# ABEST Instructions for Finalizing Budget Structures and Defining Measures

## Data Entry for State Agencies, Appellate Courts, and Institutions of Higher Education for the Eighty-ninth Legislature, Regular Session

## CONTENTS

## DOCUMENT CONVENTIONS

*THIS DOCUMENT USES THE FOLLOWING SYMBOLIC CONVENTIONS:*

**Caution:** This symbol warns you of the possible loss of data.

**Important:** This symbol indicates information you need to know.

**Tip:** This symbol indicates information that may be useful.

## GETTING STARTED

The agency submissions portion of the Automated Budget and Evaluation System of Texas (ABEST) is a web-based application. The Legislative Budget Board (LBB) uses ABEST to track agency requests for appropriations through the stages of the legislative appropriations process and agency performance through the biennial budget cycle.

Agencies are required to finalize their budget structures (goals, objectives, strategies) as well as define their performance measures in ABEST for each upcoming biennium. This work in ABEST is part of the **Strategic Plan/Measure Definitions** process and includes the following components:

- Review your agency's budget structure, as approved by the LBB and the Office of the Governor, Budget and Policy Division.

- Review and assign service categories.

- Define agency performance measures (definitions, descriptions, and cross references).

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**IMPORTANT**

ⓘ You can simultaneously work in ABEST on your agency's **Strategic Plan/Measure Definitions** business process as well as your agency's **Legislative Appropriations Request** (LAR) business process for the upcoming biennium. However, you will not be able to set your agency's LAR **Status** in ABEST to **COMPLETE** until your agency's performance measure definitions are completed in ABEST.

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You may begin updating agency performance measure definitions after you receive an email from your agency's assigned LBB analyst informing you that your agency's budget structure for the upcoming biennium has been approved.

For more about strategic planning preparations and deadlines, see *Instructions for Preparing and Submitting Agency Strategic Plans Fiscal Years 2025 to 2029*. From the LBB website (www.lbb.texas.gov), click **AGENCIES PORTAL** and under **AGENCY INSTRUCTIONS AND APPLICATIONS**, click **INSTRUCTIONS: BUDGET SUBMISSIONS & OTHER REPORTING**. Then click **Strategic Plan Instructions**.

If you have a problem with the ABEST application that you cannot resolve using the instructions document, send an email to **WebAppSupport@lbb.texas.gov** or call the LBB Help Desk at 512-463-3167.

If you have any questions regarding your agency's budget structure or defining the performance measures, contact your LBB analyst. Visit our website at www.lbb.texas.gov to determine the analyst assigned to your agency. From the home page, select **ABOUT LBB→Staff→Analyst Assignments.**

### ACCESSING ABEST

The following steps should be completed to request a user ID and password for ABEST. If you have forgotten your user ID or password, see the LOGGING IN section of these instructions.

To request a user ID, click **AGENCIES PORTAL** from the LBB website (www.lbb.texas.gov). Under **AGENCY INSTRUCTIONS AND APPLICATIONS**, click **FOR NEW USERS AND LOG ON INFORMATION**, then click **Request ABEST Logon** (as shown in the following graphic).

Fill out the form (shown below).



When complete, scroll down and click **Submit**. You should receive an email asking you to confirm the logon request. You must respond to this email; otherwise, your request will not be processed. If you do not receive a confirmation email, send an email request to **WebAppSupport@lbb.texas.gov** or call the ABEST Help Desk at 512-463-3167. The LBB will email you a user ID and password for ABEST within one business day.

## *LOGGING IN*

Google Chrome can be used for ABEST data entry. Other browsers (e.g., Firefox, Safari, Microsoft Edge, etc.) will not work consistently and can create problems in the application. The recommended screen resolution is 1280 x 1024, as shown below.
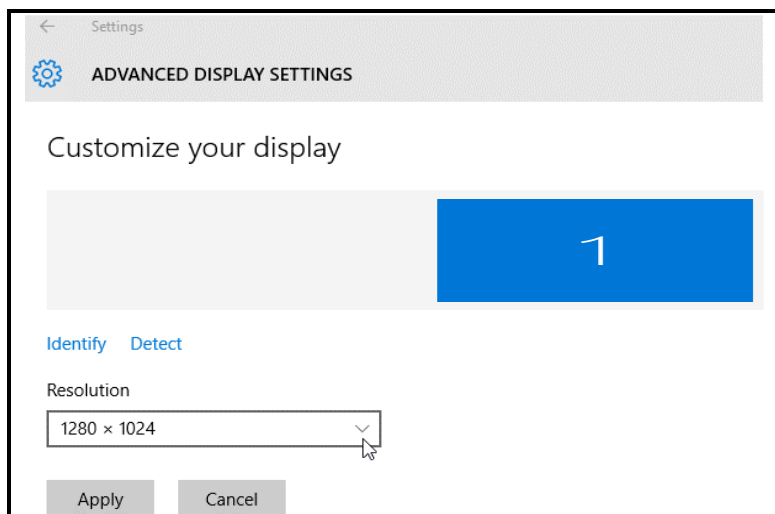


From the LBB website (www.lbb.texas.gov), click **AGENCIES PORTAL**. Under **AGENCY INSTRUCTIONS AND APPLICATIONS**, click **ABEST** (Automated Budget Evaluation System of Texas), as shown below.



**IMPORTANT**

If you already have a user ID and have forgotten the user ID or password, or if your user ID or password does not work, do one of the following:

- Under **AGENCY INSTRUCTIONS AND APPLICATIONS** on the LBB's website (www.lbb.texas.gov), click on **FOR NEW USERS AND LOG ON INFORMATION**, then click on **Reset Password** under **Agency Logon Help.** Enter your User ID or email address and click **Send User Info.**
- Send an email to WebAppSupport@lbb.texas.gov or call the LBB Help Desk at 512-463-3167,

