

4.1 MANAGING FOR RESULTS SUBMISSION REQUIREMENTS

Streamlined Managing for Results Process for FY 2017: DBM is currently working with agencies to streamline the goals, measures and objectives submitted with the agency’s Managing for Results (MFR) plan in preparation for a new submission format. An Excel-based template will replace the Word documents used in previous years, and will be distributed to agencies by August 15. Any questions about changes to MFR and the new submission process can be sent to Carissa Ralbovsky at carissa.ralbovsky@maryland.gov.

Key Changes for FY 2017:

- Excel-based templates distributed by DBM will replace Word documents for the “budget book pages.” Most agencies will have one file instead of separate files for each unit or program.
- Data submitted by agencies in the new template will fall into two categories: “MFR” and “DBM/DLS only.” Only “MFR” data will be published in the agency’s official MFR plan.
- MFR plans will not be physically printed in the Governor’s budget books, and will instead be published on the DBM website as electronic PDFs.
- 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.
- Agencies will no longer be required to submit graphs, and supplemental documents are no longer necessary since additional information can be submitted in the new Excel template.

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 August 15, DBM will e-mail each agency an MFR template to complete, replacing the Word “budget book pages” from previous years. Each agency must use this electronic file to create the FY 2017 MFR submission. Agencies should review the template to check for any errors (including verifying past year actual data compiled by the DBM analyst), but should not change the format or re-insert measures or objectives that were removed from the template. 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.

Submitting MFR Files: Agencies should e-mail MFR documents to oba.mfr@maryland.gov and to the assigned DBM budget analyst by the submission due date listed in the budget target letter. 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 17 revised 11-12-17.” The acronyms and examples of file names are shown below:

<u>Acronym:</u>	<u>Examples of file names:</u>
ET = Excel template	U00 ET 17
DC = Definitions and controls	U00 DC 17
PD = Performance discussion	U00 PD 17
C = Certifications	U00 C 17
ST = Strategies	U00 ST 17

Excel Template: As the Excel templates are new for FY 2017, please reach out to your DBM budget analyst or Carissa Ralbovsky if you have any questions or concerns about the template that was created for your agency. Some important notes for completing the Excel template:

- “MFR” and “All Data” Tabs: The Excel template will have two tabs. The “All Data” tab will be the only tab the agency needs to update data in, while the “MFR” tab will be automatically populated with data from the “All Data” tab. Agencies will also be able to type in endnotes on the “MFR” tab.
- Few changes to the MFR may occur in the fall: Such discussions should occur during the spring and summer months, as DBM has encouraged in the past. Agencies desiring to change goals, objectives, and measures after August 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.