May 23, 2008

PROGRAM ASSESSMENT RATING TOOL GUIDANCE, NO. 2008-02

TO: OMB PROGRAM ASSOCIATE DIRECTORS
              OMB PROGRAM DEPUTY ASSOCIATE DIRECTORS
              AGENCY BUDGET AND PERFORMANCE INTEGRATION LEADS
              AGENCY PROGRAM ASSESSMENT RATING TOOL CONTACTS

FROM: Dustin Brown
              Deputy Assistant Director for Management

SUBJECT: Spring Update -- Preparing PARTs for Publication in August 2008

1. PURPOSE. This memorandum provides a timeline and guidance for preparing 2008 Program Assessment Rating Tool (PART) information for publication on ExpectMore.gov in August 2008.

2. SCHEDULE OF REQUIRED ACTIONS. For each action, please see detailed guidance on the pages listed in parentheses.

- May 23- June 30 -- Agency Spring Update of PARTs
- May 27 -- OMB RMOs pass back PARTs to Agencies
- June 6 -- Agencies submit PART Appeals
- June 6- June 13 OMB RMOs and Agencies work out issues
- By June 20, Agencies should email requested measures changes to 2002-2007 PARTs directly to your program examiner
- June 20 -- Appeals board meets
- June 25 -- Appeals board provides decisions
- June 30 – RMO and agencies draft PART summaries
- By July 10, RMOs request rating overrides.
- July 16 -- PARTs updated to reflect appeals board decisions
- July 16 -- RMOs complete revised summaries, including improvement plans on new PARTs
- August 1 -- PARTWeb data entry locked

3. CHANGES FOR 2008.

- OMB RMOs will have the direct ability to modify changes to measures and explanations submitted by agencies. To facilitate this process and make it more efficient, PARTWeb has been enhanced so that RMO's can directly edit, add or delete measures after consultation and agreement with agencies.

- In this spring update, agencies are expected to work with RMOs and PPM to address quality improvement review findings. Efforts to improve measures will also be incorporated in the fall update process.

4. INQUIRIES. Agencies, if you have questions about this guidance, please contact your OMB counterpart. OMB staff, if you have questions, please contact your Performance Evaluation Team (PET) member or PPM examiner contact.

Appendix A: How to Finalize a 2008 PART and Verify the Rating
Appendix B: How to Draft PART Summaries for ExpectMore.gov
Appendix C: How to Review and Revise PART Summaries
Appendix D: How to Update Performance Data, Improvement Plans, and Funding Information
Appendix E: How to Add OMB-Approved Measures to Older PARTs

HOW TO FINALIZE A 2008 PART
AND VERIFY THE RATING

Use this appendix if you assessed or reassessed a program in 2008.

In this appendix, learn how to finalize a 2008 PART and verify the rating.

- By July 16, RMOs and agencies update PARTs to reflect Appeals Board decisions.
- By July 10, RMOs request rating overrides.
- By August 1, RMOs finalize 2008 PART answers, scores, and ratings and make any final edits to explanation and evidence text.

1. HOW TO FINALIZE A 2008 PART. To finalize your 2008 assessment or reassessment, you must respond to consistency check feedback, make any relevant changes based on Appeals Board decisions, and review updated performance data to determine if it warrants a change in answer for 4.1, 4.2, and 4.3.

a. By July 16, update PARTs to reflect Appeals Board decisions and any outstanding changes. OMB staff and agencies should work together to complete edits to 2008 PARTs in PARTWeb, including updates based on Appeals Board decisions. You should also work together to draft a PART summary for each program (*see* Appendix C, "How to Draft PART Summaries for ExpectMore.gov").

b. Review updated PART performance data. After August 1, the OMB PPM team will automatically create a new file in PARTWeb ("2008 SPR") that will be used for ExpectMore.gov. The "2008 SPR" file will be populated with the assessment information you enter in PARTWeb (in the "2008 FULL" assessment) through August 1.

RMOs will use the "2008 FULL" file to revise the performance data, improvement plans, and funding information through PARTWeb.

Important PARTWeb Reminder: This year as we are publishing the 2008 PARTs and updates in August, we will use the 2008 FULL version to make all changes to the answers, explanation, and evidence. A 2008 SPR assessment will be created by the PPM Team to use for ExpectMore.gov (*see* Figure E-1).

2. HOW TO VERIFY THE RATING. PARTWeb automatically generates ratings based on the overall program scores and the answers to questions 2.1 and 2.3. The methodology for determining the ratings remains the same as in prior years. Consistent with past practice, OMB will not publish the numeric overall score that programs receive on the PART; only the rating, translated from the overall score, will be published. The four section scores will be published.

You can view the overall assessment rating and four section scores by looking at the "Publishable Version of Full PART" (*see* Figures B-1 and B-2 below), which is available to you in PARTWeb.
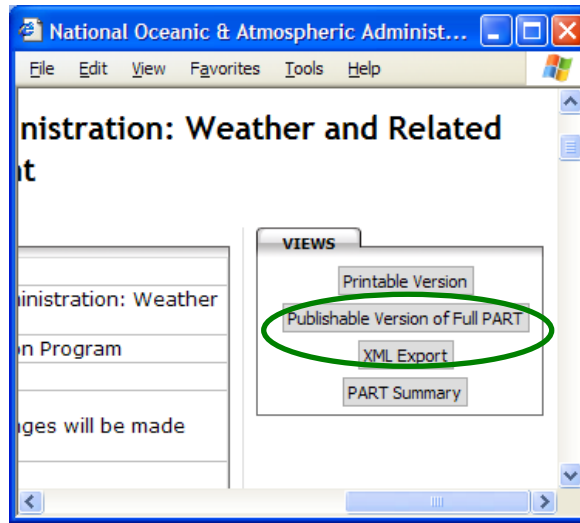

