

## 4.1 MANAGING FOR RESULTS SUBMISSION REQUIREMENTS

### Key Changes for FY 2018:

- A new MFR deadline of August 19, 2016 applies to all agencies. MFR submissions are now due in August instead of the agency budget submission deadline.
- Excel-based templates for each agency will be distributed by DBM before the end of June 2016 for agencies to complete in time for the August deadline.
- A new tab titled “DoIT Do Not Edit” has been placed in some templates to assist DoIT in uploading agency data to the new MFR dashboard. Please do not make any alterations to this tab or to cells that are needed for this tab.
- Data submitted by agencies in the template falls into two categories: “MFR” and “DBM/DLS only.” Only “MFR” data will be published in the agency’s official MFR plan.
- Two new columns have been added in the “All Data Tab” – one column will allow agencies to note if the data is fiscal year, calendar year, federal fiscal year, etc. The other column will allow agencies to connect a measure with an agency program, as appropriate.
- All agencies are required to resubmit the entirety of their data definitions and controls document so DBM can set FY 2018 as a baseline year. Agencies may continue to use whichever format they choose for this documentation.
- Only data categorized as “MFR” data will require data definitions and controls (DC) and performance discussions (PD). In addition, any agency that submits one Excel template (ET) should also only submit one DC and one PD document for the entire agency, instead of one for each unit or program.

**MFR Submission Files:** Each agency must submit the following separate electronic files - Sections 4.2 and 4.3 provide more guidance for each component.

- MFR Excel template (mandatory): By July 1, DBM will e-mail each agency an MFR template to complete. Each agency must use this electronic file to create the FY 2018 MFR submission. Agencies should review the template to check for any errors (including verifying past year actual data), but should not change the format or insert new measures or objectives. Agencies that submit files with alterations will be asked to resubmit.
- Data definitions and control procedures (mandatory): See Section 4.3 for guidance.
- Signed data certification statement (mandatory): Submit as a PDF file.
- Performance discussions (mandatory): See Section 4.3 for guidance.
- Strategies (optional with the exception of strategies supporting State Plan measures, which are indicated in the Excel template): See Section 4.3 for guidance.
- SWOT Analysis (required by the Governor’s Office of Performance Improvement (GOPI) for the 19 agencies working with their office. A list of agencies working with GOPI can be found here: <http://gopi.maryland.gov/about-gopi/>)

**Submitting MFR Files:** Agencies should e-mail MFR documents to [oba.mfr@maryland.gov](mailto:oba.mfr@maryland.gov) and to the assigned DBM budget analyst by **August 19**. The subject line of the e-mail must list the applicable budget code for the agency and the acronym for each file attached, for example U00 ET, DC, PD, C. This example indicates that the Excel template, data definitions and control procedures, performance discussion, and the data certification are attached. Hard copies are not needed. The file name for each document must include the budget code, the acronym that identifies the subject of

the file, and the fiscal year. When agencies submit revised files after the initial file submission, they should include the date of revision in the file name, for example “U00 ET 18 revised 11-12-18.” The acronyms and examples of file names are shown below:

<u>Acronym:</u>	<u>Examples of file names:</u>
ET = Excel template	U00 ET 18
DC = Definitions and controls	U00 DC 18
PD = Performance discussion	U00 PD 18
C = Certifications	U00 C 18
ST = Strategies	U00 ST 18

**Excel Template:** Please reach out to your DBM budget analyst or Carissa Ralbovsky at carissa.ralbovsky@maryland.gov if you have any questions or concerns about the Excel template that was created for your agency. Some important notes for completing the Excel template:

- “MFR Do Not Edit” and “All Data” Tabs: The Excel template will have at least two tabs. The “All Data” tab will be the only tab the agency needs to update data in, while the “MFR Do Not Edit” tab will be automatically populated with data from the “All Data” tab. Select agencies will have a third tab, called “DoIT Do Not Edit,” which will also be automatically populated and used for uploading information to the Open Data Portal.
- Few changes to the MFR may occur in the fall: Such discussions should occur during the spring, as DBM has encouraged in the past. Agencies desiring to change goals, objectives, and measures after June 10 will be considered on a case-by-case basis.
- Explanatory endnotes in Excel template are only required in the following circumstances:
  - Actual data is not yet available or was revised from a prior year actual.
  - “Actual” data is an estimate rather than final.
  - Actual data was not collected for a specific year or is collected in alternate years.
  - Significant declines or improvements in performance are indicated in the data.
  - Performance target level has changed. No note is needed if only the target date has changed.
  - Definition or calculation method for a measure has changed.
  - Reporting period for data has changed (for example, from state to federal fiscal year).
  - Technical or unusual term is used (for example, “walk-off”).
 Endnotes must be concise - lengthy performance explanations should be included in the performance discussion documents only.
- Revisions after submission: Agencies expecting changes to data, or that have measures for which data are not available by the MFR due date, must include an explanation in the transmittal e-mail when submitting the initial files including (a) which data will change and (b) when the final data will be available. When agencies submit the final files, the subject of the transmittal e-mail should include the language “**Final files** including all data” and the e-mail message should state what has been revised, with files that have changes highlighted.
- Proofreading: Excel templates must be proofread before submission to DBM to ensure that:
  - All requested data has been submitted.
  - Endnote text is concise, grammatically correct, and is free of spelling errors.