



PERFORMANCE MEASURE TRAINING

June 11, 2024

State Budget Division

ACCOUNTABILITY IN GOVERNMENT ACT (AGA)

Passed into law in 1999, New Mexico's Accountability in Government Act exchanged multiple specific categorical appropriations in the GAA for fewer categories but increased performance-based budgeting oversight.

General Appropriations Act of 1996

STATE COMMISSION OF PUBLIC RECORDS:

(a) Personal services	854.0
(b) Employee benefits	317.9
(c) Travel	8.0
(d) Maintenance and repairs	88.3
(e) Supplies and materials	5.6
(f) Contractual services	4.3
(g) Operating costs	150.1
(h) Other costs	
(i) Capital outlay	3.0
(j) Out-of-state travel	2.5
(k) Other financing uses	.9

General Appropriations Act of 2019

STATE COMMISSION OF PUBLIC RECORDS:

(1) Records, information and archival management:
The purpose of the records, information and archival services is to provide tools, methodologies and services for use by state agencies, historical record repositories and the public so that they can properly dispose of records, facilitate their use and protect the interests of citizens of New Mexico.

Appropriations:

(a) Personal services and employee benefits	2,429.4
(b) Contractual services	24.6
(c) Other	59.1

**HB2 CATEGORIES BEFORE AND AFTER
AGA IMPLEMENTATION**

ACCOUNTABILITY IN GOVERNMENT ACT

AGA Statute: Section 6-3A-2 NMSA 1978

Purpose:

The purpose of the Accountability in Government Act is to provide for **more cost-effective and responsive government services** by using the state budget process and defined **outputs, outcomes and performance measures to annually evaluate the performance of state government programs.**



The AGA establishes the framework for performance-based budgeting:

- Accountability
- Evaluating performance and assessing progress
- Informing the public of benefits derived from the delivery of government services

6-3A-2 NMSA 1978 FINDINGS AND PURPOSE

The legislature finds that agencies should:

1. be granted sufficient statutory authority and flexibility to use their resources in the best possible way in order to better serve the citizens of New Mexico through the efficient delivery of services and products and the effective administration of governmental programs;
2. be held accountable for the services and products they deliver in accordance with clearly defined missions, goals and objectives;
3. develop performance measures for evaluating performance and assessing progress in achieving goals and objectives, and those measures should be integrated into the planning and budgeting process and maintained on an ongoing basis;
4. have incentives to deliver services and products in the most efficient and effective manner and, if appropriate, recommend the restructuring of ineffective programs or the elimination of unnecessary programs;
5. have their performance in achieving desired outputs and outcomes and in efficiently operating programs measured and evaluated in an effort to improve program coordination, eliminate duplicate programs or activities and provide better information to the governor, the legislature and the public; and
6. strive to keep the citizens of this state informed of the public benefits derived from the delivery of agency services and products and of the progress agencies are making with regard to improving performance.

AGA CYCLE DATES & PROCESSES

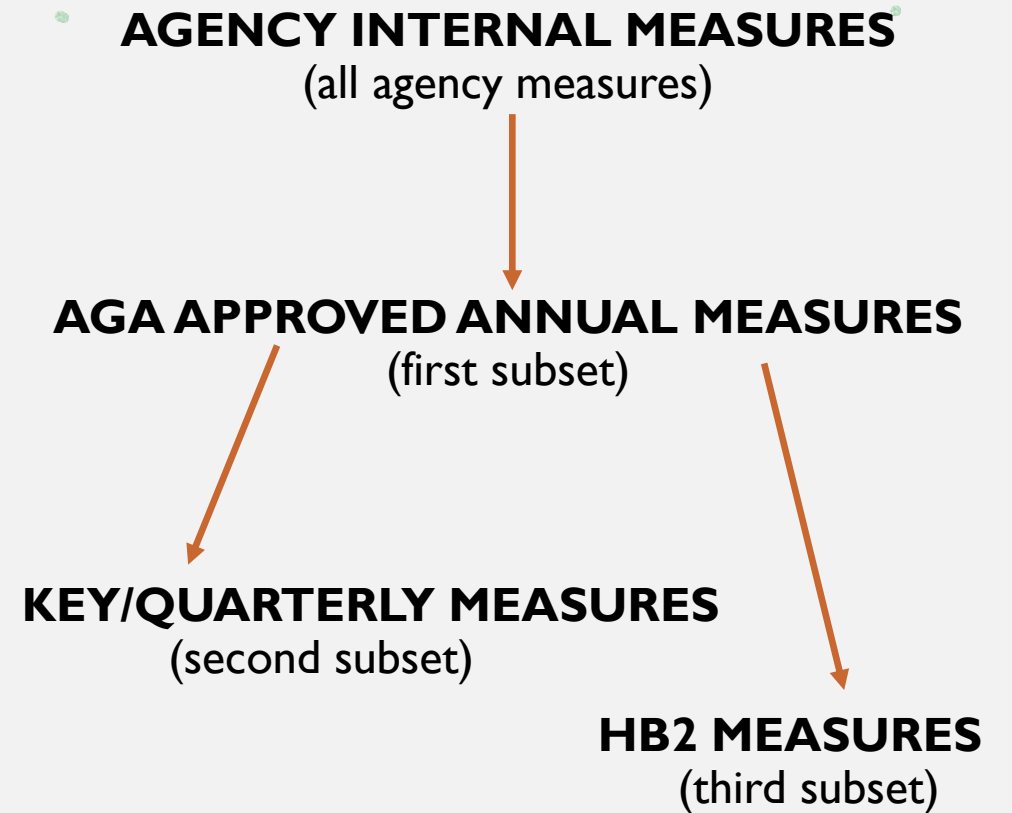
Remember: the AGA cycle over the summer is when agencies work with SBD and LFC to retain or adjust wording, change measure types, or add or inactivate measures.