Figure B-1. To see the assessment rating and four section scores, click on the "Publishable Version of Full PART" button found on the top, right side of the assessment screen.
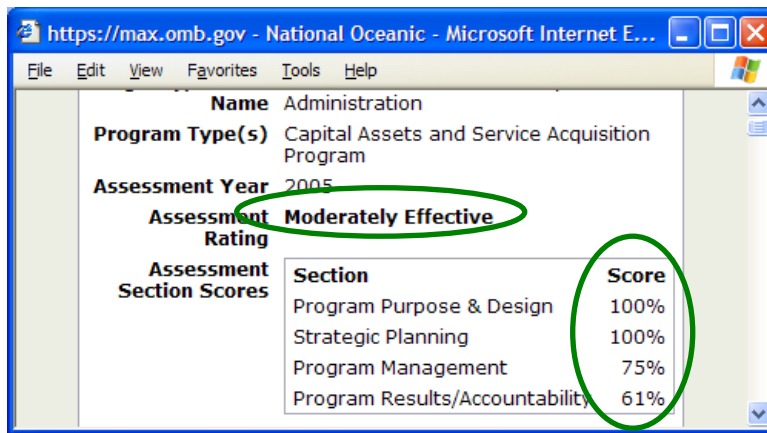

Figure B-2. After you click on the "Publishable Version of Full PART" button, you can see the overall assessment rating and four section scores.

Program ratings will be determined as follows:
- *Results Not Demonstrated.* A program that has not been able to develop long-term and short-term performance measures or does not have data to indicate how it has been performing against the measures in the PART will receive a Results Not Demonstrated rating. In other words, a program will receive a Results Not Demonstrated rating if
  - It has a "No" for Question 2.1 <u>or</u> for Question 2.3, or
  - It has a "No" for Questions 4.1 <u>and</u> 4.2 because it has not yet collected any performance data on the measures identified in Section 2 (as opposed to receiving a "No" due to failure to meet its performance goals).
- *Other Qualitative Ratings.* If a program does not receive a Results Not Demonstrated rating, it will receive one of the other ratings based on the weighted average of its section scores (*see* Table B-1, "Bands and Associated Ratings").

Table B-1: Bands and Associated Ratings

Rating	Weighted Average
Effective	100 – 85
Moderately Effective	84 – 70
Adequate	69 – 50
Ineffective	49 – 0

When a program receives "No" for questions 4.1 and 4.2, PARTWeb cannot distinguish those due to lack of data from those due to failure to achieve performance goals. <u>For programs that should receive a Results Not Demonstrated rating due to lack of performance data (questions 4.1 and 4.2), as described above, the RMO must advise James Hurban by June 16, 2008, so that the adjustment can be made manually.</u>

<u>Tip for Programs without a Rating:</u> If your 2008 assessment or reassessment does not show a rating, make sure you have set the question weights. The default sets equal weights for all questions within a section.
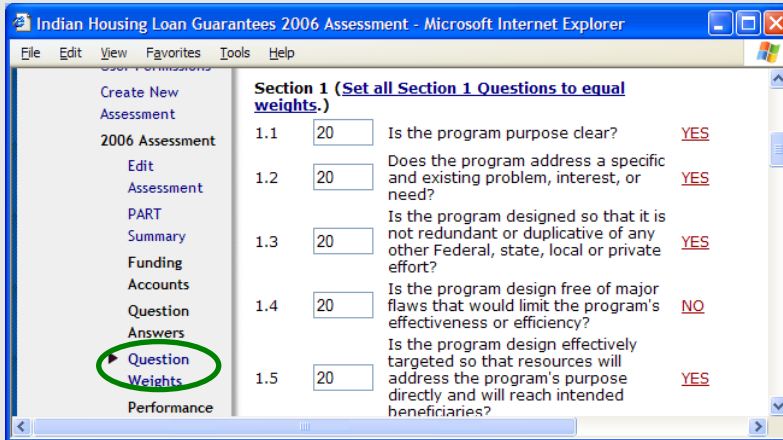

Figure B-3. To set the question weights for a program in PARTWeb, click on the "Question Weights" link on the left side of the screen.

HOW TO DRAFT PART SUMMARIES FOR EXPECTMORE.GOV

In this appendix, learn how to draft PART summaries for ExpectMore.gov.

- By June 30, RMOs and agencies draft PART summaries.
- On July 7, RMO PART contacts submit summaries to OMB PPM team for review.

If you only need to revise a summary for an assessment completed in 2002-2007, please see Appendix D, "How to Review and Revise PART Summaries."

1. HOW TO DRAFT PART SUMMARIES. PART data are available to the public through the ExpectMore.gov website; 2008 PARTs will be launched on the website in mid-August. On ExpectMore.gov, each program has a PART summary page (*see* Figure C-1) that describes the program's purpose and provides key findings and follow-up actions. From the summary, a site visitor can link to the complete PART – answers, explanations, evidence, and performance information – as well as the improvement plans and funding history.

Figure C-1. This is what the PART summary screen looks like on ExpectMore.gov.

a. Agencies and OMB RMOs, draft your PART summary in PARTWeb. The format of PART summaries on ExpectMore.gov was developed through testing with focus groups. Guidance on how to draft each section is discussed in detail below.

Both the agency and OMB can view and make changes to the summaries – a change from last year's process – and the summaries will follow the PARTWeb status levels described in Table E-1, "PARTWeb Status Levels." By using a special data entry screen, agencies and OMB staff can draft, edit, and preview a program's PART summary in PARTWeb.

