

Form 10

**Form 10**  
**Tracking Program-Specific (Training, EMSC, HS, and F2F) and Project-Developed Measures**

**Instructions**

**General Instructions:**

This is a generic data collection form to be used by awardees to report annual objectives and data values for predefined DGIS program-specific performance measures (i.e., Training, EMSC, Healthy Start, and Family-to-Family forms) and/or project-developed performance measures (i.e., measures created using the detail sheet in Part 10.B.1). This data collection form serves two purposes: 1) collects and displays planned, future year (up to 5 years) Annual Performance Objective targets for each program-specific measure and project-developed measure, as applicable; and 2) collects and displays the Annual Performance Indicator values actually achieved during the reporting period for each program-specific measure and project-developed measure, as applicable.

**Part 10.A: Program-Specific Performance Measures:** Part 10.A is applicable only to awardees with predefined DGIS program-specific performance measures (i.e., Training, EMSC, Healthy Start, or Family-to-Family forms). Data collection for these measures is built into the respective program-specific forms in the DGIS system and does not appear as a separate form to complete.

**Part 10.B: Project-Developed Performance Measures:** Part 10.B is only applicable to awardees developing their own performance measures to report. This form is used to create detail sheets for project measures that the awardee chooses to add. The purpose of the detail sheet is to describe the project measures by completing each section as appropriate. Data for the measures created using Part 10.B.1 are captured using Part 10.B.2. Note that the performance measure title, numerator, and denominator fields will be displayed in DGIS in Part 10.B.2. exactly as they are defined in Part 10.B.1. For project-developed performance measures, awardees must first complete the Part 10.B.1 detail sheet. Once a measure is created using Part 10.B.1, the awardee will then be able to complete data cells in Part 10.B.2.

**10.A: PROGRAM-SPECIFIC PERFORMANCE MEASURES**

**Instructions for Predefined Program-Specific Performance Measures**

For each applicable program-specific measure:

- 1) First DGIS report:
  - a. Awardees will establish Annual Performance Objective targets for all future reporting periods. DGIS will auto-populate established Annual Performance Objective targets in subsequent DGIS reports.
- 2) All subsequent DGIS reports:
  - a. DGIS will display previously established Annual Performance Objective targets.
  - b. Awardees will enter values for numerators and denominators, if applicable. Annual Performance Indicators will auto-calculate based on values from numerators and denominators.
  - c. Awardees will complete all other necessary fields.
- 3) If neither actual data nor an estimate can be provided, the Annual Performance Objective and Annual Performance Indicator lines are to be left blank.

Awardees will complete the following data fields:

Field Name	Instructions
<b>Measure Name</b>	The measure name is auto-populated from the assigned program-specific measure (for example, Training 14, etc.).
<b>Reporting Period</b>	The reporting period is auto-populated.
<b>Annual Performance Objective</b>	Enter a value for the target the project plans to meet for each of the reporting periods. The values may be expressed as a number, a rate, a percentage, or yes/no. Note: Objectives only need to be entered in the first DGIS report and will auto-populate for subsequent reports.

<b>Numerator</b>	Enter the numerator values for the reporting period. If you only have a count for the measure, enter it into the numerator field. If an actual number is not available, provide your best estimate. Enter only numerator data for scale measures. If there are no numerator data, leave this line blank.
<b>Denominator</b>	Enter the denominator values for the reporting period. If you only have a count for the measure, this will be entered in the numerator field and the denominator field should remain blank. If an actual number is not available, provide your best estimate. Do not enter denominator data for scale measures. If there are no denominator data, leave this line blank.
<b>Annual Performance Indicator</b>	This value is auto-calculated based on the numerator and denominator (if applicable) entered.
<b>Comment Box</b>	Explain all estimates in the comment box provided. If the data provided was not an estimate, you may leave this field blank. If neither actual data nor an estimate can be provided, you must provide a note in the comment box describing a plan and timeframe for providing the required data. You may also use the comment box to provide any additional information.

**10.B: PROJECT-DEVELOPED PERFORMANCE MEASURES**

**Instructions for Project-Developed Performance Measures**

**10.b.1: Measure development**

This form is used to create detail sheets for project measures that the awardee chooses to add. The purpose of the detail sheet is to describe the project measures by completing each section as appropriate. Data for the measures created using Part 10.B.1 are captured using Part 10.B.2. Note that the performance measure title, numerator, and denominator fields will be displayed in DGIS in Part 10.B.2. exactly as they are defined in Part 10.B.1.

Awardees will complete the following data fields:

<b>Measure Number</b>	DGIS auto-populates the measure number.
<b>Performance Measure Title</b>	Enter a brief, narrative description of the performance measure (for example, number of families that received education on topic, etc.). The measure statement <u>should not</u> indicate a desired direction (such as an increase or decrease).
<b>Level</b>	Select the most appropriate classification for the measure being described. This indicates at which level the measure captures data and where you expect to see change.
<b>Goal</b>	Enter a short statement indicating what the project hopes to accomplish by tracking this measure.
<b>Definition</b>	Describe how the value of the measure is determined from the data. If the value of the measure is yes/no or some other narrative indicator such as Stage 1/Stage 2/Stage 3, a clear description of what those values mean and how they are determined should be provided.  Enter the following for performance measures to be reported: <b>Numerator:</b> If the measure is a percentage, rate, or ratio, provide a clear description of the numerator. In DGIS, this field is used for count and scale, measures that do not have a denominator. This field is not required for narrative measures. <b>Denominator:</b> If the measure is a percentage, rate, or ratio, provide a clear description of the denominator. In DGIS, leave this field blank for count, scale, or narrative measures.

