

USER GUIDE

STEP UP PERFORMANCE MANAGEMENT SYSTEM

Oklahoma State
Department of Health



Table of Contents

- Chapter 1**
 - Getting Started 2
- Chapter 2**
 - Overview and Public Health System Alignment..... 5
- Chapter 3**
 - Strategic Plan and Performance Measure Template 11
- Chapter 4**
 - Annual Review..... 14
- Chapter 5**
 - Edit Profile 17
- Chapter 6**
 - Send/View Comments 18
- Chapter 7**
 - Reports..... 20
 - Trend & Target Report..... 21
 - Data Source Report..... 22
 - Template Status Report..... 23

The Step UP Performance Management System application was designed to give the Oklahoma State Department of Health/direct report service/direct report areas a defined system to promote thoughtful planning and decision making toward creative programmatic and organizational 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.

Step 1: 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.

Step 2: There is a one time registration process. If you have already completed the registration process, enter your Login and Password and select the 'Submit' button.

Step 3: If you are a first time user, click on the "[First Time User?](#)" link. This will open the First Time User setup page.

Step 4: Enter your email address and select the 'Next' button.

The screenshot shows the 'OSDH Step UP Performance Management System First Time User' page. The header includes the Oklahoma State Department of Health logo and the text 'OSDH Step UP Performance Management System'. The main content area is light green and contains the following text: 'If you have accessed this application previously, please use your account information you provided to login to this application. 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'. Below this text is a form field for 'Enter an email address:' with a red asterisk indicating it is a required field. To the right of the form field are two buttons: 'Next' and 'Back'. The left sidebar contains a 'Login' section with fields for 'Login:' and 'Password:', a 'Submit' button, and links for 'First Time User?', 'Forgot Password?', and 'Forgot Login?'. Below the login section are links for 'OSDH Home', 'OSDH Step UP Home', 'Contact Us', and 'State of Oklahoma Web Site'. The footer contains '© Copyright 2008 - State of Oklahoma' and 'Help Desk | Policies | About Oklahoma's Web Portal | Feedback'.

This will open the Account Set-up page.

The screenshot shows the 'OSDH Step UP Performance Management System Account Set-up' page. The header includes the Oklahoma State Department of Health logo and the text 'OSDH Step UP Performance Management System'. The main content area is light green and contains the following text: 'Please enter your registration information below. When validated, you will be asked to set up an account using the email address osdhdemo@yahoo.com to access the OSDH Step UP Performance Management System application. Please follow the instructions on each page that follows.' Below this text is a form with the following fields: 'First Name:' (Joe), 'Middle Initial:' (empty), 'Last Name:' (Smith), 'Email Address:' (osdhdemo@yahoo.com), 'Re-Enter Email Address:' (osdhdemo@yahoo.com), 'Phone:' (4055559898 (No spaces or dashes)), and 'Select Direct Report/Service Area:' (Family Support & Prevention Service). To the right of the form fields are two buttons: 'Next' and 'Back'. The left sidebar contains a 'Login' section with fields for 'Login:' and 'Password:', a 'Submit' button, and links for 'First Time User?', 'Forgot Password?', and 'Forgot Login?'. Below the login section are links for 'OSDH Home', 'OSDH Step UP Home', 'Contact Us', and 'State of Oklahoma Web Site'. The footer contains '© Copyright 2008 - State of Oklahoma' and 'Help Desk | Policies | About Oklahoma's Web Portal | Feedback'.

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

Step 5: The red asterisk (*) indicates the required fields. Enter all of the required fields and select the 'Next' button.

The screenshot shows the 'OSDH Step UP Performance Management System Account Setup' page. The page header includes the Oklahoma State Department of Health logo and the text 'OSDH Step UP Performance Management System'. The main content area is titled 'OSDH Step UP Performance Management System Account Setup' and contains the following sections:

- User Information:** Fields for First Name (JOE), Middle Initial, Last Name (SMITH), Email (osdhdemo@yahoo.com), Re-Enter Email, and 10-Digit Phone (4055559398). Red asterisks indicate required fields.
- Create Login Information:** Fields for Create Login ID (smith), Create Password, and Re-Enter Password. Red asterisks indicate required fields.
- Security Questions:** Two questions: 'What is your father's middle name?' (Answer: test) and 'Who is your favorite professional sports team?' (Answer: test). Red asterisks indicate required fields.

At the bottom of the form are 'Submit' and 'Back' buttons.

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

The screenshot shows the 'Thank You for Registering' page. The page header includes the Oklahoma State Department of Health logo and the text 'OSDH Step UP Performance Management System'. The main content area is titled 'Thank You for Registering' and contains the following text:

Your account has been registered, but not activated.

NOTE: Your account must be activated 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.

[Return to OSDH Step UP Performance Management System](#)

At the bottom right, there is a copyright notice: © Copyright 2008 • State of Oklahoma. Help Desk | Policies | About Oklahoma's Web Portal | Feedback

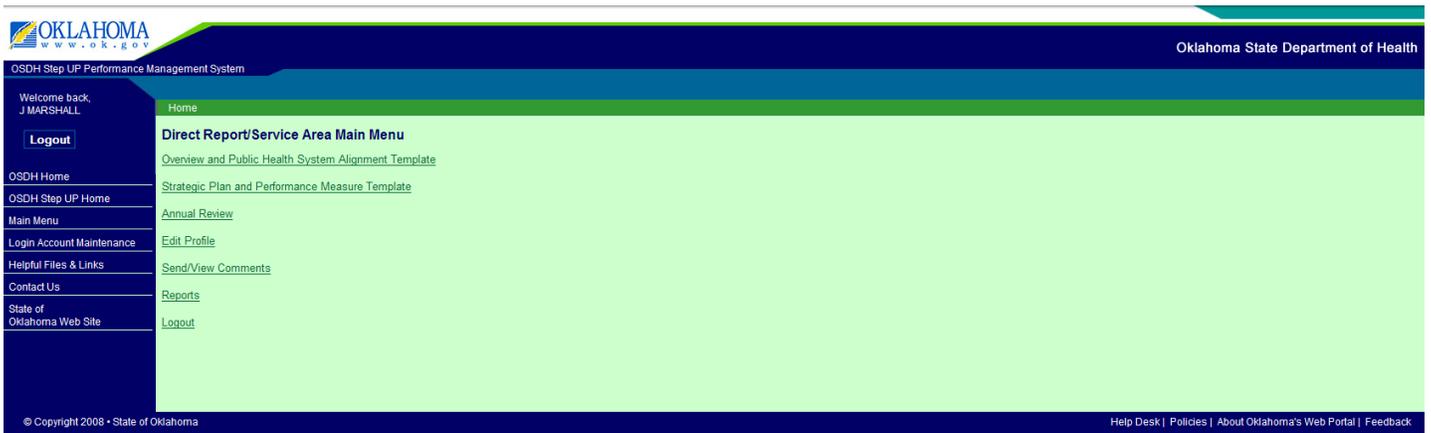
An email notification will be sent to the email address that you entered with a URL link and an activation code. **Make a note of the activation code.**

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

Introduction: This chapter describes the Overview and Public Health System Alignment Template. Both this template and the Strategic Plan and Performance Measure Template (described further in Chapter 3) must be completed in order to submit the Annual Review.

