Open date should be October 1st, unless client enrolls during the contract year. In that case the open date should be the date the client entered the program

FAA PROGRAM DATA REPORTING INSTRUCTIONS FY17 - SAMIS

	SERVICE CATEGORY / COMPONENT	AGENCY	PROGRAM	PERFORMANCE MEASURE / OUTCOME	MEASURE	RESPONSES	# OF CLIENTS IN SCOPE OF WORK (According to 2017 amendments)	WHEN IS CLIENT CLOSED?	WHEN TO ENTER PM?	HOW TO RUN OUTCOME REPORTS
1	Senior Services	Alzheimers Community Care	Family Nurse Consultant	ALZ-FNC 68%, or 341 of 501 caregivers who complete an annual reassessment will indicate stable or improved likelihood of continuing to provide home-based care.	ALZ-FNC likely to continue providing care (Variable)	Likely to continue providing care? (yes=1/no=0).	501 caregivers (total # of caregivers served, including those with initial assessments)	**UPON ANNUAL ASSESSMENT** -- **IF AT THE END OF THE CONTRACT YEAR A CLIENT HAS NOT OR CAN NOT BE ASSESSED, THEN THEY MUST BE CLOSED OUT AND AN UNCOLLECTED REASON MUST BE ENTERED FOR THE PM = ("Not in program for necessary assessment period")**	**UPON ANNUAL ASSESSMENT** -- **IF AT THE END OF THE CONTRACT YEAR A CLIENT HAS NOT OR CAN NOT BE ASSESSED, THEN THEY MUST BE CLOSED OUT AND AN UNCOLLECTED REASON MUST BE ENTERED FOR THE PM = ("Not in program for necessary assessment period")**	**To run a performance measurement report in SAMIS:** **> Hover over the 'Reports' tab** **> Click on Performance Measurements** **> Choose either "Performance Measurements Detail" (will include client 'names') or "Performance Measurements Summary" (will only give you percentage)** **NOTE:** **1. If you choose "Performance Measurements Detail", you will have to choose your agency-program and select FY-2017 as the date range from the drop-down box if it isn't already pre-selected. You'll then click on 'search' and select the correct performance measure by clicking on the tiny blue arrow on the left hand side until the whole section is highlighted. Then click "Run Report".** **2. If you choose "Performance Measurements Summary", you will just have to choose your agency-program and select FY-2017 as the date range from the drop-down box if it isn't already pre-selected. Then click "Run Report".**
2	Senior Services	Alzheimers Community Care	Specialized Adult Day Services	ALZ-ADC 80%, or 109 of 137 patients enrolled in Day Care will delay or eliminate the need for nursing home placement at time of program exit and patients will be maintained in the community.	ALZ-ADC Maintained in community (Variable)	Is patient maintained in community? (yes=1/no=0).	137 patients	**AT THE END OF THE CONTRACT YEAR OR UPON EXIT FROM PROGRAM** -- **IF CLIENT EXITS AT SOME POINT DURING THE CONTRACT YEAR FOR REASONS OTHER THAN NURSING HOME PLACEMENT, THEN PM CAN STILL BE ANSWERED AS YES.**	**AT THE END OF THE CONTRACT YEAR OR UPON EXIT FROM PROGRAM** -- **IF CLIENT EXITS AT SOME POINT DURING THE CONTRACT YEAR FOR REASONS OTHER THAN NURSING HOME PLACEMENT, THEN PM CAN STILL BE ANSWERED AS YES.**	
3	Domestic Abuse/Sheltering	AVDA	Casa Vegso	AVDA-CV 80%, or 88 of 110 adult shelter residents will exit the program to violence-free living conditions.	AVDA-CV change to violence free living condition (Variable)	Is client exiting program to violence-free living condition? (yes=1/no=0)	110 adults	**WHEN CLIENT EXITS PROGRAM** -- **IF AT THE END OF THE CONTRACT YEAR, A CLIENT HAS NOT EXITED THE SHELTER, THEN THEY MUST BE CLOSED OUT AND AN UNCOLLECTED REASON MUST BE ENTERED FOR THE PM = ("Remains in shelter")** -- **IF CLIENT RE-ENTERS PROGRAM, THEY SHOULD'VE BEEN CLOSED OUT UPON COMPLETING PREVIOUS FINAL ASSESSMENT AND CLIENT INFO MUST BE COPIED BACK INTO SAME PROGRAM TO ANSWER NEW PM**	**WHEN CLIENT EXITS PROGRAM** -- **IF AT THE END OF THE CONTRACT YEAR, A CLIENT HAS NOT EXITED THE SHELTER, THEN THEY MUST BE CLOSED OUT AND AN UNCOLLECTED REASON MUST BE ENTERED FOR THE PM = ("Remains in shelter")** -- **IF CLIENT RE-ENTERS PROGRAM, THEY SHOULD'VE BEEN CLOSED OUT UPON COMPLETING PREVIOUS FINAL ASSESSMENT AND CLIENT INFO MUST BE COPIED BACK INTO SAME PROGRAM TO ANSWER NEW PM**	