1. <u>Select the correct assessment file from your program list in PARTWeb.</u> Use the "2008 FULL" assessment file for 2008 new or reassessed programs and "2008 SPR" assessment file for 2002-2007 PARTs. The "2008 SPR" will be created from the data in the "2007 FALL" assessment.

2. <u>Click on the "PART Summary" link.</u> It is on the left side of the screen in PARTWeb.

3. <u>Enter a "Program Summary."</u> Provide a high-level description of the program in 2-3 complete sentences. Draw from the explanation provided for PART question 1.1. (325 character maximum)
   - Clearly state the purpose of the program in the first sentence, starting with "The purpose of the program is to," "This program aims to," or a similar structure.
   - Use the second and third sentences to describe program activities and instruments (i.e., grants, construction projects, direct financial assistance, regulation, etc.) in language that is commonly understood.
   - Please limit the use of acronyms, but if the program is more commonly known by its acronym by the general public – for example, NASA, FBI, IRS – introduce the acronym in parentheses after the full name in the first sentence.
   - If multiple programs were grouped together for the purposes of the PART assessment, focus on the overall goal or objective that the programs share rather than listing the program names separately.

<u>Note for 2008 Reassessments:</u> If you wish to retain the "Program Summary" from your old assessment summary, you will need to copy it from the "2007 FALL" file and paste it into the "2008 FULL" file in PARTWeb.

4. <u>Paste in the "Program URL."</u> If one exists, provide a link to the program's website. If the PARTed program does not have its own site, use the bureau or agency web address instead. (300 character maximum). You can also test the validity of the program URL.

<u>About Program Web Links:</u> Only provide one URL in the field. If you enter more than one, neither will work. Include the full web address, such as "http://www.whitehouse.gov."

5. <u>Select related "Topics."</u> Site visitors can search for similar programs using a topic dropdown on ExpectMore.gov. In this step, select at least one topic. You may find it helpful to take a

look table C-1 ("ExpectMore.gov Topics and Related Budget Functions"); it maps the topics to budget functions.

Table C-1: ExpectMore.gov Topics and Related Budget Functions

ExpectMore.gov Topics	Budget Functions
Agriculture	350, 351, 352
Business and Commerce	370, 372, 373, 376
Community and Regional Development	450, 451, 452
Disaster Relief	453
Education	500, 501, 502, 503
Energy	270, 271, 274, 276
Foreign Affairs	150, 151, 152, 153, 154, 155
Government Administration	800, 801, 802, 803, 804, 805, 806, 808
Health and Well-Being	506, 550, 551, 552, 554, 570, 571, 600, 601, 602, 604*, 605, 609, 650, 651
Housing	371, 604*, 704*
Law Enforcement	750, 751, 752, 753, 754
National Security	050, 051, 053, 054
Natural Resources and the Environment	300, 301, 302, 303, 304, 306
Science and Space	250, 251, 252
Training and Employment	504, 505, 603
Transportation	400, 401, 402, 403, 407
Veterans Benefits	700, 701, 702, 703, 704*, 705

* These budget functions are listed under multiple topics.

6. <u>Enter up to three PART "Findings."</u> PART findings should explain the rating and highlight the strengths and weaknesses of a program. (400 character maximum each)
   - Present findings in the summary that clearly support the PART rating in tone, theme, and content, but do not reference the PART or specific assessment questions.
     - o For programs with an Ineffective or Results Not Demonstrated rating, state the primary reason for the rating in the first finding. For instance, "The program has not set clear goals or determined how to measure its progress against those goals."
     - o For example, if the program is Ineffective, the findings should identify the program's deficiencies and weaknesses. Moderately Effective or Adequate programs should have a mix of positive and negative findings.
   - For the first sentence of each finding, write a short topic sentence describing the finding.
   - Use the second and third sentences to explain the finding and provide numerical, qualitative, or other evidence to support the summary statement.

Special Requirements for 2008 Reassessments: As you draft a new PART summary for a program that was reassessed in 2008, please make sure to highlight in the "Findings" what the program did to improve. For example, "The program recently adopted new measures to cover all of its major responsibilities…" or "The program instituted new financial management practices in response to an earlier assessment finding…"

7. Add "Improvement Plan" related to the findings. You should enter 2-3 agreed-upon actions intended to address the program' weaknesses and improve program performance in the "Improvement Plan" fields. Follow-up actions you present in the PART summary should be clearly related to the findings in the summary. (200 character maximum each)

   - A standard introductory sentence precedes the bulleted list of follow-up actions: "We are taking the following actions to improve the performance of the program:" You cannot modify this sentence.
   - Each follow-up action should begin with a verb in present participle tense (in other words, ends in "ing"). For example, "Investing in better technology to improve the accuracy of hurricane tracking."
   - Do not list any follow-up actions that have been completed.

If Your Program Is Proposed for Termination or Reduction: If the President's Budget requests a program be terminated or its funding reduced, you will need use special language in the "Improvement Plan" portion of the summary (*see* step 7 above). For example:

- Working with the Congress to terminate this poor performing program.

You may modify the content of this follow-up action as needed, so long as it begins with the standard phrase, "Working with the Congress to…" For example, you may replace "poor performing" with the relevant PART-related finding, such as "duplicative."