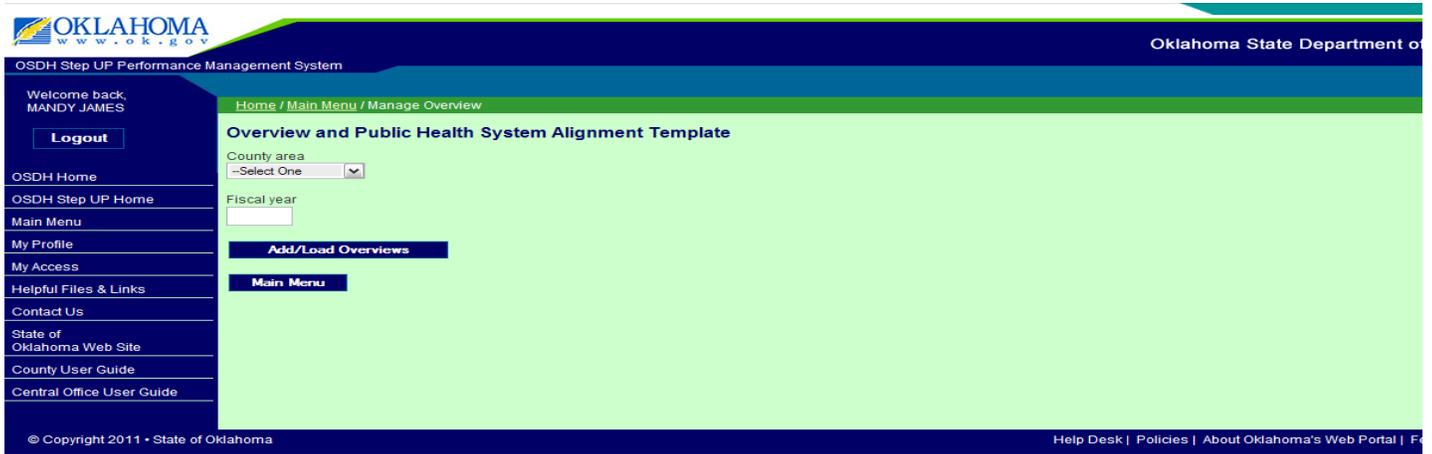
Tip: A complete submission of the strategic plan includes the County Health Department Overview and Public Health System Alignment template as well as the Strategic Plan and Performance Measure template (described further in Chapter 3). These are due by August 31st of each year.

Step 1: From the Main Menu, click on the Overview and Public Health System Alignment Template link to open the 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 service area selection. Next, select the 'Add/Load Overviews' button.

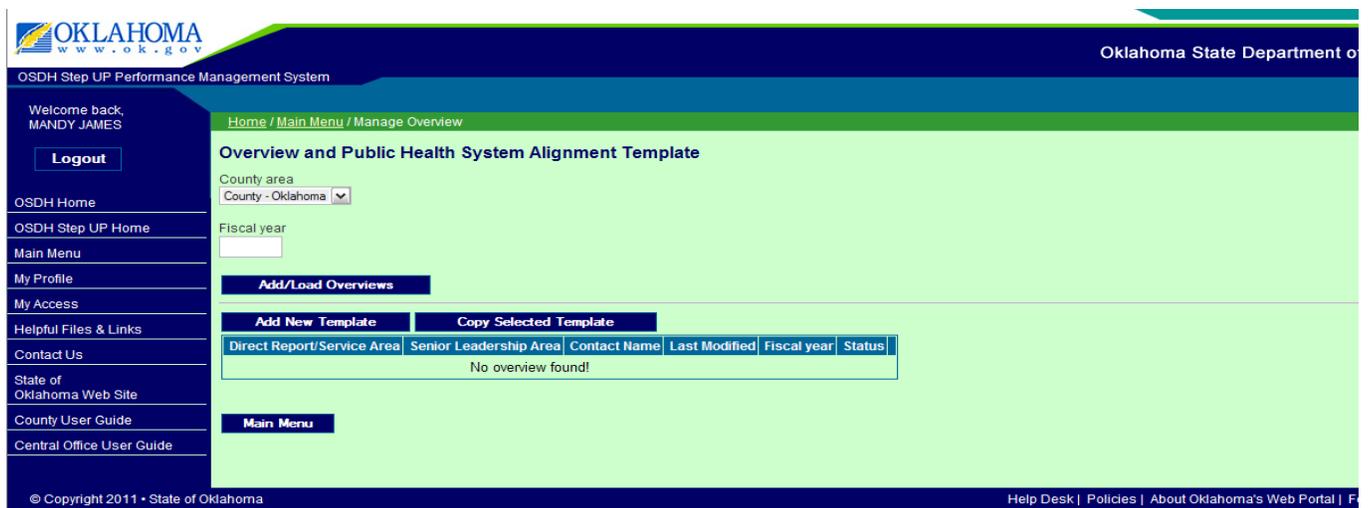
Tip: If you are looking for a template from a specific fiscal year, type that year in the box called 'Fiscal year.' If this field is left blank, the system will load all of the previous years' templates.



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 MANDY JAMES. The page title is "Overview and Public Health System Alignment Template". A table displays one template entry:

Direct Report/Service Area	Senior Leadership Area	Contact Name	Last Modified	Fiscal year	Status	
<input type="radio"/> Federal Funds Development	Administrative Services	Yvonne Myers	13-JUL-11	SFY 2011	Approved	View & Print

Buttons for "Add/New Template", "Copy Selected Template", "Edit", "View", "Archived Versions", and "Main Menu" are visible.

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 after a new template has been added. The table now contains two entries:

Direct Report/Service Area	Senior Leadership Area	Contact Name	Last Modified	Fiscal year	Status	
<input type="radio"/> SoonerStart	Community & Family Health Services	John M Corpolongo	13-JUL-11	SFY 2012	Pending Submission (has been reset)	View & Print
<input type="radio"/> SoonerStart	Community & Family Health Services	John M Corpolongo	25-MAY-11	SFY 2011	Approved	View & Print

The interface includes the same navigation and control buttons as the previous screenshot.

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 National Framework tab.

Welcome back, TANDA JAMES

Home / Main Menu / Manage Overview

Overview and Public Health System Alignment

National Framework | Oklahoma Framework | Overview

Back | Continue

Direct Report/Service Area Status: Pending Submission
 Office of Performance Management Last Modified Date: 13-JUL-11
Senior Leadership Area Last Modified by: JOYCE MARSHALL
 Administrative Services

* Denotes Required Field
 *Contact Name
 Joyce Marshall
 *Phone Number (Format: (###)###-####)
 (405) 271-4200
 *Fiscal year
 2012

Instructions: The following sections relate to the information included in the Step-UP Operational and Assessment Plan. Detailed information related to these areas is included in the full document and through hyperlinks and pop-up screens within the document. At least annually, each organizational unit should review and complete this document.