FAA PROGRAM DATA REPORTING INSTRUCTIONS FY17 - SAMIS

	SERVICE CATEGORY / COMPONENT	AGENCY	PROGRAM	PERFORMANCE MEASURE / OUTCOME	MEASURE	RESPONSES	# OF CLIENTS IN SCOPE OF WORK (According to 2017 amendments)	WHEN IS CLIENT CLOSED?	WHEN TO ENTER PM?	HOW TO RUN OUTCOME REPORTS
4	Domestic Abuse/Sheltering	Children's Home Society	Nelle Smith	CHSFL-NS 80%, or 16 of 20 youth in Nelle Smith Residence for at least 3 months will improve their independent living skills, as measured by scores on assessments, and will maintain or continue to improve scores on subsequent assessments.	CHSFL- NS increased skills (Variable)	Did client increase skills? (yes=1/no=0).	20 youth	**UPON FINAL ASSESSSMENT DURING THE CONTRACT YEAR** ------------------------------------- **IF AT THE END OF THE CONTRACT YEAR A CLIENT HAS NOT OR CAN NOT BE ASSESSED, THEN THEY MUST BE CLOSED OUT AND AN UNCOLLECTED REASON MUST BE ENTERED FOR THE PM = ("Not in program for necessary assessment period)**	**UPON FINAL ASSESSSMENT DURING THE CONTRACT YEAR** ------------------------------------- **IF AT THE END OF THE CONTRACT YEAR A CLIENT HAS NOT OR CAN NOT BE ASSESSED, THEN THEY MUST BE CLOSED OUT AND AN UNCOLLECTED REASON MUST BE ENTERED FOR THE PM = ("Not in program for necessary assessment period)**	
5	Domestic Abuse/Sheltering	Homesafe	Safety Net	CPHS-SNP 85%, or 85 of 100 adult/teen victims served will score higher on post scales indicating an increase in resiliency and coping skills.	CPHS- SNP increased skills (Variable)	Did client increase skills? (yes=1/no=0).	100 individuals	**UPON EXIT** ------------------------------------- **IF AT THE END OF THE CONTRACT YEAR A CLIENT HAS NOT BEEN ASSESSED, THEN THEY MUST BE CLOSED OUT AND AN UNCOLLECTED REASON MUST BE ENTERED FOR THE PM = ("Not in program for necessary assessment period")** ------------------------------------- **IF CLIENT RE-ENTERS PROGRAM, THEY SHOULD'VE BEEN CLOSED OUT UPON COMPLETING PREVIOUS FINAL ASSESSMENT AND CLIENT INFO MUST BE COPIED BACK INTO SAME PROGRAM TO ANSWER NEW PM**	**UPON EXIT** ------------------------------------- **IF AT THE END OF THE CONTRACT YEAR A CLIENT HAS NOT BEEN ASSESSED, THEN THEY MUST BE CLOSED OUT AND AN UNCOLLECTED REASON MUST BE ENTERED FOR THE PM = ("Not in program for necessary assessment period")** ------------------------------------- **IF CLIENT RE-ENTERS PROGRAM, THEY SHOULD'VE BEEN CLOSED OUT UPON COMPLETING PREVIOUS FINAL ASSESSMENT AND CLIENT INFO MUST BE COPIED BACK INTO SAME PROGRAM TO ANSWER NEW PM**	**To run a performance measurement report in SAMIS:** **> Hover over the 'Reports' tab** **> Click on Performance Measurements** **> Choose either "Performance Measurements Detail" (will include client 'names') or "Performance Measurements Summary" (will only give you percentage)** **NOTE:** **1. If you choose "Performance Measurements Detail", you will have to choose your agency-program and select FY-2017 as the date range from the drop-down box if it isn't already pre-selected. You'll then click on 'search' and select the correct performance measure by clicking on the tiny blue arrow on the left hand side until the whole section is highlighted. Then click "Run Report".** **2. If you choose "Performance Measurements Summary", you will just have to choose your agency-program and select FY-2017 as the date range from the drop-down box if it isn't already pre-selected. Then click "Run Report".**
6	Domestic Abuse/Sheltering	YWCA	Harmony House	YWCA-HH 65%, or 130 of 200 women will exit the program to violence-free living condition.	YWCA-HH change to violence free living condition (Variable)	Is client exiting program to violence-free living condition? (yes=1/no=0)	200 women	**UPON EXIT** ------------------------------------- **IF AT THE END OF THE CONTRACT YEAR A CLIENT HAS NOT EXITED THE SHELTER, THEN THEY MUST BE CLOSED OUT AND AN UNCOLLECTED REASON MUST BE ENTERED FOR THE PM = ("Remains in shelter")** ------------------------------------- **IF CLIENT RE-ENTERS PROGRAM, THEY SHOULD'VE BEEN CLOSED OUT UPON COMPLETING PREVIOUS FINAL ASSESSMENT AND CLIENT INFO MUST BE COPIED BACK INTO SAME PROGRAM TO ANSWER NEW PM**	**UPON EXIT** ------------------------------------- **IF AT THE END OF THE CONTRACT YEAR A CLIENT HAS NOT EXITED THE SHELTER, THEN THEY MUST BE CLOSED OUT AND AN UNCOLLECTED REASON MUST BE ENTERED FOR THE PM = ("Remains in shelter")** ------------------------------------- **IF CLIENT RE-ENTERS PROGRAM, THEY SHOULD'VE BEEN CLOSED OUT UPON COMPLETING PREVIOUS FINAL ASSESSMENT AND CLIENT INFO MUST BE COPIED BACK INTO SAME PROGRAM TO ANSWER NEW PM**	

