

Program Reports

Performance Measures

NEW Performance Measure Reporting Process

- 1. Create a Performance Measure Template – State Commission Staff**
 - Manage Records > Performance Measure Templates > Manage PM Templates
- 2. Assign a PM Template to a Program – State Commission Staff**
 - Manage Records > Performance Measure Templates > Assign PM Templates to Programs
- 3. Creating and Submitting a Performance Measure - Program Directors**
 - Reporting > Submit Reports > Create Performance Measures
- 4. Approve a Performance Measure – State Commission Staff**
 - Reporting > Approve Reports > Performance Measures
- 5. Create a Performance Measure Progress Report for a Performance Measure – Program Directors**
 - Reporting > Submit Reports > Performance Measure Progress
- 6. Approve a Performance Measure Progress Report – State Commission Staff**
 - Reporting > Approve Reports > Performance Measure Progress
- 7. View Performance Measures and Performance Measure Progress Reports –Both Directors and Staff**
 - Reporting > View Reports > Performance Measures Report

OLD Performance Measure Reporting Process

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Other Program Reports

- Program Progress/CNCS Initiatives (Has an approval loop)
- Demographics
- Successes/Challenges
- Best Practices

System Generated Reports

- Recruiting Status
- Program Totals
- Member Totals by Status (Staff)