Section 1: National Framework

* **Three Core Functions of Public Health** ?
 Indicate which of the following best describe the organizational unit. Check all that apply.

Assessment Policy Development Assurance

* **Ten Essential Services of Public Health** ?
 Check all the essential services within public health core functions that apply to this organizational unit. (Essential Public Health Services) - Check all that apply.

Monitor Health Status to identify community health problems
 Diagnose and investigate health problems and health hazards in the community
 Inform, educate, and empower people about health issues
 Mobilize community partnerships to identify and solve health problems
 Develop policies and plans that support individual and community health efforts
 Enforce laws and regulations that protect health and ensure safety
 Link people to needed personal health services and assure the provision of health care when otherwise unavailable
 Assure a competent public health and personal health care workforce
 Evaluate effectiveness, accessibility & quality of personal & population-based health services.
 Research for new insights and innovative solutions to health problems

Back | Continue

Copyright 2011 • State of Oklahoma Help Desk | Policies | About Oklahoma's Web Portal | Feedback

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 and 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.

Evaluate effectiveness, accessibility & quality of personal & population-based health services.

Healthy People 2010 - Leading Health Indicators ? Check the Leading Health Indicators this organizational unit addresses. Some organizational units may not have specific alignment with the HP2010 Leading Health Indicators, so this section may be omitted. - Check all that apply.

Physical Activity Mental Health
 Overweight and Obesity Injury and Violence
 Tobacco Use Environmental Quality
 Immunization
 Access to Health Care

* **?** If you would like to find more information on the National Focus Areas, please visit this following website:
<http://www.healthypeople.gov/>

Check all that apply. Note: All areas should choose at least one HP2010 Focus Area

Access to Quality Health Services Injury and Violence Prevention
 Arthritis, Osteoporosis, and Chronic Back Condition Maternal, Infant, and Child Health
 Cancer Medical Product Safety
 Chronic Kidney Disease Mental Health and Mental Disease
 Diabetes Nutrition and Overweight
 Disability and Secondary Condition Occupational Safety and Health

OKLAHOMA
www.ok.gov

OSDH Step UP Performance Management System

Oklahoma State Department of Health

Welcome back, J MARSHALL

Logout

OSDH Home

OSDH Step UP Home

Main Menu

Login Account Maintenance

Helpful Files & Links

Contact Us

State of Oklahoma Web Site

Home / Manage Overview / Section 1

Overview and Public Health System Alignment

National Framework | Oklahoma Framework | Overview

Section 2: Oklahoma Framework

* Denotes Required Field

* OSDH Vision, Mission, and Values ?
At least annually discuss with staff in organizational unit.
Discussed with staff?
 Yes No

* OSDH Overarching Goals ?
Check the overarching goal(s) this organizational unit addresses. Check all that apply.
 Health Promotion and Prevention of disease, injury and disability. All people will achieve their optimal lifespan with the best possible quality of life in every stage of life
 Health Systems Quality: Assuring quality services of health systems across the lifespan
 Preparedness: People in all communities will be protected from infectious, environmental, and terrorist threats

* OSDH Focus Areas ?
Indicate which of the following of the 10 Focus Areas this organizational unit addresses. Check all that apply.

<input 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 checked="" 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 organizational unit.
Discussed with staff?
 Yes No

Back Save Save and Continue

© Copyright 2008 • State of Oklahoma

Help Desk | Policies | About Oklahoma's Web Portal | Feedback

Step 5: In the Oklahoma Framework Section, you will address how your service area 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 Overview and Public Health System Alignment template is the Overview tab. See below.



OSDH Step UP Performance Management System

Welcome back, J MARSHALL

[Logout](#)

[OSDH Home](#)

[OSDH Step UP Home](#)

[Main Menu](#)

[Login Account Maintenance](#)

[Helpful Files & Links](#)

[Contact Us](#)

[State of Oklahoma Web Site](#)

Oklahoma State Department of Health

Home / Section 3

Overview and Public Health System Alignment

National Framework | Oklahoma Framework | **Overview**

Section 3: Overview

*** Denotes Required Field**

*** Target Population:** [?](#)
 Does this organizational unit target a specific population group?
 No, this program is available to everyone
 Yes, choose all that apply from the following list - and you must choose AT LEAST one of the following lists

Age Groups: 0-4 5-14 15-19 20-64 65+ all ages

Gender: Male Female Both

Race/Ethnic Group: All Races White African American Native American Asian Other
 If "Other", please specify

Ethnicity: Hispanic Non-Hispanic Both

Economic Status: < 100 FPL 100-185 FPL > 185 FPL All (No Target)

Geographic Area: Statewide Specific Countries or Regions
 If "Specific Countries", please specify

100 Chars Left
Other Target Groups
 Agency Employees
 Any Other Groups: (May include internal customer categories and/or stakeholders.)
 Please specify

500 Chars Left

*** Customer Satisfaction:** [?](#)
 Does the unit 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

Briefly describe process, including date and summary of last assessment

500 Chars Left

*** Does the unit 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

*** Funding Source:** [?](#)
 Choose all that apply to a organizational unit
 State Federal Local Millage Contractual
 Foundation Fees Other
 If you chose "Fees", please specify
 If you chose "Other", please specify

Estimated Total Funding (from all sources):
 If organizational unit is grant funded and receives support (e.g. clerical) from a state or locally funded position, include the estimate of all sources of funding.
 *\$ 250,000.00 (ex. 99,999,999.00)

Level of Effort: [?](#)
 Indicate all applicable resources for the organizational unit. 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 organizational unit:

*** Mandate:** [?](#)
 Does the unit have a federal, state or local mandate? (May include statutory authority or local ordinances.)
 No Yes
 If "Yes", please specify

Advisory Board/Council: [?](#)
 *Does the Organizational Unit staff serve on outside Advisory Boards, Task Forces or Councils as official OSDH representative?
 No Yes
 If "Yes", please specify, along with statutory mandate, if applicable

500 Chars Left

[< Back](#) [Save](#) [Print](#) [Add Comment](#) [Back to List](#) [Submit >](#)

© Copyright 2008 • State of Oklahoma

[Help Desk](#) | [Policies](#) | [About Oklahoma's Web Portal](#) | [Feedback](#)

If you answer 'Yes' to the Target Population question, a series of questions will appear and you must specify at least one target question.

If you answer 'Yes' to the Customer Satisfaction question, you must give a brief description.

If you select 'Fee' or 'Other' to the Funding Source question, you must specify in the field provided.

If you answer 'Yes' to the Mandate question, you must give a brief description.

If you answer 'Yes' to the Advisory Board/Council question, you must give a brief description.

If you select the 'Save' button, the fields you entered will be saved.

If you enter all of the required fields and select the 'Submit' button, the form is verified and will be submitted for review.

Tip: You may be able to edit the Template until it is approved. Once approved, you can only view the Template.

The Template will be displayed in the Overview and Public Health System Alignment Template page as shown here.