Clarification on PART Improvement Plans: Please be aware that a program's improvement plan is featured in two places on ExpectMore.gov: there is an abbreviated version, as described above, on the summary screen (*see* Figure C-2); and there is a full list of follow-up actions on the details screen (*see* Figure C-3). While the summary can only include three specific actions, the full details can include more than three.
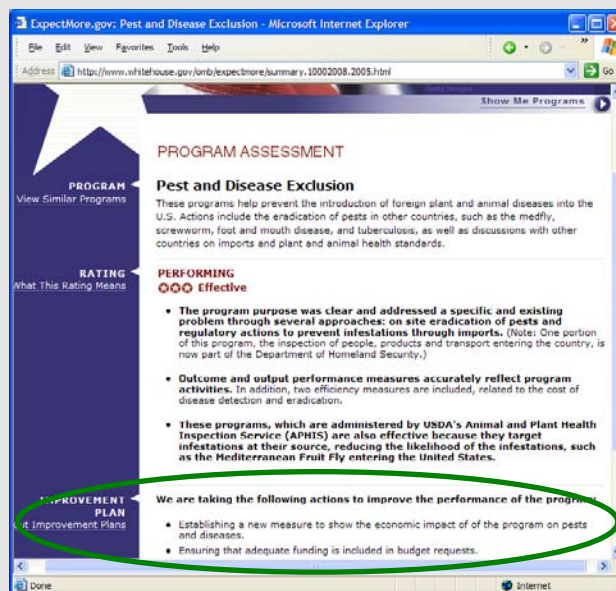

Figure C-2. You can see the improvement plan on the PART summary screen. ExpectMore.gov visitors can access the detailed improvement plan through a link.
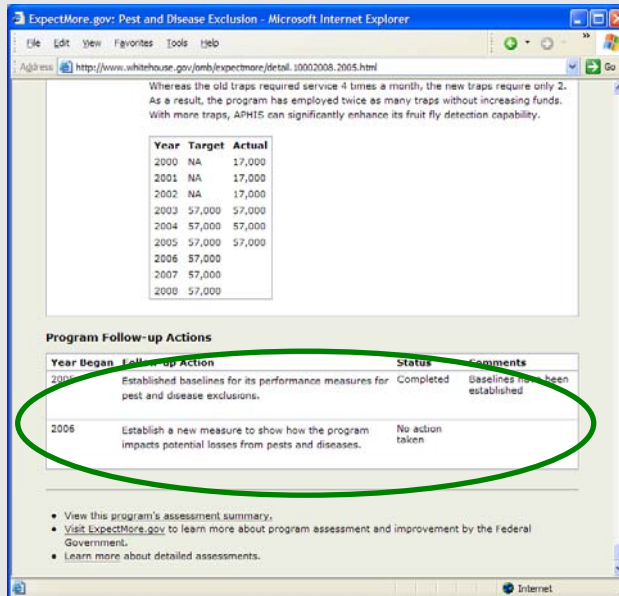
Figure C-3. You can also see the improvement plan and status information in the PART details screen on ExpectMore.gov.

The follow-up actions listed in the PART summary should be consistent with those presented in the assessment details, although they may be worded differently.

Read more about creating and revising improvement plans in Appendix E ("How to Update Performance Data, Improvement Plans, and Funding Information").

8. Hit the "Save" button.

Note on Formatting: When you enter the content for the PART summaries into PARTWeb, it will automatically format the text to appear as seen in Figure C-1. Do not enter bold text or bullets into the PARTWeb fields.

b. Preview your PART summary in PARTWeb. Once you have drafted your summary, you can preview how it will look through PARTWeb. To view a draft of the summary as it will appear on ExpectMore.gov, click the "PART Summary" button on the top, right side of the screen (*see* Figure C-4 below).
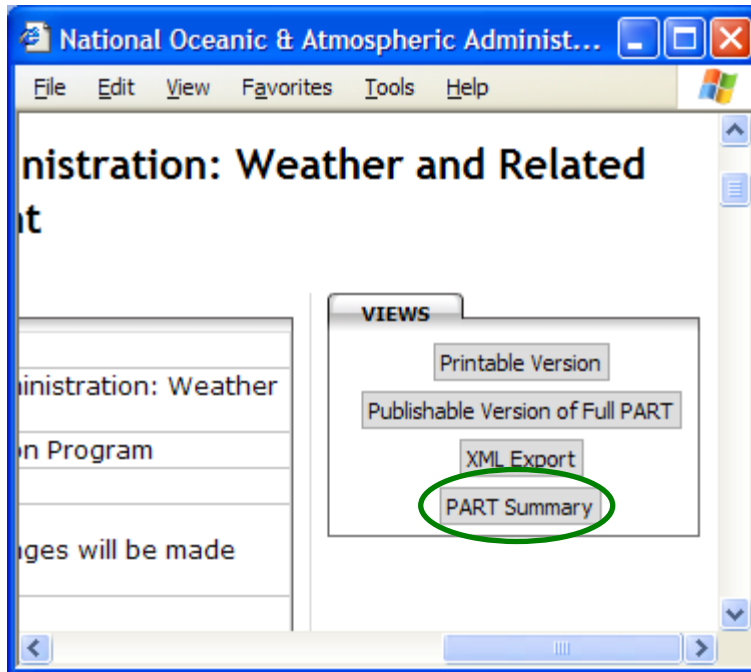
Figure C-4. To preview a PART summary, click on the "PART Summary" button found on the top, right side of the assessment screen.