FAA PROGRAM DATA REPORTING INSTRUCTIONS FY17 - SAMIS

	SERVICE CATEGORY / COMPONENT	AGENCY	PROGRAM	PERFORMANCE MEASURE / OUTCOME	MEASURE	RESPONSES	# OF CLIENTS IN SCOPE OF WORK (According to 2017 amendments)	WHEN IS CLIENT CLOSED?	WHEN TO ENTER PM?	HOW TO RUN OUTCOME REPORTS
7	Special Needs	CILO	ALERT	CILO- ALERT 80%, or 48 of 60 youth will improve socialization skills	CILO - ALERT increased skills	Did client increase skills? (yes=1/no=0).	60 youth	UPON COMPLETION OF ONE (1) SOCIALIZATION SKILL ATTEMPTED; ONCE A SKILL (GOAL) IS MASTERED, NO MORE PMs WILL BE ENTERED FOR THAT CLIENT IN THE SAME FY. -- IF CLIENT REMAINS IN PROGRAM AT THE END OF THE FISCAL YEAR, THEY MUST BE CLOSED OUT AND CLIENT INFO MUST BE COPIED BACK INTO SAME PROGRAM TO ANSWER NEW PM FOR NEW SOCIALIZATION SKILL ATTEMPT IN THE NEW YEAR.	UPON COMPLETION OF ONE (1) SOCIALIZATION SKILL ATTEMPTED; ONCE A SKILL (GOAL) IS MASTERED, NO MORE PMs WILL BE ENTERED FOR THAT CLIENT IN THE SAME FY. -- IF CLIENT REMAINS IN PROGRAM AT THE END OF THE FISCAL YEAR, THEY MUST BE CLOSED OUT AND CLIENT INFO MUST BE COPIED BACK INTO SAME PROGRAM TO ANSWER NEW PM FOR NEW SOCIALIZATION SKILL ATTEMPT IN THE NEW YEAR.	
8	Special Needs	CILO	SAIL	CILO- SAIL 70%, or 105 of 150 adults with disabilities will increase their knowledge of any subject matter.	CILO - SAIL increased knowledge	Did client increase knowledge? (yes=1/no=0).	150 adults	AT THE END OF THE CONTRACT YEAR IF THE CLIENT HAS COMPLETED A COURSE THAT THEY HAD BEEN ENROLLED IN -- IF A CLIENT HAS NOT COMPLETED A COURSE THAT THEY ARE ENROLLED IN BY THE END OF THE FISCAL YEAR, THEN THEY MUST BE CLOSED OUT AND AN UNCOLLECTED REASON MUST BE ENTERED FOR THE PM = ("Not in program for necessary assessment period")	AT THE END OF THE CONTRACT YEAR IF THE CLIENT HAS COMPLETED A COURSE THAT THEY HAD BEEN ENROLLED IN -- IF A CLIENT HAS NOT COMPLETED A COURSE THAT THEY ARE ENROLLED IN BY THE END OF THE FISCAL YEAR, THEN THEY MUST BE CLOSED OUT AND AN UNCOLLECTED REASON MUST BE ENTERED FOR THE PM = ("Not in program for necessary assessment period")	To run a performance measurement report in SAMIS: > Hover over the 'Reports' tab > Click on Performance Measurements > Choose either "Performance Measurements Detail" (will include client 'names') or "Performance Measurements Summary" (will only give you percentage) NOTE: 1. If you choose "Performance Measurements Detail", you will have to choose your agency-program and select FY-2017 as the date range from the drop-down box if it isn't already pre-selected. You'll then click on 'search' and select the correct performance measure by clicking on the tiny blue arrow on the left hand side until the whole section is highlighted. Then click "Run Report". 2. If you choose "Performance Measurements Summary", you will just have to choose your agency-program and select FY-2017 as the date range from the drop-down box if it isn't already pre-selected. Then click "Run Report".
9	Special Needs	United Cerebral Palsy	Behavior Focused Respite	UCP-BFR 80%, or 16 of 20 children served for at least six (6) months will improve in at least one (1) developmental area.	UCP - BFR increased skill(s)	Did client increase skill(s)? (yes=1/no=0)	20 children	AT SIX (6) MONTH ASSESSMENT OR AT THE FINAL ASSESSMENT DURING CONTRACT YEAR -- IF AT THE END OF THE CONTRACT YEAR A CLIENT HAS NOT OR CAN NOT BE ASSESSED, THEN THEY MUST BE CLOSED OUT AND AN UNCOLLECTED REASON MUST BE ENTERED FOR THE PM = ("Not in program for necessary assessment period") -- IF CLIENT REMAINS IN PROGRAM AFTER END OF THEIR INITIAL SIX (6) MONTH PERIOD AND IS STILL WITHIN THE SAME FISCAL YEAR, THEN THEY NEED TO BE COPIED OVER INTO THEIR SAME PROGRAM IN ORDER TO MEASURE NEW GOAL.	AT SIX (6) MONTH ASSESSMENT OR AT THE FINAL ASSESSMENT DURING CONTRACT YEAR -- IF AT THE END OF THE CONTRACT YEAR A CLIENT HAS NOT OR CAN NOT BE ASSESSED, THEN THEY MUST BE CLOSED OUT AND AN UNCOLLECTED REASON MUST BE ENTERED FOR THE PM = ("Not in program for necessary assessment period") -- IF CLIENT REMAINS IN PROGRAM AFTER END OF THEIR INITIAL SIX (6) MONTH PERIOD AND IS STILL WITHIN THE SAME FISCAL YEAR, THEN THEY NEED TO BE COPIED OVER INTO THEIR SAME PROGRAM IN ORDER TO MEASURE NEW GOAL.	

