

COUNTY USER GUIDE

STEP UP PERFORMANCE MANAGEMENT SYSTEM

Oklahoma State
Department of Health



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Introduction: The Step UP Performance Management System application was designed to give the Oklahoma State Department of Health, direct report services, service areas, and county health departments a defined system to:

- Promote thoughtful planning and decision making toward programmatic and organizational goals and objectives
- Enhance the development of innovative activities and strategies for meeting those objectives,
- Assure periodic measurement of quantifiable performance measures important to achieving the selected goals and objectives.

This chapter provides new users with step-by-step information on how to set up a new Step UP account.

Step 1: Your Step UP Administrator will need to establish you as a system user before you can begin. Once this has been done, you will be notified through e-mail that you are confirmed. The notification will also contain your temporary password, which should be changed once you set up your profile.

Step 2: To access the Step UP Performance Management System Application, navigate to <https://www.ok.gov/health/stepup>.

The Step UP Performance Management System application login page will appear.

The screenshot shows the login page for the Step UP Performance Management System. At the top left is the Oklahoma State Department of Health logo and the URL www.ok.gov. The page title is 'OSDH Step UP Performance Management System'. On the right side of the header, it says 'Oklahoma State Department of Health'. Below the header is a navigation menu with links: 'OSDH Home', 'OSDH Step UP Home', 'Contact Us', 'State of Oklahoma Web Site', 'User Guide (Doc)', 'County User Guide (Doc)', and 'What's This?'. The main content area has a yellow box with the 'Step UP' logo and the slogan 'Strategies toward excellent performance—Unlimited Potential'. Below this, it says 'Oklahoma State Department of Health Performance Management system'. Below that, it says 'Welcome to the Oklahoma State Department of Health (OSDH) Step UP Performance Management system application'. Below this, it says 'This site was created to give OSDH service areas a defined system to promote thoughtful planning and decision-making toward creating programmatic goals and objectives; enhance the development of innovative activities and strategies for meeting those objectives; and assure periodic measurement of quantifiable performance measures important to achieving the selected goals and objectives.' Below that, it says 'Please login to enter the OSDH Step UP Application!'. On the left side of the page, there is a login form with fields for 'Login:' and 'Password:', a 'Sign On' button, and links for 'First Time User?', 'Forgot Password?', and 'Forgot Login?'. At the bottom of the page, there is a copyright notice: '© Copyright 2010 • State of Oklahoma' and a footer with links: 'Help Desk | Policies | About Oklahoma's Web Portal | Feedback'.

Step 3: There is a one time registration process. If you have already completed the registration process, enter your Login and Password and select the 'Sign On' button.

Step 4: If you are a first time user, click on the ‘[First Time User?](#)’ link. This will open the First Time User setup page.

Step 5: Enter your email address and select the ‘Next’ button. This will open the Account Set-up page.

The screenshot shows the 'First Time User' page of the OSDH Step UP Performance Management System. The page has a blue header with the Oklahoma State Department of Health logo and name. Below the header, there is a navigation menu on the left with links like 'OSDH Home', 'OSDH Step UP Home', 'Contact Us', 'State of Oklahoma Web Site', 'User Guide (Doc)', and 'County User Guide (Doc)'. The main content area is light green and contains the following text: 'OSDH Step UP Performance Management System First Time User', 'If you have accessed this application previously, please use your account information you provided to login to this application.', and 'If you are a first time user to this application, please enter an email address below that you would like to use to set up a login and password to have access to the OSDH Step UP Performance Management System'. There is a red asterisk indicating a required field for 'Enter an email address:'. Below the input field are 'Back' and 'Next' buttons. The footer contains copyright information and links to 'Help Desk', 'Policies', 'About Oklahoma's Web Portal', and 'Feedback'.

The screenshot shows the 'Account Set-up' page of the OSDH Step UP Performance Management System. The page has a blue header with the Oklahoma State Department of Health logo and name. Below the header, there is a navigation menu on the left with links like 'OSDH Home', 'OSDH Step UP Home', 'Contact Us', 'State of Oklahoma Web Site', 'User Guide (Doc)', and 'County User Guide (Doc)'. The main content area is light green and contains the following text: 'OSDH Step UP Performance Management System Account Set-up', 'Please enter your registration information below. When validated, you will be asked to set up an account using the email address to access the OSDH Step UP Performance Management System application.', and 'Please follow the instructions on each page that follows.'. There are two red asterisks indicating required fields: '* Email Address:' and '* Initial Password:'. Below the input fields are 'Back' and 'Next' buttons. The footer contains copyright information and links to 'Help Desk', 'Policies', 'About Oklahoma's Web Portal', and 'Feedback'.

Tip: The red asterisk (*) indicates the required fields. Enter all of the required fields and select the ‘Next’ button.

Tip: Email is used throughout the application to notify the user of status changes.

OSDH Step UP Performance Management System Account Setup

You will need to set-up an account to access the OSDH Step UP Performance Management System. Please enter the information required below to continue.

* Indicates Required Field

User Information:

* First Name:	<input type="text" value="TERRI"/>
Middle Initial:	<input type="text"/>
* Last Name:	<input type="text" value="TEST"/>
* Email:	<input type="text" value="teri.test@yahoo.com"/>
* Re-Enter Email:	<input type="text" value="teri.test@yahoo.com"/>
* 10-Digit Phone: (digits only)	<input type="text" value="4059998778"/>

Create Login Information:

You will be required to reset your password every **90 days**.

Your Login ID:

- Is NOT case sensitive.
- Must be between **8 and 15 characters** long.

Your Password must:

- Be between **8 and 15 characters** long.
- Not based on anything somebody could easily guess (birth date, telephone number, etc.).
- Be free of consecutive identical characters or digits.
- Not be all-numeric or all-alphabetical characters.
- An example of a valid password is A9BZ4b0.
- Password IS case sensitive.

* Create Login ID:	<input type="text" value="ttest123"/>
* Create Password:	<input type="password" value="*****"/>
* Re-Enter Password:	<input type="password" value="*****"/>

Security Questions:

* Question 1:	<input type="text" value="What is your mother's maiden name?"/>
* Answer 1:	<input type="text" value="test"/>
* Question 2:	<input type="text" value="In which city were you born?"/>
* Answer 2:	<input type="text" value="test"/>

Step 6: Enter all of the required fields and select the 'Submit' button. This will open the Thank you page.

Thank You for Registering

Your account has been created, **but not activated.**

NOTE: Your account must be activated WITHIN 24 HOURS before you can login.

To **ACTIVATE** your account, you will need to respond to an email that has been sent to the email address you provided during registration.

This email will contain a link that you must follow, along with an activation number required to **ACTIVATE** this account.

You **MUST** respond to this email within 24 hours to **ACTIVATE** this account so you can login to the **OSDH Step UP Performance Management System**. Otherwise, your account will be removed from the system.

Thank you again for registering.

An email notification will be sent to the email address that you entered with a URL link and an activation code. **Make a note of the activation code.**

Open the email and select the URL link. This will give you a new window where you can enter the activation code provided. After entering the activation code, select the 'Submit' button. This completes the one-time registration process and you are now ready to login with your login and password.

County Health Department Overview and Public Health System Alignment Template

Introduction: This chapter describes the County Health Department Overview and Public Health System Alignment Template.

Tip: A complete submission of the strategic plan includes the County Health Department Overview and Public Health System Alignment template as well as the Strategic Plan and Performance Measure template (described further in Chapter 3). These are due by July 31st of each year.

Step 1: From the County Health Department Main Menu, click on the County Health Department Overview and Public Health System Alignment template link to open the County Health Department Overview and Public Health System Alignment template page.



Step 2: Once you have the template page open, you will use the pull-down menu to make your county selection. Next, select the 'Add/Load Overviews' button.

