

March 4, 2010

Performance Results System Kansas Task Guide #9

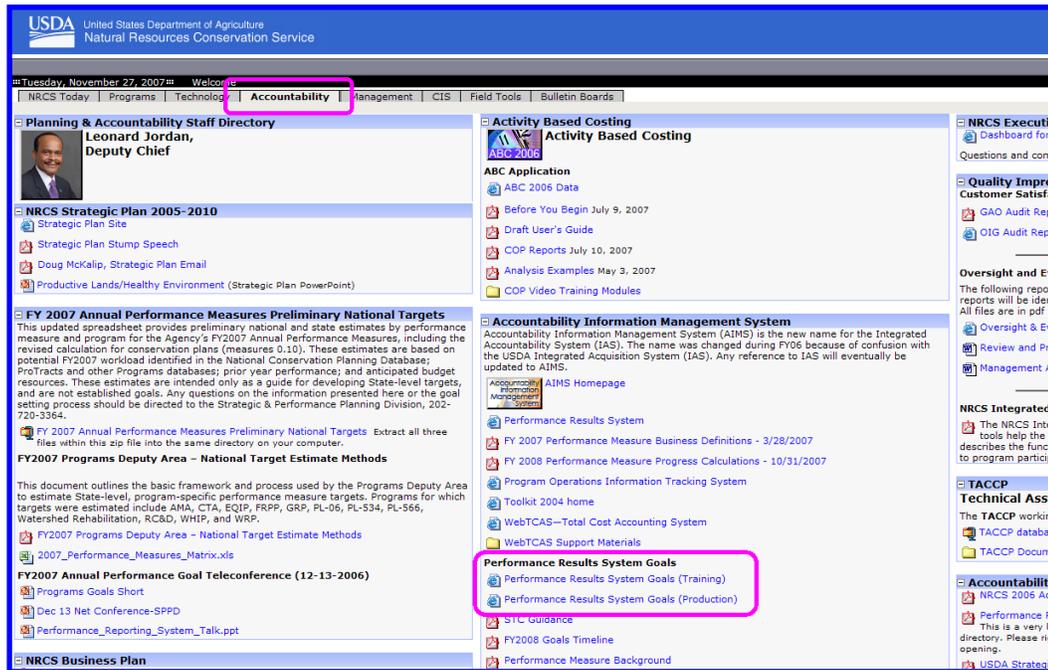
Using the Performance Results System Goals Application

Purpose

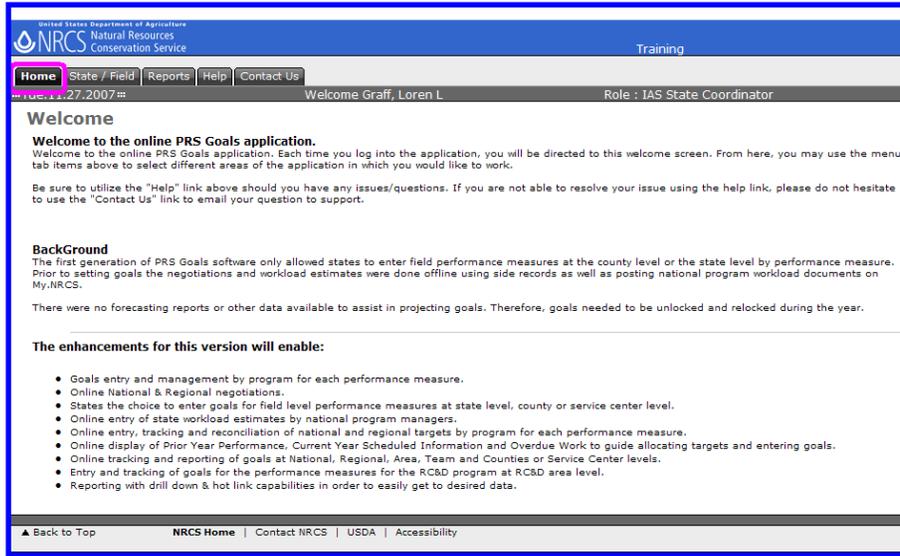
This task guide explains the steps for entering Kansas field and state level goals in the Performance Results System (PRS) Goals Application.