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	SERVICE CATEGORY / COMPONENT	AGENCY	PROGRAM	PERFORMANCE MEASURE / OUTCOME	MEASURE	RESPONSES	# OF CLIENTS IN SCOPE OF WORK (According to 2017 amendments)	WHEN IS CLIENT CLOSED?	WHEN TO ENTER PM?	HOW TO RUN OUTCOME REPORTS
10	Special Needs	Easter Seals	Early Intervention & Advocacy	ES-EIA 80%, or 24 of 30 children in the program for at least 6 months will show improvement in assessments given.	ES-EIA Improved Skills (variable)	Did child show improvement in assessments given? (yes=1/no=0)	30 children	WHEN CLIENT EXITS PROGRAM OR AT THE FINAL ASSESSMENT DURING THE CONTRACT YEAR -- IF AT THE END OF THE CONTRACT YEAR A CLIENT HAS NOT OR CAN NOT BE ASSESSED, THEN THEY MUST BE CLOSED OUT AND AN UNCOLLECTED REASON MUST BE ENTERED FOR THE PM = ("Not in program for necessary assessment period")	WHEN CLIENT EXITS PROGRAM OR AT THE FINAL ASSESSMENT DURING THE CONTRACT YEAR -- IF AT THE END OF THE CONTRACT YEAR A CLIENT HAS NOT OR CAN NOT BE ASSESSED, THEN THEY MUST BE CLOSED OUT AND AN UNCOLLECTED REASON MUST BE ENTERED FOR THE PM = ("Not in program for necessary assessment period")	To run a performance measurement report in SAMIS: > Hover over the 'Reports' tab > Click on Performance Measurements > Choose either "Performance Measurements Detail" (will include client 'names') or "Performance Measurements Summary" (will only give you percentage) NOTE: 1. If you choose "Performance Measurements Detail", you will have to choose your agency-program and select FY-2017 as the date range from the drop-down box if it isn't already pre-selected. You'll then click on 'search' and select the correct performance measure by clicking on the tiny blue arrow on the left hand side until the whole section is highlighted. Then click "Run Report". 2. If you choose "Performance Measurements Summary", you will just have to choose your agency-program and select FY-2017 as the date range from the drop-down box if it isn't already pre-selected. Then click "Run Report".
11	Economic Stability / Poverty	Families First	Kin Support	FF-Kin 84%, or 36 of 42 kinship families will remain stable and intact (children not removed & placed in foster care) during the contract year.	FF - Kin dependency system diversion	Child not placed in foster care? (yes=1/no=0)	42 families	UPON END OF CONTRACT YEAR OR IF CLIENT EXITS PROGRAM -- IF CLIENT EXITS AT SOME POINT DURING THE CONTRACT YEAR FOR REASONS OTHER THAN ENTERING FOSTER CARE, THEN PM CAN STILL BE ANSWERED AS YES.	UPON END OF CONTRACT YEAR OR IF CLIENT EXITS PROGRAM -- IF CLIENT EXITS AT SOME POINT DURING THE CONTRACT YEAR FOR REASONS OTHER THAN ENTERING FOSTER CARE, THEN PM CAN STILL BE ANSWERED AS YES.	
12	Special Needs	Glades ARC	Adult Developmental Services	Glades ARC- ADS 75%, or 36 of 48 individuals will achieve at least 1 short-term objective (STO), thereby making progress towards greater independence.	Glades ARC - ADS increased skills/knowledge	Did client achieve at least one goal from IP during program year? (yes=1/no=0)	48 individuals	UPON END OF CLIENT IP YEAR -- IF AT THE END OF THE CONTRACT YEAR A CLIENT HAS NOT OR CAN NOT BE ASSESSED, THEN THEY MUST BE CLOSED OUT AND AN UNCOLLECTED REASON MUST BE ENTERED FOR THE PM = ("Not in program for necessary assessment period") -- IF CLIENT REMAINS IN PROGRAM AFTER END OF THEIR IP YEAR AND A NEW GOAL IS ESTABLISHED WITHIN THE SAME FISCAL YEAR, THEN THEY NEED TO BE COPIED OVER INTO THEIR SAME PROGRAM IN ORDER TO MEASURE NEW GOAL	UPON END OF CLIENT IP YEAR -- IF AT THE END OF THE CONTRACT YEAR A CLIENT HAS NOT OR CAN NOT BE ASSESSED, THEN THEY MUST BE CLOSED OUT AND AN UNCOLLECTED REASON MUST BE ENTERED FOR THE PM = ("Not in program for necessary assessment period") -- IF CLIENT REMAINS IN PROGRAM AFTER END OF THEIR IP YEAR AND A NEW GOAL IS ESTABLISHED WITHIN THE SAME FISCAL YEAR, THEN THEY NEED TO BE COPIED OVER INTO THEIR SAME PROGRAM IN ORDER TO MEASURE NEW GOAL	

