

North Carolina Measurability Assessment Measurability Assessment Form

Pursuant to N.C. General Statutes Chapter 143E, a measurability assessment is an independent evaluation of a state program's progress on 14 indicators. The purpose of this form is for an independent assessor to document a program's standing on these 14 indicators and the key elements of each indicator, as defined by the North Carolina Measurability Assessment Guidebook.

Independent assessors should use the program's self-assessment form and supporting documentation, along with their professional experience and the academic literature, to inform their determinations. Assessors should review all supporting documentation before starting their assessment so they can consider the information provided as a whole. When determining whether a program meets a key element, assessors should not rely solely on the documentation the program supplied for that individual key element.

Step 1: Key Element Ratings. Determine if the program meets, partially meets, or does not meet each key element of an indicator and put a check mark (✓) in the appropriate column.

- **Meets key element.** Use “meets” to capture when an existing program's documentation demonstrates the program meets the key element or a proposed program's documentation demonstrates it will meet the key element if implementation goes as planned.
- **Partially meets key element.** Use “partially meets” to capture when the program does not fully meet a key element (e.g., program's financial forecast projects revenues and expenditures for 2 years but not for the 5 years required by Key Element 10.2) or when the program is working on a key element. If the program claims to be working on a key element, the following information is required to receive a rating of partially meets:
 - description of completed activities;
 - description of planned activities;
 - position title(s) of program staff member(s) responsible for implementation; and
 - expected timeframe for completion.

“Partially meets” is not meant to capture the quality of a key element; instead, use the suggestion area of the form to recommend any improvements to the quality of a key element.

- **Does not meet key element.** Use “does not meet” to capture when no documentation demonstrates the program meets or partially meets the key element.
- **Description.** Provide a brief description of the basis for your rating on that key element. The description should be between one and five sentences. For each key element, if you rely on documentation other than what the program listed under the column labeled “Document Name and Page Number(s)” on the Self-Assessment Form, reference that documentation in your description. If you rely on your professional experience or the academic literature, reference it in your description.
- **Suggestions.** Provide any suggestions for how the program could improve on that key element. There is no sentence limit on suggestions.

Step 2: Overall Indicator Rating. Put a check mark (✓) in the meets, partially meets, or does not meet column based on the following system:

- **Meets indicator.** All key elements have check marks in the meets column.
- **Partially meets indicator.** At least one key element has a check mark in the meets column OR at least half of the key elements have check marks in the partially meets column (e.g., if there are 7 key elements, 4 have check marks in the partially meets column; if there are 6 key elements, 3 have check marks in the partially meets column). If a key element is marked as “N/A,” it does not count towards determining the total number of key elements.
- **Does not meet indicator.** None of the key elements have check marks in the meets column AND less than half of the key elements have check marks in the partially meets column (e.g., if there are 7 key elements, 3 have check marks in the partially meets column; if there are 6 key elements, 2 have check marks in the partially meets column). If a key element is marked as “N/A,” it does not count towards determining the total number of key elements.

Below the Overall Indicator Rating, provide an overall description of how the program meets that indicator and any suggestions of how the program could improve on that indicator. Because some audiences may read only the overall description and suggestions, the overall description and suggestions should stand-alone and explicitly address each of the key elements for that indicator even if it means restating comments made for individual key elements. There is no sentence limit on the overall description and suggestions. The Measurability Assessment Form should be completed as a self-contained document (i.e., it should not direct the reader to other documents for more information).

Please note that the key elements are the minimum criteria that independent assessors must use in their assessments. Independent assessors can consider additional factors, which in their judgment are appropriate, in determining whether a program is well-designed, accountable, and/or ready for rigorous evaluation. Any additional factors that were considered should be added to the end of the Measurability Assessment Form.

The 14 indicators specified by the Measurability Assessment Act collectively represent characteristics of well-managed, low-risk programs, which share common attributes.

- **They have a unique and clearly defined mission**, meaning they (1) do not duplicate other programs; (2) have clearly defined the problem they are intended to address; and (3) have developed logic models that describe the linkages between their resources, activities, and the results they seek to achieve.
- **They focus on results**, meaning (4) the program design has been tested by rigorous evaluation; (5) the program’s scalability has been determined; and management takes a number of specific steps to (6) establish the program’s long-range direction, (7) collect performance data, and (8) use data to track progress towards organizational goals.
- **They have established sound financial management systems**, meaning they (9) assess risks, (10) forecast future funding needs, (11) consider cost-sharing options, (12) analyze staffing needs, (13) track spending, and (14) have undergone audit and taken steps to correct any negative audit findings.