Instructions

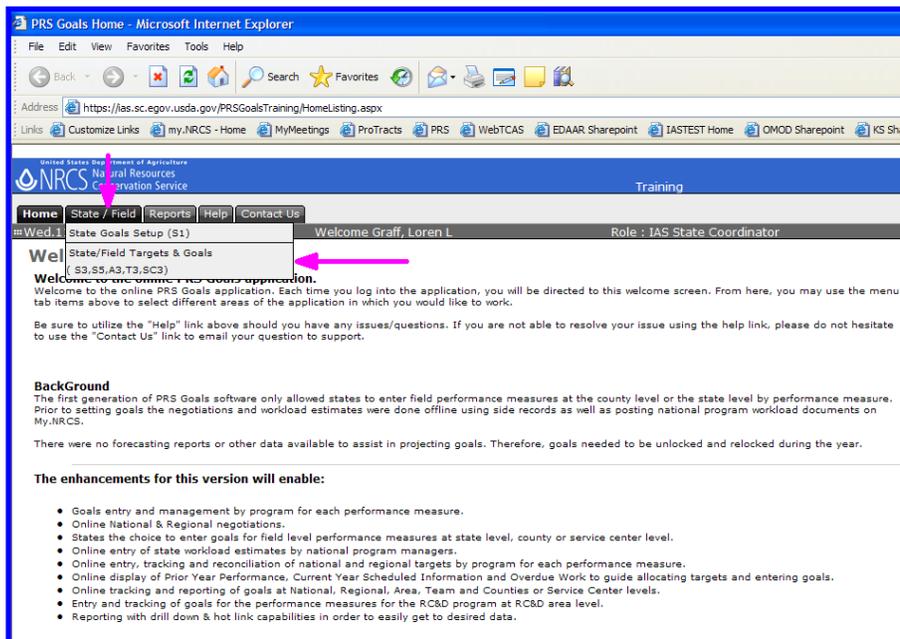
1. Access the Goals Application through the **Accountability** page in my.NRCS. Click on the link for the **Performance Results System Goals (Production)**. You must enter goals into the Production site in order for your goals to be officially entered.



2. The Goals Application will open in the **Home** tab view.



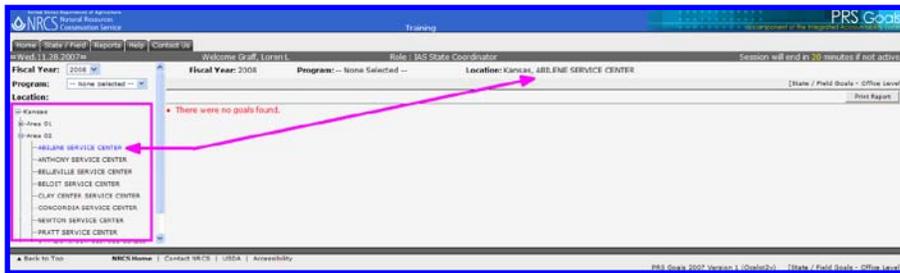
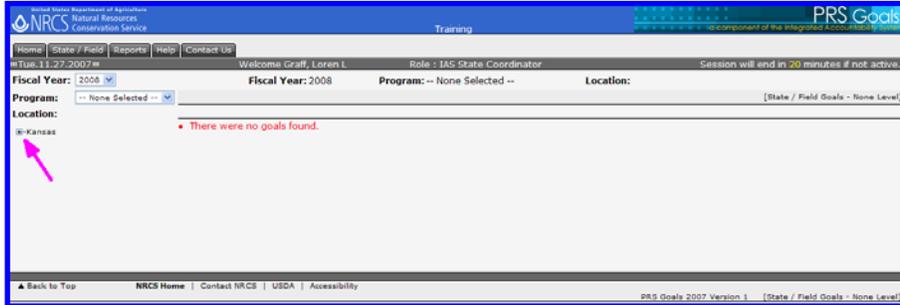
3. To enter goals, you will need to place your cursor on the **State/Field** tab which will open a drop-down window. Move your cursor to the **State/Field Targets & Goals** option and click your left mouse button.