When you preview a PART summary, please:
- ✓ *Check to see that your program name is descriptive.* ExpectMore.gov program summaries do not include the name of the department or agency. Program names should be able to stand alone and be understood independently.
- ✓ *Verify that the rating is correct.* It is automatically inserted by PARTWeb.
- ✓ *Double-check that the listed findings support the rating.* If the program is Ineffective, the findings should identify the program's deficiencies and weaknesses. Moderately Effective or Adequate programs should have a mix of positive and negative findings.
- ✓ *Make sure the follow-up actions relate to the findings.* Follow-up actions you present in the PART summary should be related to the findings in the summary to the greatest extent possible.
- ✓ *Confirm that the follow-up actions start with a verb with an "ing" ending.* It should read as if each action is underway.
- ✓ *Read the text carefully to make sure it is easily understandable.* Because ExpectMore.gov is geared to the public, we need to make sure the information is clear and easy to understand. Please use language that is direct, candid, and free of jargon. For example, avoid acronyms and the use of "i.e.," "e.g.," or other abbreviations.

c. RMO PART contacts, submit your branch's summaries for PPM team review. As in the past, summaries for all new assessments and reassessments will be reviewed centrally. In some cases, two reviews may be needed.

- By July 7, RMOs review and revise agency drafted PART summaries.
- On July 7, RMO PART contacts submit summaries to OMB PPM team for review.

- By July 18, OMB PPM team returns summary edits (2008 PARTs) and lets RMOs know if a second review is needed.

PART summaries should be finalized once you are informed that an additional review is not needed. The OMB PPM team will lock PARTWeb on August 10, and after that time, no additional changes can be made to the PART summaries.

Note on Process: To submit draft summaries, send James Hurban   (jhurban@omb.eop.gov) an email listing the ones that are ready – in PARTWeb – for review. You do not need to print them.

HOW TO REVIEW AND REVISE PART SUMMARIES

> *Use this appendix if you need to prepare an older PART (2002-2007) for publication.*

In this appendix, learn how to review and revise PART summaries for PARTs assessed in 2002-2007.

- By July 7, RMOs review and revise agency drafted PART summaries.
- On July 7, RMO PART contacts submit summaries to OMB PPM team for review.

If you need to draft a summary for a 2008 assessment or reassessment, please see Appendix C, "How to Draft PART Summaries for ExpectMore.gov."

1. HOW TO REVIEW AND REVISE PART SUMMARIES. On ExpectMore.gov, each program has a PART summary page that describes the program's purpose and provides key findings and follow-up actions. Last fall, OMB RMOs and agencies drafted PART summaries for ExpectMore.gov for PARTs completed in 2002-2006. By using a PARTWeb data entry screen, agencies and OMB staff can review and revise PART summaries, as needed. These revised PART summaries will be published on ExpectMore.gov in mid-August 2008.

a. Agencies and OMB RMOs, review and revise your PART summary in PARTWeb, as needed. This fall, you have the opportunity to review and revise your program's PART summary already published on ExpectMore.gov. There are several reasons you may decide to revise it. For example, you will need to revise it if the program has completed any of the listed follow-up actions since the summary should include only follow-up actions that have yet to be completed (*see* step 7 below); if your program has a better web address to send visitors to than the one currently in use (*see* step 4); or if there are newer numerical or qualitative data that support the findings (*see* step 6).

> If Your Program Was Terminated: If Congress terminated your program, you will need to update the improvement plan listed in the PART summary (*see* step 7 below). In those special cases, please use this one, standard follow-up action:
> - Ending this poor performing program. No funds were appropriated for this program for Fiscal Year 2008.
>
> For this follow-up action, you may replace "poor performing" with the relevant PART-related finding. For example, "Ending this duplicative program…"

Both the agency and OMB can view and make changes to the summaries, and the summaries will follow the PARTWeb status levels described in Table E-1, "PARTWeb Status Levels." Please revise your older PART summaries using the steps that follow.

If agency and OMB staff agree to revise an already-published PART summary, please let the RMO PART contact and James Hurban (jhurban@omb.eop.gov) know.

1. Select the 2008 SPR assessment file from your program list in PARTWeb.

2. Click on the "PART Summary" link. It is on the left side of the screen in PARTWeb.

3. Review the "Program Summary." It should provide a high-level description of the program in 2-3 complete sentences. (325 character maximum)

4. Check the "Program URL." Make sure it is still active and appropriate. If the PARTed program does not have its own site, use the bureau or agency web address instead. You can also check this link by looking at the PART summary posted on ExpectMore.gov. (300 character maximum)

> About Program Web Links: Only provide one URL in the field. If you enter more than one, neither will work. Include the full web address, such as "http://www.whitehouse.gov."

5. Review selected "Topics." Site visitors can search for similar programs using a topic dropdown on ExpectMore.gov. Make sure the topics are still relevant. You may find it helpful to take a look table C-1 ("ExpectMore.gov Topics and Related Budget Functions") or to use the topic search feature on ExpectMore.gov to see how your program is listed.

6. Update the PART "Findings," as needed. PART findings should explain the rating and highlight the strengths and weaknesses of a program. (400 character maximum each)
   - Make sure the findings clearly support the PART rating in tone, theme, and content.
     - For programs with an Ineffective or Results Not Demonstrated rating, state the primary reason for the rating in the first finding. For instance, "The program has not set clear goals or determined how to measure its progress against those goals."
     - For example, if the program is Ineffective, the findings should identify the program's deficiencies and weaknesses. Moderately Effective or Adequate programs should have a mix of positive and negative findings.
   - Update the numerical, qualitative data, or other evidence to support each finding.

7. Update the "Improvement Plans," as needed. You should enter agreed-upon actions intended to address the program's weaknesses and improve program performance in the "Improvement Plan" fields. Follow-up actions you present in the PART summary should be clearly related to the findings in the summary. (200 character maximum each)
   - A standard introductory sentence precedes the bulleted list of follow-up actions: "We are taking the following actions to improve the performance of the program:"
   - Each follow-up action should begin with a verb in present participle tense (in other words, ends in "ing"). For example, "Investing in better technology to improve the accuracy of hurricane tracking."
   - Do not list any follow-up actions that have been completed.

