**Attachment A-6**

**Miami-Dade County**

**Scorecard Measure Assessment Form**

| Measure Component | Criteria | Criteria  Met (Y/N) | Notes |
| --- | --- | --- | --- |
| Name | * Measure names should be concise and understandable to a layperson * Avoid industry terminology and uncommon acronyms * Include units of measure if necessary |  |  |
| Description | * Expand on measure name * Fully explain in plain terms what is being measured. * Include formula being used, the source of the data, measure assumptions, and if relevant, what is NOT included in the measure. * Include the methodology of setting the target |  |  |
| Ownership | * Owner is person responsible and accountable for the measure’s performance * Add a second owner to if necessary for data entry * Department’s scorecard administrator should not be listed as the owner unless he/she is the person accountable to the measure |  |  |
| Good Direction and Accumulation | * Outcome and efficiency should include a good direction (up or down) * Measures that are designed to perform within a range (neither too high nor too low) should be accordingly defined as “To Center” * Fiscal Year to Date accumulators should be set logically |  |  |
| Performance History and  Frequency | * Enter sufficient performance history to discern data trends * Data should be collected frequently enough to allow for analysis and timely corrective action |  |  |
| Data Validity | * Data should come from systems that have a consistent and reliable method for collecting information * When data comes from manually-entered logs or Excel tracking sheets, data collection procedures must be established and an ongoing review process should be in place |  |  |
| Target | * Key outcome and efficiency measures must have performance targets consistent with the department’s business plan * Targets should be set at least one fiscal year into the future * Best practice or comparative performance levels should be considered in setting the target. |  |  |
| Child Measures | * Use child measure when necessary to facilitate root cause analysis of the parent measure’s performance * Not all child measures need to have a *mathematical* relationship to the parent; they can also just add additional information about the parent |  |  |
| Variance Reports | * Create procedures to explain whenever data underperforms its targeted level * Variance reports must include a reason for underperformance and a summary of planned corrective action |  |  |
| Associated Strategic Plan Objective | * Measures must have a clear correlation to the objective or the strategic goal they support. The goals and objectives can be found in Appendix A8 of the business plan instructions. |  |  |
| Resilience Driver | * Measures must have a clear correlation to one of the 12 Resilience Drivers identified in the Resilient Cities Network Program. These drivers can be found in Appendix A9 of the business plan instructions. |  |  |