Targets for measures are not entered into BFM until the Appropriation Request is due on September 1.

- **June 15:**
 - DFA notifies agencies of their current approved performance measures
- **July 15:**
 - Agencies propose changes to program structure and performance measures for FY26 (done within BFM)
 - Key agencies propose changes to key measures for FY25 (done outside of BFM)
- **August 15:**
 - After collaboration with LFC and the agency, DFA finalizes approval of new, changed or inactivated measures – Annual for FY26 and quarterly for FY25
 - After collaboration with LFC and the agency, DFA approves changes to program structure
- **September 1:**
 - All agencies submit performance-based appropriation requests with requested targets for FY26
 - Budget requests must also include the agency's updated strategic plan for FY26

PERFORMANCE MEASURE STRUCTURE

Performance measures are simply **subsets** of **other groups of measures**.



TYPES OF PERFORMANCE MEASURES

Output = amount of work done (least emphasis on these)

Outcome = program results

Efficiency = unit costs to produce or services

Quality = quality of service level

Explanatory = where agency cannot be held fully accountable, but the data is of high interest to the public.



Output:

Number of statewide lanes preserved



Outcome:

Percent of non-interstate lane miles rated fair or better



Efficiency:

Percent of invoices paid within thirty days



Explanatory:

Annual number of riders on the rail runner



Quality:

Percent of cost-over-bid amount, less gross receipts tax, on highway construction projects

**EXAMPLES OF
PERFORMANCE
MEASURES
(COURTESY OF
NMDOT)**

DATA ENTRY IN BFM

STAGES FOR
SUBMISSION IN
BFM

4401 Initial Entry

4402 Manager Review

4403 Agency Management
Changes

4404 Submit to DFA Analyst
Review

ENTERING AND UPDATING MEASURES IN BFM

In BFM, you can:

- Request to add or inactivate a measure
- Request to change wording or measure type
- Add justifications and contextual information. Remember, justification is KEY! Be sure to fill out ALL fields.
- Enter targets for the upcoming fiscal year (remember this is done for the September 1 Appropriation Request deadline)

BEFORE YOU START TO ENTER DATA INTO BFM

Make sure your agency
has reviewed all
measures and
information

Internal approval is
needed before you
start to enter data into
BFM to ensure reduced
duplicative entries.

REQUESTING CHANGES: 4400 FORM

The 4400 form is used for requests for new measures, for changes, or for inactivation **for FY25 ONLY.**

Changes to key measures are done on a form outside the system that agencies will return to SBD and LFC. SBD analysts will handle FY24 key measure changes in BFM.

Remember, the 4400 form is used to submit change requests. **If you are not requesting any sort of change, you do not need to fill out and submit the form.**

The image shows two screenshots from the SHERPA system. The top screenshot is the 'Performance Measure Change Request (4400)' page, which includes a table of existing measures and an '+ Add New' button. The bottom screenshot is the 'Create a new Budget Form - 4400' dialog, which contains fields for Stage, PCode, and Measure, along with search icons and a 'Main Campus' label.