The table below shows how each of the 14 indicators falls under these three attributes of well-managed, low-risk programs. The remainder of this Measurability Assessment Form is divided into these three sections.

Indicators of a Clear and Unique Mission	Indicators of a Focus on Results	Indicators of Sound Financial Management
01 – Avoids Duplication 02 – Problem Definition 03 – Logic Model	04 – Evidence-Based 05 – Scalability Analysis 06 – Strategic Plan 07 – Performance Measurement 08 – Quality Improvement	09 – Risk Assessment 10 – Financial Forecast 11 – Cost Sharing 12 – Staffing Analysis 13 – Accounting System 14 – Audit

Program Name: (ENTER PROGRAM'S NAME HERE)

Indicators of a Clear and Unique Mission

Key Elements of Indicator 1: Avoids Duplication	Key Element Ratings		
	Meets	Partially Meets	Does Not Meet
1.1 Program has an inventory that identifies other current programs active in the policy area that address the same goal.			
Description:			
Suggestions:			
1.2 Inventory demonstrates how the examined program is unique from the other related programs.			
Description:			
Suggestions:			
1.3 Inventory identifies the purpose of each program.			
Description:			
Suggestions:			
1.4 Inventory identifies the services, products, or functions each program is providing.			
Description:			
Suggestions:			
1.5 Inventory identifies the target population served by each program.			
Description:			
Suggestions:			
1.6 Inventory identifies how the program coordinates with other related programs to avoid wasteful competition and duplication.			
Description:			
Suggestions:			
1.7 Inventory is updated periodically.			
Description:			
Suggestions:			
	Overall Indicator Rating		
	Meets	Partially Meets	Does Not Meet
1. Program does not duplicate other related programs.			
Description:			
Suggestions:			

See page 15 of the Measurability Assessment Guidebook for more information about Indicator 1.

Key Elements of Indicator 2: Problem Definition	Key Element Ratings		
	Meets	Partially Meets	Does Not Meet
2.1 Problem definition is based on supportive evidence that clearly describes the nature and extent of the problem facing the individuals the program serves.			
Description:			
Suggestions:			
2.2 Problem definition identifies the major factors contributing to the problem.			
Description:			
Suggestions:			
2.3 Problem definition identifies current gaps in services or programs.			
Description:			
Suggestions:			
2.4 If program is based on a “promising approach” or “best practice,” problem definition provides a rationale for the transferability of the approach to the population the program serves. <i>If program is not based on a “promising approach” or “best practice,” enter N/A.</i>			
Description:			
Suggestions:			
	Overall Indicator Rating		
	Meets	Partially Meets	Does Not Meet
2. Program has a problem definition.			
Description:			
Suggestions:			

See page 17 of the Measurability Assessment Guidebook for more information about Indicator 2.

Key Elements of Indicator 3: Logic Model	Key Element Ratings		
	Meets	Partially Meets	Does Not Meet
3.1 Logic model includes specified inputs.			
Description:			
Suggestions:			
3.2 Logic model includes specified activities.			
Description:			
Suggestions:			
3.3 Logic model includes specified outputs.			
Description:			
Suggestions:			
3.4 Logic model includes specified short-term and long-term outcomes.			
Description:			
Suggestions:			
3.5 Logic model includes specified impacts.			
Description:			
Suggestions:			
3.6 The logic model has been shared with program staff and key stakeholders.			
Description:			
Suggestions:			
3.7 The logic model is updated periodically.			
Description:			
Suggestions:			
3. Program has a logic model.	Overall Indicator Rating		
	Meets	Partially Meets	Does Not Meet
3. Program has a logic model.			
Description:			
Suggestions:			

See page 19 of the Measurability Assessment Guidebook for more information about Indicator 3.

Indicators of a Focus on Results

Key Elements of Indicator 4: Evidence-Based	Key Element Ratings		
	Meets	Partially Meets	Does Not Meet
4.1 Program can demonstrate that its outcomes in North Carolina have been tested by a rigorous impact evaluation or that it uses a design that has been tested and found to be successful through multiple rigorous impact evaluations in other jurisdictions.			
Description:			
Suggestions:			
	Overall Indicator Rating		
	Meets	Partially Meets	Does Not Meet
4. Program is evidence-based.			
Description:			
Suggestions:			

See page 23 of the Measurability Assessment Guidebook for more information about Indicator 4.