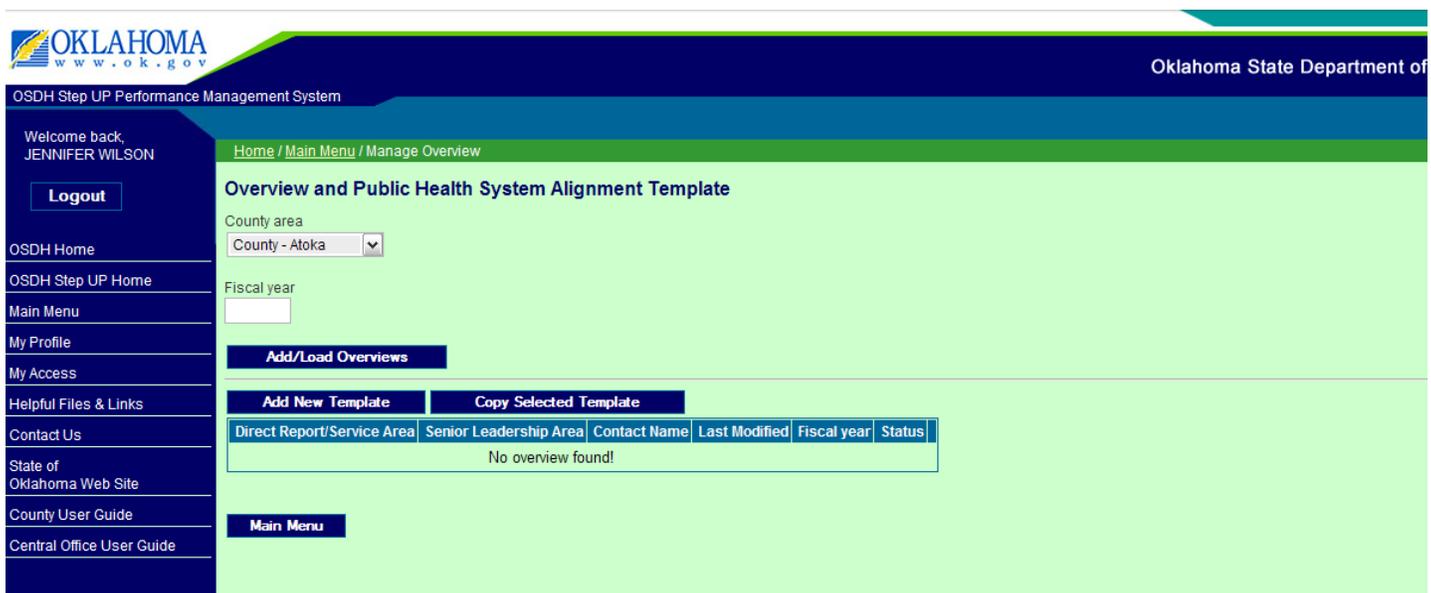
Tip: If you are looking for a template from a specific fiscal year, type that year in the box called 'Fiscal year.' If this field is left blank, the system will load all of the previous years' templates.



After adding or loading overviews, you will have to make the choice whether to 'Add New Template' or 'Copy Selected Template.'

Tip: 'Add New Template' is only used when creating a template for the very first time. For each year following, you will use 'Copy Selected Template.'

Step 3a: If you have never created a template before, your screen will look like this. You will want to add a new template. This selection automatically brings up a blank template for you to enter your information.



Step 3b: If you have previously created a template and simply need to review and update it for the current year, your screen will look like this. If several years worth of templates are shown in the table, use the column called 'Status' to identify the most recent approved version.

The screenshot shows the OSDH Step UP Performance Management System interface. The user is logged in as JENNIFER WILSON. The page title is "Overview and Public Health System Alignment Template" for Grady County. A table lists templates with columns: Direct Report/Service Area, Senior Leadership Area, Contact Name, Last Modified, Fiscal year, Status, and a View & Print button. The table contains one entry for Grady County, Community & Family Health Services, with contact Joy Marsh, last modified 10-MAY-11, for SFY 2010, with a status of "Approved".

Direct Report/Service Area	Senior Leadership Area	Contact Name	Last Modified	Fiscal year	Status	
<input type="radio"/> County - Grady	Community & Family Health Services	Joy Marsh	10-MAY-11	SFY 2010	Approved	View & Print

Select the latest approved template and click the button called 'Copy Selected Template.' After doing that, you will find that a new template has been added to your table as shown below (*notice the fiscal year has not yet been entered and the status shows pending submission*).

The screenshot shows the OSDH Step UP Performance Management System interface. The user is logged in as JENNIFER WILSON. The page title is "Overview and Public Health System Alignment Template" for Cherokee County. A table lists templates with columns: Direct Report/Service Area, Senior Leadership Area, Contact Name, Last Modified, Fiscal year, Status, and a View & Print button. The table contains two entries for Cherokee County, Community & Family Health Services, with contact sadfsdaf. The first entry is for SFY (blank), with a status of "Pending Submission". The second entry is for SFY 2008, with a status of "Approved".

Direct Report/Service Area	Senior Leadership Area	Contact Name	Last Modified	Fiscal year	Status	
<input type="radio"/> County - Cherokee	Community & Family Health Services	sadfsdaf	13-MAY-11	SFY	Pending Submission	View & Print
<input type="radio"/> County - Cherokee	Community & Family Health Services	sadfsdaf	12-MAY-11	SFY 2008	Approved	View & Print

From this point you will select that new template and click 'Edit' to begin your entry updates.

There are three tabs to the Overview. The first tab is the County Demographic Information tab. Here, you will enter contact information along with details about your county such as: population, age distribution, race/ethnicity, and the types of programs or services provided from your county health department.

Welcome back,
Terri Test

[Logout](#)

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Overview and Public Health System Alignment

County Demographic Information Oklahoma Framework Overview

Direct Report/Service Area

Status:
Last Modified Date:
Last Modified by:

Senior Leadership Area

Community & Family Health Services

* Denotes Required Field

* Contact Name

Terri Test

* Phone Number (Format: (###)###-####)

(405)271-0000

Instructions: The following sections relate to the information included in the Step-Up Performance Management Handbook. Detailed information related to these areas is included in the full document and through hyperlinks or pop-up screens. This template should be completed/updated annually. For the first four County Demographic Information requests, use the American FactFinder web site as the data source. Click [here](#) to go to the American FactFinder census web site.

Additional instructions for American FactFinder census information web site usage: After clicking on above link to go to American FactFinder web site, enter County name and state. Will then take you to your fact sheet page where you will find the information to answer population, poverty level, and race/ethnicity requests below. Once in County fact sheet, you will also need to click on "People" on left hand bars, and then "Age and Sex" to find age distribution information for your County.

Section 1: County Demographic Information

* County Population Count *Data year (example: 2008-2009 or 2008)

* Percent of Population Below Poverty Level *Data year (example: 2008-2009 or 2008)

Age Distribution: *Data year (example: 2008-2009 or 2008)

*% Under 18

*% Age 18-64

*% Age 65-84

*% Age 85+

Race/Ethnicity: *Data year (example: 2008-2009 or 2008)

*% White

*% Black

*% American Indian and Alaska Native

*% Asian

*% Native Hawaiian and other Pacific Islander

*% Hispanic

*% Other

* Programs and Services Provided

- | | |
|---|--|
| <input checked="" type="checkbox"/> Immunization | <input type="checkbox"/> Family Planning |
| <input type="checkbox"/> STD | <input type="checkbox"/> TB |
| <input type="checkbox"/> Early Intervention | <input type="checkbox"/> Children First |
| <input type="checkbox"/> Guidance | <input type="checkbox"/> WIC |
| <input checked="" type="checkbox"/> Child Health | <input type="checkbox"/> Chronic Disease |
| <input type="checkbox"/> Maternity | <input type="checkbox"/> Dysplasia |
| <input checked="" type="checkbox"/> Dental | <input type="checkbox"/> General Clinic |
| <input type="checkbox"/> Take Charge! | <input type="checkbox"/> Communicable Disease |
| <input type="checkbox"/> Adolescent Health | <input type="checkbox"/> Adult Services |
| <input type="checkbox"/> Consumer Protection | <input type="checkbox"/> Tobacco Use Prevention Services |
| <input type="checkbox"/> Physical Activity Program(s) | <input type="checkbox"/> Nutrition Programs (Other than WIC) |
| <input type="checkbox"/> Vital Records | <input type="checkbox"/> Other |

[Back](#) [Save](#) [Save and Continue](#)

Step 4: If all required fields are entered and you are ready to continue to the next section, select the 'Save and Continue' button. This will verify you have completed all required information on the current page. Next you will be ready to open the Oklahoma Framework section.

Tip: The asterisk (*) indicates the required fields.

Tip: For additional information on any of the fields, select the (?) icon next to the area you need help with. This will be available throughout the entire application.

Additional instructions for American FactFinder census information web site usage: After clicking on above link to go to American FactFinder web site, enter County name and zip code. This will then take you to your fact sheet page where you will find the information to answer population, poverty level, and race/ethnicity requests below. Once in County fact sheet page, you also need to click on "People" on left hand bars, and then "Age and Sex" to find age distribution information for your County.