Enter your username and password and click Login, as shown in the following example.
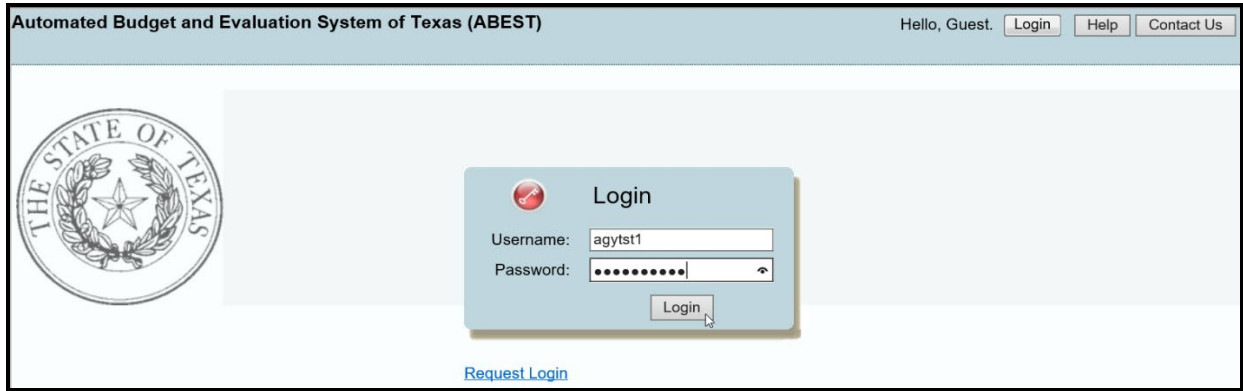
**TIP**

You can also access the **Logon Request Form** mentioned earlier by clicking **Request Login** (see above example).

## PROFILE SELECTION

The profile screen appears upon successfully logging into ABEST. Options selected on this screen determine the menu layout for a particular business process in ABEST (e.g., Operating Budget, Base Reconciliation, Legislative Appropriations Request, etc.).

From the available drop-down menu boxes, select 89TH LEGISLATIVE REGULAR SESSION, Strategic Plan/Measure Definitions, SBR – Base Reconciliation, and your agency.
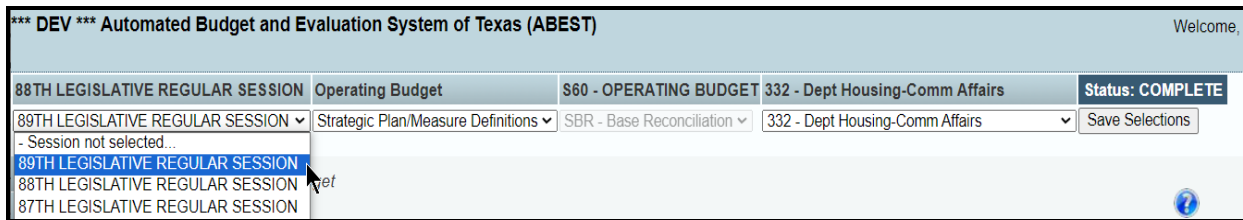


**IMPORTANT**

Many of the screenshot examples used throughout these *ABEST Instructions* include a notation (**\*\*\*DEV\*\*\***) in the upper left corner of the graphic. This notation (**\*\*\*DEV\*\*\***) will not appear on your ABEST screens because it only displays in the test version of ABEST which was used to create the screenshot examples.

Click **Save Selections** to update your profile, as shown below. The options selected will display on the profile settings bar, which is at the top of each screen. The agency **Status** associated with these settings is also included.

**IMPORTANT**

ⓘ Before you enter data, verify that you are in the correct session, business process, and agency. Note that you will not be able to access the menus if your agency **Status** is set to **RESTRICTED** or **LOCKED** (**Status** is located at the right top portion of the profile screen). The LBB uses these specific statuses to indicate that work is in progress. Other agencies will appear in your agency drop-down menu box when their agency **Status** is set to **COMPLETE** in ABEST. If the **Current Profile/Settings** are not correct, click in the drop-down menu boxes to select the appropriate settings and click **Save Selections.**

## *NEWS SCREEN*

The ABEST **News** screen provides important information and often conveys details about upcoming deadlines. ABEST may direct you to this screen if this is your first time to log in or if the **News** screen has been updated.
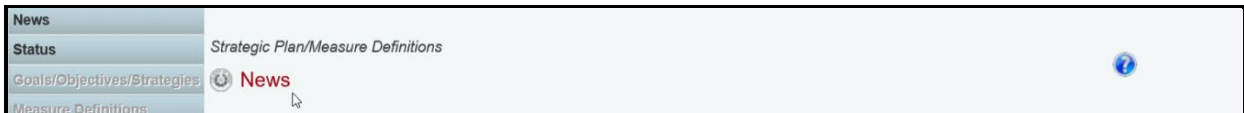


## *HELP*

You can view an ABEST user instructions manual online or get help based on your screen location. Click the **Help** button to view the entire user manual, as shown below.



Click the **Help icon** 🛈 to get detailed information about the screen you are using. The ABEST user manual opens and links to the information based on your screen location.



## *HELP DESK CONTACT INFORMATION*

Contact the LBB Help Desk by clicking on **Contact Us**, as shown below.

The Help Desk will respond to email inquiries as soon as possible; however, it can take as long as the end of the next business day in some cases. You can also contact the LBB by sending an email to **WebAppSupport@lbb.texas.gov** or calling the Help Desk at 512-463-3167. Be prepared to leave a message when calling the Help Desk. Your call goes directly to voicemail at all times. A typical call back response from the Help Desk is within 30 minutes.

## *CHANGING YOUR STATUS TO INCOMPLETE*

Click the **Status** menu, as shown below.



Select the **INCOMPLETE** radio button and click **Save**, as shown below.





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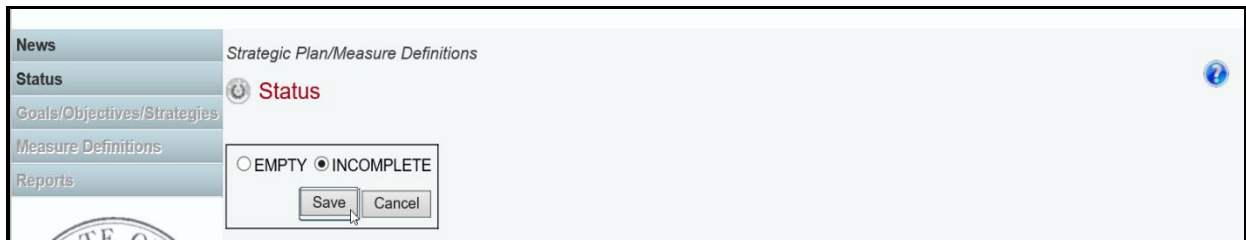
**IMPORTANT**

ABEST will not allow you to enter data until you set the agency **Status** to **INCOMPLETE**. As you enter data, closing edits will appear on the **Status** screen. You must clear the edits before you can change your agency **Status** to **COMPLETE**. You must set your agency **Status** to **COMPLETE** when you have completed your data entry. Refer to the CHANGING STATUS TO COMPLETE section of these instructions for details.

