A Step-by-Step Guide to Completing the Performance Measures (PM) Progress Report

1. Print Documents
- A. Performance Measures Progress Report *(PDF version)*
- B. Your County's Most Recent Statewide Budget and Workplan (Attachment B-1 and C of the most recent budget amendent)
- C. Performance Measures Checklist
- D. Performance Measures Quick Check

2. Complete Manually
- Use the print-out *PDF version* of the PM to complete *draft*
- Do **NOT** open the QuestionPro link version at this time

3. Use Resources
- Along with the intructions on the PM PDF, use ILS's supportive documents C and D
- Visit the ILS website *(ils.ny.gov)* to review *the PM Instructional Video, FAQs* and *Data Officer Best Practices Manual*
- Materials found under "*Research and Data Analysis*" > "*Data Officers*" and "*Annual Data Reporting*"

4. Ensure Accuracy
- Confirm the accuracy of the data with defense providers in your county
- Ensure the completedness of the data by following up with providers in your county to obtain any missing information

5. Submit Online
- Open the *QuestionPro* link (unique links are sent out in advance via email)
- Transfer the data from the Performance Measures print-out to the QuestionPro Survey
- Click "Done" (Do **NOT** click "Exit Survey")

6. File
- Save a completed version of your Progress Report for your records and future reference.