Department of Administration Measurability Assessments: Summary of Key Element and Overall Indicator Ratings

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Indicator 1: Avoids Duplication												
1.1 Program has an inventory that identifies other current programs active in the policy area that address the same goal.	●	○	○	●	○	●	○	○	○	○	○	●
1.2 Inventory demonstrates how the examined program is unique from the other related programs.	●	○	○	●	○	●	○	○	○	○	○	●
1.3 Inventory identifies the purpose of each program.	●	○	○	◖	○	●	○	○	○	○	○	○
1.4 Inventory identifies the services, products, or functions each program is providing.	●	○	○	◖	○	●	○	○	○	○	○	○
1.5 Inventory identifies the target population served by each program.	●	○	○	◖	○	●	○	○	○	○	○	○
1.6 Inventory identifies how the program coordinates with other related programs to avoid wasteful competition and duplication.	◖	○	○	●	○	●	○	○	○	○	○	●
1.7 Inventory is updated periodically.	○	○	○	○	○	◖	○	○	○	○	○	○
1. Program does not duplicate other related programs.	◖	○	○	◖	○	◖	○	○	○	○	○	◖
Indicator 2: Problem Definition												
2.1 Problem definition is based on supportive evidence that clearly describes the nature and extent of the problem facing the individuals the program serves.	●	●	◖	●	○	●	◖	●	○	○	○	○
2.2 Problem definition identifies the major factors contributing to the problem.	●	●	◖	●	○	●	○	●	○	○	○	○
2.3 Problem definition identifies current gaps in services or programs.	●	●	◖	●	○	●	○	●	○	○	○	○
2.4 If program is based on a "promising approach" or "best practice," problem definition provides a rationale for the transferability of the approach to the population the program serves. *If program is not based on a "promising approach" or "best practice," enter N/A.*	N/A	●	N/A	N/A	N/A	●	N/A	●	N/A	N/A	N/A	N/A
2. Program has a problem definition.	●	●	◖	●	○	●	◖	●	○	○	○	○

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Indicator 3: Logic Model												
3.1 Logic model includes specified inputs.	●	●	●	○	●	●	●	○	●	●	○	●
3.2 Logic model includes specified activities.	●	●	◐	○	●	●	●	○	◐	●	○	●
3.3 Logic model includes specified outputs.	○	●	◐	○	○	○	●	○	◐	○	○	●
3.4 Logic model includes specified short-term and long-term outcomes.	●	●	◐	○	●	●	●	○	◐	●	○	●
3.5 Logic model includes specified impacts.	●	●	◐	○	●	●	●	○	◐	●	○	●
3.6 The logic model has been shared with program staff and key stakeholders.	○	○	○	○	○	○	○	○	○	○	○	○
3.7 The logic model is updated periodically.	○	○	○	○	○	○	◐	○	○	○	○	◐
3. Program has a logic model.	◐	◐	◐	○	◐	◐	◐	○	◐	◐	○	◐
Indicator 4: Evidence-Based												
4.1 Program can demonstrate that its outcomes in North Carolina have been tested by a rigorous impact evaluation or that it uses a design that has been tested and found to be successful through multiple rigorous outcome evaluations in other jurisdictions.	○	◐	○	○	○	○	○	○	○	○	○	○
4. Program is evidence-based.	○	◐	○	○	○	○	○	○	○	○	○	○
Indicator 5: Scalability Analysis												
5.1 Scalability documents determine whether the program has robust evidence of its effectiveness.	○	○	○	○	◐	○	○	◐	○	○	○	○
5.2 Scalability documents determine whether the program has the potential for substantially expanded reach and system adoption.	○	○	○	○	●	○	○	◐	○	○	○	○
5.3 Scalability documents determine whether an expanded program is acceptable to target groups and settings.	○	○	○	○	◐	○	○	◐	○	○	○	○
5.4 Scalability documents determine whether an expanded program can be delivered at an acceptable cost.	○	○	○	○	●	○	○	◐	○	○	○	○
5. Program has conducted a scalability analysis.	○	○	○	○	◐	○	○	◐	○	○	○	○

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Indicator 6: Strategic Plan												
6.1 Strategic plan includes a mission statement.	●	●	●	●	●	●	●	●	●	●	●	●
6.2 Strategic plan includes a vision statement.	●	●	◐	●	◐	●	●	◐	●	◐	●	◐
6.3 Strategic plan includes a values statement.	●	●	●	●	●	●	●	●	●	●	●	●
6.4 Strategic plan includes identified goals.	◐	●	◐	●	◐	◐	●	◐	◐	◐	◐	◐
6.5 Strategic plan includes identified objectives.	◐	●	◐	●	◐	◐	●	◐	◐	◐	◐	◐
6.6 Strategic plan includes performance measures.	◐	●	◐	●	◐	◐	●	◐	◐	◐	◐	◐
6.7 Strategic plan is updated periodically.	●	●	●	●	●	●	●	●	●	●	●	●
6. Program has a strategic plan.	◐	●	◐	●	◐	◐	●	◐	◐	◐	◐	◐
Indicator 7: Performance Measurement												
7.1 Performance measures assess key inputs.	◐	◐	○	○	◐	●	◐	○	◐	●	◐	●
7.2 Performance measures assess key outputs.	●	●	◐	●	●	●	●	○	◐	●	◐	●
7.3 Performance measures assess efficiency/process.	○	○	○	○	●	●	●	○	◐	●	○	●
7.4 Performance measures assess quality.	○	◐	◐	○	●	●	○	●	◐	●	○	●
7.5 Performance measures assess key outcomes.	●	○	○	●	●	●	●	○	◐	●	○	●
7.6 Program has a defined method for collecting performance data.	○	○	○	○	○	○	○	○	◐	○	○	○
7.7 Program has a standard format for reporting performance data.	●	●	○	●	●	●	○	○	◐	●	○	●
7.8 Program validates performance measures periodically.	○	○	○	○	●	○	○	○	○	○	○	○
7.9 Performance measures are regularly reported to managers, staff, and key stakeholders.	○	○	○	●	○	○	○	○	◐	○	○	●
7.10 Performance measures provide the level and type of data needed to conduct a rigorous evaluation of program impacts.	●	○	○	●	●	●	●	○	◐	●	○	●
7. Program has performance measures.	◐	◐	◐	◐	◐	◐	◐	◐	◐	◐	◐	◐

