APPENDIX 11 – DATA VALIDATION EXAMPLE

Example of Data Validation Used in Performance Measure	
Office	Full name of the office
	Example: Office of Capital Access
	Incorrect Example: Capital Access
Program	Full, unabbreviated name of the program
	Example: Small Business Investment Company
	Incorrect Example: SBIC, WBC, IT
Performance Indicator (PI)	The performance indicator (PI) that you wish to use in the Performance and Accountability Report
Strategic Goal	Indicate the Agency's strategic goal to which the above PI is contributing. Choose one of the following:
	Improve economic environment for small businesses.
	Increase small businesses success by bridging competitive gaps facing entrepreneurs.
	Restore homes and businesses affected by disaster.
	Ensure that all SBA programs operate at maximum efficiency and effectiveness by providing them with high quality executive leadership and support services.
Long-Term Objective	Indicate the Long-Term Objective to which the above PI is contributing.
	Choose from these Long-Term Objectives:
	1.1, 1.2, 1.5, 1.6, 2.1, 2.2, 2.3, 3.1
Nature of the PI	Indicate whether PI is an
	(1) Output , (2) Outcome, (3) Intermediate Outcome
Qualitative definition of PI	Be as specific as possible when defining the PI.
	Example: Dollar amount of financing provided by SBICs to businesses facing competitive opportunity gaps, including equity, mezzanine and debt.
	Incorrect Example: financing assistance provided by SBICs; technical assistance provided, clients served (terminology is no longer used).
Outcome(s) this PI contributes to	Identify the Agency outcome(s) to which the PI contributes
	Examples:
	2.3.1 Increase the number of start-ups and existing small businesses facing special competitive opportunity gaps (SCOGs) receiving SBA assistance.
	2.3.2 By FY 2008, small businesses facing special competitive opportunity gaps that were assisted by SBA, will exceed the national survivability rate for comparable small businesses within the first two years of existence.
	2.3.3 By FY 2008, small businesses facing special competitive opportunity gaps that were assisted by SBA, will exceed the national average rate of comparable small business job creation/retention within two years of that assistance.
	2.3.4 By FY 2008, small businesses facing special competitive opportunity gaps that were assisted by SBA, will exceed the national average rate of comparable small business revenue growth within two years of that assistance.
Explain for each outcome its connection with the PI	Example: There is believed to be a positive correlation between the amount of financing provided to SCOG businesses and their likelihood of success.
	Incorrect Example: No connection with the PI. (There must be a connection established between the performance indicator and the outcome.)
Verification (done or planned) of the outcome/PI connection	Steps that your organization has taken or is currently taking to verify the connection between the PI and outcome.

Example of Data Validation Used in Performance Measure

Limitations of the PI connection with the outcome	Example: The connection is more anecdotal and presumed than based upon scholarly research. There may be other significant contributing factors that are more critical to the success of a business.
Describe plans to address limitations to the connection	Example: Outside party currently doing a study of the relationship/connection.
Data source for PI	Explain how data is being gathered. What report is being submitted? Is data coming from lenders/outside party? Example: Reported by SBICs on Form 1031
Data system	Identify data system providing source data. Example: Investment Division server
Frequency of collection and reporting	Is data being reported weekly, monthly, bi-annually, or annually? Example: Within 30 days of investment.
By the end of this FY, the PI's value will be identified as either an estimate or actual	Identify if the data provided is an estimate or actual (as of September 30th)
If PI values are rounded, please provide actual values	Attach a supplemental document with the un-rounded actual values
Describe any issues with completeness of data	Example: Data is collected on an "as reported" basis so it is accurate. There is a lag between when the investment is made and when it is reported. Therefore, FY data is aggregated on the basis of report date rather than when the investment is made.
Methods used to determine accuracy of data	Example: Data is aggregated electronically. Data is also subject to financial and regulatory audit.
Limitations to accuracy of data (records without data, wrong data, double counting, etc.)	Example: Although data is accurate as reported, some SBICs may not report within prescribed time frame.
Describe plans to address limitations to accuracy of data	Example: A disclosure will be included on reports to inform that data is reported based upon when the investment is reported to us rather than when it is made. Incorrect Example: No limitations
Formula to calculate the PI (if appropriate)	If an estimate is being calculated, explain the methodology used for calculating the estimate.
How is this PI being used for policy decision making?	All performance indicators must be linked to the SBA's strategic goals and, therefore, to policy decision making. Example: Data used to direct outreach efforts and in the design and implementation of new programs. Incorrect Example: No link
Limitations to the PI use for policy decisions	Example: Overall economic trends have much larger impact on data. Additionally, fund managers control investment decision, not SBA.
Describe plans to address use limitations	Identify plans
Are all the contributors to this PI using the same definitions?	Yes/No Please explain if answer is "NO".
Were all data points for this PI produced during the current FY?	Example: No. Data collected on "as reported" basis rather than when the investment was actually made. Data may include data from prior fiscal years and exclude data from current year.
Describe any outstanding OIG or GAO recommendation that may affect this PI	Example: Working with the OIG to ensure appropriate disclosure on data collection.

Validation of Data Used in Performance Measure	
Office:	
Program	
Performance Indicator (PI)	
Strategic Goal	
Long-Term Objective	
Nature of the PI	Indicate whether PI is an ☐ (1) Output ☐ (2) Outcome ☐ (3) Intermediate Outcome
Qualitative definition of PI	
Outcome(s) this PI contributes to	
Explain for each outcome its connection with the PI	
Verification (done or planned) of the outcome/PI connection	
Limitations of the PI connection with the outcome	
Describe plans to address limitations to the connection	
Data source for PI	
Data system	
Frequency of collection and reporting	
By the end of this FY, the PI's value will be identified as either an estimate or actual	
If PI values are rounded, please provide actual values	
Describe any issues with completeness of data	
Methods used to determine accuracy of data	
Limitations to accuracy of data (records without data, wrong data, double counting, etc.)	
Describe plans to address limitations to accuracy of data	
Formula to calculate the PI (if appropriate)	
How is this PI being used for policy decision making?	
Limitations to the PI use for policy decisions	
Describe plans to address use limitations	
Are all the contributors to this PI using the same definitions?	
Were all data points for this PI produced during the current FY?	
Describe any outstanding OIG or GAO recommendation that may affect this PI	