County Name: Data year: (example: 2008-2009 or 2008)

Poverty Level: Data year: (example: 2008-2009 or 2008)

Age Distribution: Data year: (example: 2008-2009 or 2008)

*% Under 18:

*% Age 18-64:

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Oklahoma State Department of Health

OSDH Step UP Performance Management System

Welcome back, JENNIFER WILSON

[Logout](#)

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Central Office User Guide

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Overview and Public Health System Alignment

County Demographic Information | **Oklahoma Framework** | Overview

[Back](#) [Save](#) [Save and Continue](#)

Section 2: Oklahoma Framework

* - Denotes Required Field

* **OSDH Vision, Mission, and Values** (?)
At least annually discuss with staff in County Health Department.
Discussed with staff?
 Yes No

* **OSDH Focus Areas** (?)
Indicate which of the following of the 10 Focus Areas this County Health Department addresses. Check all that apply.

<input checked="" type="checkbox"/> Tobacco Use Prevention	<input type="checkbox"/> Terrorism and Emergency Preparedness
<input type="checkbox"/> Physical Activity and Fitness	<input type="checkbox"/> Injury and Violence Prevention
<input type="checkbox"/> Nutrition and Overweight	<input type="checkbox"/> Development and Regulation of Health Related Systems
<input type="checkbox"/> Healthy Children and Families	<input type="checkbox"/> Public Health Systems Development (including infrastructure systems)
<input type="checkbox"/> Immunization and Infectious Diseases	<input type="checkbox"/> Access to Care

* **OSDH Strategic Map** (?)
At least annually discuss with staff in County Health Department.
Discussed with staff?
 Yes No

[Back](#) [Save](#) [Save and Continue](#)

Step 5: In the Oklahoma Framework section, you will address how your county health department aligns to the OSDH vision, mission, and values; the OSDH focus areas; and the OSDH strategic map. Select 'Save and Continue' when you are finished.

The last tab in the County Health Department Overview and Public Health System Alignment template is the Overview tab. See below.

 **OKLAHOMA**
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Oklahoma State Department of Health

OSDH Step UP Performance Management System

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Terri Test
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Overview and Public Health System Alignment

[County Demographic Information](#) | [Oklahoma Framework](#) | [Overview](#)

Section 3: Overview

* - Denotes Required Field

*** Customer Satisfaction:** 

Does the County Health Department assess customer or client satisfaction? (Examples: Public Opinion Survey Retailer Assessment of Knowledge & Attitudes toward Youth Access Laws, Site Visit Evaluation Surveys, Evaluations of Training or Continuing Education Sessions, or Client Clinical Service Customer Survey.)

No Yes

If yes, please enter name of assessment, date assessment was last completed, a brief summary of the assessment document, and the frequency in which the assessment is provided.

* Name

* Date (Format: MM/DD/YYYY):

* Summary

500 Chars Left

* Frequency of assessment

* Does the County Health Department obtain input from constituent or target population through a systematic process? (Examples would include Task Force or Coalition Plan, Public Input Meeting, or Focus Group Meetings)

No Yes

* If "Yes", please specify

500 Chars Left

*** Community Assessment:**

The County Health Department performs a community assessment using an accepted community assessment model (i.e. MAPP) every 5 years.

No Yes

If yes enter date assessment last performed (Format: MM/DD/YYYY):

If yes upload all assessment documents: (files type accepted: .doc, .bt, .pdf, .rtf, .xls, .docx, .dwb, .dotm, .xlsx, .xlsm, .xlb, .xltm, .xlsb, .xlam, .ppb, .pptm, .pob, .potm, .ppam, .ppsx, .ppsm, .sldx, .jpeg, .tif, .bmp)

Instructions for upload:

1. Select browse to find the item you wish to upload.
2. Click on the item and select open.
3. Select attach assessment document to complete the upload process.

File Name
No assessment document uploaded

*** Community Health Improvement Plan:**

The County Health Department currently has an active Community/County Health Improvement Plan dated within the last 5 years.

No Yes

If yes enter current plan date (Format: MM/DD/YYYY):

If yes upload all health improvement documents: (files type accepted: .doc, .bt, .pdf, .rtf, .xls, .docx, .dwb, .dotm, .xlsx, .xlsm, .xlb, .xltm, .xlsb, .xlam, .ppb, .pptm, .pob, .potm, .ppam, .ppsx, .ppsm, .sldx, .jpeg, .tif, .bmp)

Instructions for upload:

1. Select browse to find the item you wish to upload.
2. Click on the item and select open.
3. Select attach Improvement Document to complete the upload process.

File Name
No Improvement document uploaded

*** Quality Improvement Tools:**  Please indicate and upload any quality improvement tools and processes used by County Health Department.
 No Yes

If yes upload all Quality Improvement documents:(files type accepted: .doc, .bt, .pdf, .rtf, .xls, .docx, .dotx, .dotm, .xlsx, .xlsm, .xlb, .xltn, .xlsb, .xlam, .ppb, .pptm, .pob, .potm, .ppam, .ppsx, .ppsm, .sldx, .jpeg, .tif, .bmp)

Instructions for upload:
 1. Select browse to find the item you wish to upload.
 2. Click on the item and select open.
 3. Select attach quality Improvement document to complete the upload process.

File Name
No quality Improvement document uploaded

***Emergency Preparedness:**
 County Health Department participates in a HSEEP compliant emergency operations exercise every two years.
 No Yes

If yes enter date last completed (Format: MM/DD/YYYY):

***Funding Source:**  Choose all that apply and state percentage of dollars for each funding type for your County Health Department. Cite most recent fiscal year for which data below was completed

<input type="checkbox"/> State	% State	<input type="text"/>
<input type="checkbox"/> Federal	% Federal	<input type="text"/>
<input type="checkbox"/> Local	% Local	<input type="text"/>
<input checked="" type="checkbox"/> Contractual	% Contractual	<input type="text"/>
<input type="checkbox"/> Foundation	% Foundation	<input type="text"/>
<input type="checkbox"/> Fees	% Fees	<input type="text"/>
<input type="checkbox"/> Other	% Other	<input type="text"/>

Estimated Total Funding (from all sources):
 If County Health Department is grant funded and receives support (e.g. clerical) from a state or locally funded position, include the estimate of all sources of funding.
 * \$ (ex. 99,999,999.00)

Level of Effort 
 Indicate all applicable resources for the County Health Department. Choose any or all of the following or briefly describe other indicators of level of effort. Estimated funded FTE working in designated unit (specify #s below).
 *# County FTE:
 *# Central Office FTE:
 *# Contractually funded FTE working in County Health Department:

Comments

 500 Chars Left

The Overview tab on the County Health Department Overview and Public Health Alignment template is intended to capture a fairly significant amount of information including: customer satisfaction, community assessment, community health improvement plan, quality improvement trainings, emergency preparedness, funding, and level of effort. Notice that several questions ask you to upload evidentiary documentation based on your response.

Tip: To upload a document, select 'Browse.' Locate and select the file you wish to upload. Next, select the option to 'Attach Document.' You should see your document appear in a table immediately below the browse field.

Tip: You may upload multiple supporting documents, but they must be uploaded individually-one at a time. You are encouraged to select 'Save' often to assure that none of your work is lost.

Step 6:

- Customer satisfaction: If a customer satisfaction process is utilized, please name the type of assessment used. List the date when it is typically performed and describe the overall results in the narrative box, as well as the frequency that it is administered.
- Constituent input: Do you involve community partners in your planning efforts? If yes, please describe which planning efforts and how they are involved.
- Community assessment: Do you assess your community? If so, select 'Yes' and list the date when this process usually occurs. Also, please upload your final assessment results and any supporting documentation such as surveillance instrument examples, letters to community businesses, newspaper notices, etc.
- Community health improvement plan: Do you have a community health improvement plan? If so, select 'Yes' and enter the most recent date of the plan. Next, please upload a copy of your most recent plan along with any supporting documentation.
- Quality improvement tools: Do you utilize quality improvement tools and processes? If so, select 'Yes' and upload any supporting documentation.
- Emergency preparedness: Does your county health department participate in the Homeland Security Exercise and Evaluation Program (HSEEP)? If so, select 'Yes' and list the most recent date completed.
- Funding sources: Check all of the boxes on the left that indicate sources of funding received by your county health department. On the right, list the percentage that this funding source has on your overall budget.
- Estimated total funding: List an estimate of your total county health department budget.
- Level of effort: List the number of full time CHD employees (FTE) at the county as well as the number of paid contractors.
- Comments: As an option, you have been provided a place to add any specific comments relating to your County Health Department Overview and Public Health Alignment template. This is not required.