	<p><b>Type of Measure</b>  <b>Unit Type:</b> Indicate type of measure (for example, percentage, rate, ratio, scale, count, etc.).  <b>Unit Number:</b> Indicate the units in which the measure is expressed (for example, %, per 1000, etc.). If the measure is a percentage, ratio, scale, or count this indicates the maximum value for the measure. If the measure is a rate, it indicates per 1,000; 10,000; or 100,000. If the measure is a narrative, leave this field blank.</p>
<b>Grantee Data Sources and Issues</b>	Enter the source(s) of the data used in determining the value of the measure and any issues concerning the methods of data collection or limitations of the data used.
<b>Significance</b>	Briefly describe why this measure is significant, especially as it relates to the Goal.

**10.b.2: Measure reporting**

Part 10.B.2 is only applicable to awardees developing their own performance measures, who have completed Part 10.B.1.

For each applicable project-developed measure:

- 1) First DGIS report:
  - a. Awardees will establish Annual Performance Objective targets for all future reporting periods. DGIS will auto-populate established Annual Performance Objective targets in subsequent DGIS reports.
- 2) All subsequent DGIS reports:
  - a. DGIS will display previously established Annual Performance Objective targets.
  - b. Awardees will enter values for numerators and denominators, if applicable. Annual Performance Indicators will auto-calculate based on values from numerators and denominators.
  - c. Awardees will complete all other necessary fields.
- 3) If neither actual data nor an estimate can be provided for a reporting period, select “No” for Data Available and the Annual Performance Indicator line for the reporting period are to be left blank.

Awardees will complete the following data fields:

Field Name	Instructions
<b>Measure Number</b>	The measure number will auto-populate from the Part 10.B.1 detail sheet.
<b>Performance Measure Title</b>	The measure name will auto-populate from the Part 10.B.1 detail sheet.
<b>Reporting Period</b>	The reporting period is auto-populated.
<b>Annual Performance Objective</b>	Enter a value for the target the project plans to meet for each of the reporting periods. The values may be expressed as a number, a rate, a percentage, or a ratio. Do not enter objectives for narrative measures. Note: Objectives only need to be entered in the first DGIS report and will auto-populate for subsequent reports.
<b>Data Available</b>	Select Yes or No to indicate if data is available for reporting in the reporting period.
<b>Numerator</b>	Enter the numerator values for the reporting period. If you only have a count for the measure, enter it into the numerator data entry field. If an actual number is not available, provide your best estimate. Enter only numerator data for scale measures. Do not enter numerator data for narrative measures. If there are no numerator data, leave this line blank.
<b>Denominator</b>	Enter the denominator values for the reporting period. If you only have a count for the measure, this will be entered into the numerator data entry

	field and the denominator field should remain blank. If an actual number is not available, provide your best estimate. Do not enter denominator data for scale or narrative measures. If there are no denominator data, leave this line blank.
<b>Annual Performance Indicator</b>	For count and scale measures, this value is auto-populated from the narrative field. For percentage, ratio, and rate measure, this value is auto-calculated based on the numerator and denominator entered. For narrative measures, enter the results for the reporting period.
<b>Data Source</b>	Enter the source(s) of the data used in determining the value of the measure and the time period the data source reflects.
<b>Comment Box</b>	Please explain all estimates in the comment box provided. If the data provided was not an estimate, you may leave this field blank. If neither actual data nor an estimate can be provided, you must provide a note in the comment box describing a plan and timeframe for providing the required data. You may also use the comment box to provide any additional information.

**Definitions:**

**Performance Measure:** A measure defined in a DGIS detail sheet.

**Annual Performance Objective:** Annual target that is set for a performance measure.

**Annual Performance Indicator:** Actual value of a performance measure achieved during the reporting period.

**10.A. Program-Specific Measures – Annual Objective and Performance Data**

<b>MEASURE NAME</b>	<b>Annual Performance Objective</b>	<b>Numerator</b>	<b>Denominator</b>	<b>Annual Performance Indicator</b>
<b>Reporting Period</b> _____	_____	_____	_____	_____
<b>Reporting Period</b> _____	_____	_____	_____	_____
<b>Reporting Period</b> _____	_____	_____	_____	_____
<b>Reporting Period</b> _____	_____	_____	_____	_____
<b>Reporting Period</b> _____	_____	_____	_____	_____

**Comment box**

**10.B.1 Project-Developed Measures – Detail Sheet**

<b>Measure Number</b>	
<b>Performance Measure Title</b>	
<b>Level</b>	<input type="checkbox"/> National <input type="checkbox"/> State <input type="checkbox"/> Local <input type="checkbox"/> Organizational/institutional <input type="checkbox"/> Other (specify):
<b>Goal</b>	
<b>Definition</b>	<b>Numerator:</b>
	<b>Denominator:</b>
	<b>Type of Measure</b>
	<b>Unit Type:</b>
	<b>Unit Number:</b>
<b>Grantee Data Sources and Issues</b>	
<b>Significance</b>	

**10.B.2. Project-Developed Measures – Annual Objective and Performance Data**

MEASURE NUMBER \_\_\_\_\_  
 (Performance Measure Title)

	Annual Performance Objective	Data Available	Numerator	Denominator	Annual Performance Indicator	Data Source
Reporting Period _____	_____	_____	_____	_____	_____	_____
Reporting Period _____	_____	_____	_____	_____	_____	_____
Reporting Period _____	_____	_____	_____	_____	_____	_____
Reporting Period _____	_____	_____	_____	_____	_____	_____
Reporting Period _____	_____	_____	_____	_____	_____	_____

**Comment box**