The screenshot displays 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 J MARSHALL. The main content area is titled 'Overview and Public Health System Alignment Template' and features a table with the following data:

Direct Report/Service Area	Deputy Area	Contact Name	Date Initiated	Status
Office of Performance Management	Direct Reports	Joyce Marshall	28-JAN-08	Denied

Below the table are buttons for 'Edit', 'View', 'Print', and 'Archived Versions'. A 'Main Menu' button is also visible. The footer contains copyright information for 2008 and links for 'Help Desk', 'Policies', 'About Oklahoma's Web Portal', and 'Feedback'.

To view the Template, you can select the 'View' button.

You can select the 'Edit' button to make any changes to the Template. If you make any changes to a Template, the previous version will be saved to archive and the current version sent to the deputy for review and approval. You may view archived Templates by selecting the 'Archived Versions' button. This will open the Archived Versions page.

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


Oklahoma State Department of Health

OSDH Step UP Performance Management System

Welcome back,
J MARSHALL

[Logout](#)

[OSDH Home](#)

[OSDH Step UP Home](#)

[Main Menu](#)

[Login Account Maintenance](#)

[Helpful Files & Links](#)

[Contact Us](#)

[State of Oklahoma Web Site](#)

Home / Manage Overview

Overview and Public Health System Alignment Template

Last Modified Date	Modified By	Version Status	
05-MAY-08	J MARSHALL	Denied	View & Print
03-MAY-08	J MARSHALL	Denied	View & Print
03-MAY-08	J MARSHALL	Pending Approval by Deputy Commissioner / Chief Operating Officer	View & Print
30-APR-08	J MARSHALL	Pending Submission	View & Print
05-APR-08	J MARSHALL	Pending Approval by Deputy Commissioner / Chief Operating Officer	View & Print
25-MAR-08	J MARSHALL	Pending Approval by Deputy Commissioner / Chief Operating Officer	View & Print
25-MAR-08	J MARSHALL	Pending Approval by Deputy Commissioner / Chief Operating Officer	View & Print
25-MAR-08	J MARSHALL	Pending Approval by Deputy Commissioner / Chief Operating Officer	View & Print
25-MAR-08	J MARSHALL	Pending Approval by Deputy Commissioner / Chief Operating Officer	View & Print
25-MAR-08	J MARSHALL	Pending Approval by Deputy Commissioner / Chief Operating Officer	View & Print
28-FEB-08	J MARSHALL	Pending Approval by Deputy Commissioner / Chief Operating Officer	View & Print
28-FEB-08	J MARSHALL	Pending Approval by Deputy Commissioner / Chief Operating Officer	View & Print
27-FEB-08	J MARSHALL	Pending Submission	View & Print
27-FEB-08	J MARSHALL	Pending Submission	View & Print
25-FEB-08	J MARSHALL	Pending Submission	View & Print
25-FEB-08	CHAD HESTER	Pending Submission	View & Print
15-FEB-08	J MARSHALL	Pending Submission	View & Print
15-FEB-08	J MARSHALL	Pending Submission	View & Print
15-FEB-08	J MARSHALL	Pending Submission	View & Print
15-FEB-08	J MARSHALL	Pending Submission	View & Print
12-FEB-08	J MARSHALL	Pending Submission	View & Print
08-FEB-08	Admin test	Pending Submission	View & Print
06-FEB-08	J MARSHALL	Pending Submission	View & Print
28-JAN-08	J MARSHALL	Pending Submission	View & Print

[Back](#)

© Copyright 2008 • State of Oklahoma
Help Desk | Policies | About Oklahoma's Web Portal | Feedback

Introduction: This chapter describes the Strategic Plan and Performance Measure Template. The Strategic Plan and Performance Measure Template includes several levels and screens. A Strategic Plan and Performance Measure Template includes Goals, and within Goals include Objectives, and within Objectives include Performance Measures. In order to submit the Strategic Plan and Performance Measure Template, all of these elements must be completed.

Step 1: From the Main Menu, select the [Strategic Plan and Performance Measure Template](#) link. If you have not already created a Strategic Plan and Performance Measure Template, it will take you directly to the add screen as shown below.

OSDH Step UP Performance Management System

Home / Main Menu / edit Strategic Plan

Strategic Plan and Performance Measure Template

Direct Report / Service Area :
Office of Performance Management

Contact Name :
Joyce Marshall

Phone Number :
4052714200

Deputy Area :
Direct Reports

Last Modified Date : 03-MAY-08
Last Modified By : J MARSHALL

Goal	Active Y/N
<input type="radio"/> Achieve excellent customer service to agency leadership, management and all employees	Y
<input type="radio"/> Improve the health of Oklahoma families through increased breastfeeding	Y
<input type="radio"/> Reduce injuries and deaths due to motor vehicle crashes among children in Oklahoma	Y
<input type="radio"/> Implement Step UP Performance Management and Quality Improvement Initiatives within OSDH	Y

View Back

© Copyright 2008 - State of Oklahoma Help Desk | Policies | About Oklahoma's Web Portal | Feedback

Step 2: Enter all of the required fields and select the 'Save' button.

Note. To submit a **Strategic Plan and Performance Measure Template**, you must have at least two **Goals**. To add a Goal, select the 'Add Goal' button. This will open the Goal page. You must select one choice from both of the following drop-down lists: "Relationship to Strategic Map Goals" and "Relationship to Focus Areas".

OSDH Step UP Performance Management System

Home / Main Menu / Add Goal

Goals

Goal
Achieve excellent customer service to agency leadership, management and all employee

Relationship to Strategic Map Goals :
Conduct systematic agency-wide performance management & other key QI processes

Relationship to Focus Areas :
Public health systems development (including infrastructure)

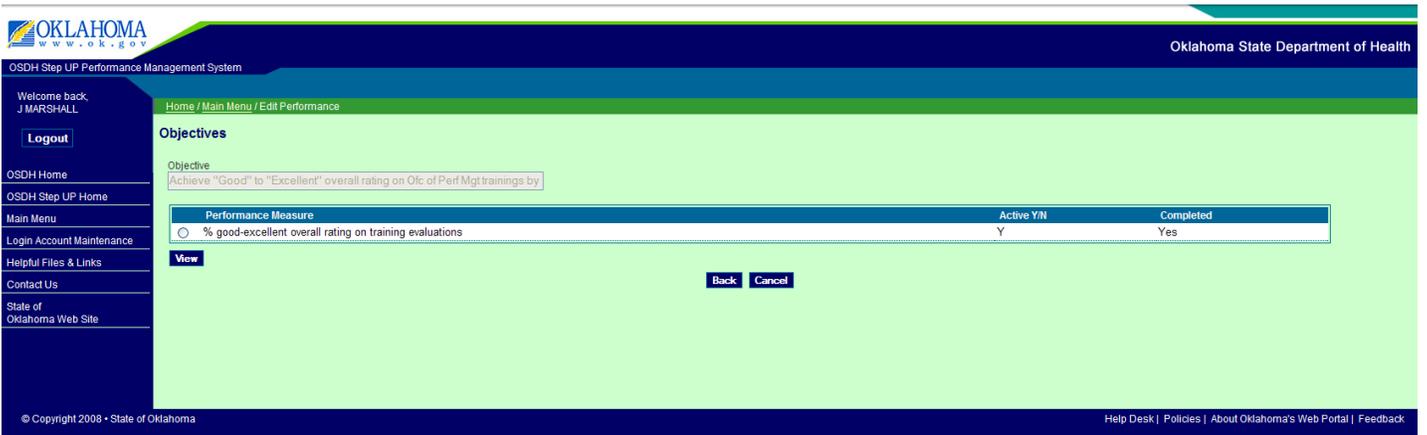
Objectives	Active Y/N
<input type="radio"/> Achieve "Good" to "Excellent" overall rating on Ofc of Perf Mgt trainings by SFY 2013	Y
<input type="radio"/> Achieve "Good" to "Excellent" Overall Rating on Office of Performance Management services by SFY 2013	Y