SHERPA Home Budget Formulation Performance Measures Rec Cycle Forms

Performance Measure Change Request (4400)

+ Add New

To add a new measure, change, or propose a deletion of an existing measure click on this button.

ID	Name (First 12)	Stage	PCode	Measure	Rd
43463	9525 - Taos Bran	4499	9525	952009525001	0
43464	9525 - Taos Bran	4499	9525	952009525002	0
43465	9525 - Taos Bran	4499	9525	952009525003	0
43466	9525 - Taos Branch	4499	9525	952009525004	0

Create a new Budget Form - 4400

× Close

Stage:* 4401 - Initial Entry

PCode: 9521

Main Campus

Measure:*

Save Cancel

Select the PCODE for your agency.

Select an existing measure or "new" measure

SUBMITTING A NEW PERFORMANCE MEASURE: 4400 FORM

After you select new measure when creating a new 4400 form, select save, then you will be taken to the form header.

SHERPA Home Budget Formulation Performance Measures Rec Cycle Forms

Performance Measure Change Request (4400)

+ Add New

1 To add a new measure, change, or propose a deletion of an existing measure click on this button.

	Name (First 12)	Stage	PCode	Measure	Rd
43463	9525 - Taos Branch	4499	9525	952009525001	0
43464	9525 - Taos Branch	4499	9525	952009525002	0
43465	9525 - Taos Branch	4499	9525	952009525003	0
43466	9525 - Taos Branch	4499	9525	952009525004	0

Create a new Budget Form - 4400

X Close

1. Select your agency PCODE

Stage:* 4401 - Initial Entry

PCODE: 9521

Main Campus

2. Select New for a new Performance Measure request

Measure:* NEW

Request for New Performance Measure

3. Select Save

Save Cancel

up

1. Type "New"

X Cancel

Q New

Select	Code	Name
Select	972009721004	Number of first-time freshmen enrolled who graduated from
Select	974009741004	Number of first-time freshmen enrolled who graduated from
Select	975009751004	Number of first-time freshmen enrolled who graduated from
Select	976009761004	Number of first-time freshmen enrolled who graduated from
Select	977009771004	Number of first-time freshmen enrolled who graduated from
Select	979009791001	Number of New Mexico teachers who complete a personnel
Select	980009791007	Percent of Individuals with Disabilities Ed
Select	993009931017	Percent of recent New Mexico high school graduates who
Select	993009931030	Percent of New Mexico high school graduates who
Select	993009931092	Percent of recent New Mexico high school graduates who
Select	99300PSS1111	Percent of recent New Mexico high school graduates who
Select	NEW	Request for New Performance Measure

2a

2. Scroll down to the bottom

3. Select this one

Records: 1 - 146 of 146 - Pages: 1

SUBMITTING A NEW PERFORMANCE MEASURE: 4400 FORM

Budget Form Header

🔍 Mention History 🔍 Mention ➡ Submit ✕ Close

Instructions for new measures

Instance ID	Form Definition	Definition Name	Name	PCode:	Measure
57744	4400	Performance Measure Change Request (4400)	9521 - Main Campus	9521	NEW

Stage Code:*
4401
Initial Entry

PCode:
9521
Main Campus

Measure
NEW
Request for New Performance

Header

Current Measure Name:
9521 - Main Campus
Request for New Performance Measure
Do not enter information here

Proposed Measure:*
You will enter the new performance measure language here.

Explanation of Change:*
Enter explanation of why the measure is needed. What will it address? Etc.

Approved Measure Name:*
Do not enter information here

Consensus Reached: ☐
Current HB2 Flag: ☐
Proposed HB2 Flag: ☐
Current Qtr Flag: ☐
Proposed Qtr Flag: ☐
FY Last Reviewed/Updated:
Inactive in Year:* Keep Active (ACTIVE)
Measure Type:*
Measure Format:* N/A
Good Direction:*
Sort Order:* 00

Save

After the information is entered. Select, Save.

This will change once you enter the proposed performance measure language in the third box.

Do not enter information here

Do not enter information here

You will enter the new performance measure language here.

Enter explanation of why the measure is needed. What will it address? Etc.

Do not enter information here

leave this alone

leave this alone

MODIFYING A CURRENT PERFORMANCE MEASURE

After you select the measure, you wish to modify save the results and you will be sent to the form header.

