Program Report Card Checklist

Report Card Development:

1. Did I involve agency staff in the development of the report card? ☐

2. Did I use the Revision 6 report card template available on the Appropriations Committee's RBA website? ☐

Report Card Elements:

3. Is my report card no more than two pages? ☐

4. Did I include the agency and program name on my report card? ☐

5. Did I use one column per measure and Arial font with a minimum size of 10 point? ☐

6. Is my quality of life result statement:
   a. In proper form? ☐
   b. Appropriate to my program but does not discuss programs or means? ☐
   c. Sufficiently broad? ☐

7. Does my report card clearly explain the program's contribution to the quality of life result? ☐

8. Did I include all the required budget information for my program? ☐

9. Does my report card identify the major partners who have an important role to play in the program? ☐

10. Does my report card include 3-5 performance measures, specifically:
    a. Do I have no more than 1 HOW MUCH measure? ☐
    b. Do I have 1 or 2 HOW WELL measures? ☐
    c. Do I have 1 or 2 BETTER OFF measures? ☐
    d. If I am missing critical measures or need better data, did I include a Data Development Agenda to begin the data gathering process? ☐

11. Did I represent each measure graphically? ☐

12. Did I include a "story behind the baseline" (any necessary explanation of the chart, problems with the data, and causes and forces affecting the level of performance for each measure? ☐

13. Did I use the appropriate symbol for the trend of each measure? ☐

14. Did I propose actions to "turn the curve" (i.e. move the baselines in a more positive direction) for my program? ☐
    a. Do the actions respond to the stories behind the baseline? ☐
    b. Do I offer low-cost or no-cost actions? ☐
    c. Are the actions likely to make a difference? ☐
    d. Do the actions include the contributions of the partners? ☐
    e. If there is a reduction in funding, have I included actions to do the least harm? ☐

Report Card Submission Process:

15. Did I request assistance from the OFA/Charter Oak resource team? ☐

16. Did I submit the first version my report card by January 15, 2013? ☐

17. Did I make needed revisions to my report card? ☐

18. Did I submit the final version of the updated report cards for by February 1? ☐

Additional information, instructions and resources for the 2015 program report cards are available through the Appropriations Committee's RBA website, http://www.cga.ct.gov/app/rba