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## *CAUTIONS AND IMPORTANT INFORMATION*

**CAUTION**

You will lose data if ABEST is inactive for 30 minutes or more. Always click **Save** if you leave your computer for more than a few minutes. If ABEST becomes inactive, you must close and reopen your browser and log back in. Any unsaved data must be re-entered.

**CAUTION**

You will lose data if you move to another grid without saving first. Save your work frequently by clicking **Save**. Any unsaved data must be re-entered.

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**IMPORTANT**

ⓘ Read the **News** screen when ABEST directs you to it. It often conveys important information regarding changes and upcoming deadlines.

## DATA ENTRY CONSIDERATIONS

Refer to the following table for information regarding data entry.

**DATA ENTRY REFERENCE**

| TEXT LIMITATIONS | ENTERING DATA | SAVING DATA |
|---|---|---|
| • You may copy text from a word processing application and paste it into ABEST, but you should review it and correct formatting problems if necessary. Bulleted lists may not copy properly. Avoid outline styles that combine numbers and bullets.<br>• Numeric fields allow 12 digits maximum. Enter only whole dollar amounts, not decimal places. You do not need to enter commas in numeric fields. | • Click in the data cell and enter the data.<br>• Press the **Tab** key to move across to the next cell.<br>• At the end of a row, manually click the cursor in a cell on a new row to enter more data.<br>• You can expand some multi-line text fields by double clicking in the field. Use the **Enter** key to start a new line of text in a multi-line text field. Click the cursor outside the field or press the **Tab** key to move out of the field. Save your work by clicking **Save**. Each expandable multi-line text field provides a character counter and identifies the character limit for that field.<br>• In any active data entry cell for numbers, use the built-in calculator by double-clicking in it. After making a calculation and clicking the "**=**" button, click **Send to Grid**. The calculated number transfers to the cell. | • Save data by pressing **Enter** on your keyboard or by clicking **Save** on the screen.<br>• Use the gray section to add new information to a corresponding grid and click **Save**. |

| COLOR CONVENTIONS | IF THE EXPLORER STATUS BAR DOES NOT APPEAR | NAVIGATION |
|---|---|---|
| • Unsaved numbers appear blue in color. Saved numbers are black.<br>• Grayed out data cells are "read only" and cannot be changed on the grid you are working on. Those cells were entered previously by your agency on a different grid or by LBB/ABEST. | • Open the **Tools** menu in Internet Explorer and choose **Internet options**. Click the **Security** tab and select **Trusted Sites**. Click the **Sites button** and enter: **\*.lbb.texas.gov**. | • To move to the top of a long screen, click the **Top** hyperlink at the bottom of the screen.<br>• To move to the bottom of a long screen, click the **Bottom** hyperlink. |

## BUDGET STRUCTURE

Review your agency's budget structure by clicking the **Goals/Objectives/Strategies** menu and the **Structure** submenu, as shown in the following example.
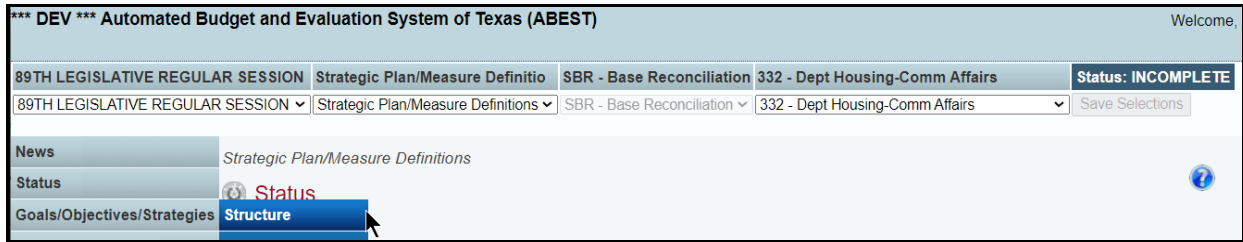


The goals for your agency display on the screen. Drill down to each level by clicking on the "**+**" **icon** located to the left of each goal and objective. Click on each item listed (as shown in the below example) and detailed information displays on the right portion of the screen for each level.



Review the detailed information for each goal, objective, and strategy. Contact your agency's assigned LBB analyst with any questions regarding your agency's budget structure.

## SERVICE CATEGORIES

Article IV appellate courts/agencies (The Judiciary) are exempt from service category requirements. Skip this section if you are an Article IV court/agency.

Each strategy must have an income, age, and service category assigned. The service categories your agency used for 88-R have been copied forward for 89-R. You will need to assign service categories for new strategies and revise any that have changed.

Click the **Goals/Objectives/Strategies** menu and the **Service Categories** submenu, as shown below.
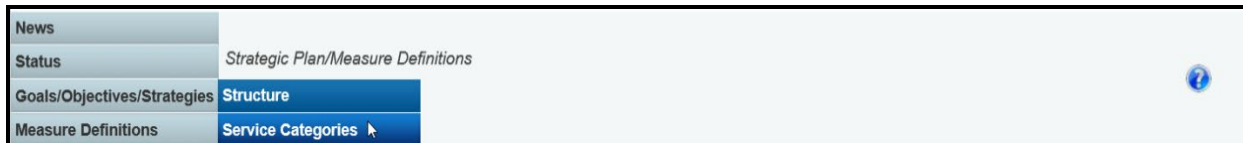


The goal, objective, strategy, and strategy short name appear in the leftmost column on the grid. The category codes used last session will appear in each drop-down menu box for **Income**, **Age** and **Service**. Review the categories assigned for each strategy and revise any that have changed. Assign

categories for any new strategies by selecting a category from each drop-down menu box (as shown in the following example) and click **Save**.