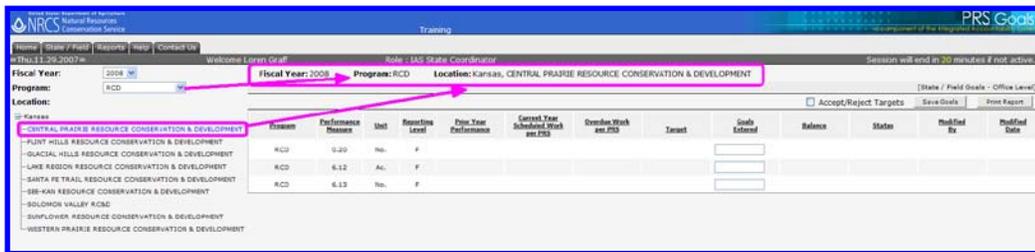
4. The next screen will look like the first screen shot below. You will click on the expandable/collapsible (+/-) symbol to the left of the **Kansas** name. You will use this tree hierarchy to locate the level for which you wish to enter goal data – this may be the service center, RC&D office, area, or state. Highlight the level for which you will enter goals (selection will highlight in blue color).

Note: RC&D offices will only show when the RC&D program is selected first. Refer to the next step.

Note: For state level measures, program managers will highlight “Kansas”.



- Next, you will select the **Fiscal Year** (application should default to 2010) and **Program** for which you wish to enter goal data. You can choose **All Programs** or each program separately. When the desired program choice is made, the screen will update. To avoid missing any programs, it is recommended to use the **All Programs** option. RC&D offices must choose the RC&D program specifically to see offices under Kansas (see second screen shot below).



On the goal entry screen, there are several columns. The information for each column is defined as follows:

Program – indicates the program name for the specific performance measure.

Performance Measure – indicates the measure number of each performance measure.

Unit – indicates the unit of measure for the performance measure.

Reporting Level – indicates the organizational level for which a performance measure is reported (“F” equals Field Level; “S” equals State Level; RC&D measures are included in the Field Level). If a service center or area location is selected, only Field Level measures will be visible.

Prior Year Performance - indicates work completed in the prior FY for the performance measure and program. Numbers reflect current service center boundaries and performance measure definitions.

Current Year Scheduled Work per PRS - indicates work planned but not previously applied that is scheduled from 10/1/2009 to 9/30/2010. This number will reflect current service center boundaries and performance measure definitions. Recurring practices have been filtered out, and only the first year planned practices will show (if the recurring practice feature was used in Toolkit).

Overdue Work per PRS – indicates all work planned but not applied prior to 9/30/2009. This number will reflect current service center boundaries and performance measure definitions. Recurring practices have been filtered out and only the first year planned will show (if the recurring practice feature was used in Toolkit).

Target – an estimate of performance given to the next lower level office. The target is used to complete the reconciliation process of balancing goal numbers.

Goals Entered – goal amount that is entered by the appropriate office.

Balance – calculates difference between Target and Goals Entered.

Status – indicates if the goals have been “locked” by state or national level.

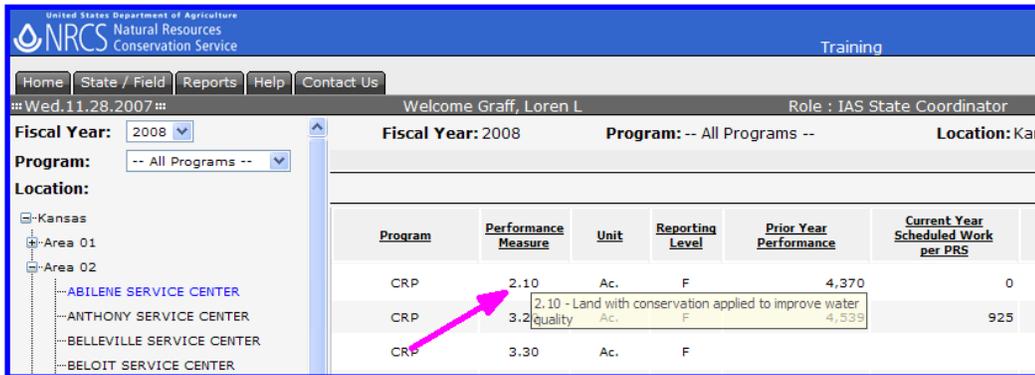
Modified by – indicates which employee completed the most recent change to the line.