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	SERVICE CATEGORY / COMPONENT	AGENCY	PROGRAM	PERFORMANCE MEASURE / OUTCOME	MEASURE	RESPONSES	# OF CLIENTS IN SCOPE OF WORK (According to 2017 amendments)	WHEN IS CLIENT CLOSED?	WHEN TO ENTER PM?	HOW TO RUN OUTCOME REPORTS
13	Special Needs	The ARC of PBC	Residential Group Home	The ARC of PBC-RGH 90%, or 27 of 30 clients will achieve at least one goal from their individual implementation plan during the program year.	The ARC of PBC - RGH increased skills	Did client achieve at least one goal from IP during program year? (yes=1/no=0)	30	**UPON END OF CLIENT IP YEAR** --- **IF AT THE END OF THE CONTRACT YEAR A CLIENT HAS NOT OR CAN NOT BE ASSESSED, THEN THEY MUST BE CLOSED OUT AND AN UNCOLLECTED REASON MUST BE ENTERED FOR THE PM = ("Not in program for necessary assessment period")** --- **IF CLIENT REMAINS IN PROGRAM AFTER END OF THEIR IP YEAR AND A NEW GOAL IS ESTABLISHED WITHIN THE SAME FISCAL YEAR, THEN THEY NEED TO BE COPIED OVER INTO THEIR SAME PROGRAM IN ORDER TO MEASURE NEW GOAL**	**UPON END OF CLIENT IP YEAR** --- **IF AT THE END OF THE CONTRACT YEAR A CLIENT HAS NOT OR CAN NOT BE ASSESSED, THEN THEY MUST BE CLOSED OUT AND AN UNCOLLECTED REASON MUST BE ENTERED FOR THE PM = ("Not in program for necessary assessment period")** --- **IF CLIENT REMAINS IN PROGRAM AFTER END OF THEIR IP YEAR AND A NEW GOAL IS ESTABLISHED WITHIN THE SAME FISCAL YEAR, THEN THEY NEED TO BE COPIED OVER INTO THEIR SAME PROGRAM IN ORDER TO MEASURE NEW GOAL**	**To run a performance measurement report in SAMIS:** **> Hover over the 'Reports' tab** **> Click on Performance Measurements** **> Choose either "Performance Measurements Detail" (will include client 'names') or "Performance Measurements Summary" (will only give you percentage)** **NOTE:** **1. If you choose "Performance Measurements Detail", you will have to choose your agency-program and select FY-2017 as the date range from the drop-down box if it isn't already pre-selected. You'll then click on 'search' and select the correct performance measure by clicking on the tiny blue arrow on the left hand side until the whole section is highlighted. Then click "Run Report".** **2. If you choose "Performance Measurements Summary", you will just have to choose your agency-program and select FY-2017 as the date range from the drop-down box if it isn't already pre-selected. Then click "Run Report".**
14	Special Needs	Seagull Industries	Seagull Industries - Achievement Center	Seagull Industries - AC 90%, or 99 of 110 participants, are expected to achieve 2 steps of their Individualized Plan Short Term Objective each quarter during the year.	Seagull Industries - AC increased skills	Did client achieve at least one goal from IP during program year? (yes=1/no=0)	110 individuals	**UPON END OF CLIENT IP YEAR** --- **IF AT THE END OF THE CONTRACT YEAR A CLIENT HAS NOT OR CAN NOT BE ASSESSED, THEN THEY MUST BE CLOSED OUT AND AN UNCOLLECTED REASON MUST BE ENTERED FOR THE PM = ("Not in program for necessary assessment period")** --- **IF CLIENT REMAINS IN PROGRAM AFTER END OF THEIR IP YEAR AND A NEW GOAL IS ESTABLISHED WITHIN THE SAME FISCAL YEAR, THEN THEY NEED TO BE COPIED OVER INTO THEIR SAME PROGRAM IN ORDER TO MEASURE NEW GOAL**	**UPON END OF CLIENT IP YEAR** --- **IF AT THE END OF THE CONTRACT YEAR A CLIENT HAS NOT OR CAN NOT BE ASSESSED, THEN THEY MUST BE CLOSED OUT AND AN UNCOLLECTED REASON MUST BE ENTERED FOR THE PM = ("Not in program for necessary assessment period")** --- **IF CLIENT REMAINS IN PROGRAM AFTER END OF THEIR IP YEAR AND A NEW GOAL IS ESTABLISHED WITHIN THE SAME FISCAL YEAR, THEN THEY NEED TO BE COPIED OVER INTO THEIR SAME PROGRAM IN ORDER TO MEASURE NEW GOAL**	