Clarification on PART Improvement Plans: Please be aware that a program's improvement plan is featured two places on ExpectMore.gov: there is an abbreviated version, as described above, on the summary screen; and there is a full list of follow-up actions on the details screen. While the summary can only include three specific actions, the full details can include more than three. ExpectMore.gov visitors will be able to access the detailed improvement plan through a link on the summary screen.

The follow-up actions listed in the PART summary should be consistent with those presented in the assessment details, although they may be worded differently. If you change one of the follow-up actions listed on the summary, please make sure to make the same change to the improvement plan in the details. PARTWeb does not automatically do this. See Appendix E ("How to Update Performance Data, Improvement Plans, and Funding Information") for additional guidance.

8. Hit the "Save" button.

Note on Formatting: When you enter the content for the PART summaries into PARTWeb, it will automatically format the text to appear as seen in Figure C-1. Do not enter bold text or bullets into the PARTWeb fields.

b. Preview your PART summary in PARTWeb. Once you have reviewed and revised your summary, you can preview how it will look through PARTWeb. To view a draft of the summary as it will appear on ExpectMore.gov, click the "PART Summary" button on the top, right side of the screen (*see* Figure C-2).

When you preview a PART summary, please:
- ✓ *Check to see that your program name is descriptive.* ExpectMore.gov program summaries do not include the name of the department or agency. Program names should be able to stand alone and be understood independently.
- ✓ *Verify that the rating is correct.* It is automatically inserted by PARTWeb.
- ✓ *Double-check that the listed findings support the rating.* If the program is Ineffective, the findings should identify the program's deficiencies and weaknesses. Moderately Effective or Adequate programs should have a mix of positive and negative findings.
- ✓ *Make sure the follow-up actions relate to the findings.* Follow-up actions you present in the PART summary should be clearly related to the findings in the summary.
- ✓ *Confirm that the follow-up actions start with a verb with an "ing" ending.* It should read as of the actions are underway.
- ✓ *Read the text carefully to make sure it is easily understandable.* Because ExpectMore.gov is geared to the public, we need to make sure the information is clear and easy to understand. Please use language that is direct, candid, and free of jargon. For example, avoid acronyms and the use of "i.e.," "e.g.," or other abbreviations.

c. RMO PART contacts, submit your branch's revised summaries for PPM team review.
As in the past, summaries will be reviewed centrally. In some cases, two reviews may be needed.

- By June 30, agencies draft PART summaries.
- By July 7, RMOs review and make revisions to agency drafted PART summaries.
- On July 7, RMO PART contacts submit summaries to OMB PPM team for review.
- By July 16, OMB PPM team returns summary edits (2002-2007 PARTs) and lets RMOs know if a second review is needed.

PART summaries should be finalized once you are informed that an additional review is not needed. The OMB PPM team will lock PARTWeb on August 10, and after that time, no additional changes can be made to the PART summaries.

HOW TO UPDATE PERFORMANCE DATA,
IMPROVEMENT PLANS,
AND FUNDING INFORMATION

For all completed PARTs: Use this appendix if you need to prepare an older PART (2002-2007) for publication. For 2008 new or reassessed PARTs, please complete your updates in the 2008 FULL assessments.

In this appendix, learn how to update performance data, improvement plans, and funding information in PARTWeb.

- By June 30, ensure that each PART program includes a Program Manager's contact information.
- May 23 – June 30, agencies update performance data, improvement plans, and funding in PARTWeb. You can find a summary of the PART requirements in Circular A-11, section 26.2 (http://www.whitehouse.gov/omb/circulars/a11/current_year/s26.pdf).
- By July 16, RMOs review and finalize performance data, improvement plans and funding in PARTWeb.

You will complete all of these actions in PARTWeb using the "2008 SPR" files. The 2008 spring updates screens are similar to the 2005 fall updates and 2006 spring updates screens you have used in the past; they allow you to edit only certain portions of PART data.

To access the 2008 spring updates screens, hit "2008 SPR" in your "My Programs" list in PARTWeb (*see* Figure E-1).

Figure E-1: You will click on the "2008 SPR" link in your "My Program"
list to access the spring updates screen.

The OMB PPM team will automatically create the 2008 spring update file and link for you in PARTWeb. The "2008 SPR" file will be pre-populated with the latest information from PARTWeb (the 2007 FALL assessment).

All "2008 SPR" update files will begin in "Agency and OMB Shared Draft" status level and you will be able to adjust the spring update status level. Table E-1 ("PARTWeb Status Levels") shows the PARTWeb status levels and what each means to the agencies and OMB RMOs for updates.

Table E-1: PARTWeb Status Levels

Status Level	What It Means
Agency Working Draft	Only the agency has the ability to view and make changes; OMB cannot view or make changes to the PART.
OMB Working Draft	Only OMB has the ability to view and make changes; the agency cannot view or make changes to the PART.
Agency and OMB Shared Draft	Both the agency and OMB can view and make changes. All "2008 FALL" files will start at this level.
Pending Final	Only OMB has the ability to view and make changes; the Agency can view but cannot make changes.
Fall Update – Agency Fall Lockout	Only OMB has the ability to edit; the Agency can view but cannot make changes.
Final	All PART information is final and ready for publication, or has been published, and no changes can be made to the file.

PARTWeb will automatically record the information you enter on the spring update screens and to the summary in the "2008 SPR" file. This file should ultimately contain all the data that will be published on ExpectMore.gov in mid-August 2008.