Step 7: Once you have completed the entries for the above questions, select the 'Save' button. If there are no other modifications needed and you are ready to submit, select the 'Submit' button. The form is then verified and will be submitted for review. You should see a results banner at the top of the page verifying that your submission was successful. The status field will also indicate 'Pending Approval by Senior Leader.'

Tip: You are able to view and edit this template until it is approved. Once approved, you will only have access to view it.

OSDH Step UP Performance Management System

Home / Main Menu / Manage Overview

RESULTS
Results:
Message sent to Senior Leader for update approval.

Overview and Public Health System Alignment Template

County area
County - Creek

Fiscal year
[Input Field]

Add/Load Overviews

Direct Report/Service Area	Senior Leadership Area	Contact Name	Last Modified	Fiscal year	Status	
<input type="radio"/> County - Creek	Community & Family Health Services	ahmed anouar	13-MAY-11	SFY 2010	Pending Approval by Senior Leader	View & Print
<input type="radio"/> County - Creek	Community & Family Health Services	Jennifer Wilson	10-MAY-11	SFY 2009	Approved	View & Print

Edit View Archived Versions

Main Menu

Tip: If you make changes to a template, the previous version will be saved to the archives, and the current version is what the Deputy will receive for review and approval.

Tip: You may view archived templates by selecting the 'Archived Versions' button, which will open the Archived Versions page.

Tip: The page is sorted by the Last Modified Date. You may select the 'View & Print' button to view or print any archived versions.

OSDH Step UP Performance Management System

Home / Main Menu / Manage Overview

Overview and Public Health System Alignment Template

Last Modified Date	Modified By	Version Status	
02-JUN-10	AHMED ANOUAR	Resubmitted	View & Print
07-MAY-10	AHMED ANOUAR	Resubmitted	View & Print
07-MAY-10	AHMED ANOUAR	Resubmitted	View & Print
07-MAY-10	AHMED ANOUAR	Resubmitted	View & Print
07-MAY-10	AHMED ANOUAR	Resubmitted	View & Print
07-MAY-10	AHMED ANOUAR	Resubmitted	View & Print
07-MAY-10	AHMED ANOUAR	Resubmitted	View & Print
07-MAY-10	AHMED ANOUAR	Resubmitted	View & Print

Back

Introduction: This chapter describes the Strategic Plan and Performance Measure Template, which is used to document goals, objectives, and performance measures. In order to submit this template, you must have the minimum required elements, which include:

- Two (2) goals
- Two (2) objectives under each goal
- At least one (1) performance measure under each objective

Pre-populated Items:

A particularly important facet to the county strategic planning process is that half of this minimal obligation is automatically being provided for you! A series of pre-populated items that count towards your submission requirements have already been placed in the Strategic Plan and Performance Measure Template. These pre-populated items include:

- One (1) goal
- Three (3) objectives
- At least two (2) performance measures under each objective

After completing the above pre-populated items for your county, you will only need to incorporate at a minimum, one (1) goal, two (2) objectives, and at least one (1) performance measure under each objective to complete your county health department Strategic Plan and Performance Measure Template.

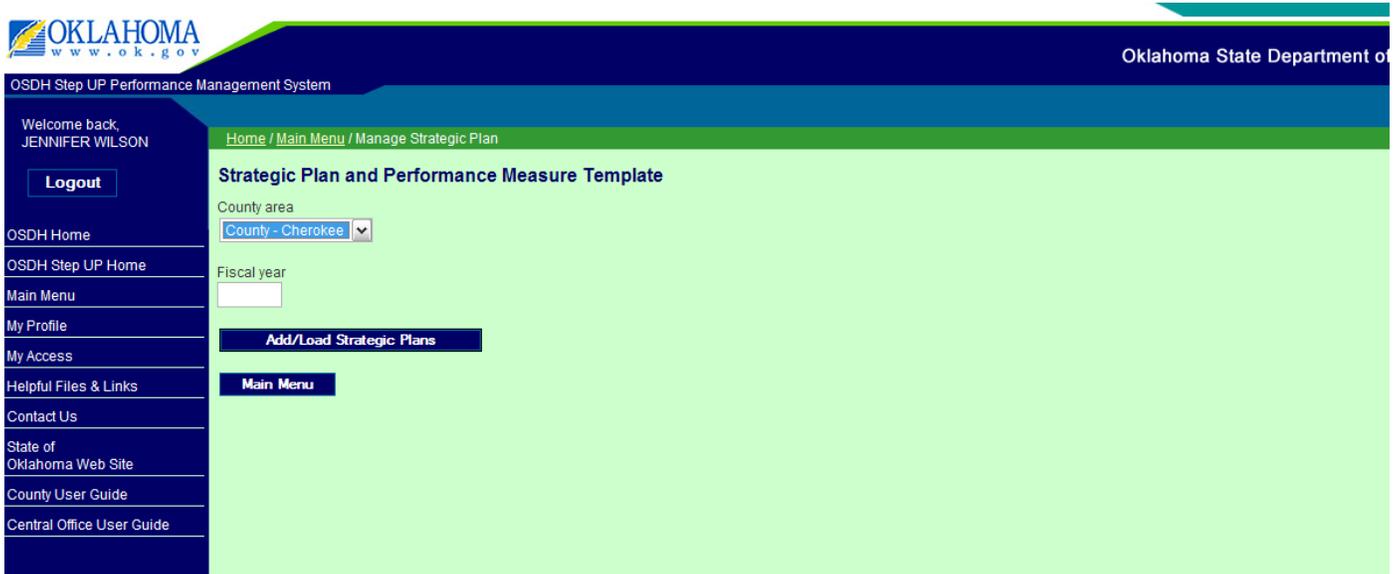
The pre-populated goal, objectives, and measures were put into all county health department strategic plans for the purpose of tying together and aligning the county health department goals, objectives, and measures to the Oklahoma Health Improvement Plan and the OSDH strategic map/plan.

All of the pre-populated items must be addressed each year unless your particular county health department does not provide the services described, or have adequate data for a particular measure at the time that your strategic plan is drafted. In those cases only, you will have the option to select that measure as 'Not Applicable.' In the future, as the status changes, your Step UP administrator can reset this function so that you may begin collecting and reporting data on the applicable measure.

Step 1: From the Main Menu, select the Strategic Plan and Performance Measure Template link. The next few steps are identical to those described in the Overview and Alignment Template.

Step 2: Once you have the template page open, you will use the pull-down menu to make your county selection. Next, select the 'Add/Load Strategic Plan' button.

Tip: If you are looking for a template from a specific fiscal year, type that year in the box called 'Fiscal year.' If this field is left blank, the system will load all of the previous years' templates.

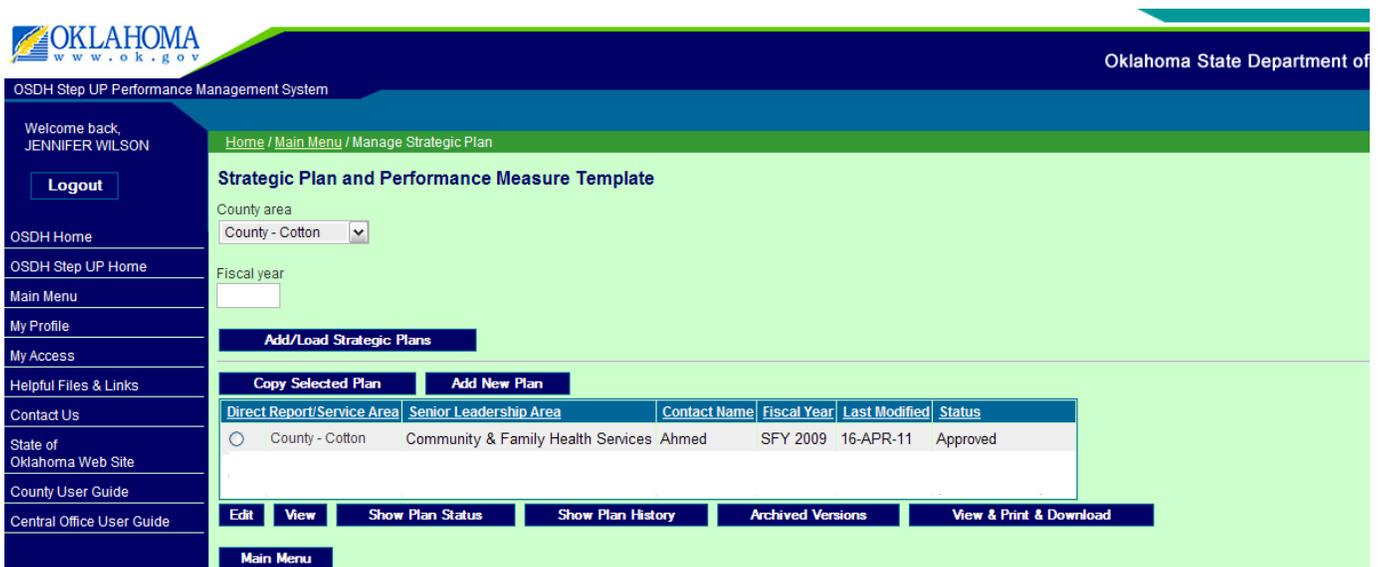


After adding or loading your strategic plans, you will have to make the choice whether to 'Add New Template' or 'Copy Selected Template.'