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	SERVICE CATEGORY / COMPONENT	AGENCY	PROGRAM	PERFORMANCE MEASURE / OUTCOME	MEASURE	RESPONSES	# OF CLIENTS IN SCOPE OF WORK (According to 2017 amendments)	WHEN IS CLIENT CLOSED?	WHEN TO ENTER PM?	HOW TO RUN OUTCOME REPORTS
15	Special Needs	Legal Aid Society	Guardian Advocacy Project	LAS- GAP 80%, or 16 of 20 clients served will achieve their Annual GAP Goal within 1 year of the goal being developed.	LAS- GAP increased skill	Did client achieve GAP goal? (yes-1/no=0).	20 clients	AT THE END OF THE CLIENT'S GAP GOAL YEAR OR UPON EXIT FROM PROGRAM ------------- IF AT THE END OF THE CONTRACT YEAR A CLIENT HAS NOT OR CAN NOT BE ASSESSED, THEN THEY MUST BE CLOSED OUT AND AN UNCOLLECTIONS REASON MUST BE ENTERED FOR THE PM = ("Not in program for necessary assessment period") ------------- IF CLIENT REMAINS IN PROGRAM AFTER END OF THEIR INITIAL GAP GOAL YEAR AND A NEW GOAL IS ESTABLISHED WITHIN THE SAME FISCAL YEAR, THEN THEY NEED TO BE COPIED OVER INTO THEIR SAME PROGRAM IN ORDER TO MEASURE NEW GOAL	AT THE END OF THE CLIENT'S GAP GOAL YEAR OR UPON EXIT FROM PROGRAM ------------- IF AT THE END OF THE CONTRACT YEAR A CLIENT HAS NOT OR CAN NOT BE ASSESSED, THEN THEY MUST BE CLOSED OUT AND AN UNCOLLECTIONS REASON MUST BE ENTERED FOR THE PM = ("Not in program for necessary assessment period") ------------- IF CLIENT REMAINS IN PROGRAM AFTER END OF THEIR INITIAL GAP GOAL YEAR AND A NEW GOAL IS ESTABLISHED WITHIN THE SAME FISCAL YEAR, THEN THEY NEED TO BE COPIED OVER INTO THEIR SAME PROGRAM IN ORDER TO MEASURE NEW GOAL	**To run a performance measurement report in SAMIS:** > Hover over the 'Reports' tab > Click on Performance Measurements > Choose either "Performance Measurements Detail" (will include client 'names') or "Performance Measurements Summary" (will only give you percentage) **NOTE:** 1. If you choose "Performance Measurements Detail", you will have to choose your agency-program and select FY-2017 as the date range from the drop-down box if it isn't already pre-selected. You'll then click on 'search' and select the correct performance measure by clicking on the tiny blue arrow on the left hand side until the whole section is highlighted. Then click "Run Report". 2. If you choose "Performance Measurements Summary", you will just have to choose your agency-program and select FY-2017 as the date range from the drop-down box if it isn't already pre-selected. Then click "Run Report".
16	Homelessness	Legal Aid Society	Homelessness Legal Prevention Project	LAS- HLPP 74%, or 70 of 95 individuals will avoid immediate eviction	LAS-HLPP - Avoid immediate eviction (Variable)	Did participant avoid immediate eviction? (yes=1/no=0).	95 individuals	UPON EXIT ------------- IF AT THE END OF THE CONTRACT YEAR A CLIENT HAS NOT OR CAN NOT BE ASSESSED, THEN THEY MUST BE CLOSED OUT AND AN UNCOLLECTED REASON MUST BE ENTERED FOR THE PM = ("Not in program for necessary assessment period")	UPON EXIT ------------- IF AT THE END OF THE CONTRACT YEAR A CLIENT HAS NOT OR CAN NOT BE ASSESSED, THEN THEY MUST BE CLOSED OUT AND AN UNCOLLECTED REASON MUST BE ENTERED FOR THE PM = ("Not in program for necessary assessment period")	
17	Special Needs	Palm Beach Habilitation	STARS	PB Hab - STARS 80%, or 24 of 30 individuals will remain active in their community rather than entering a nursing home or institution level of care.	PB Hab - STARS nursing home diversion	Did individual remain active in their community and not enter a nursing home or institution level of care? (yes=1/no=0)	30 individuals	UPON FINAL ASSESSMENT DURING FISCAL YEAR OR WHEN CLIENT EXITS PROGRAM ------------- IF CLIENT EXITS AT SOME POINT DURING THE CONTRACT YEAR FOR REASONS OTHER THAN NURSING HOME PLACEMENT, THEN PM CAN STILL BE ANSWERED AS A YES.	UPON FINAL ASSESSMENT DURING FISCAL YEAR OR WHEN CLIENT EXITS PROGRAM ------------- IF CLIENT EXITS AT SOME POINT DURING THE CONTRACT YEAR FOR REASONS OTHER THAN NURSING HOME PLACEMENT, THEN PM CAN STILL BE ANSWERED AS A YES.	
18	Special Needs	Palm Beach Habilitation	Computer Training	PB Habilitation Ctr-Comp Trng 70%, or 56 of 80 participants will be able to show improvement in their overall computer skills by completing at least three (3) personal achievement goals.	PB Hab - Comp Trng increased skills	Did client increase skill? (yes=1/no=0).	80 individuals	WHEN CLIENT EXITS PROGRAM OR AT THE END OF THE CONTRACT YEAR	WHEN CLIENT EXITS PROGRAM OR AT THE END OF THE CONTRACT YEAR	

