**Attachment A-6**

**Miami-Dade County**

**Scorecard Measure Assessment Form**

| Measure Component | Criteria | CriteriaMet (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 andFrequency | * 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.
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