Key Elements of Indicator 5: Scalability Analysis	Key Element Ratings		
	Meets	Partially Meets	Does Not Meet
5.1 Scalability documents determine whether the program has robust evidence of its effectiveness.			
Description:			
Suggestions:			
5.2 Scalability documents determine whether the program has the potential for substantially expanded reach and system adoption.			
Description:			
Suggestions:			
5.3 Scalability documents determine whether an expanded program is acceptable to target groups and settings.			
Description:			
Suggestions:			
5.4 Scalability documents determine whether an expanded program can be delivered at an acceptable cost.			
Description:			
Suggestions:			
	Overall Indicator Rating		
	Meets	Partially Meets	Does Not Meet
5. Program has conducted a scalability analysis.			
Description:			
Suggestions:			

See page 26 of the Measurability Assessment Guidebook for more information about Indicator 5.

Key Elements of Indicator 6: Strategic Plan	Key Element Ratings		
	Meets	Partially Meets	Does Not Meet
6.1 Strategic plan includes a mission statement.			
Description:			
Suggestions:			
6.2 Strategic plan includes a vision statement.			
Description:			
Suggestions:			
6.3 Strategic plan includes a values statement.			
Description:			
Suggestions:			
6.4 Strategic plan includes identified goals.			
Description:			
Suggestions:			
6.5 Strategic plan includes identified objectives.			
Description:			
Suggestions:			
6.6 Strategic plan includes performance measures.			
Description:			
Suggestions:			
6.7 Strategic plan is updated periodically.			
Description:			
Suggestions:			
	Overall Indicator Rating		
	Meets	Partially Meets	Does Not Meet
6. Program has a strategic plan.			
Description:			
Suggestions:			

See page 29 of the Measurability Assessment Guidebook for more information about Indicator 6.

Key Elements of Indicator 7: Performance Measurement	Key Element Ratings		
	Meets	Partially Meets	Does Not Meet
7.1 Performance measures assess key inputs.			
Description:			
Suggestions:			
7.2 Performance measures assess key outputs.			
Description:			
Suggestions:			
7.3 Performance measures assess efficiency/process.			
Description:			
Suggestions:			
7.4 Performance measures assess quality.			
Description:			
Suggestions:			
7.5 Performance measures assess key outcomes.			
Description:			
Suggestions:			
7.6 Program has a defined method for collecting performance data.			
Description:			
Suggestions:			
7.7 Program has a standard format for reporting performance data.			
Description:			
Suggestions:			
7.8 Program validates performance measures periodically.			
Description:			
Suggestions:			
7.9 Performance measures are regularly reported to managers, staff, and key stakeholders.			
Description:			
Suggestions:			
7.10 Performance measures provide the level and type of data needed to conduct a rigorous evaluation of program impacts.			
Description:			
Suggestions:			
7. Program has performance measures.	Overall Indicator Rating		
	Meets	Partially Meets	Does Not Meet
Description:			
Suggestions:			

See page 34 of the Measurability Assessment Guidebook for more information about Indicator 7.

Key Elements of Indicator 8: Quality Improvement System	Key Element Ratings		
	Meets	Partially Meets	Does Not Meet
8.1 Quality improvement system sets objectives, which have indicators, targets, and dates.			
Description:			
Suggestions:			
8.2 Objectives are consistent with those set by the program's strategic plan and are updated annually.			
Description:			
Suggestions:			
8.3 Quality improvement system monitors progress towards objectives through an action plan and milestones.			
Description:			
Suggestions:			
8.4 Program takes remedial action if there is a performance shortfall.			
Description:			
Suggestions:			
	Overall Indicator Rating		
	Meets	Partially Meets	Does Not Meet
8. Program has a quality improvement system.			
Description:			
Suggestions:			

See page 39 of the Measurability Assessment Guidebook for more information about Indicator 8.

Indicators of Sound Financial Management

Key Elements of Indicator 9: Risk Assessment	Key Element Ratings		
	Meets	Partially Meets	Does Not Meet
9.1 Risk profile identifies inherent risks, assesses the likelihood and impact of inherent risks, determines risk tolerance, and examines the suitability of existing controls and prioritizes residual risks.			
Description:			
Suggestions:			
9.2 Mitigation strategy identifies who is responsible for risk management activities, determines what control activities the program is using, establishes when the program is implementing activities, and determines where the program is focusing its activities.			
Description:			
Suggestions:			
	Overall Indicator Rating		
	Meets	Partially Meets	Does Not Meet
9. Program has a risk assessment.			
Description:			
Suggestions:			

See page 43 of the Measurability Assessment Guidebook for more information about Indicator 9.