Last Updated May 31, 2017

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	SERVICE CATEGORY / COMPONENT	AGENCY	PROGRAM	PERFORMANCE MEASURE / OUTCOME	MEASURE	RESPONSES	# OF CLIENTS IN SCOPE OF WORK (According to 2017 amendments)	WHEN IS CLIENT CLOSED?	WHEN TO ENTER PM?	HOW TO RUN OUTCOME REPORTS
19	Homelessness	Palm Beach Habilitation	Supportive Employment	PB Habilitation Ctr-SE 80%, or 32 of 40 individuals will be able to maintain their job in the community.	PB Hab Ctr - SE Maintain employment (Variable)	Is participant employed? (yes=1/no=0).	40 individuals	AT THE END OF THE CONTRACT YEAR OR UPON EXIT FROM PROGRAM ---------- IF CLIENT EXITS AT SOME POINT DURING THE CONTRACT YEAR AND IS NOT UNEMPLOYED AT THAT TIME, THEN PM CAN STILL BE ANSWERED AS YES. UNEMPLOYED IS DEFINED AS NOT HAVING A JOB FOR MORE THAN 4 CONSECUTIVE WEEKS.	AT THE END OF THE CONTRACT YEAR OR UPON EXIT FROM PROGRAM ---------- IF CLIENT EXITS AT SOME POINT DURING THE CONTRACT YEAR FOR REASONS OTHER THAN NURSING HOME PLACEMENT, THEN PM CAN STILL BE ANSWERED AS YES.	**To run a performance measurement report in SAMIS:** > Hover over the 'Reports' tab > Click on Performance Measurements > Choose either "Performance Measurements Detail" (will include client 'names') or "Performance Measurements Summary" (will only give you percentage) **NOTE:** 1. If you choose "Performance Measurements Detail", you will have to choose your agency-program and select FY-2017 as the date range from the drop-down box if it isn't already pre-selected. You'll then click on 'search' and select the correct performance measure by clicking on the tiny blue arrow on the left hand side until the whole section is highlighted. Then click "Run Report". 2. If you choose "Performance Measurements Summary", you will just have to choose your agency-program and select FY-2017 as the date range from the drop-down box if it isn't already pre-selected. Then click "Run Report".
20	Senior Services	Palm Beach Habilitation	Senior Residential Services	PB Habilitation Ctr-SRS 71%, or 5 out of 7 individuals who access the program will be able to remain in their living environment with the age-related supports and services, as identified in the functional assessments.	PB Hab Ctr - SRS Maintained in Community (Variable)	Is patient maintained in community? (yes=1/no=0).	7 individuals	AT THE END OF THE CONTRACT YEAR OR WHEN CLIENT EXITS PROGRAM ---------- IF CLIENT EXITS AT SOME POINT DURING THE CONTRACT YEAR FOR REASONS OTHER THAN NURSING HOME PLACEMENT, THEN PM CAN STILL BE ANSWERED AS A YES.	AT THE END OF THE CONTRACT YEAR OR WHEN CLIENT EXITS PROGRAM ---------- IF CLIENT EXITS AT SOME POINT DURING THE CONTRACT YEAR FOR REASONS OTHER THAN NURSING HOME PLACEMENT, THEN PM CAN STILL BE ANSWERED AS A YES.	
21	Special Needs	Gulfstream Goodwill Industries	Client Assistance and Advocacy	GGI - CAA 80%, or 240 of 300 people receiving Client Assistance and Advocay Services will resolve their unmet needs or crisis situation successfully.	GGI-CAA - Successfully resolve unmet need/crisis (Variable)	Did client have their unmet need/crisis resolved? (yes=1/no=0)	300 individuals	UPON EXIT ---------- IF AT THE END OF THE CONTRACT YEAR A CLIENT HAS NOT OR CAN NOT HAVE THEIR UNMET NEED/CRISIS RESOLVED, THEN THEY MUST BE CLOSED OUT AND AN UNCOLLECTED REASON MUST BE ENTERED FOR THE PM.	UPON EXIT ---------- IF AT THE END OF THE CONTRACT YEAR A CLIENT HAS NOT OR CAN NOT HAVE THEIR UNMET NEED/CRISIS RESOLVED, THEN THEY MUST BE CLOSED OUT AND AN UNCOLLECTED REASON MUST BE ENTERED FOR THE PM.	
22	Senior Services	Gulfstream Goodwill Industries	Assistive Communications Services	GGI - ACS 85%, or 332 of 390 program participants will increase ability to communicate by accessing hearing aids and audiology services AND/OR increase access to services and information through sessions of interpreting.	GGI-AC Audiology and/or Interpretation (variable)	Did the participant have their need resolved? (yes=1/no=0)	390 individuals (total for both services)	UPON EXIT OR COMPLETION OF SERVICES RENDERED	UPON EXIT OR COMPLETION OF SERVICES RENDERED	
23	Economic Stability / Poverty	Pathways to Prosperity, Inc.	Circles	P2P - Circles 70%, or 21 of 30 Circle Leaders will improve their condition as evidenced by an increase of the baseline self-sufficiency score compared to score upon program exit.	P2P - Circles Progress towards self-sufficiency (variable)	Did client increase overall score on self-sufficiency matrix? (yes=1/no=0)	30 individuals	UPON COMPLETION OF PROGRAM (AKA. GRADUATION)	UPON COMPLETION OF PROGRAM (AKA. GRADUATION)	