Modified Date – indicates the date that the most recent change was made to the line.

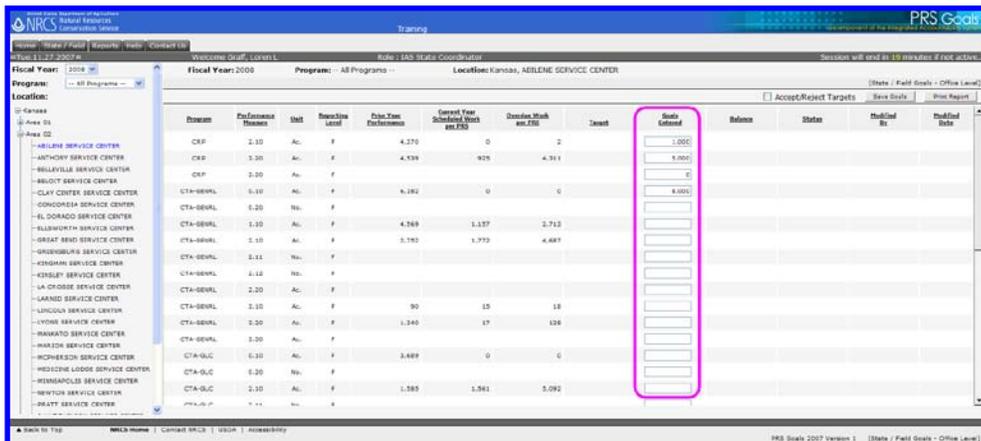
You can also click on the any of the column headings to sort the list according to that column heading. The default sort is by the Program column in ascending order. One click will sort by ascending order and a second click will sort by descending order.



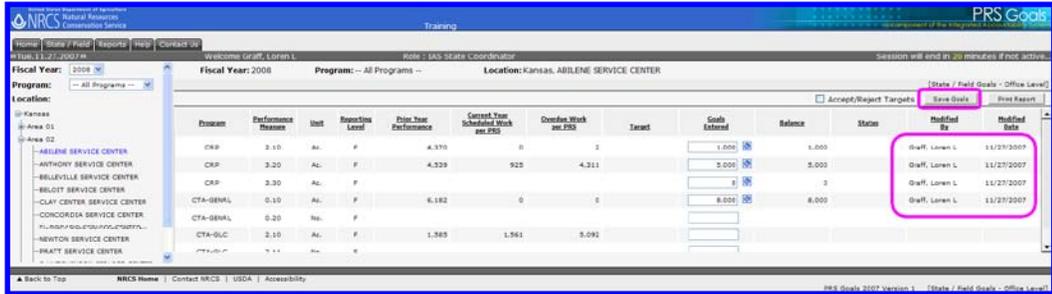
You can place the mouse cursor on the Performance Measure number to activate a pop-up window indicating the Performance Measure name.



- You will enter goal numbers (use whole numbers) in the **Goals Entered** column for each applicable performance measure and program. There is a scroll bar on the right side to allow viewing of more performance measures. The columns **Prior Year Performance**, **Current Year Scheduled Work per PRS**, and **Overdue Work per PRS** can be used for guidance in establishing goal numbers. Report 2.9 explained in the **Reports** section can also be used for guidance. Note: Each organization level can view the numbers in these columns for any office indicating how much work was completed last year or is scheduled for the current year and how much is overdue.

