PROGRAM'S EFFICIENCY.

Include at least one measure of efficiency. Efficiency measures quantify how much effort is invested to achieve the impact and help determine if a program is worth it. Efficiency measures commonly assess productivity in the form of a ratio of outputs to inputs. Efficiency measures target how departments can produce a good or deliver a service with the least amount of expense and time and with the least number of errors. Common efficiency measures include cost per unit measures (how much did it cost to produce the product or deliver the service), cycle times (how long did it take to produce the product or deliver the service), and accuracy rates (how many units of the product or service were produced without error; with no rework required).

3. PROVIDE ACTUAL EXPENDITURES FOR THE PRIOR THREE FISCAL YEARS AND PLANNED EXPENDITURES FOR THE CURRENT FISCAL YEAR. (*Note: Amounts do not include fringe benefit costs*.)

Using the chart included in the form, show the actual program expenditures for the prior three fiscal years and the current year planned expenditures. Enter the data into cells B3 to E6 in the second worksheet of the Excel Program Description Form spreadsheet. The chart on the Program Description Form will pick up those numbers and populate the chart. In order to ensure consistency across agencies, do not change the chart other than adjusting the scale (this can be done by right clicking the y axis, selecting "format axis", and "scale").

Agencies using the alternative Word version of the Program Description Form will need to complete the Program Expenditure History table in the Excel form and then paste the completed table into the Word document.

If there are multiple core appropriations, the chart should include the <u>total</u> program funding rather than the funding for just that core's portion of the program. For such programs, the totals included in the header's table should match the planned current year expenditures in this section's chart.

4. WHAT ARE THE SOURCES OF THE "OTHER" FUNDS?

List the fund names and fund numbers of the "other" funds.

5. WHAT IS THE AUTHORIZATION FOR THIS PROGRAM?

Include any federal or statutory authorization for the program. Include the federal program number, if applicable.

6. ARE THERE FEDERAL MATCHING REQUIREMENTS?

State whether or not the program has federal matching or maintenance of effort requirements. If there are, explain them in detail.

7. IS THIS A FEDERALLY MANDATED PROGRAM?

State whether or not the program is federally mandated. If it is, explain the mandate in detail.

If you have questions about the Program Description Form or need assistance in developing your performance measures, contact Melissa Hope at B&P (Melissa.Hope@oa.mo.gov or 751-9325).

PROGRAM DESCRIPTION FORM PDF INSTRUCTIONS

Program Description Forms are now included on the Missouri Budget Explorer website, searchable by department and program name. Departments will need to create an organized listing of their Program Description Forms (see template on B&P's website for detailed instructions) and a PDF copy of each Program Description Form and submit these to ITSD by January 31 via the shared network drive (\\Oaadminfiles\oafile\BudgetPDFs.) Departments should save copies of their program listing and PDF copies of their Program Description Forms in their department folder in this shared drive. Access to the shared drive is limited; departments previously submitted names of those needing access to the drive. Contact Renee Wright at ITSD (renee.wright@oa.mo.gov) if you need to update personnel with access to the shared drive.

Departments should print preview the PDF copies of their forms prior to submission to make sure they are professional looking, clear, and will print properly, paying particular attention to page breaks.