SHERPA Home Budget Formulation Performance Measures Rec Cycle Forms

Performance Measure Change Request (4400)

1 **+** Add New

To add a new measure, change, or propose a deletion of an existing measure click on this button.

	Name (First 12)	Stage	PCode	Measure	Rd
	9525 - Taos Bran	4499	9525	952009525001	0
	9525 - Taos Bran	4499	9525	952009525002	0
465	9525 - Taos Bran	4499	9525	952009525003	0
43466	9525 - Taos Branch	4499	9525	952009525004	0

Create a new Budget Form - 4400

2

1. Select your agency PCODE

Stage*: 4401 - Initial Entry

PCode: 9521

Measure*: 952009521001
Number of students enrolled, by headcount

3. Select Save

2a

Type the Business unit and Pcode here

952009521

Select	Code	Name
Select	952009521001	Number of students enrolled, by headcount
Select	952009521002	Number of degree-seeking undergraduate students enrolled
Select	952009521003	Number of degree-seeking graduate students enrolled
Select	952009521004	Number of degree-seeking students enrolled, by headcount
Select	952009521005	Number of students who graduated from
Select	952009521006	Number of students who graduated from
Select	952009521007	Number of students who graduated from
Select	952009521008	Number of graduate students enrolled, by headcount
Select	952009521009	Percent of undergraduate students, enrolled in at least fifteen
Select	952009521010	Number of credit hours completed
Select	952009521011	Number of lower-level unrestricted, end-of-course student c
Select	952009521012	Number of upper-level unrestricted, end-of-course student c

Select the performance measure you wish to modify

Records: 1 - 49 of 49 - Pages: 1

MODIFYING A CURRENT PERFORMANCE MEASURE

Budget Form Header

Modifying current performance measure language

Instance ID	Form Definition	Definition Name	Name	PCode:	Measure
57746	4400	Performance Measure Change Request (4400)	Number of students enrolled, by h	9521	952009521001

Stage Code:* PCode: Measure
Initial Entry Main Campus Number of students enrolled,

Current Measure Name:

Existing Measure (Changes not saved):
Do not enter information here

Proposed Measure:*

Explanation of Change:*

Approved Measure Name:*

Consensus Reached: ☐
 Current HB2 Flag: ☒
 Proposed HB2 Flag: ☒
 Current Qtr Flag: ☒
 Proposed Qtr Flag: ☒

FY Last Reviewed/Updated:
 Inactive in Year:*

Measure Type:*
 Measure Format:*
 Good Direction:*
 Sort Order:*

After you are complete, please save the form.

Do not modify

Modify the information, if needed.

Do not modify

Performance Measure Change Request (4400)

+ Add New

1

To add a new measure, change, or propose a deletion of an existing measure click on this button.

	Name (First 12	Stage	PCode	Measure	Rd
	9525 - Taos Bran	4499	9525	952009525001	0
	9525 - Taos Bran	4499	9525	952009525002	0
	9525 - Taos Bran	4499	9525	952009525003	0
	9525 - Taos Branch	4499	9525	952009525004	0

Create a new Budget Form - 4400

×

Close

Stage:*

4401 - Initial Entry

PCode:

9521

Measure:*

952009521001

Save

Cancel

3. Select Save

1. Select your agency PCODE

2. Select the performance measure you wish to modify

Lookup

×

Cancel

952009521

Type the Business unit and Pcode here

Select	Code	Name
Select	952009521001	Number of students enrolled, by headcount
Select	952009521002	Number of degree-seeking undergraduate students enrolled
Select	952009521003	Number of degree-seeking undergraduate students enrolled, by h
Select	952009521004	Number of degree-seeking undergraduate students enrolled, by h
Select	952009521005	Number of degree-seeking undergraduate students enrolled, by h
Select	952009521006	Number of degree-seeking undergraduate students enrolled, by h
Select	952009521007	Number of degree-seeking undergraduate students enrolled, by h
Select	952009521008	Number of graduate students enrolled, by headcount
Select	952009521009	Percent of undergraduate students, enrolled in at least fifteen
Select	952009521010	Number of credit hours completed
Select	952009521011	Number of lower-level unrestricted, end-of-course student c
Select	952009521012	Number of upper-level unrestricted, end-of-course student c

Select the performance measure you wish to modify

Records: 1 - 49 of 49 - Pages: 1

DELETING A CURRENT PERFORMANCE MEASURE

After you select the measure, you wish to **delete** save the results and you will be sent to the form header.