Tip: 'Add New Template' is only used when creating a template for the very first time. For each year following, you will use 'Copy Selected Template.'

Step 3a: If you have never created a template before, you will want to add a new template. This selection automatically brings up a blank template for you to enter your information.

Step 3b: If you have previously created a template and simply need to review and update it for the current year, your screen will look like this. If several years worth of templates are shown in the table, use the column called 'Status' to identify the most recent approved version.



Select the latest approved template and click the button called 'Copy Selected Template.' After doing that, you will find that a new template has been added to your table as shown below (*notice the fiscal year has not yet been entered and the status shows pending submission*).

From this point you will select that new template and click 'Edit' to begin your entry updates.

The screenshot shows the 'Strategic Plan and Performance Measure Template' page. It includes a sidebar with navigation links and a main content area with a table of templates. The table has columns for Direct Report/Service Area, Senior Leadership Area, Contact Name, Fiscal Year, Last Modified, and Status. Two rows are visible: one for SFY 2009 (Approved) and one for SFY 2008 (Pending Submission).

Direct Report/Service Area	Senior Leadership Area	Contact Name	Fiscal Year	Last Modified	Status
<input type="radio"/> County - Cotton	Community & Family Health Services	Ahmed	SFY 2009	16-APR-11	Approved
<input type="radio"/> County - Cotton	Community & Family Health Services	Ahmed	SFY 2008	15-APR-11	Pending Submission (has been reset)

Tip: Notice that you already have one pre-populated goal showing on this screen. You should add at least one additional goal with two (2) objectives and at least one (1) measure for each objective.

The screenshot shows the 'Add Goal' form. It includes a sidebar with navigation links and a main content area with a form for adding a goal. The form has fields for Direct Report / Service Area, Contact Name, Phone Number, Fiscal year, and Senior Leadership Area. A table below the form shows a goal: '1. Improve the health status of the citizens of the county' with an 'Active Y/N' of 'Y'.

Goal	Active Y/N
<input type="radio"/> 1. Improve the health status of the citizens of the county	Y

Step 4: To add a new goal, select the 'Add Goal' button, which will open the goal page; type directly in the gray box at the top. Please select one choice from each of the following drop-down lists: "Relationship to Strategic Map Goals" and "Relationship to Focus Areas" that your goal most directly aligns to. Once completed, select the 'Save' button.

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Home / Main Menu / Add Strategic Plan / Add Goal

Goals

* - Denotes Required Field

* Goal ?

Add a goal here

85 Chars Left

Relationship to Strategic Map Goals
Achieve Improvements in Oklahoma Health Improvement Plan (OHIP) Flagship Issues

Relationship to Focus Area
Access to care

Add Objective

Objectives	Active Y/N
No Result Found !	

Back Save

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Step 5: Next you are ready to enter your objectives that will fall under the newly created goal. Remember, you will need two of these per goal, and one measure per objective. After saving your work, you should see your newly created goal listed. Select the new goal and click 'Edit'. Select the option to 'Add objective.' A new screen will open up for you. Enter your objective in the gray text box, paying close attention to character limitations. When finished, select 'Save.'

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Home / Main Menu / Manage Strategic Plan / Strategic Plan / Goal

Goals

* - Denotes Required Field

* Goal ?

Improve the health status of the citizens of the county

45 Chars Left

*Relationship to Strategic Map Goals
Focus on Core Public Health Priorities

*Relationship to Focus Area
Healthy children & families

Add Objective

Objectives	Active Y/N
<input type="radio"/> 1.1. The County Health Department will improve in key productivity measures.	Y
<input type="radio"/> 1.2. The County Health Department will improve in agency core health status measures (part 1 of 2)	Y
<input type="radio"/> 1.3. The County Health Department will improve in agency core health status measures (part 2 of 2)	Y

Move Up Move Down Edit Set Inactive Set Active

Back Save

Tip: Saving your work often provides you with assurance that your entries will not be lost.

Step 6a: Once you save your newly created objective you are ready to create a performance measure. Click 'Add Performance Measure' and the screen below will become available so that you can continue adding additional information related to this new measure.



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Performance Measures

Instructions: List performance measures that are critical to measure movement toward achieving the strategic objective. A minimum of 1 and a maximum of 5 performance measures may be entered for each strategic goal/objective.

*Indicates Required Field

Goal : Improve the health status of the citizens of the county 2
Objective : CHD will achieve 100% of stated performance measures annually. (Part 1 of 3)

* Performance Measure: ?

Percent of Nursing staff who complete 170 encounters per month

187 Chars Left

* Baseline: ?

Not available

* Formulas & Definitions: ?

Total number of encounters for Adult Health, Maternity, Immunizations, Child Health, Family Planning, STD, TB, and WIC/# Nursing FTP * 170

161 Chars Left

Counties:

[Add](#)

Counties Served

Bryan

[Remove](#)

* Benchmark: ?

Not available

87 Chars Left

* Reporting Frequency: ?

Monthly

* Performance Measure Reporter: ?

Terri Test

* Data Source: ?

PHOCIS and OSIS encounter data/Denominator: Nursing ETE*170

90 Chars Left

* Data Time Period: ?

Calendar State Fiscal

* Data Type:

Numbers Percentages Dollars

* To Maximum/ Minimum: ?

To Maximum To Minimum

Trend Data ? (Target and/or Actual Data for previous 10 years, i.e. 1999-2009, if available.)

Year	Target Data	Actual Data
<input type="text" value="2008"/>	<input type="text" value="10.00%"/>	<input type="text" value="10.00%"/>

[Add Trend Data](#)

[Edit Trend](#) ?

Please Enter Target Data for this year (or the most current year) and the next five years.

*Year

*Target Data ?

[Add Target Data](#)

Year	Target Data
<input type="radio"/> 2009	10.00%
<input type="radio"/> 2010	15.00%
<input type="radio"/> 2011	20.00%
<input type="radio"/> 2012	25.00%
<input type="radio"/> 2013	30.00%
<input type="radio"/> 2014	33.00%

[Edit Data](#)

[Save](#) [Save and Continue](#)

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Step 6b: If you are completing the entries for a pre-populated item, your objectives and measures would look like this. Select which measure you wish to work with and click ‘Edit.’ The same page shown above will appear for you to complete the target data entries.

Tip: You can add additional measures to pre-populated objectives by clicking ‘Add Performance Measure.’

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Home / Main Menu / Add Strategic Plan / Add Goal / Add Objective

Objectives

* - Denotes Required Field

* Objective ?

CHD will achieve 100% of stated performance measures annually. (Part 1 of 3)

44 Chars Left

Add Performance Measure

Performance Measure	Active Y/N	Completed
<input type="radio"/> Percent of Nursing staff who complete 170 encounters per month	Y	Yes
<input type="radio"/> Percent of Children First Nurses who complete 40 visits per month	Y	Yes
<input type="radio"/> Average % of completed required inspections in the county at the required frequency in the state fiscal year	Y	Yes
<input type="radio"/> Percent of SoonerStart Staff who provide 60% direct service time	Y	Yes

Edit Set Inactive Set Active Set To Not Applicable To CHD

Back Save

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Tip: For pre-populated measures, the option ‘Set to Not Applicable to CHD’ means that your county health department does not provide the services described, or have adequate data for a particular measure at the time that your strategic plan is drafted. However in the future, as the status changes, the Step UP Administrator can reset this function for you so that you may begin collecting and reporting data on the applicable measure. Simply email the Step UP Helpdesk at Stepuphelpdesk@health.ok.gov

Tip: For pre-populated measures, the gray boxes for ‘Performance Measure’ and the ‘Formula & Definition’ fields will already be filled in. For newly created measures, only the ‘Performance Measure’ box will be completed automatically.