Key Elements of Indicator 10: Financial Forecast	Key Element Ratings		
	Meets	Partially Meets	Does Not Meet
10.1 Financial forecast is conducted at least annually.			
Description:			
Suggestions:			
10.2 Financial forecast projects revenues and expenditures for at least 5 years.			
Description:			
Suggestions:			
10.3 Financial forecast breaks down projections into revenue and expenditure categories.			
Description:			
Suggestions:			
10.4 Financial forecast is based on a basic model of forecasting.			
Description:			
Suggestions:			
10.5 Financial forecast attempts to explain trends by discussing why revenue and expenditures are expected to increase or decrease.			
Description:			
Suggestions:			
Overall Indicator Rating	Overall Indicator Rating		
	Meets	Partially Meets	Does Not Meet
10. Program has a financial forecast.			
Description:			
Suggestions:			

See page 45 of the Measurability Assessment Guidebook for more information about Indicator 10.

Key Elements of Indicator 11: Cost Sharing	Key Element Ratings		
	Meets	Partially Meets	Does Not Meet
11.1 If program does <u>not</u> require cost sharing, documents include a description of why program does not require cost sharing. <i>If program does require cost sharing, enter N/A.</i>			
Description:			
Suggestions:			
11.2 If program does require cost sharing, documents include a description of cost sharing requirements. <i>If program does not require cost sharing, enter N/A.</i>			
Description:			
Suggestions:			
11.3 If program does require cost sharing, documents describe the method used to set charges. <i>If program does not require cost sharing, enter N/A.</i>			
Description:			
Suggestions:			
11.4 If program does require cost sharing, documents review cost sharing levels and recommend modifications as appropriate. <i>If program does not require cost sharing, enter N/A.</i>			
Description:			
Suggestions:			
	Overall Indicator Rating		
	Meets	Partially Meets	Does Not Meet
11. Program has cost sharing documents.			
Description:			
Suggestions:			

See page 48 of the Measurability Assessment Guidebook for more information about Indicator 11.

Key Elements of Indicator 12: Staffing Analysis	Key Element Ratings		
	Meets	Partially Meets	Does Not Meet
12.1 Staffing analysis measures caseload and workload.			
Description:			
Suggestions:			
12.2 Staffing analysis identifies trends and establishes internal benchmarks for efficient operations.			
Description:			
Suggestions:			
	Overall Indicator Rating		
	Meets	Partially Meets	Does Not Meet
12. Program has conducted a staffing analysis.			
Description:			
Suggestions:			

See page 50 of the Measurability Assessment Guidebook for more information about Indicator 12.

Key Elements of Indicator 13: Accounting System	Key Element Ratings		
	Meets	Partially Meets	Does Not Meet
13.1 Accounting system includes assets, liabilities, fund equity and other credits, revenues, and expenditures.			
Description:			
Suggestions:			
13.2 Accounting system tracks financial information on a cash and accrual basis.			
Description:			
Suggestions:			
13.3 Accounting system is capable of producing financial statements required by the Governmental Accounting Standards Board.			
Description:			
Suggestions:			
	Overall Indicator Rating		
	Meets	Partially Meets	Does Not Meet
13. Program has an accounting system.			
Description:			
Suggestions:			

See page 52 of the Measurability Assessment Guidebook for more information about Indicator 13.

Key Elements of Indicator 14: Audit	Key Element Ratings		
	Meets	Partially Meets	Does Not Meet
14.1 Audit documents include a description of audit requirements.			
Description:			
Suggestions:			
14.2 Audit documents demonstrate accessibility of persons involved with the program; books, records, reports, vouchers, correspondence, files, personnel files, investments, and any other documentation of the program; and property, equipment, and facilities of the program.			
Description:			
Suggestions:			
14.3 Program maintains a record of prior audits, examinations, and evaluations.			
Description:			
Suggestions:			
14.4 Program maintains a record of corrective actions taken in response to audit findings and recommendations.			
Description:			
Suggestions:			
	Overall Indicator Rating		
	Meets	Partially Meets	Does Not Meet
14. Program is audited.			
Description:			
Suggestions:			

See page 55 of the Measurability Assessment Guidebook for more information about Indicator 14.