# DEFINING PERFORMANCE MEASURES

The state of Texas uses a performance-based budgeting system. In the biennial budget cycle, agencies complete strategic plans in the spring/summer before the legislature meets to determine the state's budget for the following biennium. Agencies are required to review and/or modify the following items in ABEST as they pertain to the budget structure for performance measures.

- Performance Measure Definitions

- Performance Measure Descriptions

- Performance Measure Cross References

In these instructions, outcome performance measures are used for the primary example of working with measures. Working with output, explanatory, and efficiency performance measure definitions are nearly identical processes.

## *MEASURE DEFINITIONS*

Performance measure definitions typically remain the same from session to session and for that reason definitions are copied forward from the previous biennium.

If your agency's budget structure for 89-R has new goals, objectives, strategies, and/or measures, you will need to enter new definitions for the measures.

If redefining your agency's budget structure for 89-R includes deleting goals, objectives, and/or strategies, the related measure definitions will not appear in ABEST for 89-R.

Your budget structure may include measures that have changed by type (for example, from outcome to output). A measure that has changed by type will be treated as new in ABEST, and you will need to re-enter the measure definition. If you cannot copy from a source document and paste into ABEST, you can go into ABEST for a previous session, print a report of the previous measure definitions, and manually re-enter the information for the changed measure. If a measure has changed significantly, it

may be considered new for ABEST purposes. Your agency, the LBB analyst, and the Office of the Governor, Budget and Policy Division will make this determination for your agency.

A performance measure's definition describes the measure, provides the methodology for its calculation, and gives additional information about the measure. Definitions submitted with the agency's strategic plan must include the following elements:
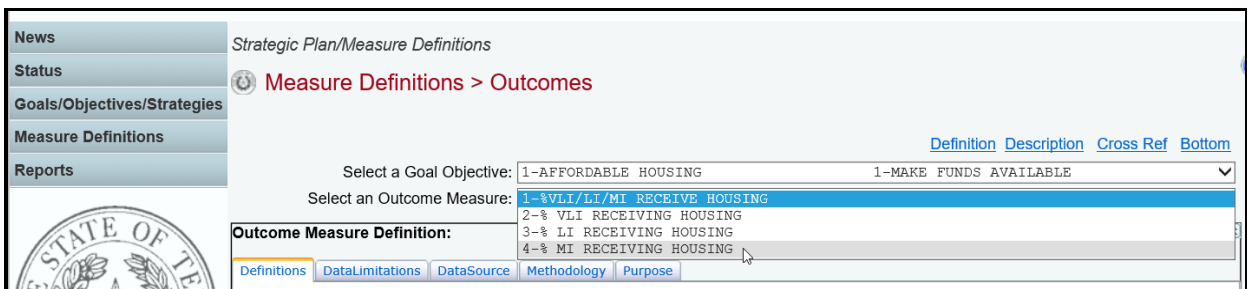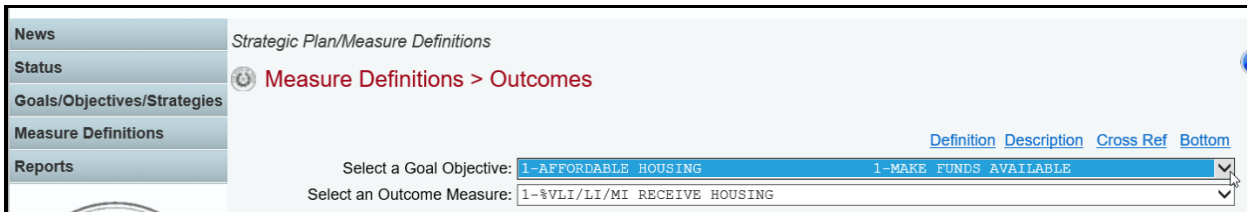
- Definitions

- Data Limitations

- Data Source

- Methodology

- Purpose

The definition should provide a brief explanation of what the measure is and give enough detail to provide a general understanding of the measure.

Click the **Measure Definitions** menu and the **Outcomes** submenu.
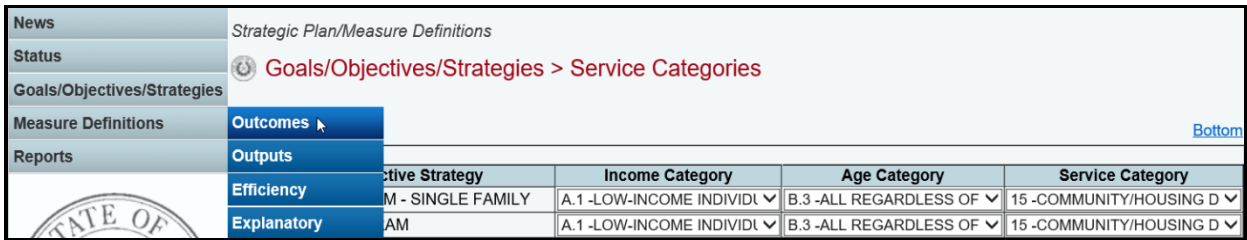


The first outcome measure displays on the screen. If necessary, select a different **Goal/Objective** from the first drop-down menu box and the desired **Outcome Measure** from the second drop-down menu box (example shown below).





| TIP | |
|---|---|
| ✓ | Hover your cursor over the names within the drop-down menu boxes to show additional information on an item listed in a drop-down menu box. |

Click on the **Definitions** tab on the **Outcome Measure Definition** grid, as shown below.



The screen displays the baseline (BL) fiscal years associated with the upcoming session. If the measure is new, these fields will be empty. If it is an existing measure, the measure definition from the current biennium will appear.

Enter or revise the measure's definition for BL 2026 (required). You only need to enter BL 2027 information if it differs from BL 2026. There is a maximum of 1,000 characters for each definition element field. After entering text for the **Definitions** tab, click **Save** at the bottom of the grid, as shown below.