Step 6 (continued):

- To complete the 'Formula & Definition' section (if it is not already pre-populated), simply describe the formula that will be used to calculate your data. (Ex. Numerator: the number of children 0-6 years utilizing child passenger restraints in motor vehicles. Denominator: number of children 0-6 years old.) This section can also be used to spell out any acronyms or abbreviations used for clarity.
- Be sure to include your baseline and the year it was established. For example, "30(2010)" If no baseline data exists, simply put "0" or "Not available."
- If other counties are included in this measure, locate the pull-down menu named 'Counties,' and select the respective additional county served. Be sure to click 'Add' in order for it to appear in the list. You may include as many counties as needed, but they should be added individually. You also have a 'Remove' option if you happen to make a mistake.
- The Benchmark field is available for you to note any sort of comparison data as you wish, such as to HP 2020, UHF average/best, etc. You may also put "N/A" if it is not applicable.
- Reporting frequency allows you to specify how often the data is reported.
- Performance Measure Reporter is the person responsible for reporting the data for the particular measure.
- Data Source specifies where your data will come from. This can be as formal as national or state surveillance systems or as informal as an internal tracking mechanism.
- Data time period: Although the Step UP system operates on a state fiscal year cycle, you have the ability to base your performance measure data on a calendar year cycle or a state fiscal year cycle, whichever more closely relates to the data collection period.

Tip: If you use the calendar year cycle, make sure that you are setting your target data using the calendar year that will have ended before July 1st. (Example: for the FY11 strategic plan, I need to set my target data as CY2010 so that in July, I can report data from a full calendar cycle--January through December).

- Data type allows you to select how you would like to report your data; percentages, numbers, or dollars.
- Maximum/Minimum: Do you want your data to increase? If so, select "Maximum." To decrease, you want to select "Minimum."
- The addition of trend data is not required, but can be added if it is available. Include the year, what your target data was, and what your actual data result was. Be sure to click on 'Add Target Data' each time you complete a row of information so that it moves into the table below. After entry the first year, prior year data will automatically transfer as it is reported on during the Annual Review.
- Edit trend data is available to the user prior to the submission of a strategic plan. Post-submission changes need to be made by a Step UP Administrator.
- Target Data basically represents the results you hope to achieve for the present year and five years out into the future. There are always six entries in this field as a result.

Step 7: When you have completed all of the performance measure entries, select 'Save and Continue.' At this point you can either add another objective and performance measure or simply click 'Save' to take you back to the home page for submission of your strategic plan.

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RESULTS Results: Congratulations, the plan has been submitted successfully

Strategic Plan and Performance Measure Template

County area
County - Cherokee

Fiscal year

[Add/Load Strategic Plans](#)

Direct Report/Service Area	Senior Leadership Area	Contact Name	Fiscal Year	Last Modified	Status
County - Cherokee	Community & Family Health Services	Jennifer Wilson	SFY 2011	13-MAY-11	Pending Senior Leader Approval

[Edit](#) [View](#) [Show Plan Status](#) [Show Plan History](#) [Archived Versions](#) [View & Print & Download](#)

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TIP: From the home page of your Strategic Plan and Performance Measure Template, you will notice a button called 'Show Plan Status.' Select this option to see an at-a-glance view of your strategic plan. Items that are incomplete will be shown in red, per below.

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Strategic Plan and Performance Measure Progress Report

This report shows the sections of the strategic plan that you have started. For a plan to be complete it must adhere to the following minimum requirements.

Each plan must have at least **two goals**
 Each goal must have at least **two objectives**
 Each objective must have at least **one performance measure**

Red items are needed to finish report successfully. If your plan will not successfully submit, please refer to the rules above to ensure that the minimum requirements are met on each piece of the strategic plan.

Senior Leadership Area:	Report Area:	Fiscal year:
Community & Family Health Services	County - Creek	2008
Goal:		
4. Improve the health status of the citizens of the county		
Objective: Missing		Strategic Map Goal: Focus on Core Public Health Priorities
	Performance Measure: Missing	Status: Need to Start
Objective: Missing		Status: Need to Start
	Performance Measure: Missing	Status: Need to Start
Goal:		
6. Create your own goal		
Objective: 6.1. Create your own objective #1		Strategic Map Goal: Reduce Health Inequities
	Performance Measure: 6.1.1. Create your own measure #1	Status: Complete
Objective: 6.2. Create your own objective #2		Status: Complete
	Performance Measure: 6.2.1. Create your own measure #2	Status: Complete

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Introduction: The Annual Review Template has been designed to check the progress made on your goals, objectives, and measures over the course of the year. Since the Step UP system operates on a state fiscal year ending June 30th, the Annual Review is due each year by July 31st.

In order for this option to be available, both the Overview and Public Health System Alignment Template and the Strategic Plan and Performance Measure Template must be submitted and approved.

Tip: Remember, you are able to edit any of your templates until they are approved. Once approved, you can only view them. If edits are necessary, the Step UP Administrator will gladly assist you. Simply email the Step UP Helpdesk at Stepuphelpdesk@health.ok.gov

Tip: The Annual Review will automatically be populated with the goals, objectives, and performance measures from your strategic plan.

Step 1: From the Main Menu, select the Annual Review link to open the Annual Review page. Use the pull-down menu to select the county you wish to report on, and then click 'Load Annual Reviews.'

The screenshot displays the OSDH Step UP Performance Management System interface. At the top left is the Oklahoma State Department of Health logo with the URL www.ok.gov. The page title is "OSDH Step UP Performance Management System". A navigation bar shows "Home / Main Menu / Manage Annual Reviews". The main content area is titled "Annual Review List" and features a "County area" dropdown menu currently set to "County - Cherokee" and a "Fiscal year" input field. A "Load Annual Reviews" button is visible. A help icon with a question mark provides instructions on enabling background printing in browser settings. A "Main Menu" button is located at the bottom of the content area. On the left side, a sidebar menu includes options like "Logout", "OSDH Home", "OSDH Step UP Home", "Main Menu", "My Profile", "My Access", "Helpful Files & Links", "Contact Us", "State of Oklahoma Web Site", "County User Guide", and "Central Office User Guide".

This screen below is what you will see after loading the Annual Review. You do not have to select any type of add function. The template will already be there for you as long as your strategic plan has been approved.

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Annual Review List

County area:

Fiscal year:

[Load Annual Reviews](#)

Direct Report/Service Area	Senior Leadership Area	Last Modified	Fiscal year	Status
<input type="radio"/> County - Creek	Community & Family Health Services	03-JAN-11	SFY 2008	Pending Submission

[Edit](#) [View](#) [View Archived Versions](#) [View & Print & Download](#)

? To print the background colors on the printable versions of the reports, you must TURN ON your background printing in your browser settings. For Internet Explorer 6, click 'Tools' on the top navigation bar, select 'Internet Options', then click the Advanced Tab in the set of tabs in the dialog box. Next, scroll down the list of checkboxes until you see the 'Printing' category. Ensure the 'Print background colors and images' checkboxes is checked. Finally, click 'OK' to apply the changes.

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Step 2: From this point, select the county template and click 'Edit.' Your contact information will automatically be carried over from your strategic plan.

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Home / Main Menu / Annual Review / Edit Annual Review

Annual Review Template

Instructions: This form should be used to report on each of your identified goals, strategic objectives and associated performance measures at least annually.

- * Indicates required fields.
- ** Indicates a performance measure that is still required to be submitted for this review.

Direct Report/Service Area: County - Choctaw
Senior Leadership Area: Community & Family Health Services
Contact Name: ahmed anouar
Phone Number (Format: (###)###-####): (405) 812-0111

Status: Pending Approval by Senior Leader
Last Modified Date: 02-JUN-10
Last Modified by: AHMED ANOUAR

Goal	Objectives	Performance Measures
Improve the health status of the citizens of the county 2	objective test	test Report
	CHD will achieve 100% of stated performance measures annually. (Part 1 of 3)	Percent of Nursing staff who complete 170 encounters per month Report
		Percent of Children First Nurses who complete 40 visits per month Report
		Average % of completed required inspections in the county at the required frequency in the state fiscal year Report
		Percent of SoonerStart Staff who provide 60% direct service time Report

Tip: Each performance measure will have to be reported on in order to submit the Annual Review. The red asterisk (*) indicates that something has been left incomplete and needs to be addressed.

