NEIL ABERCROMBIE GOVERNOR



KALBERT K. YOUNG DIRECTOR

LUIS P. SALAVERIA DEPUTY DIRECTOR

STATE OF HAWAII DEPARTMENT OF BUDGET AND FINANCE

P.O. BOX 150 HONOLULU, HAWAII 96810-0150 ADMINISTRATIVE AND RESEARCH OFFICE BUDGET, PROGRAM PLANNING AND MANAGEMENT DIVISION FINANCIAL ADMINISTRATION DIVISION OFFICE OF FEDERAL AWARDS MANAGEMENT

April 23, 2014

FINANCE MEMORANDUM

MEMO NO. 14-05

TO:

All Department Heads

FROM:

Kalbert K. Young Director of Finance

SUBJECT:

EMPLOYEES' RETIREMENT SYSTEM HAWAII EMPLOYER-UNION HEALTH BENEFITS TRUST FUND OFFICE OF THE PUBLIC DEFENDER PUBLIC UTILITIES COMMISSION

Review of the Program Structure and Performance Measures

In preparation for the Executive Budget for FB 2015-17 and the FY 18-21 planning period, all departments are requested to review their program structure and performance measures. In light of the program reductions that have occurred in recent years, this review shall be focused on the development of a program structure that will promote the best and most efficient use of available resources.

While we should continue to ensure that our program IDs align appropriately with organizational entities, many programs may need to focus on developing meaningful objective statements, performance measures, target groups and activities. These statements are important in understanding and evaluating State programs and can help to provide the focus necessary to promote program efficiency and effectiveness. Accordingly, this review shall encompass:

1. Additions, deletions, or changes in the placement of program IDs in the program structure. New program IDs for new, reorganized or consolidated programs may be added to the program structure. Existing program IDs which are not required in FB 2015-17 must be maintained on the program structure listing for prior year (FYs 14-15) budget data, though related objectives, measures of effectiveness, target groups, and activity indicators should be deleted. The placement of a program ID within the program structure may be changed to improve organizational alignment. New or amended program activities, target groups, measures of effectiveness and activity measures must be submitted as appropriate.

- 2. Revisions to existing objectives, measures of effectiveness, target groups and activity indicators at the program ID level. The measures of effectiveness, target groups and activity indicators are limited to ten <u>each</u> at the program ID level.
- 3. Changes to the program objectives or measures of effectiveness at the intermediate and highest levels of the program structure (target groups and activity indicators are not required at the intermediate and highest levels). There is a limit of ten measures of effectiveness at each intermediate and highest level of the program structure.
- 4. Additions, consolidations or deletions of organization codes. Titles for the new or consolidated organization codes must be submitted. Corrections to the titles of existing organization codes can also be made.

Please have your staff review the State of Hawaii Program Structure effective July 1, 2013 to June 30, 2015, which is available online on the Department of Budget and Finance (B&F) website. All proposed changes should be discussed with the B&F budget analyst assigned to your department. In addition to discussing proposed changes to the performance measures, your staff should be prepared to discuss the problems and costs that may be associated with collecting data for the measures. It is expected that data will be available for the measures chosen, including those at the intermediate and highest levels, and that a mechanism is available, or can be established, to ensure that the data will be collected.

All proposed changes must be inputted on our web-based system, eANALYTICAL. Please note that the program structure order in eANALYTICAL matches the structure used in Act 134, SLH 2013, not the State of Hawaii Program Structure effective July 1, 2013 to July 30, 2015. If your proposed changes include changes to program IDs or structure levels, please contact Mr. Gregg Hirohata-Goto (via email at gregg.h.hirohata-goto@hawaii.gov or phone at 586-1573) so the system can be prepared for your changes.

A copy of Section V, Program Objectives, Measures of Program Effectiveness and Program Size Indicators from "The State of Hawaii's Executive Budget System" is attached to aid in your staff's review. A copy of your department's organization codes and descriptions is also attached for review and update.

Changes to the program structure, performance measures and other program size indicators (i.e., target groups and activities) will become effective on July 1, 2015 for the FB 2015-17 budget. The development of the FB 2015-17 budget will be based on the new approved program structure, performance measures and program size indicators. However, data for all performance measures and program size indicators should be collected starting July 1, 2014 for FY 15. FY 15 data for all measures and program indicators will be required for the Variance Report that will be prepared in Fall 2015.

Please submit a hard copy of your proposed changes, which have been inputted in eANALYTICAL, and a copy of any revisions to your department's organizational codes and descriptions on or before June 27, 2014. Data for new performance measures and program indicators will not be due at that time; however, upon approval of the performance measure and program size indicator changes, the data will be required on Tables A, B and C which will be part of your FB 2015-17 budget submission.

Your cooperation in this effort is greatly appreciated.

Attachments

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