If entered text exceeds the maximum of 1,000 characters for any definition element field, a pop-up window will display with a warning message (see the following example).
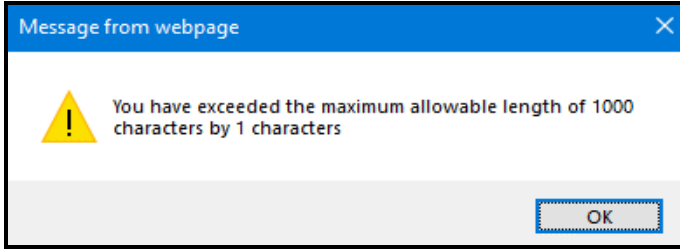
To clear the pop-up warning message window, click the **OK** button. If the **Save** button is clicked immediately after the warning message window is cleared, then red text will appear to the left of the **Save** button (shown below) indicating no data was saved because the entered text exceeded the maximum length of 1,000 characters for the text field.
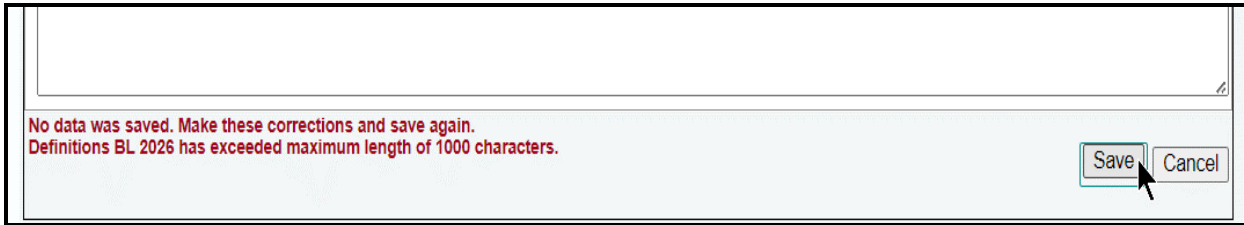


Click on the remaining definition element tabs displayed on the **Outcome Measure Definition** grid, as shown in the below example. Enter or revise information for BL 2026 and BL 2027 (if different from the BL 2026 information) for data limitations, data source, methodology, and purpose tabs.
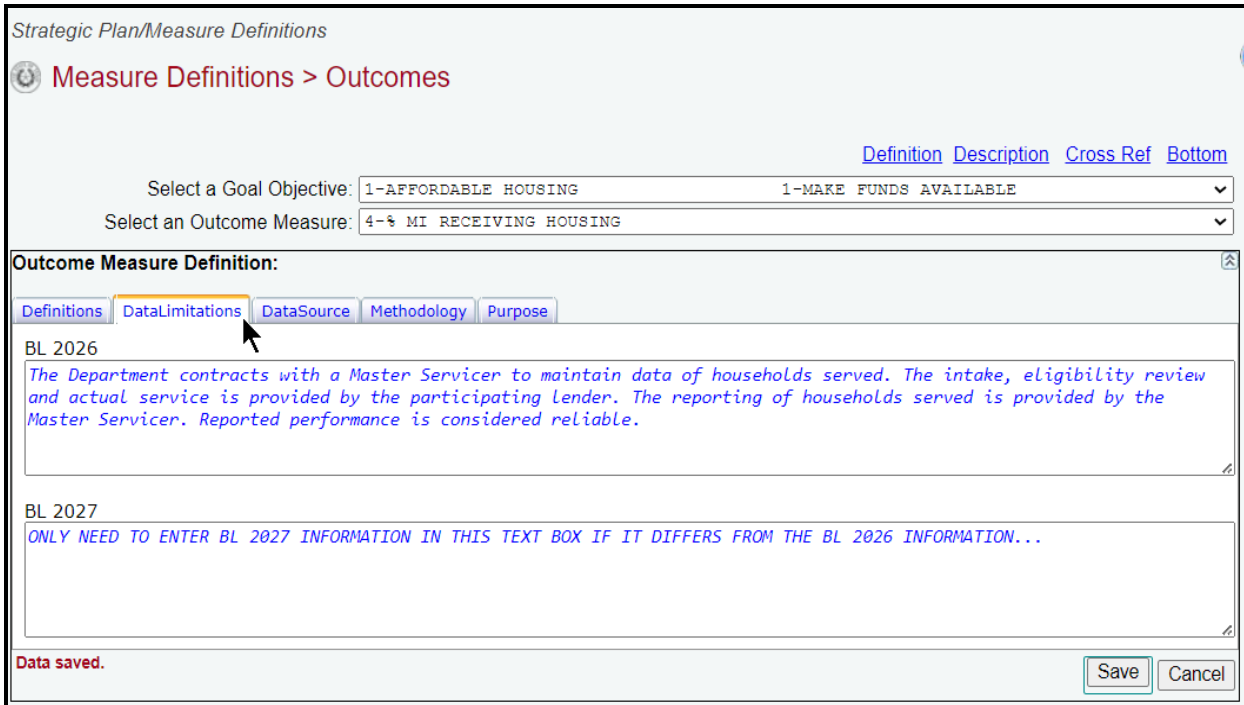


**IMPORTANT**

To minimize closing edits, ensure data is entered in the first year for each tab listed on the **Outcome Measure Definition** grid.

Review the navigation options below. These options will help you navigate easily within the application and are helpful when you have a large amount of data displayed on the screen.

| NAVIGATION OPTIONS REFERENCE | |
| --- | --- |
| **Double Arrow** (top right of grid) | Use this toggle switch (double arrow) to collapse or expand a particular grid. It will enable you to view the details above/below a particular grid (example is shown in the following graphic). |
| Definition | Hyperlink directs you to the **Outcome Measure Definition** grid. |
| Description | Hyperlink directs you to the **Outcome Measure Description** grid. |
| Cross Ref | Hyperlink directs you to the **Cross Reference Information** grid. |
| **Top** and **Bottom** | Hyperlink positions your cursor at the top or bottom of the screen. |
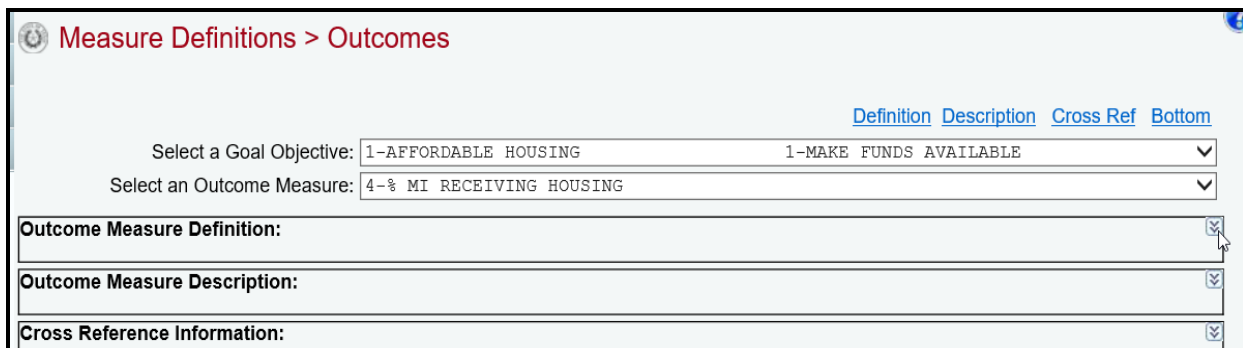