Step 3: In order to report on a performance measure, click the 'Report' button, which will open the reporting page. At the top, you should see the goal, objective, and measure(s) that you will be reporting on.

The screenshot shows the OSDH Step UP Performance Management System interface. The header includes the Oklahoma State Department of Health logo and navigation links. The main content area is titled "Annual Review Template: Performance Measure" and contains the following sections:

- Instructions:** This form should be used to report actual data and current information for each of your identified performance measures.
- Goal:** dasfasdfasf
- Objective:** asfsafa
- Performance Measure:** asdfsadf
- Show Performance Measure Details** (button)
- Instructions:** Please report the actual value for the above-referenced performance measure for the current time period.
- Action Plan**
 - Was an Action Plan developed & used for the year completed?
 Yes No
 - Time Period: Choose a Year (dropdown)
 - Target Value: (input field)
 - Current Value: (input field)
- Display Scorecard** (button)
- Briefly Identify Factors To Success** (text area, 500 Chars Left)
- Briefly Identify Barriers To Success** (text area, 500 Chars Left)
- Save**, **Save and Continue**, **Back** (buttons)

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Step 4: Answer the following items:

- Was an action plan created for this measure? If so, select yes.
- Complete the 'Current Value' field using the latest data results.
- Briefly describe any factors to success or barriers that you experienced over the year that may have impacted the results. Also include any lessons learned and steps for future improvement in this section.

Tip: The 'Show Performance Measure Detail' option allows you to see all of the entries made in the strategic plan on the measure you are working with. You also can view a line or a bar graph within this function. If you wish to save a copy of the graph, place your mouse over the image and right-click. Select 'Save Picture As' which will allow you to choose where you want to save the file. Click 'Save'

To close, click the 'Close Performance Measure Details' button.



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Annual Review Template: Performance Measure

Instructions: This form should be used to report actual data and current information for each of your identified performance measures.

Goal : Improve the health status of the citizens of the county 2
Objective : CHD will achieve 100% of stated performance measures annually. (Part 1 of 3)
Performance Measure : Percent of Children First Nurses who complete 40 visits per month

Performance Measure Details

Performance Measures:
Percent of Children First Nurses who complete 40 visits per month

Formulas & Definitions:
Total number of visits per month made by C1 nurses (excluding lead nurse) / total number of visits per expected per month (#FTE nurses * 40 - excludes lead nurse)

Does this measure apply to our CHD?
 Yes No

Counties Served
No County Found !

HP2010 or Other Benchmark: wertwert **Reporting Frequency:** wertwert

Data Source: PHOCIS report of visits per month. Denominator: #FTE nurses * 40. Note: Excludes lead nurse

Data Type:
 Numbers Percentages Dollars

Performance Measure Reporter: ertwert

Data Time Period:
 Calendar State Fiscal

To Maximum/ Minimum :
 To Maximum To Minimum

Trend Data (Target and/or Actual Data for previous 10 years, i.e. 1999-2009, if available)

Year	Target Data	Actual Data
2006	11.00%	58.00%

[View Line Graph](#) [View Bar Graph](#)

Target Data for this year (or the most current year) and the next five years.

Year	Target Data
2007	11.00%
2008	45.00%
2009	45.00%
2010	44.00%
2011	44.00%

[Close Performance Measure Details](#)

Instructions: Please report the actual value for the above-referenced performance measure for the current time period.

Action Plan

* Was an Action Plan developed & used for the year completed?
 Yes No

* - Indicates Required Fields

Current (2006)			Previous (N/A)			
Target	Actual	Score	Target	Actual	Score	Trend
11.00%	58.00%	527%	%	%	0%	?

* Briefly Identify Factors To Success
dasfsadf

* Briefly Identify Barriers To Success
asdfsadf

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Step 5: Select 'Save and Continue' in order to move on to the next measure. Repeat steps 2-4 until all measures have been addressed. Once that is complete, click 'Submit' to send it to your Deputy Commissioner for review and approval.

The screenshot shows the OSDH Step UP Performance Management System interface. The header includes the Oklahoma State Department of Health logo and the text 'OSDH Step UP Performance Management System'. The user is logged in as JENNIFER WILSON. The main content area is titled 'Annual Review List' and features a 'County area' dropdown menu set to 'County - Cotton' and a 'Fiscal year' input field. A 'Load Annual Reviews' button is present. Below this is a table with the following data:

Direct Report/Service Area	Senior Leadership Area	Last Modified	Fiscal year	Status
<input type="radio"/> County - Cotton	Community & Family Health Services	16-APR-11	SFY 2009	Approved

Below the table are buttons for 'Edit', 'View', 'View Archived Versions', and 'View & Print & Download'. A help icon and text provide instructions on how to print background colors in reports.

Tip: If you have completed an Annual Review in the past and wish to edit it, click the 'Edit' option to begin. Next click the blue 'Report' button to modify the data.

Tip: If you only wish to view your current Annual Review, select 'View.' To see an archived version, select 'View Archived Version.'

Tip: The 'Display Scorecard' option provides you with a color-coded results chart, which allows you to compare trends across previous years. You will also see an arrow pointing in the direction of movement of your latest data entry.

Introduction: This chapter addresses the Edit Profile section and how to make modifications in the event of a change in name, email address, or telephone number. Updating this section does not change your user name and password.

Step 1: From the County Health Department Main Menu, click on the [Edit Profile](#) link to open the profile page.

The screenshot shows the OSDH Step UP Performance Management System main menu. The header includes the Oklahoma State Department of Health logo and the text "OSDH Step UP Performance Management System". The left sidebar contains a navigation menu with items like "Welcome back, Terri Test", "Logout", "OSDH Home", "OSDH Step UP Home", "Main Menu", "My Profile", "My Access", "Helpful Files & Links", "Contact Us", "State of Oklahoma Web Site", "User Guide (Doc)", and "County User Guide (Doc)". The main content area displays the "County Health Department Main Menu" with links for "Overview and Public Health System Alignment Template", "Strategic Plan and Performance Measure Template", "Annual Review", "Annual Review Archive", "Edit Profile", "Send/View Comments", "Reports", and "Logout". The footer contains copyright information and links for "Help Desk", "Policies", "About Oklahoma's Web Portal", and "Feedback".

The screenshot shows the "Update Profile" page within the OSDH Step UP Performance Management System. The header and left sidebar are identical to the previous screenshot. The main content area is titled "Update Profile" and includes a message: "This screen will update your information with OSDH, but not your login information. To update your login information, please utilize the 'Login Account Maintenance' link in the left navigation list." Below the message are form fields for "First Name" (Terri), "Middle Initial" (empty), "Last Name" (Test), "Email Address" (terri.test@yahoo.com), and "Phone Number" (4059998768). A "130 Chars Left" indicator is visible next to the email field. At the bottom of the form are "Main Menu" and "Update" buttons. The footer contains copyright information and links for "Help Desk", "Policies", "About Oklahoma's Web Portal", and "Feedback".

Step 2: Make any necessary changes and select the 'Update' button. This will update any changes and return you to the Main Menu.

Introduction: This chapter describes the Send/View Comments section, which allows you to communicate back and forth with your Deputy Commissioner by sending and viewing messages.

The screenshot shows the 'Comments' page in the OSDH Step UP Performance Management System. The page is titled 'Comments' and has a breadcrumb trail 'Home / Comments'. There are three main sections:

- Add Comments:** A button to start a new comment.
- Received Comments List:** A table showing comments received by the user.

Received	Subject	From	
<input type="radio"/>	05/03/08	Good Job (Strategic Plan)	Joyce Marshall
<input type="radio"/>	04/05/08	Message to Joyce (Overview)	Joyce Marshall
- Sent Comments List:** A table showing comments sent by the user.

Sent	Subject	Sent To	
<input type="radio"/>	04/05/08	Performance Management (Overview)	Your Deputy Area
<input type="radio"/>	03/18/08	Annual Review not working (Open Comment)	Your Deputy Area

Step 1: From the Main Menu, select the 'Send/View Comments' link to open the Main Comments page. Here, you will see all previous communications sent and received.

Step 2: To add comments, select the 'Add Comments' button, which will open the Add Comments page.