Last Updated May 31, 2017

FAA PROGRAM DATA REPORTING INSTRUCTIONS FY17 - SAMIS

	SERVICE CATEGORY / COMPONENT	AGENCY	PROGRAM	PERFORMANCE MEASURE / OUTCOME	MEASURE	RESPONSES	# OF CLIENTS IN SCOPE OF WORK (According to 2017 amendments)	WHEN IS CLIENT CLOSED?	WHEN TO ENTER PM?	HOW TO RUN OUTCOME REPORTS
24	Economic Stability / Poverty	El Sol, Jupiter's Neighborhood Resource Center, Inc.	Worker Development Project	El Sol - WDP 60%, or 240 of 400 clients will improve progress towards self-sufficiency (condition), as demonstrated through an increased overall score on the El Sol Self-Sufficiency matrix.	El Sol - WDP Progress towards self-sufficiency (Variable)	Did client increase overall score on self-sufficiency matrix? (yes=1/no=0)	400 individuals	UPON SIX (6) MONTH ASSESSMENT	UPON SIX (6) MONTH ASSESSMENT	To run a performance measurement report in SAMIS: > Hover over the 'Reports' tab > Click on Performance Measurements > Choose either "Performance Measurements Detail" (will include client 'names') or "Performance Measurements Summary" (will only give you percentage) NOTE: 1. If you choose "Performance Measurements Detail", you will have to choose your agency-program and select FY-2017 as the date range from the drop-down box if it isn't already pre-selected. You'll then click on 'search' and select the correct performance measure by clicking on the tiny blue arrow on the left hand side until the whole section is highlighted. Then click "Run Report". 2. If you choose "Performance Measurements Summary", you will just have to choose your agency-program and select FY-2017 as the date range from the drop-down box if it isn't already pre-selected. Then click "Run Report".
25	Economic Stability / Poverty	Habilitation Center for the Handicapped, inc.	Hab Center's Plant Nursery	HCftH - PN 80%, or 8 of 10 clients will demonstrate marked improvement in understanding personal banking information, how to budget and save, and paying bills.	HCftH - PN - improved financial management (Variable)	Did client improve their financial management skills? (yes=1/no=0)	10 individuals	UPON CLIENT YEAR ANNIVERSARY from BEGINNING PROGRAM	UPON CLIENT YEAR ANNIVERSARY from BEGINNING PROGRAM	
26	Economic Stability / Poverty	The Lord's Place	Café Joshua Job Training and Employment Program	TLP - CJP 60%, or 12 of 20 formerly homeless, currently homeless, and low income participants will obtain meaningful employment.	TLP - CJP Obtain meaningful employment (Variable)	Did client obtain meaningful employment? (yes=1/no=0)	20 individuals	UPON ACQUIRING EMPLOYMENT OR UPON EXIT FROM PROGRAM	UPON ACQUIRING EMPLOYMENT OR UPON EXIT FROM PROGRAM	
27	Economic Stability / Poverty	The Glade's Initiative	Connecting the Glades	GI - CtG 80%, or 24 of 30 clients will increase knowledge on financial literacy based on increased score on post test.	GI - CtG Increase financial literacy (Variable)	Did client increase overall score on post test? (yes=1/no=0)	30 individuals	UPON COMPLETING FIRST FINANCIAL LITERACY TRAINING SESSION AND COMPLETING POST TEST	UPON COMPLETING FIRST FINANCIAL LITERACY TRAINING SESSION AND COMPLETING POST TEST	

Notes:
1. IF AT THE END OF THE CONTRACT YEAR A CLIENT HAS NOT OR CAN NOT BE ASSESSED, THEN THEY MUST BE CLOSED OUT AND AN UNCOLLECTED REASON MUST BE ENTERED FOR THE PM.
2. FOR NURSING HOME-RELATED PROGRAMS - IF CLIENT EXITS AT SOME POINT DURING THE CONTRACT YEAR FOR REASONS OTHER THAN NURSING HOME PLACEMENT, THEN THE PM CAN STILL BE ANSWERED AS 'YES'.
3. IF CLIENT REMAINS IN PROGRAM (AFTER END OF THEIR IP YEAR) AND IT FALLS WITHIN THE SAME FISCAL YEAR, THEN THEY NEED TO BE COPIED OVER INTO THEIR SAME PROGRAM IN ORDER TO MEASURE NEW GOAL.
4. THERE SHOULD ONLY BE ONE PARTICIPANT PER CASE - "ONE CASE, ONE PARTICIPANT"
5. SAMIS CDG: Involvement is always 'primary'.