View Back Cancel

© Copyright 2008 - State of Oklahoma Help Desk | Policies | About Oklahoma's Web Portal | Feedback

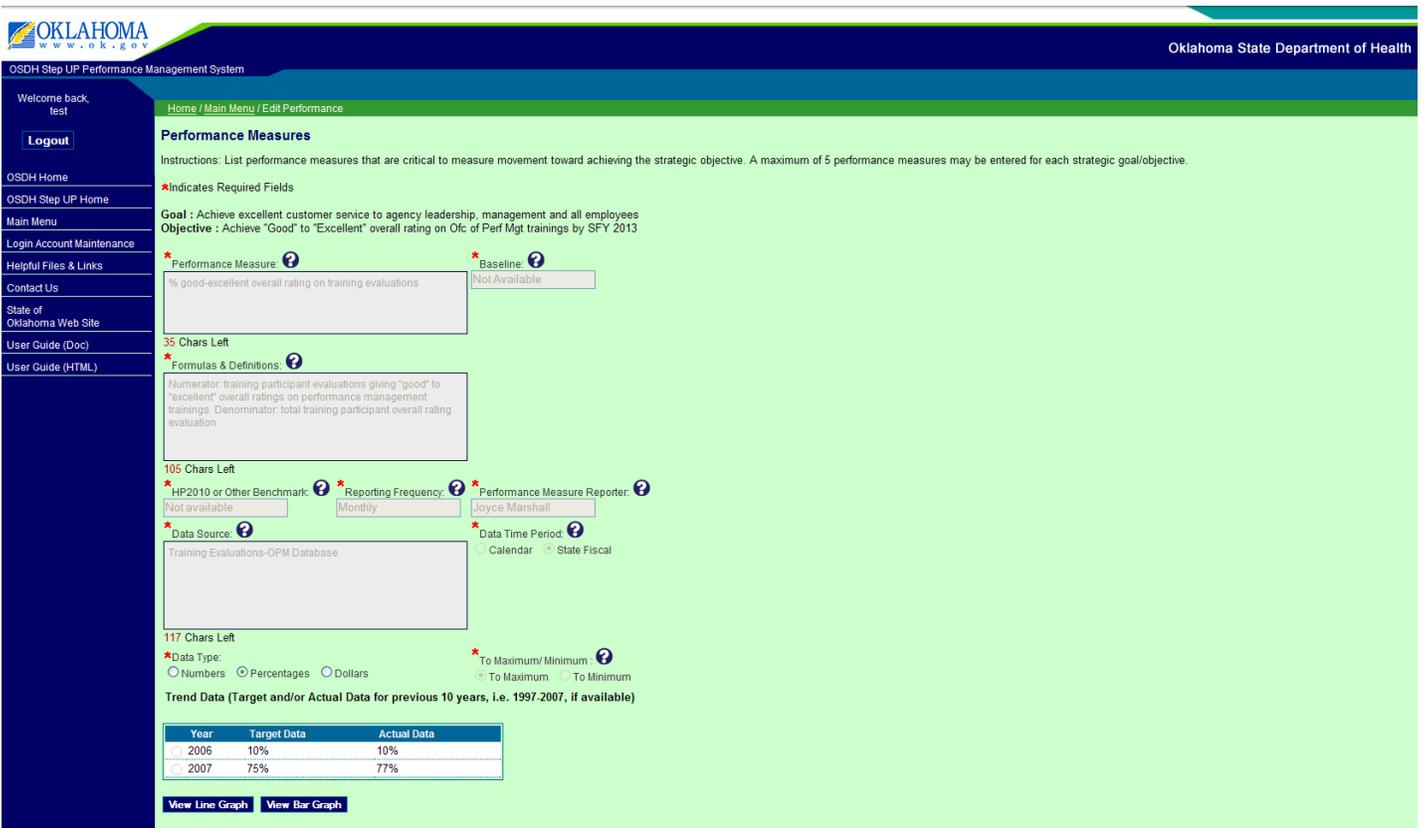
Step 3: Enter all of the required fields and select the 'Save' button.

Note. To submit a **Strategic Plan and Performance Measure Template**, you must have at least two **Objectives**. To add an Objective, select the 'Add Objective' button. This will open the Objectives page.



Step 4: Enter all of the required fields and select the 'Save' button.

Note. To submit a Strategic Plan and Performance Measure Template, you must have at least one Performance Measure. To add a Performance Measure, select the 'Add Performance Measure' button. This will open the Performance Measure page.



Step 5: Enter all of the required fields and select the 'Save and Continue' button.

If you enter all of the required fields and select the 'Submit' button, the form is submitted and will be sent for review. If you are not ready to Submit the template, click 'Save' and return to the 'Main Menu' by clicking that button.

Please note that for target data, you need to enter target information for current year and next five years.

Also, please note that to minimum/maximum means which direction is favorable. If the goal is to increase in number, percentage or dollars, you would mark "To Maximum, " but if goal is to decrease in number, percentage or dollars, you would mark "To Minimum."

Note: To view the Graphs, click 'View Line Graph' or 'View Bar Graph'. The graph will display. If you would like to save a copy of the graph image, place your mouse on the graph image and right-click with your mouse. Choose 'Save Picture As" which will allow you to choose where you want to save the graph image. Click 'Save'

Note: You may be able to edit until it is approved by your Deputy or Chief Operating Officer. Once approved, you can only view the Template.

The Template will be displayed in the Strategic Plan and Performance Measure Template page as shown here.

The screenshot shows the OSDH Step UP Performance Management System interface. The header includes the Oklahoma State Department of Health logo and the text 'Oklahoma State Department of Health'. The main content area is titled 'Strategic Plan and Performance Measure Template'. It features a table with the following data:

Direct Report/Service Area	Deputy Area	Contact Name	Date Initiated	Status
Office of Performance Management	Direct Reports	Joyce Marshall	02-MAY-08	Approved

Below the table are buttons for 'View', 'Show Plan Status', 'Print', and 'Show Plan History'. A 'Main Menu' button is also visible.

To view the Template, you can select the 'View' button.

You can select the 'Edit' button to make any changes to the Template.