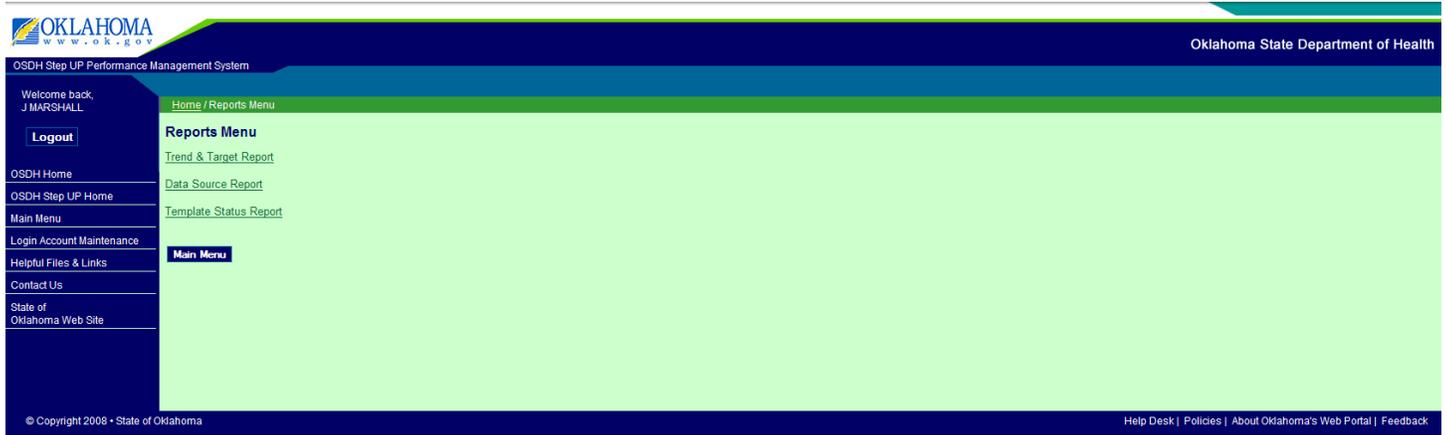
The screenshot shows the 'Comments to Deputy Area' page. It features a form with the following elements:

- Subject:** A text input field with a red asterisk indicating it is required. Below it is a character count: '100 Chars Left'.
- Comments:** A larger text area for the comment content, also with a red asterisk. Below it is a character count: '1000 Chars Left'.
- Buttons:** 'Back', 'Send', and 'Print This Comment' buttons are located at the bottom of the form.

Step 3: Enter a subject and your comments. When you are finished, select the 'Send' button in order to send the message to your Deputy Commissioner and return you to the main comments page.

Introduction: This chapter describes the Reports section, which allows you to view the different reports available on the Step UP application.

Step 1: From the Main Menu, select the Reports link, which opens the Reports Menu page.



The **Trend & Target Report** is an assessment tool that provides a snapshot look at your trend vs. actual data for all of the years reported. You will also see the color-coded scorecard featured on this report.

Home / Main Menu / Reports / Trend & Target Report

Trend & Target Report

*Chose County Area
 County - Creek

*Fiscal year
 2008

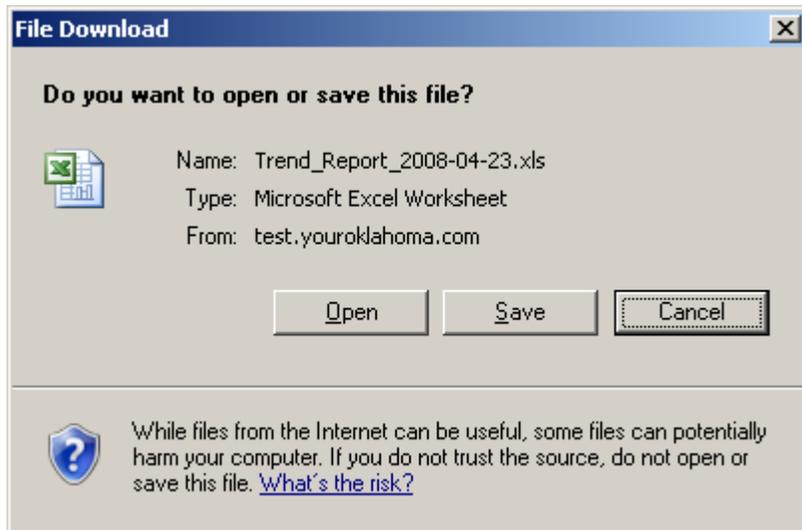
*Show Active Items Only?
 Yes No

Senior Leadership Area: Community & Family Health Services	Report Area: County - Creek	Fiscal Year: FSY 2008
Goal: Improve the health status of the citizens of the county		
Objective: CHD will achieve 100% of stated performance measures annually. (Part 1 of 3)		
Performance Measure: Average % of completed required inspections in the county at the required frequency in the state fiscal year		
Baseline: 0	Benchmark: 0	
Trend Data (Previous & Current Scores & Trend) ?		
FY 2007:	Target: 22 Actual: 24	0% 109% ↑
FY 2008:	Target: 1 Actual: 8	109% 800% ↑
FY 2010:	Target: 7 Actual: 77	800% 1100% ↑
Target Data		
FY2011 (23), FY2012 (24), FY2013 (5), FY2014 (4), FY2015 (5)		

Step 1: Select the Trend & Target Report link to view. Below is a sample.

Tip: All of the reports are downloadable. The downloaded files will be converted to a CSV or ‘comma separated values’ file, which is a format that easily allows the transfer of large volumes of database information between programs without having to worry about special file types.

Step 2: To download the data, select the ‘Download’ button, which will open the File Download window.



Step 3: Select the ‘Save’ button to open the File Save window.

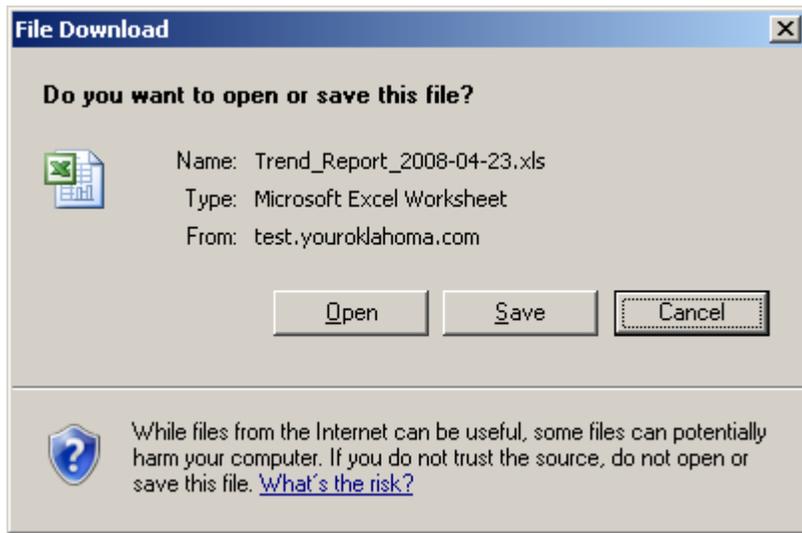
Step 4: Name your file and select the ‘Save’ button.

The **Data Source Report** captures your goals, objectives, measures, and the data sources listed in your strategic plan. See below for an example.

Senior Leadership Area:	Report Area:	Fiscal Year:
Community & Family Health Services	County - Creek	2008
Goal: Improve the health status of the citizens of the county		
Objective: CHD will achieve 100% of stated performance measures annually. (Part 1 of 3)		
Performance Measure: Average % of completed required inspections in the county at the required frequency in the state fiscal year	Formulas & Definitions: Sum of percentage completed on time for Highs, Mediums, Lows, Schools Barber Shops, Motels and Pools divided by 7	Data Source: consumer health management reports
Performance Measure: Percent of Children First Nurses who complete 40 visits per month	Formulas & Definitions: Total number of visits per month made by C1 nurses (excluding lead nurse) / total number of visits per expected per month (#FTE nurses * 40 - excludes lead nurse)	Data Source: PHOCIS report of visits per month. Denom #FTE nurses * 40. Note: Excludes lead nurse

Step 1: From the Reports Menu page, select the Data Source Report link.

Step 2: To download the data into a CSV file, select the 'Download' button, which will open the File Download window.



Step 3: Select the 'Save' button to open the File Save window.

Step 4: Name your file and select the 'Save' button.

The **Success Factors and Barriers Report** can be used to check for trends in your factors to success or barriers to success.



Step 1: From the Reports Menu page, select the Success Factors and Barriers Report link.

Step 2: To download the data into a CSV file, select the 'Download' button to open the File Download window.

Step 3: Select the 'Save' button to open the File Save window.

Step 4: Name your file and select the 'Save' button.