## MEASURE DESCRIPTION

The measure description includes important details about the performance measure. You must review and or update the following items on the measure description grid:

- New Measure

- Target Attainment

- Priority

The measure description is located on the **Measure Definitions** screen and displays as the second grid on the screen. Click the **Measure Definitions** menu and the **Outcomes** submenu if you have timed out or are no longer on the outcome measure definitions screen.

Select a **Goal/Objective** from the first drop-down menu box and an **Outcome Measure** from the second drop-down menu box.

Click on the **Description** hyperlink or scroll down to the second grid labeled **Outcome Measure Description,** as shown in the following examples.

⚙ **Measure Definitions > Outcomes**

| Select a Goal Objective: | 1-AFFORDABLE HOUSING | 1-MAKE FUNDS AVAILABLE | ⌄ |
| Select an Outcome Measure: | 4-% MI RECEIVING HOUSING | | ⌄ |

| Select a Goal Objective: | 1-AFFORDABLE HOUSING | 1-MAKE FUNDS AVAILABLE | ⌄ |
| Select an Outcome Measure: | 4-% MI RECEIVING HOUSING | | ⌄ |

**Outcome Measure Definition:** ⌄

**Outcome Measure Description:** ⌃

The top portion of the **Outcome Measure Description** grid displays the description that is associated with the outcome measure selected, as shown below. Review the items displayed and contact your LBB analyst if you have any questions regarding the information listed. Any changes to this information must go through your LBB analyst.

If the measure is treated as new in ABEST, the new measure field defaults to "**N**" which means "No", and the priority and target attainment fields are blank, as shown below (note: if it is an existing measure in ABEST, the entries copied from 88-R will display).

**Outcome Measure Description:** ⌃

| Outcome Sequence: | | 4 | Outcome Code: | | 14 |
| Percentage: | Y | Reported: | N | Key: | Y |
| New Measure: | N | Calculation: | N | Priority: | H | Target Attainment: | H |
| Short Name: | % MI RECEIVING HOUSING | | |
| Full Name: | Percent Households of Moderate Income Receiving Housing Assistance | | |

New Measure: N   Priority: ☐   Target Attainment: ☐   [ Save ]

Click in the appropriate input boxes to enter or revise the **New Measure**, **Priority** and **Target Attainment** fields and click **Save**. For a new measure, the **New Measure** field will need to be changed to "**Y**" for "Yes". Your changes will load into the top portion of the grid after you click **Save** (as shown below). The data entry options for the three fields are as follows (hover your cursor over the input boxes to see the following options):

- **New Measure**: Y=Yes, N=No

- **Priority**: H=High, M=Medium, L=Low

- **Target Attainment**: H=High (acceptable attainment is *higher* than target), L=Low (acceptable attainment is *lower* than target)

**Outcome Measure Description:** ⌃

| Outcome Sequence: | | 4 | Outcome Code: | | 14 |
| Percentage: | Y | Reported: | N | Key: | Y |
| New Measure: | N | Calculation: | N | Priority: | H | Target Attainment: | H |
| Short Name: | % MI RECEIVING HOUSING | | |
| Full Name: | Percent Households of Moderate Income Receiving Housing Assistance | | |

New Measure: Y   Priority: H   Target Attainment: H   [ Save ]

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| | |
|---|---|
| **IMPORTANT** | |
| ⓘ | All outcome and explanatory measures are noncumulative (denoted as "**N**" next to the "**Calculation**" field) and are reported only once a fiscal year. |
| | All output and efficiency measures may be either noncumulative or cumulative (denoted as "**C**" next to the "**Calculation**" field) and are reported quarterly during a fiscal year. Data for cumulative measures is entered in quarterly amounts and ABEST will automatically sum performance for each quarter to determine fiscal year to date performance. |

## CROSS REFERENCES

A cross reference is required for all existing performance measures that are not new measures. The cross reference for each measure for the upcoming biennium is copied forward from the current biennium. This information assists the legislature and LBB analysts with tracking performance measures from one biennium to the next.

Measures transferred from one agency to another need to refer back to the transferring agency with a cross reference. You will not be able to change your agency's measure definition **Status** to **COMPLETE** if existing measures lack a cross reference. The only exception is a new measure (note: that is a measure that is considered new for ABEST purposes for the upcoming biennium).

Review the cross reference for each measure for accuracy and make any changes here. Include any measures that were transferred from another agency or program as well.

Click the **Measure Definitions** menu and the **Outcomes** submenu if you have timed out or are no longer on the outcome measure definitions screen. Select a **Goal/Objective** from the first drop-down menu box and an **Outcome Measure** from the second drop-down menu box.

Click on the **Cross Ref** hyperlink (as shown below) or scroll down to the third grid labeled **Cross Reference Information**.

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⚙ **Measure Definitions > Outcomes**

Definition  Description  Cross Ref  Bottom

| Select a Goal Objective: | 1-AFFORDABLE HOUSING | 1-MAKE FUNDS AVAILABLE | ⌄ |
|---|---|---|---|
| Select an Outcome Measure: | 4-% MI RECEIVING HOUSING | | ⌄ |

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The **Cross Reference Information** grid displays detailed information for the outcome selected. The top portion of the screen displays the cross reference copied from 88-R. The options at the bottom of the grid enable you to enter or revise the cross reference. If the measure is new there is no cross reference information.