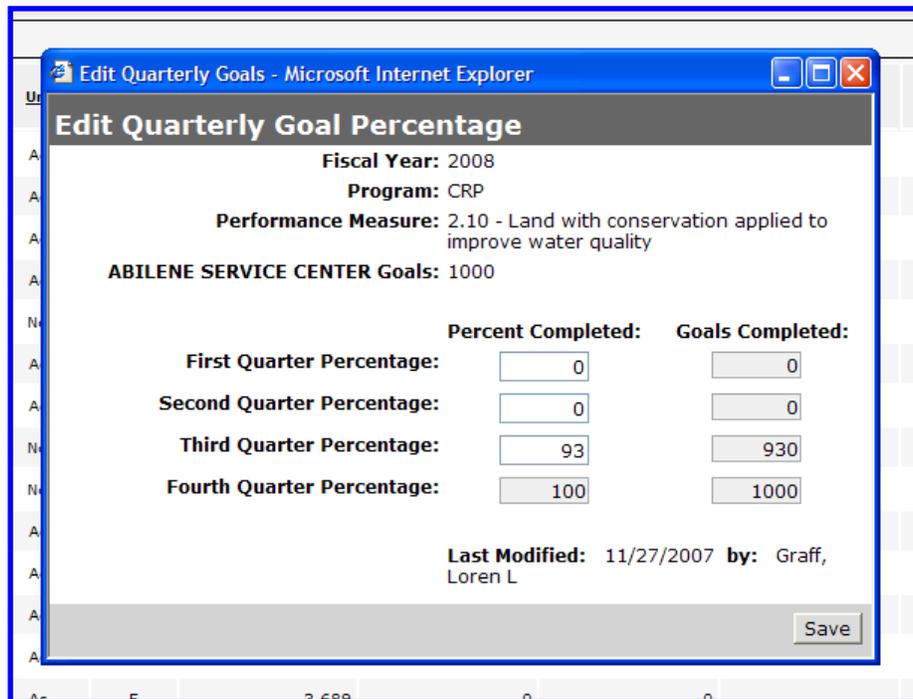


- After you have entered all applicable goals, you will need to click the **Save Goals** button in the upper right corner of the screen. This will then populate the **Modified by** column with your name and the **Modified Date** column with the current date. When the goal entries are saved, other levels can view your goal numbers. You do not have to enter all goals during one setting. You can enter some, save what you have entered, and then return at a later time to enter additional goals.



- Note: It is advised to maintain the default values for this step unless you have confident knowledge that the current year progress will be completed within a significantly different time frame. You do not need to open the quarterly progress window if you do not intend to make changes. When you click the **Save Goals** button, a percent (%) symbol will appear to the right of each **Goals Entered** box. You can click on this symbol to open a window to view/adjust quarterly goals (shown in second screen shot below). The **Percent Completed** is a cumulative number for each quarter (i.e., each quarter number includes the previous quarter percentages). The **Percent Completed** defaults to how the performance was completed for the service center during the previous year. The **Goals Completed** number is then calculated using the percentages with the current year goal. National Headquarters reports quarterly progress to the Office of Management and Budget to determine if the agency meets established quarterly goals.

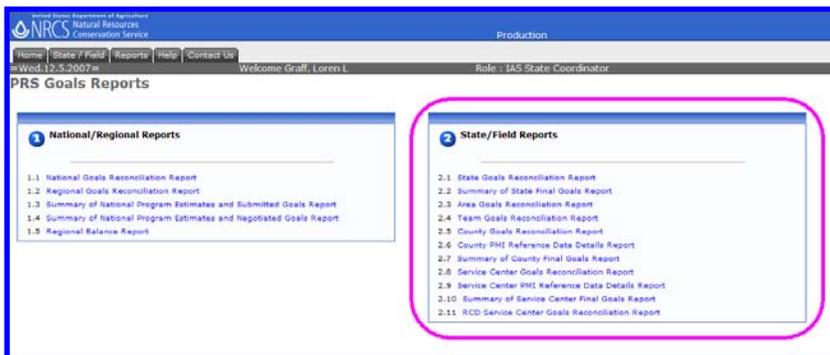




- After all goals have been entered, the Area Office and State Office will evaluate the goals and submit goals to the Regional Assistant Chief (RAC). The State Conservationist and the RAC will negotiate the amounts for the required goals. If necessary, district conservationists may need to adjust Service Center goal amounts to meet the state negotiated goals.

Reports

On the **Reports** tab, several reports are available for use in establishing and reconciling goals. A couple of the reports are explained below.



Report 2.8 – Service Center Goals Reconciliation Report

Using the filters for the report, any combination of programs and performance measures can be selected. In addition, several **Export** features are available. It

is recommended to export reports for printing because the printer icon button on the report screen may not function correctly.