You can also view the Plan Status by selecting the 'Show Plan Status' button. The Plan Status will display which part of the Strategic Plan and Performance Measure Template is completed and which part is missing. Here is a sample of the Plan Status. **Note:** If an item is not complete, the Status will be labeled as "Incomplete"

The screenshot shows the OSDH Step UP Performance Management System interface displaying the 'Strategic Plan and Performance Measure Progress Report'. The report includes the following information:

Deputy: J MARSHALL
Report Area: Office of Performance Management
Date Initiated: May 2, 2008

Goal: Reduce injuries and deaths due to motor vehicle crashes among children in Oklahoma
Strategic Map Goal: Increase emphasis on health status improvements in all programs

Objective:	Status:
Increase child passenger restraint use among children 0-6 years of age to 95% by 2013	Complete
Performance Measure: % child passenger restraint use among children 0-6 years	Complete
Objective: Increase number of certified child passenger safety technicians in state by 50 by SFY 2013	Complete
Performance Measure: number of certified CPS technicians	Complete

Goal: Improve the health of Oklahoma families through increased breastfeeding
Strategic Map Goal: Increase emphasis on health status improvements in all programs

Introduction: This chapter describes the Annual Review. 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.

Step 1: From the Main Menu, select the Annual Review link. This will open the Annual Review page.



If this is your first Annual Review, you will see an 'Add' button. Click 'Add' to begin your Annual Review.

If you have already started an Annual Review previously:

To view the Annual Review, select the 'View' button. This will open the Annual Review in View-Only mode.

To edit the Annual Review, select the 'Edit' button. This will open the Annual Review in Edit Mode.



The page will display all goal, objective and performance measure information that you created in the Strategic Plan and Performance Measure Template as described in Chapter 3.

Note. You must report on each Performance Measure in order to submit. If Performance Measure has not been reported on, it will be marked with an (*)

Step 2: Select the 'Report' button to report on a Performance Measure. This will open the Performance Measure Report page.

OSDH Step UP Performance Management System

OklaHOMA
www.ok.gov

OklaHOMA State Department of Health

Welcome back, reporter test

Logout

OSDH Home
OSDH Step UP Home
Main Menu
Login Account Maintenance
Helpful Files & Links
Contact Us
State of Oklahoma Web Site
User Guide (Doc)
User Guide (HTML)

Home / Main Menu / Manage Annual Reviews / Annual Review / Performance Measure Review

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 : dasfasdfast
Objective : asfsafa
Performance Measure : asdfsadf

Show 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

Time Period: Choose a Year
Target Value:
Current Value:

Display Scorecard

* Briefly Identify Factors To Success ?

500 Chars Left

* Briefly Identify Barriers To Success ?

500 Chars Left

Save Save and Continue Back

© Copyright 2008 - State of Oklahoma Help Desk | Policies | About Oklahoma's Web Portal | Feedback

Step 3: Enter all of the required fields and select the 'Save and Continue' button.

Step 4: Repeat Step 2 and Step 3 until all Performance Measures are completed.

If you enter all of the required fields and select the 'Submit' button, the Annual Review is submitted for review.

Note. You may be able to edit until it is approved. Once approved, you can only view the Annual Review.

Show Performance Measure Details

This option allows you to view the Performance Measure Details. Click on the 'Show Performance Measure Details' option to view. Below is a sample of the Details page.



OSDH Step UP Performance Management System

Welcome back, test

[Logout](#)

[OSDH Home](#)

[OSDH Step UP Home](#)

[Main Menu](#)

[Login Account Maintenance](#)

[Helpful Files & Links](#)

[Contact Us](#)

[State of Oklahoma Web Site](#)

[User Guide \(Doc\)](#)

[User Guide \(HTML\)](#)

Oklahoma State Department of Health

Home / Main Menu / Manage Annual Reviews / Annual Review / Performance Measure Review

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 : Reduce injuries and deaths due to motor vehicle crashes among children in Oklahoma
Objective : Increase child passenger restraint use among children 0-6 years of age to 95% by 2013
Performance Measure : % child passenger restraint use among children 0-6 years

Performance Measure Details

Performance Measures: % child passenger restraint use among children 0-6 years
 Baseline: CY2007/87%

Formulas & Definitions:
 Numerator: # children 0-6 years utilizing child passenger restraints in motor vehicles Denominator: # children 0-6 years

HP2010 or Other Benchmark: HP 2010 - 100% Reporting Frequency: annually Performance Measure Reporter: John Doe

Data Source: Okla Highway Safety Ofc State CPS survey 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. 1997-2007, if available)

Year	Target Data	Actual Data
2005	84.0%	83.0%
2006	84.0%	86.0%
2007	85.5%	87.1%
2008	88.0%	87.0%

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

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

Year	Target Data
2009	89.0%
2010	90.0%
2011	92.0%
2012	93.0%
2013	95.0%
2014	97.0%

[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 (2008)			Previous (2007)			
Target	Actual	Score	Target	Actual	Score	Trend
88.0%	87.0%	99%	85.5%	87.1%	102%	?

*Briefly Identify Factors To Success

494 Chars Left

*Briefly Identify Barriers To Success

493 Chars Left

[Back](#)

© Copyright 2008 • State of Oklahoma

[Help Desk](#) | [Policies](#) | [About Oklahoma's Web Portal](#) | [Feedback](#)

To view the Graphs, click 'View Line Graph' or 'View Bar Graph'. The graph will display. If you would like to save a copy of the graph image, place your mouse on the graph image and right-click with your mouse. Choose 'Save Picture As' which will allow you to choose where you want to save the graph image. Click 'Save'

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

Step 1: From the Main Menu, click on the [Edit Profile](#) link.

The screenshot shows the main menu of the OSDH Step UP Performance Management System. The page title is "OSDH Step UP Performance Management System" and the user is identified as "Welcome back, J MARSHALL". The main menu includes links for "Home", "Direct Report/Service Area Main Menu", "Overview and Public Health System Alignment Template", "Strategic Plan and Performance Measure Template", "Annual Review", "Edit Profile", "Send/View Comments", "Reports", and "Logout". The "Edit Profile" link is highlighted in blue.

This will open the Edit Profile page.

The screenshot shows the "Update Profile" page. The page title is "Update Profile" and the user is identified as "Welcome back, J MARSHALL". The page contains a form with the following fields: "First Name" (J), "Middle Initial" (), "Last Name" (MARSHALL), "Email Address" (marshall0601@sboglob), and "Phone Number" (4052714200). The "Phone Number" field has a "150 Chars Left" indicator. There are "Main Menu" and "Update" buttons at the bottom of the form.

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. This option allows you to view comments that are sent by the Deputy Area, and gives you the ability to send comments to that Deputy Area.

The screenshot shows the 'Comments' page in the Step UP Performance Management System. The page is titled 'Comments' and has a breadcrumb trail 'Home / Comments'. There is an 'Add Comments' button. Below this, there are two tables: 'Received Comments List' and 'Sent Comments List'.

Received Comments List

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

Below the table is a 'View Received Comment' button.

Sent Comments List

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

Below the table is a 'View Sent Comment' button.

At the bottom of the page, there is a 'Main Menu' button. The footer contains the text: '© Copyright 2008 • State of Oklahoma' and 'Help Desk | Policies | About Oklahoma's Web Portal | Feedback'.

Step 1: From the Main Menu, select the Comments link. This will open the Main Comments page.

The page will display all previously received comments and all previously sent comments.