Reminder for 2008 Assessments and Reassessments: This year we will be using the 2008 FULL version to complete the 2008 new assessments and reassessments. Once appeals are completed, the 2008 FULL assessments should remain in pending final status. RMOs will be required to enter in any updated information after July 16, 2008.

1. HOW TO UPDATE PERFORMANCE DATA. Agencies and OMB staff each are responsible for completing actions related to the fall update of performance data in PARTWeb.

a. Agencies, enter updated performance information in PARTWeb. By June 30, 2008, enter updated performance data in PARTWeb.

- Actual performance information. For all performance measures included in PARTs, agencies should provide actual performance data for past years.   If you do not have the data available, enter in the date when you expect to have the data available. (For PARTs completed this year, this information may lead to changes to the answers for Questions 4.1, 4.2, and 4.3. See additional discussion in Appendix B, "How to Finalize a 2008 PART and Verify the Rating.")
- Additional targets. Updated performance information may help you set or adjust future targets. For all PARTed programs, agencies should make sure annual measures include targets for FYs 2008–2010. Additional targets may be added for long-term measures, as well, but long-term measures do not need to have targets for each year. **Annual measures should have targets for three years and long-term measures should have a data point at least five years out from the current year.**

  These more recent targets must agree with what the agency reports in its performance budget, and any changes from the previous years must be explained.

To update your program's information, follow these directions:

1. Select the "2008 SPR" assessment from your program list in PARTWeb.

2. Click on the "Performance Measures" link. It is on the left side of the screen in PARTWeb. After you click on this link, you will see a full screen with all the measures for that PART.

3. Select a measure to update by hitting the "Edit" button. After you click this button, you will see a full screen-view of that measure, its type, term, and explanation, as well as a table for targets and actuals.

> Note on Measure Text: Note that agency staff can only add targets and actual performance data through the "Performance Measures" screen. Agency staff must request their RMO contact to make changes to the measure text or explanation. The instructions for making those changes are provided in Appendix E ("How to Add OMB-Approved Measures to Older PARTs").

4. Add or edit future targets and 2007 actual performance data.
   - In the "Seq" field, enter the sequence number. If the target for 2005 was number three, for example, 2006 should be sequence number four.
   - Enter the year, target, and actual in their respective fields.
     - If your program does not yet have FY 2006 performance data, type "data lag [estimated date data will be available]" in the related field.

5. Hit the "Save" button.

6. Repeat steps 3-5 for each measure.

b. OMB RMOs, verify the performance information in PARTWeb. You should ensure that your agency provides the required performance data in PARTWeb and verify that is it correct. All performance data should be finalized by August 1.

2. HOW TO CREATE AND UPDATE IMPROVEMENT PLANS. Creating and updating an improvement plan (or a set of follow-up actions) is a key element of the PART process. Newly PARTed programs should identify proposed actions to improve their performance; older PARTs, those assessed or reassessed in 2002-2007, should review and update their follow-up actions. Updating improvement plans is a vital part of the assessment process and improvements plans should be aggressive and designed to improve program performance.

How each agency implements its plans is tracked through the year and the OMB PPM team reviews major agency progress on the Budget and Performance Integration scorecard. Agencies implement improvement plans in response to PART findings to improve program performance.

The follow-up actions listed in the PART details on ExpectMore.gov (*see* Figure C-3) are updated twice a year – in the spring for release in summer and in the fall for release with the President's Budget.

a. Develop or review your program's improvement plan. When you create or update your PART improvement plan, please:
- ✓ *Make improvement plans aggressive and design them to improve program performance.* You should give particular focus to ensuring that PART follow-up actions are directed toward improving performance and that they strive toward continuous improvement.
- ✓ *Add new follow-up actions to continue improvement.* As your program completes its follow-up actions, it should propose new ones. Additional actions may be logical next steps to completed actions or new actions relating to PART findings that have not been addressed yet.
- ✓ *Ensure that individual follow-up actions are discrete and that completion can be objectively determined.* Individual follow-up actions should be discrete, actionable items. Ideally, anyone should be able to objectively assess whether the action as been completed.
- ✓ *Break follow-up actions into major steps to be able to show progress toward completion.* Keep in mind, however, that tracking completion of follow-up actions in PARTWeb is primarily intended for public accountability, not for internal agency management of implementation plans. Agencies may wish to maintain more detailed tracking of their follow-up actions.
- ✓ *Define the timeframe for completion, preferably one year.* If the timeframe is not one year, include the timeframe for planned completion in the accompanying explanation.

b. Enter or make updates to your program's plan in PARTWeb. Agencies should enter all OMB-approved improvement plans into PARTWeb.

Agencies will need to provide updates on any PART follow-up actions that were not completed last year. For each follow-up action, select the appropriate status – "No Action Taken," "Action Taken but Not Completed," "Completed," "Enacted," or "Not Enacted" – and provide a brief explanation, as appropriate. In addition, once your program completes its follow-up actions, agencies should propose additional follow-up actions to ensure that it has an aggressive improvement plan.

If you are making updates, note that the intent of the original follow-up action should remain the same. For agencies to remain accountable for their improvement plans, you should only modify pre-existing follow-up actions to improve clarity and to make the plan more specific and actionable.

> Note for 2008 Reassessments: If there are follow-up actions from your old PART you wish to retain, you will need to copy them from the "2007 FALL" file and paste them into the "2008 FULL" file in PARTWeb.