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| Select a Goal Objective: | 1-AFFORDABLE HOUSING | 1-MAKE FUNDS AVAILABLE | ⌄ |
|---|---|---|---|
| Select an Outcome Measure: | 4-% MI RECEIVING HOUSING | | ⌄ |

**Outcome Measure Definition:** ⌄

**Outcome Measure Description:** ⌄

**Cross Reference Information:** ⌃

| Agency Code: | | Session Code: | | Session Type: | |
|---|---|---|---|---|---|
| Stage Code: | | Version Code: | | Entered By: | |
| Goal Seq: | | Objective Seq: | | Strategy Seq: | |
| Measure Type: | | Measure Seq: | | Date & Time: | |

**No Cross Reference for New Measures.**

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**IMPORTANT**

You cannot assign a cross reference to a new measure. The **Cross Reference Information** grid will display "*No Cross Reference for New Measures*" at the bottom of the grid.

To enter or revise the cross reference, begin by clicking in the drop-down menu box labeled **Agency** to enter the appropriate agency code, as shown in the below example. If the measure was transferred from another agency for 89-R, select the transferring agency here.



Select the **Measure Type**, **Goal/Objective** and **Outcome Measure** for the cross reference and click **Save**. Your changes will load into the top portion of the grid after you click **Save**.



**IMPORTANT**

To minimize closing edits, ensure a cross reference is entered for each measure. If the measure is marked new, a cross reference is not required.

You will need to flag measures as new in ABEST if your agency, the LBB, and the Office of the Governor, Budget and Policy Division determine a measure has changed considerably.

To delete a cross reference, navigate to the **Cross Reference Information** grid as described previously and click **Delete**, as shown below.

| Cross Reference Information: | | | | | | ⌃ |
|---|---|---|---|---|---|---|
| Agency Code: | | Session Code: | | Session Type: | | |
| Stage Code: | | Version Code: | | Entered By: | | |
| Goal Seq: | | Objective Seq: | | Strategy Seq: | | |
| Measure Type: | | Measure Seq: | | Date & Time: | | |
| **Data deleted.** | | | | | Delete | |

Repeat the previous steps to enter measure definitions, descriptions, and cross references for each measure for your agency. This may include outcome, output, efficiency, and explanatory measures.


## GENERATING REPORTS

You may generate reports at any time, regardless of the **Status** for your agency. However, before printing copies of your final submission, it is essential that you change your agency **Status** to **COMPLETE**. Refer to the CHANGING STATUS TO COMPLETE section of these instructions for details.

To generate a report, click the **Reports** menu, as shown in the example below.

Click on a report hyperlink (example shown below).

Use the arrow keys at the top to navigate through multi-page reports. The **binoculars icon** can be used to search the report (as shown in the following example), but before clicking on that icon, enter your search criteria in the text box to the left of the **binoculars icon**.
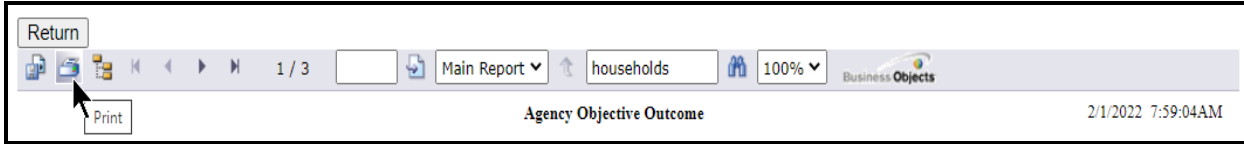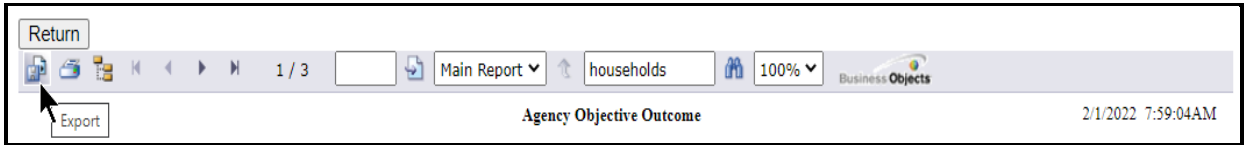
To print, click the **printer icon** in the upper left corner on the ABEST screen.
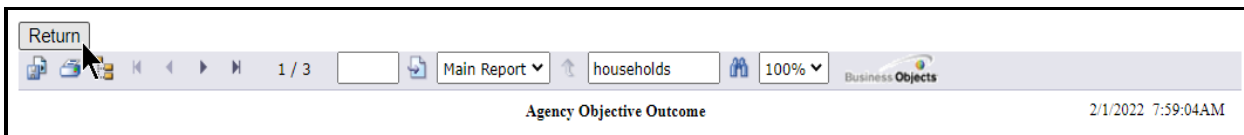


To export, click the **first icon** in the upper left corner of the ABEST screen.



After clicking the first icon to export, select the appropriate **export format** from the drop-down list (as shown in the following example) and click **OK**. The report will download into the appropriate application. Save your downloaded report file.
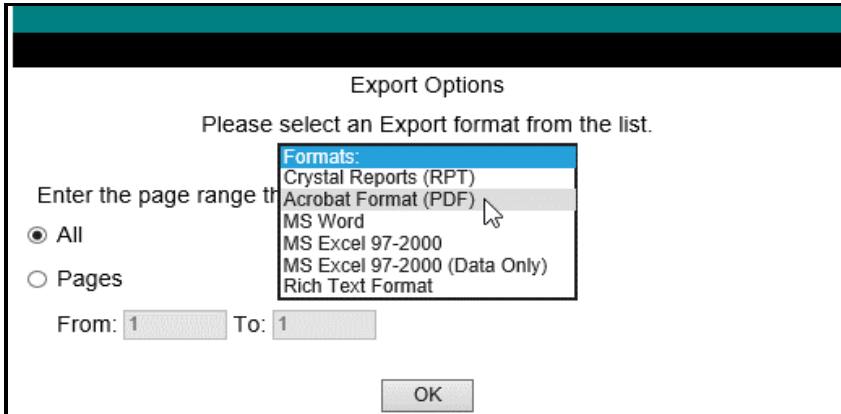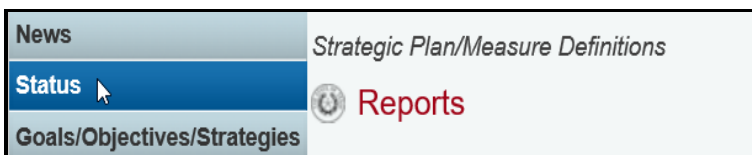


Click **Return** to go back to the **Reports** menu.