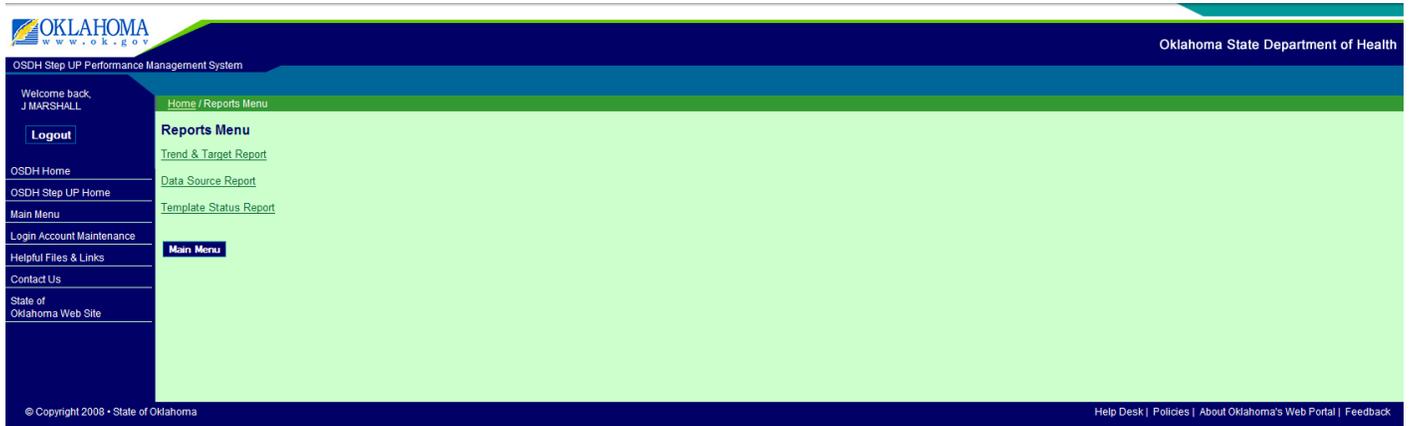
Step 2: To add comments, select the 'Add Comments' page. This will open the Add Comments page.

The screenshot shows a web application interface for the Oklahoma State Department of Health. The page title is 'Comments to Deputy Area'. It features a 'Subject' input field with a red asterisk and a '100 Chars Left' indicator. Below this is a 'Comments' input area with a red asterisk and a '1000 Chars Left' indicator. At the bottom of the form are buttons for 'Back', 'Send', and 'Print This Comment'. The left sidebar contains a 'Logout' button and a list of navigation links: 'OSDH Home', 'OSDH Step UP Home', 'Main Menu', 'Login Account Maintenance', 'Helpful Files & Links', 'Contact Us', and 'State of Oklahoma Web Site'. The footer includes copyright information for 2008 and links for 'Help Desk', 'Policies', 'About Oklahoma's Web Portal', and 'Feedback'.

Step 3: Enter a Subject and enter Comments. Then select the 'Send' button. This will send the message to the Deputy Area and return you to the Main Comments page.

Introduction: This chapter describes the Reports section. This option allows you to view the different reports.

Step 1: From the Main Menu, select the Reports link. This will open the Reports Menu page.



Trend & Target Report

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

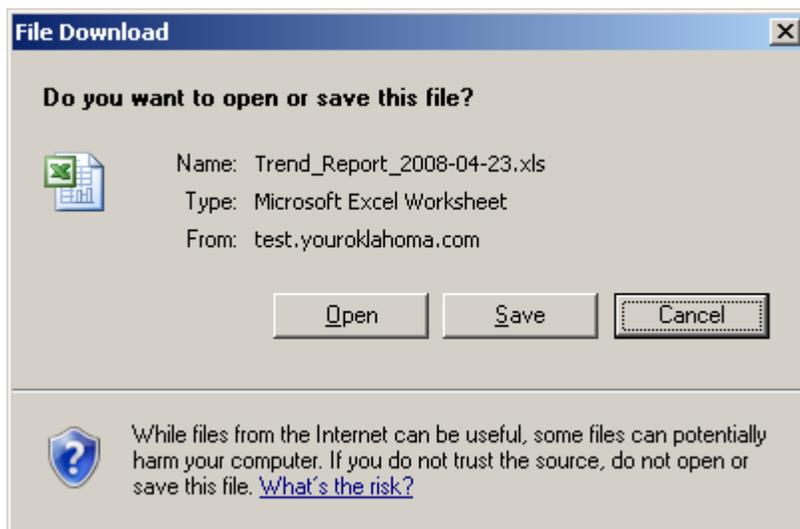
The screenshot shows the 'Trend & Target Report' page for the 'Office of Performance Management'. It displays two performance measures with their respective trend data tables. The first measure is '% child passenger restraint use among children 0-6 years', and the second is 'number of certified CPS technicians'. Each table shows target and actual values for years 2005 through 2008, along with percentage completion and trend indicators (up/down arrows).

Year	Target	Actual	Completion %	Trend
CY 2005	84 %	83 %	98%	Up
CY 2006	84 %	86 %	102%	Up
CY 2007	85 %	87 %	102%	Down
CY 2008	88.0 %	88 %	100%	Down

Year	Target	Actual	Completion %	Trend
CY 2003	70	75	107%	Up
CY 2004	70	53	75%	Down
CY 2005	80	188	235%	Up
CY 2006	90	155	172%	Down
CY 2007	100	175	175%	Up
CY 2008	150.0	125	83%	Down

You may download the data on the report. This will convert the data displayed on the report to a CSV file.

Step 2: To download the data, select the 'Download' button. This will open the File Download window.



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

Step 4: Select a filename for the file and select the 'Save' button.

Data Source Report

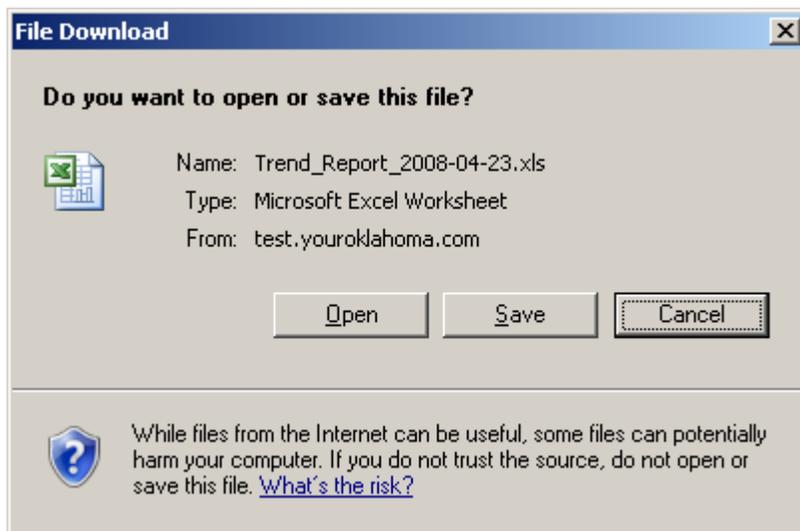
Step 1: From the Reports Menu page, select the [Data Source Report](#) link. Below is a sample of the report.