Agencies and OMB staff should work together to develop, revise, and finalize all PART improvement plans. PARTWeb should facilitate the process. After selecting the "2008 SPR" assessment from your program list in PARTWeb and clicking the "Improvement Plans" link on the left side of the screen, do the following for each follow-up action:

1. Hit the button to "Add Improvement Plan" (or select a follow-up action to "Edit").

2. Enter (or revise) the sequence "Number." If you do not have a preference for the order of the individual actions, leave this field blank.

3. Enter (or revise) the "Year Begun." If you are creating a new follow-up action, PARTWeb defaults to 2007. If your program does not plan to start the action until 2008, change the year in the field to 2008. Use calendar years so readers can get an accurate sense of how much time it takes to complete each action.

4. Select (or revise) the "Type," a category for the action. See definitions of each type below and use the appropriate one. Action type is used for internal tracking and is not published.
   - *Budgetary* – Use this type if the President's Budget includes a proposal relating to the total funding for the program or funding for a portion of the program (i.e., to increase, decrease, or maintain the current level), or to change the distribution (targeting) of funding within the program. The budget recommendation is based largely on performance.
   - *Legislative* – Use this type if the follow-up action relates to submitting a legislative proposal or working with the Congress in an informal fashion to enact a legislative change. The legislative proposal may be included in the President's Budget or submitted separately and it may be in appropriations language, considered as part of an authorization bill, or submitted as a separate bill.
   - *Performance Measurement* – Use this type if the agency is developing or will develop new performance measures (long term, annual, or efficiency) or the agency is or will develop targets for its existing performance measures.
   - *Management (other)* – Use this type if the agency is taking or will take administrative steps (besides developing performance measures) in response to PART findings. For example, if the agency is putting performance contracts in place to hold managers accountable for performance, revising regulations, modifying grant announcements, establishing a methodology for measuring improper payments, etc.

5. Type the text of the "Improvement Plan." Please use concise, direct language and define the timeframe for completion of each action. (4,000 character maximum each)

6. Select (or revise) the status. For each follow-up action in the improvement plan, pick the status of the action based on the definitions provided below.
    - *No action taken* – Use this status if the program has not taken steps to implement the follow-up action.
    - *Action taken, but not completed* – Use this status if the program has taken some steps to implement the follow-up action, but has not completed the action.
    - *Completed* – Use this status if the program has completed the follow-up action.
    - *Enacted* – Use this status only for actions categorized as budgetary or legislative, such as when the President's Budget included a funding proposal that was enacted by the Congress or when the Administration submitted legislation that the Congress enacted.
    - *Not enacted* – Just as "Enacted," use this status only for actions categorized as budgetary or legislative.

7. Provide (or edit) a "Comment." As appropriate, explain the status of the follow-up action. There is limited space so explanations should be succinct. (500 character maximum each)
    - *No action taken* – A comment is required, except for new actions that were just added – those with "Year Begun" set to 2007.
    - *Action taken, but not completed* – Explain what has been done, what remains to be done, and the associated timeline.
    - *Completed* – Explain the associated impact on performance.
    - *Enacted* – Explain when the budget or legislative proposal was enacted, including mentioning the legislation that enacted it.
    - *Not enacted* – If a budgetary proposal from a prior year was not enacted, explain if the action is being proposed again or whether there should be an additional budgetary action listed for 2007.

Requirement for Comments about Legislative Actions: The comments relating to legislative actions should make clear what exactly was done. For instance, "legislation was introduced" (general) versus "legislation has been passed by the Senate" (specific).

8. Hit the "Save" button.

9. Repeat steps 1-8 for each follow-up action.

Note on Follow-up Actions in PART Summary: In your program's PART summary on ExpectMore.gov, you present three key follow-up actions in a more abbreviated fashion than described above. From the summary, a reader can link to the detailed information described above. The detailed list may include more than three follow-up actions; however, the summary information must be consistent with the detailed information.

To read more about the follow-up actions in a PART summary, see Appendix C ("How to Draft PART Summaries for ExpectMore.gov").

3. HOW TO UPDATE FUNDING INFORMATION. Funding information needs to be updated before PARTs are finalized for publication. Funding information entered into PARTWeb should be consistent with that presented in the FY 2009 President's Budget and should include updates for FY 2007 actuals.

a. Agencies, enter updated funding information into PARTWeb. By June 30, agencies should enter the following information into PARTWeb.
- Funding information for PARTed programs. For all PARTed programs, agencies will need to provide funding for the prior, current, and budget years (if available). As in the past, this information will be made available on the OMB website.
- Treasury accounts. Programs included in PARTWeb should already include a list of all Treasury accounts from which the program is funded. Agencies should verify that the account information is correct and make any changes in PARTWeb.

b. OMB RMOs, verify the funding information. By July 16, RMOs should verify and enter final funding information into PARTWeb.

HOW TO ADD/DELETE/EDIT OMB-APPROVED MEASURES TO OLDER PARTS

*Use this appendix if you need to modify measures from an older
PART (2002-2007) for publication.*

As part of the PART Quality Improvement Review recently conducted by OMB and agencies, many measures will require updates to their text and explanation to make them more concise and clear to the public.   PART measures should be able to stand on their own and be understood what is being measured and it's relationship to the program's purpose.

- By June 20, Agencies should email requested measures changes to 2002-2007 PARTs directly to your program examiner.

To facilitate this process and make it more efficient, PARTWeb has been enhanced so that RMO's can directly edit, add or delete measures. Agencies and programs should work directly with their program examiner and provide the updated information in an electronic form (e.g., email, MS Word/Excel) to their examiner. This year we will not use a form for agencies to complete.

Please pay attention to the character limits on PARTWeb when submitting revised or new measures (measure text and explanation is limited to 4,000 characters).