Purpose: To improve the formulation of objectives and establish a uniform system for performance measures.

Background: Although the annual zero-based budgeting Appropriation Requests have been prepared for several years, each Division has utilized a radically different procedure and nomenclature for preparing objectives and performance measures. These differences greatly hinder the aggregation of Division Appropriation Requests into a unified Office Appropriation Budget.

Applicability: All Division Directors

Procedures:

(A) The major objectives of each unit, as stated on the Appropriation Request, shall be directly relevant to the principal functions routinely performed by the unit. These functions may include activities supported by Federal funding, activities included on the Department of Health’s Program Planning Matrix, and other activities if appropriate.

(B) The performance measures of each unit shall indicate the aggregate volume of activity of each principal function furthering the unit’s major objectives. Each major objective may be addressed by several performance measures, or a single performance measure may be sufficient for several major objectives. Performance measures should thus be chosen after careful consideration of the principal functions of each unit.

(C) Performance measures should not include activities which, while necessary, are secondary to the principal functions of the unit. Management and support service activities should not be included unless such activities are the principal function of the unit.

(D) All performance measures shall be related to services provided to entities outside the Office of Environmental Health Services. Internal activities such as staff training, program planning and in-house consultation are not the principal function of any unit and, therefore, shall not be included in performance measures. Services provided by one unit to another unit for ultimate distribution to an external user may be included, but only once, by the most appropriate unit.

(E) All performance measures shall be well defined and supported by routinely collected and maintained activity reports. Each unit should prepare a written explanation of each performance measure to facilitate the accurate recording of activities.
(F) On the annual Appropriation Request, Division Evaluation Summary, the Office of Environmental Health Services will aggregate and report the following summary performance measures:

(a) Plan and Project Reviews  
(b) Operational Report Reviews  
(c) Field Inspections, Investigations, and Consultations  
(d) Technical Assistance  
(e) Education Program (in Person - Days)  
(f) Enforcement Actions  
(g) Laboratory Tests

Each unit should ensure that every performance measure may be reasonably subsumed under a single summary performance measure.

(G) Plan and Project Reviews consist of a series of activities which are necessary for the complete evaluation and regulatory approval of a single plan or project related to environmental health. Each plan or project should be counted only once unless a field inspection or an enforcement action is also conducted.

(H) Operational Reviews consist of routine information collection and evaluation activities related to a single regulated ongoing operation. Each operation should be counted only once unless a field inspection or an enforcement action is also conducted.

(I) Field Inspections, Investigations and Consultations consist of one or more onsite visits to evaluate a particular environmental health problem at a single location. Each site should be counted only once unless there are multiple, distinct problems or an enforcement action is also conducted.

(J) Technical Assistance consists of one or more contacts, in writing or by telephone, with an individual or individuals outside the Office of Environmental Health Services concerning a single environmental health problem. Only major service episodes should be included, i.e., those for which a brief written memorandum explaining the problem and the assistance provided is routinely prepared under current operating procedures.

(K) Educational Programs (in Person – Days) consist of one or more structured educational episodes with one or more individuals outside the Office of Environmental Health Services. Since this summary performance measure will include both brief programs provided for large groups and lengthy programs provided for a few individuals, each performance measure should be expressed in equivalent person-days.

(L) Enforcement Actions consist of one or more activities related to a single violation of state regulations or legislation regardless of whether the Department of Health is a principal in the legal action. Routine notification of violations may be included even if no further enforcement action is anticipated.
(M) Laboratory Tests consist of one or more chemical or radiological analyses conducted on a single environmental sample or specimen. A single sample should be counted only once even if multiple analyses are performed. To be included, the analysis must have been performed directly by an Office of Environmental Health Services' employee.

(N) For every annual Appropriation Request, two sets of performance measures must be reported: the number of activities budgeted for the present fiscal year, and the number of activities proposed for the next fiscal year if the current funding levels are sustained. In most cases, these two sets will be identical unless a programmatic change is proposed regarding the unit’s principal function.

References
FY 1982-83 Appropriation Request: Division Evaluation Summary
FY 1982-83 Appropriation Request: Current Level Decision Package

History

Attachments