The screenshot shows the OSDH Step UP Performance Management System interface. The header includes the Oklahoma State Department of Health logo and the text "Oklahoma State Department of Health". The user is logged in as J MARSHALL. The main content area is titled "Data Source Report" and includes navigation buttons for "Back", "Print", and "Download". A "Show Active Items Only?" option is set to "Yes". The report content is organized into several sections, each with a "Goal", "Objective", "Performance Measure", "Formulas & Definitions", and "Data Source".

Deputy Area: Direct Reports	Report Area: Office of Performance Management	Date Initiated: May 2, 2008
Goal: Reduce injuries and deaths due to motor vehicle crashes among children in Oklahoma		
Objective: Increase child passenger restraint use among children 0-6 years of age to 95% by 2013		
Performance Measure: % child passenger restraint use among children 0-6 years	Formulas & Definitions: Numerator: # children 0-6 years utilizing child passenger restraints in motor vehicles Denominator: # children 0-6 years	Data Source: Okla Highway Safety Ofc State CPS survey
Objective: Increase number of certified child passenger safety technicians in state by 50 by SFY 2013		
Performance Measure: number of certified CPS technicians	Formulas & Definitions: Count: number of certified child passenger safety technicians in Oklahoma	Data Source: OHSO CPS trained technicians list
Goal: Improve the health of Oklahoma families through increased breastfeeding		
Objective: Increase breastfeeding initiation rates of WIC mothers by 5% by SFY 2013		
Performance Measure: breastfeeding initiation rates of WIC mothers	Formulas & Definitions: Numerator: # of mothers reporting ever breastfeeding their infant/child Denominator: Total # of WIC mothers	Data Source: BREAST_FEEDING_HISTORY table-PHOCIS
Objective: Increase percent of post partum women on WIC who breastfed by 3% by 2013		
Performance Measure: % of post partum women on WIC who breastfed	Formulas & Definitions: Numerator: # of WIC post partum women breastfeeding Denominator: # total WIC post partum women	Data Source: WIC Participation by Priority rpt-PHOCIS
Goal: Achieve excellent customer service to agency leadership, management and all employees		
Objective: Achieve "Good" to "Excellent" overall rating on Ofc of Perf Mgt trainings by SFY 2013		
Performance Measure: % good-excellent overall rating on training evaluations	Formulas & Definitions: Numerator: training participant evaluations giving "good" to "excellent" overall ratings on performance management trainings Denominator: total training participant overall rating evaluation	Data Source: Training Evaluations-OPM Database

You may download the data on the report. This will convert the data displayed on the report to a CSV file.

Step 2: To download the data, select the 'Download' button. This will open the File Download window.

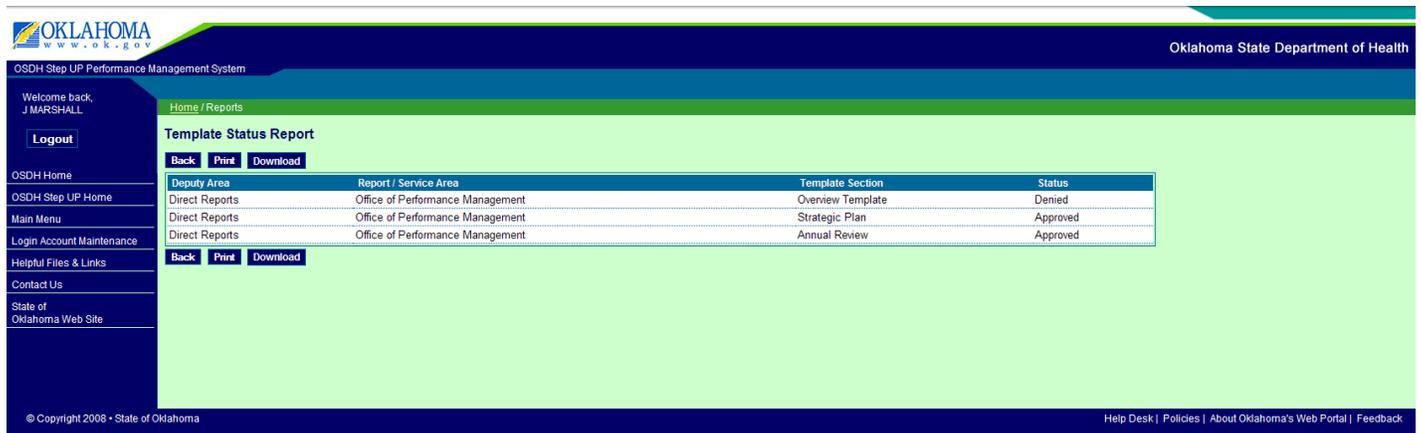


Step 3: Select the 'Save' button. This will open the File Save window.

Step 4: Select a filename for the file and select the 'Save' button.

Template Status Report

Step 1: From the Reports Menu page, select the Template Status Report link. Below is a sample of the report.

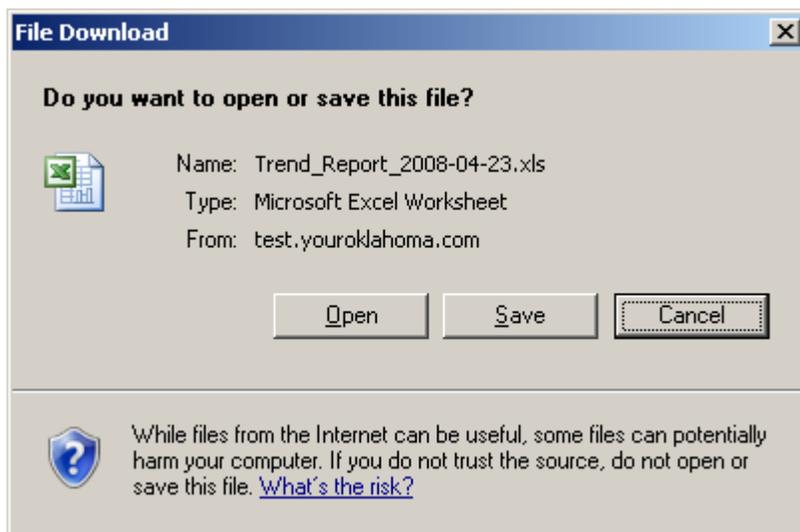


The screenshot shows the OSDH Step UP Performance Management System interface. The header includes the Oklahoma State Department of Health logo and the text "OSDH Step UP Performance Management System". The user is logged in as J MARSHALL. The main content area displays the "Template Status Report" with a table of data and navigation buttons (Back, Print, Download).

Deputy Area	Report / Service Area	Template Section	Status
Direct Reports	Office of Performance Management	Overview Template	Denied
Direct Reports	Office of Performance Management	Strategic Plan	Approved
Direct Reports	Office of Performance Management	Annual Review	Approved

You may download the data on the report. This will convert the data displayed on the report to a CSV file.

Step 2: To download the data, select the 'Download' button. This will open the File Download window.



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

Step 4: Select a filename for the file and select the 'Save' button.