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Indicator 8: Quality Improvement System												
8.1 Quality improvement system sets objectives, which have indicators, targets, and dates.	○	○	○	○	●	○	◖	●	○	○	○	○
8.2 Objectives are consistent with those set by the program's strategic plan and are updated annually.	○	○	○	○	◖	○	◖	◖	○	○	○	○
8.3 Quality improvement system monitors progress towards objectives through an action plan and milestones.	○	○	○	○	◖	○	○	◖	○	○	○	○
8.4 Program takes remedial action if there is a performance shortfall.	○	○	○	○	●	○	○	◖	○	○	○	○
8. Program has a quality improvement system.	○	○	○	○	◖	○	◖	◖	○	○	○	○
Indicator 9: Risk Assessment												
9.1 Risk profile identifies inherent risks, assesses the likelihood and impact of inherent risks, determines risk tolerance, and examines the suitability of existing controls and prioritizes residual risks.	◖	◖	◖	◖	◖	◖	◖	◖	◖	◖	◖	◖
9.2 Mitigation strategy identifies who is responsible for risk management activities, determines what control activities the program is using, establishes when the program is implementing activities, and determines where the program is focusing its activities.	○	○	○	○	○	○	○	○	○	○	○	○
9. Program has a risk assessment.	◖	◖	◖	◖	◖	◖	◖	◖	◖	◖	◖	◖
Indicator 10: Financial Forecast												
10.1 Financial forecast is conducted at least annually.	●	●	●	●	●	●	●	●	●	●	●	●
10.2 Financial forecast projects revenues and expenditures for at least 5 years.	◖	◖	◖	◖	◖	◖	◖	◖	◖	●	◖	◖
10.3 Financial forecast breaks down projections into revenue and expenditure categories.	●	●	●	●	●	●	●	●	●	●	●	●
10.4 Financial forecast is based on a basic model of forecasting.	●	●	●	●	●	●	●	●	●	●	●	●
10.5 Financial forecast attempts to explain trends by discussing why revenue and expenditures are expected to increase or decrease.	○	○	○	○	○	○	○	○	○	◖	○	○
10. Program has a financial forecast.	◖	◖	◖	◖	◖	◖	◖	◖	◖	◖	◖	◖

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Indicator 11: Cost Sharing												
11.1 If program does not require cost sharing, documents include a description of why program does not require cost sharing. *If program does require cost sharing, enter N/A.*	●	●	N/A	N/A	N/A	N/A	●	N/A	●	N/A	●	N/A
11.2 If program does require cost sharing, documents include a description of cost sharing requirements. *If program does not require cost sharing, enter N/A.*	N/A	N/A	●	●	●	●	N/A	●	N/A	●	N/A	●
11.3 If program does require cost sharing, documents describe the method used to set charges. *If program does not require cost sharing, enter N/A.*	N/A	N/A	●	●	●	●	N/A	●	N/A	●	N/A	●
11.4 If program does require cost sharing, documents review cost sharing levels and recommend modifications as appropriate. *If program does not require cost sharing, enter N/A.*	N/A	N/A	●	●	●	●	N/A	●	N/A	●	N/A	●
11. Program has cost sharing documents.	●	●	●	●	●	●	●	●	●	●	●	●
Indicator 12: Staffing Analysis												
12.1 Staffing analysis measures caseload and workload.	○	○	●	◐	○	○	○	○	○	○	●	○
12.2 Staffing analysis identifies trends and establishes internal benchmarks for efficient operations.	○	○	●	○	○	○	○	○	○	○	●	○
12. Program has conducted a staffing analysis.	○	○	●	◐	○	○	○	○	○	○	●	○
Indicator 13: Accounting System												
13.1 Accounting system includes assets, liabilities, fund equity and other credits, revenues, and expenditures.	●	●	●	●	●	●	●	●	●	●	●	●
13.2 Accounting system tracks financial information on cash and accrual basis.	●	●	●	●	●	●	●	●	●	●	●	●
13.3 Accounting system is capable of producing financial statements required by the Governmental Accounting Standards Board.	●	●	●	●	●	●	●	●	●	●	●	●
13. Program has an accounting system.	●	●	●	●	●	●	●	●	●	●	●	●

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Indicator 14: Audit												
14.1 Audit documents include a description of audit requirements.	●	●	●	●	●	●	●	●	●	●	●	●
14.2 Audit documents describe accessibility of persons involved with the program; books, records, reports, vouchers, correspondence, files, personnel files, investments, and any other documentation of the program; and property, equipment, and facilities of the program.	●	●	●	●	●	●	●	●	●	●	●	●
14.3 Program maintains a record of prior audits, examinations, and evaluations.	●	○	○	○	○	●	○	○	○	○	●	○
14.4 Program maintains a record of corrective actions taken in response to audit findings and recommendations.	●	○	○	○	○	○	○	○	○	○	●	○
14. Program is audited.	●	◖	◖	◖	◖	◖	◖	◖	◖	◖	●	◖