## CHANGING STATUS TO COMPLETE

You must change the Strategic Plan/Measure Definitions **Status** for your agency from **INCOMPLETE** to **COMPLETE** to submit your agency's measure definitions and complete your agency's strategic plan. Click the **Status** menu.

If you have no closing edits, select the **COMPLETE** radio button and click **Save**, as shown below.
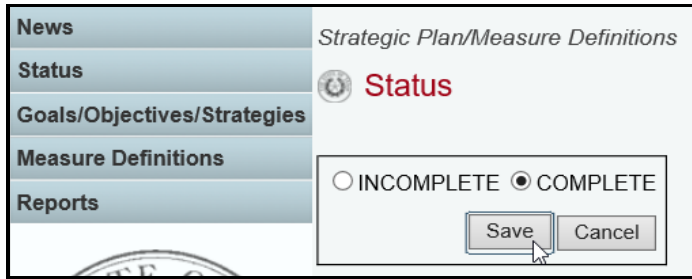
If closing edits display on your agency **Status** screen, refer to the following RESOLVING CLOSING EDITS section of these instructions.

## RESOLVING CLOSING EDITS

Closing edits will appear on the **Status** screen when you have failed to enter data or you entered the data incorrectly. The closing edits display important information (e.g., fiscal year, goal, objective, strategy, sequence, etc.) about the item. If necessary, print the screen for reference by clicking **File** and **Print** from your browser menu. Click the **hyperlink** displayed above each closing edit section, as shown in the following example. The **hyperlink** will direct you to the screen location in question (note: while the hyperlink will take you to the screen location affected, it will not take you to the specific item in question).
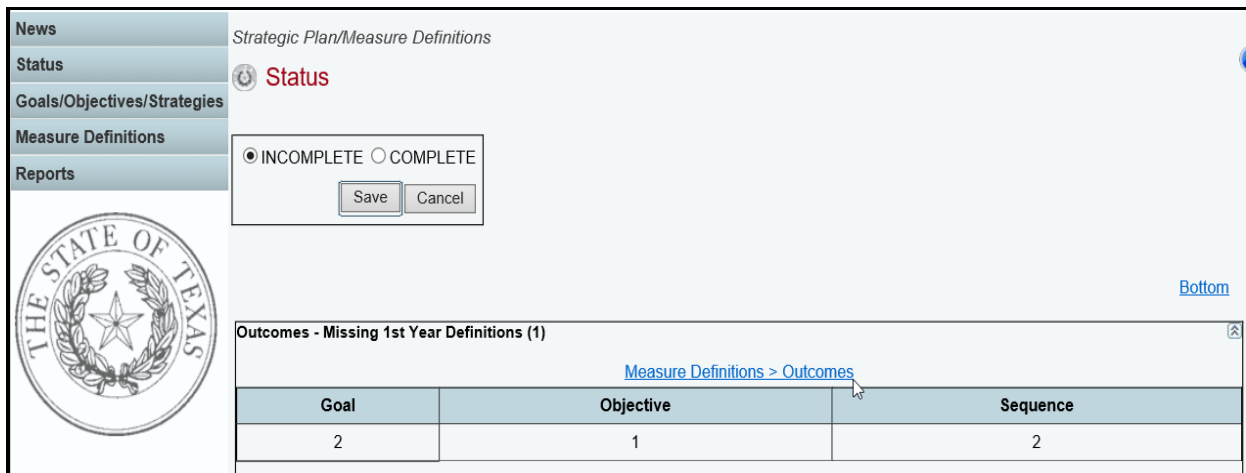


Resolve the items listed in each section on the **Status** screen. Use the hyperlink displayed on the **Status** screen to direct you to each grid or click on each menu/submenu item as indicated in the following **Resolutions For Closing Edits** table. The closing edit will disappear from the **Status** screen once the issue is resolved. Your agency **Status** cannot be changed to COMPLETE until all closing edits are corrected.

| RESOLUTIONS FOR CLOSING EDITS | |
|---|---|
| **CLOSING EDIT** | **RESOLUTION** |
| Outcomes - Missing 1st Year Definitions | The edit indicates that data elements are missing for the 1st year. Data elements include the measure definition, data limitations, data source, methodology, and purpose. Click the **Measures Definition** menu and the **Outcomes** submenu. Select the **Goal Objective** from the first drop-down menu box and the **Outcome** from the second drop-down menu box. Click the **Definition** hyperlink to enter the missing data and click **Save**. |
| Outcomes - Missing Cross References | The edit indicates that no cross reference exists for the measure. If the measure is marked new, a cross reference is not required. Click the **Measures Definition** menu and the **Outcomes** submenu. Select the **Goal Objective** from the first drop-down menu box and the **Outcome** from the second drop-down menu box. Click the **Cross Ref** hyperlink to enter the cross reference and click **Save**. Note that the top section of the grid displays your cross reference. Use the bottom portion of the grid to select or change your cross reference. |
| Strategy Measures - Missing 1st Year Definitions<br><br>(Outputs, Efficiency, and Explanatory Measures) | The edit indicates that data elements are missing for the 1st year. Data elements include the measure definition, data limitations, data source, methodology, and purpose. Click the **Measures Definition** menu and the **Outputs, Efficiency or Explanatory** submenu. Select the goal, objective, and strategy from the **Strategy** drop-down menu box and the **Measure** from the second drop-down menu box. Click the **Definition** hyperlink to enter the missing data and click **Save**. |
| Strategy Measures - Missing Cross References<br><br>(Outputs, Efficiency, and Explanatory Measures) | The edit indicates that no cross reference exists for the measure. If the measure is not marked new, a cross reference is required. Click the **Measures Definition** menu and the **Outputs, Efficiency or Explanatory** submenu. Select the goal, objective, and strategy from the **Strategy** drop-down menu box and the **Measure** from the second drop-down menu box. Click the **Cross Ref** hyperlink to enter the cross reference and click **Save**. Note that the top section of the grid displays your cross reference. Use the bottom portion of the grid to select or change your cross reference. |
| Service Categories | The edit indicates that no service category is selected for a given strategy. Click the **Goals/Objectives/Strategies** menu and the **Service Categories** submenu. Select an **Income, Age, and Service** category from drop-down menu boxes for the strategy in question and click **Save**. |