DELETING A CURRENT PERFORMANCE MEASURE

Budget Form Header

Deleting a current performance measure

🔍 Mention History 🔍 Mention ➡ Submit ✕ Close

Instance ID	Form Definition	Definition Name	Name	PCode:	Measure
57747	4400	Performance Measure Change Request (4400)	9521 - Main Campus	9521	952009521001

Stage Code:*

Initial Entry

PCode:

Main Campus

Measure

Number of students enrolled,

Header

Narrative Changes

Attachments

Current Measure Name:

Existing Measure (Changes not saved):

Do not enter information here

Proposed Measure:*

Explanation of Change:*

Approved Measure Name:*

Consensus Reached: ☐

Current HB2 Flag: ☒

Proposed HB2 Flag: ☒

Current Qtr Flag: ☒

Proposed Qtr Flag: ☒

FY Last Reviewed/Updated:

Inactive in Year:*

Measure Type:*

Measure Format:*

Good Direction:*

Sort Order:*

Save

Do not modify

You will need to select 2026 as the year you wish to discontinue the measure.

Modify the information, if needed.

Do not modify

After you are complete, please save the form.

Do not enter information here

Copy the current language and paste it here

State the explanation as to why you are proposing a deletion of the current measure.

Do not enter information here

Do not modify

MODIFYING DROP DOWNS

Measure Format:*	Integer (1,234) ▼
Good Direction:*	Select a Measure Format...
Sort Order:*	N/A

	Integer (1,234)
	1 = Yes , 2 = No
	Ratio 5.1 (5/1)
	Date (YYYYMMDD) 12/12/2020
	Money (000's) 1 dec. (\$1,234.1)
	Integer 1 dec. (1,23.1)
	Integer 2 dec. (1,234.00)
	Money (\$1,234)
	Money 2 dec. (\$1,234.00)
	Percent (12%)
	Percent 1 dec. (12.1%)
	Percent 2 dec. (12.12%)
	Time/Ratio: Hrs.Min/Min.Sec/10.1 (10:10)

Measure Format: How should measure data be displayed (integer, date, percent, etc.)

Measure Type:*	Output ▼
Measure Format:*	Select a Measure Type...
Good Direction:*	Efficiency
Sort Order:*	Explanatory
	Outcome
	Output
	Quality

Measure Type: See slide 8, for more information.

Good Direction:*	Result OVER Target = ▼
Sort Order:*	Select a Good Direction...
	Result OVER Target = Target Met
	Result Under Target = Target Met

Good Direction: “Over” if the target is met if the result is higher, “Under” if target is met if the result is lower

BFM PERFORMANCE MEASURE REPORTS

- Annual Performance Report
- Full Program and Measure Report
- Performance Measure Table 2 Summary
- Performance Monitoring Plan
- PB-1 Summary of Requested PM Changes (former Word document, also incorporates PB-2 for quarterly reporting agencies)

QUARTERLY REPORTING/ KEY AGENCIES

6-3A-9. Quarterly reporting.

- A. The division, in consultation with the committee, shall select agencies and specify performance measures for those agencies that shall be reported on a quarterly basis.
- B. Quarterly reports shall compare actual performance for the report period with targeted performance and shall be filed with the division and committee within thirty days of the end of a reporting period.

History: Laws 2004, ch. 39, § 9

As mentioned previously, changes to quarterly measures are done outside BFM.

FY24 QUARTERLY REPORTING AGENCIES

Code	Agency
200-280	Judiciary (Including AOC and PDD)
333	Taxation and Revenue Department
350	General Services Department
419	Economic Development Department
521	Energy, Minerals and Natural Resources Department
550	Office of the State Engineer
624	Aging and Long-Term Services Department
630	Human Services Department
631	Workforce Solutions Department
665	Department of Health
667	Environment Department
690	Children, Youth and Families Department
770	Corrections Department
790	Department of Public Safety
805	Department of Transportation
924	Public Education Department
952-977	Higher Education Institutions

FY24 SEMI-ANNUAL REPORTING AGENCIES

Code	Agency
341	Department of Finance and Administration
378	State Personnel Office
950	Higher Education Department
978-980	Special Schools
993	Public Schools

QUESTIONS?

Thank you,

Diego Jimenez
diego.jimenez@dfa.nm.gov

Nicole Macias
nicole.macias@dfa.nm.gov

John Campbell
john.campbell@dfa.nm.gov