This report indicates the goals that have been entered and the current balance (in relation to the target number). For those measures which the service center has been assigned a target, the balance will need to equal zero.

Note: This report can also be accessed using the **Print Report** button on the Goal Entry screens. The report printed using the **Print Report** button will coincide with the office or level which is active at the time (for example – if an area level is active, the report will be that area’s report).

The screenshot shows the 'Service Center Goals Reconciliation Report' for Fiscal Year 2008. The report is filtered for the (KS) ANTHONY SERVICE CENTER and the CRP program. The table below represents the data shown in the report:

Service Center	Program	Performance Measure	Prior Year Performance	Scheduled Work per PRS	Overdue Work per PRS	Goals Entered	Balance
(KS) ANTHONY SERVICE CENTER	CRP	(2.10, Ac.) Land with conservation applied to improve water quality	3,781	0	0	1,000	0
		(3.20, Ac.) Non-federal land with conservation applied to improve fish and wildlife habitat quality	3,572	547	1,691	4,000	0
		(3.30, Ac.) Wetlands created, restored or enhanced					

Report 2.9 – Service Center Performance Measure Indicator (PMI) Reference Data Details Report

Using the filters for the report, any combination of programs and performance measures can be selected. In addition, several **Export** features are available. It is recommended to export reports for printing because the printer icon button on the report screen may not function correctly.

This report corresponds to the **Current Year Scheduled Work per PRS** and the **Overdue Work per PRS** columns on the goal entry screens. It lists in detail the conservation plans contributing to the numbers by program by performance measure. The report can be evaluated to determine if adjustments should be made to these numbers for establishing goals.

United States Department of Agriculture
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 Welcome Graff, Loren L Role : IAS State Coordinator

State List: Kansas Service Center List: ABILENE SERVICE CENTER
 Program List: CRP Performance Measure List: 3.20

1 of 8 100% Find | Next Select a format Export

PRS Goals
 a component of the Integrated Accountability System

Service Center PMI Reference Data Details Report

Report Criteria: State: Kansas Service Center: ABILENE SERVICE CENTER

PMI	Program	Conservation Plan Name	Tract No.	Land Unit	Practice Code	Practice Name	Practice Unit	Planned Date	Current Year	Overdue	Land Use
3.20									925.70	4311.60	
	CRP	barten_alden---160205nsw-consplan	7002	1	645	Upland Wildlife Habitat Management	Acres	10/1/2006	0.00	7.70	Crop
	CRP	barten_alden---160205nsw-consplan	7002	2	645	Upland Wildlife Habitat Management	Acres	10/1/2006	0.00	12.60	Crop
	CRP	barten_alden---160205nsw-consplan	7003	1	645	Upland Wildlife Habitat Management	Acres	10/1/2006	0.00	35.40	Crop
	CRP	barten_joe__2936---160205nsw-Consplan	7001	3	645	Upland Wildlife Habitat Management	Acres	10/1/2006	0.00	2.20	Crop
	CRP	barten_joe__2936---160205nsw-Consplan	7004	2	645	Upland Wildlife Habitat Management	Acres	10/1/2006	0.00	13.30	Crop
	CRP	bebermeyer_daren---110210sv-consplan		4	645	Upland Wildlife Habitat Management	Acres	10/1/2003	0.00	1.60	Crop

Fiscal Year: 2008 Location: Kansas, ABILENE SERVICE CENTER

Program	Performance Measure	Current Year Scheduled Work per PRS	Overdue Work per PRS	Target
CRP	2.10	0	2	
CRP	3.20	925	4,311	
CRP	3.30			

Service Center PMI Reference Data Details Report

Report Criteria: State: Kansas Service Center: ABILENE SERVICE CENTER

PMI	Program	Conservation Plan Name	Tract No.	Land Unit	Practice Code	Practice Name	Practice Unit	Planned Date	Current Year	Overdue	Land Use
3.20									925.70	4311.60	
	CRP	barten_alden---160205nsw-consplan	7002	1	645	Upland Wildlife Habitat Management	Acres	10/1/2006	0.00	7.70	Crop