

# MiScorecard Performance Summary

**Business Unit:** State Budget Office  
**Executive/Director Name:** John S. Roberts  
**Reporting Period:** Jun 2015

**Green** >90% of target  
**Yellow** >= 75% - 90% of target  
**Red** <75% of target  
 Date Approved: 7/20/2015

Metric ID	Metric	Status	Progress	Target	Current	Previous	Frequency	Metric Definition
<b>Accountability &amp; Performance</b>								
AP-1	Identify potential budget problems by reviewing and analyzing agency expenditure trends on a qtrly basis	Green	=	100.0%	100.0%	100.0%	Quarterly	Current = Data as of the end of Q2 FY 2015
AP-2	Reduce the number of Executive Budget revisions needed due to errors or omissions in the original submission	Yellow	☹	0	1	0	FY Annually	Current = Revisions related to FY 2015 budget
AP-3	Improve the accuracy of the budget process by reducing difference between budgeted and actual Medicaid costs to no more than +/- 2.0%	Red	☹	+/- 2.0%	-5.5%	2.7%	FY Annually	Current = Final FY 2013 Medicaid expenditures compared to projected FY 2013 Consensus Medicaid expenditures included in the enacted DCH appropriations bill.
AP-4	Improve accuracy of the budget process by reducing difference between budgeted and actual DHS caseload cost to no more than +/- 2.0%	Green	☺	+/- 2.0%	-2.31%	-4.2%	FY Annually	Current = Final FY 2013 DHS caseload costs compared to projected FY 2013 consensus caseload costs included in the enacted DHS appropriations bill.
AP-5	Improve accuracy of the budget process by reducing difference between estimated and actual K-12 pupil counts to no more than +/- 1.0%	Green	☺	+/- 1.0%	0.52%	0.36%	FY Annually	Current = Actual pupil count for most completed school year compared to consensus pupil estimate included in the enacted School Aid Budget
<b>Customer Service Excellence</b>								
CS-1	Increase the number of statewide reporting templates/guidelines for agency use in complying with required legislative reports	Green	☺	6	6	6	Quarterly	Current = Out-of-state travel report; yr-end lapse estimates; transparency website; restricted revenue report; FTE report; spending plans
CS-2	Issue W-2s and 1099s in advance of IRS deadlines	Green	=	100%	100%	100%	CY Annually	Current = CY 2014
CS-3 Shared	Agencies satisfied or very satisfied with OIAS engagements.	Green	☹	80%	80%	86%	Twice a Year	Post project customer surveys to evaluate satisfaction with the OIAS engagement if it contributed toward improving department operations. Current status represents six months ending March 31, 2015.
CS-4	Continue expanding MI School Data portal to include new tools, reports, and metrics.	Green	☺	3	5	3	Quarterly	A new report is defined as a snapshot or trend report for a new dataset not previously reported. A substantial enhancement includes adding one or more new metrics or dimensions to an existing report.
<b>Expertise &amp; Commitment</b>								
EC-1	Develop a professional development plan for each SBO employee	Green	☺	100.0%	97.5%	96.9%	Quarterly	
EC-2	Improve employee skills by implementing provisions of each employee's professional development plan	Yellow	=	80.0%	tbd	tbd	Twice a Year	Professional development activity include formal training, documented mentoring, public speaking; including legislative testimony, job shadowing, etc.
<b>Innovation &amp; Leadership</b>								
IL-1	Improve long-term financial planning by adding additional years to planning horizon	Green	☺	10	10	8	FY Annually	Current = Data as of 3/31/2014
<b>Operational Efficiency</b>								
OE-1	Reduce costs by increasing the percentage of payments processed via electronic funds transfer.	Green	=	100.0%	89.9%	90.0%	Quarterly	
OE-2	Reduce operating costs by increasing the percentage of payments processed via recurring payments functionality.	Green	☹	25%	20.3%	21.4%	Quarterly	
OE-3	Improve accuracy and reduce costs by increasing the percentage of payroll and expense reimbursements that do not require adjustment	Green	=	99%	99.5%	99.5%	Quarterly	
OE-4	Average number of days between data collection and public reporting.	Green	☺	60.0	57.1	78.0	Quarterly	The goal is to reduce the number of days between the close of a data collection, loading it into the longitudinal data system (LDS), creating extracts for the portal, transmitting refreshed data for current reports to the MI School Data site, and making refreshed data available in preview or to the public.
<b>Shared Services</b>								
SS-1	Implement additional specific accounting consolidation, standardization, streamlining or centralization that increase cumulative savings by \$250,000+	Green	☺	\$12550.0	\$12408.1	\$12311.7	Quarterly	\$ in thousands