

FY 2020–2021
Preparing Agency Data for the Accountability Report
Guidelines and Instructions

State of South Carolina
South Carolina Department of Administration
Executive Budget Office
June 2021



Table of Contents

Questions and Assistance	2
Introduction	3
Instructions	3
Color Coding.....	4
Strategic Plan Data.....	7
Legal	9
Services	11
Partnerships	12
Reports.....	13

Questions and Assistance

Questions and requests for assistance related to the Annual Accountability Report Process may be directed to:

Ann Bryson-Eldridge
Performance and Accountability Manager
South Carolina Department of Administration
Executive Budget Office
529 Edgar A. Brown Building
1205 Pendleton Street
Columbia, SC 29201
Ann.Bryson-Eldridge@admin.sc.gov
803-737-0699

Introduction

With the shift from static Excel reporting to the new online form submission and database format, some work is required to prepare data submitted in previous accountability reports for the new format.

In order to prevent agencies from having to enter data included in previous accountability reports manually, an effort has been made to transfer and clean that data for inclusion in the FY 2020-2021 Accountability Report, and in subsequent reports, to reduce the overall burden of completing the report on agency employees.

To ensure that this cleaned and reorganized data is clear and accurate, agencies are asked to review and complete the information provided to them in the Agency Update packet, and to return the final version of this data to the Performance and Accountability Manager as part of the FY 2020-2021 Accountability Report. Once this update to the data is complete, the agency should not need to update previously submitted data annually, unless an error is identified by the agency.

Instructions

The data requested for the FY 2020-2021 Accountability Report is very similar to the data requested for the FY 2019-2020 Accountability Report. Changes have been made for the purposes of:

- Clarification: In some cases, questions have been revised to help clarify the information requested. In other cases, columns that included more than one data point have been divided.
- Alignment: Some data has been moved from one section of the report to another to make the information easier to understand in context.

The information in the agency's Agency Update Packet should be reviewed, updated, and returned to the Performance and Accountability Manager for integration into the final report as early as possible, but no later than Sept. 15, 2021, to be published with the new information submitted in the online forms for a complete Agency Accountability Report.

Please note: Agencies which complete the online forms and Agency Update Packet by Sept. 1, 2021 will receive a copy of the final Agency Accountability Report PDF by Sept. 10 for review and may request final updates to the data no later than Sept. 15. Agencies that complete the online forms and Agency Update Packet after Sept. 1 will receive a copy of the final Agency Accountability Report PDF prior to publication.

Color Coding

Data from the FY 2019-2020 Accountability Report was handled in one of several ways in order to clean and update the data for future reports.

- No changes made to the data. Review to ensure data is accurate and free of error.
- New column or revised entry. Review for accuracy and make changes as needed.
- Missing information. Review and update accordingly.

- 1) The data was transferred from the FY 2019-2020 agency template to a column with the same title or an alias that is clearly linked, as in the example below. No changes have been made to this data.

Agency	Name of Partner Entity	Type of Partner Entity	Description of Partnership
EDUCATION OVERSIGHT COMMITTEE	SC Department of Education	State Government	Share data to implement accountability system and to evaluate programs

Data transferred in this way is shown with a white background. **Agencies should review this data to make sure it is accurate and free of errors.** All updates that comply with the data requirements of the new forms will be included in the final report.

- 2) The data was transferred from the FY 2019-2020 agency template to a column with a title that is not the same, but is related to the column in the FY 2019-2020 agency template. The column may be split into two, and the data previously submitted divided between the two columns, as in the example below.

#	Measure Description	Data Source	Where is the data stored?
1.2.1	Percentage 4th grade student scoring Basic and above on NAEP reading	NAEP - Administered every other year.	https://www.nationsreportcard.gov/profiles/stateprofile/overview/SC?cti=PgTab_OT&chort=1&sub=MAT&sj=SC&fs=Grade&st=MN&year=2019R3&sg=Gender%3A+Male+vs.+Female&sgv=Difference&ts=Single+Year&sfj=NP

In the Strategic Planning Tabs, data source and where the data is stored were previously in a single column. In the new forms, they are two separate columns and the data has been divided based on our best interpretation.

The column name may have been revised, as shown below.

Agency	Law Number	Jurisdiction	Type	Description	Purpose	Notes (Optional)
EDUCATION OVERSIGHT COMMITTEE	1A.41.	State	FY 2019-20 Proviso	Allows EOC to promote public-private partnership to transform assessment of public education	Requires a service	Promote and fund innovative projects with funds appropriated to the agency

In the Legal tab, several columns of data were combined to create a purpose column, based on the data provided.

Data transferred in this way is highlighted in green. **The agency should carefully review the data to ensure that it answers the question posted in the new title and was appropriately transferred.** All updates that comply with the data requirements of the new forms will be included in the final report.

- 3) The data does not align with the requirements of the new format. The data may have been transferred and then updated by the Performance and Accountability Manager to save the agency time and effort as shown below.

#	Measure Description	Base	Target
3.1.1	Average monthly users of EOC eNewsletter sent to stakeholders	0.304	0.45

In this case, two values were included in the base, with only one target value (“30.4% of emails opened; 25% click rate”). Average monthly users was interpreted as percent of emails opened and that value included as the new base. If the agency wishes to use the second value instead, it would update the base and calculation method to show that click rate is being used as the measure.

In some columns information that was indicated, but not directly asked is now a separate question in the forms. The Performance and Accountability Manager made an interpretation of the data provided and assigned a value based on that interpretation as shown below.

#	Measure Description	Base	Target	Value Type	Desired Outcome
1.1.1.	On-time high school graduation rate	0.81	0.883	Percent	equal to or greater than

Agencies are now asked to assign a value type, such as percent or count, and a desired outcome to all measures. The Performance and Accountability Manager interpreted the measure description and assigned a value to save the agency time and effort.

Data that has been updated for the agency has been highlighted in green. **The agency should carefully review the data to ensure that the update accurately represents the agency’s intended answer within the new format.** All updates that comply with the data requirements of the new forms will be included in the final report.

4) No data was transferred because the Performance and Accountability Manager did not have enough agency knowledge to select a response. In some cases, a question has been entered in the field to help clarify the data that should be entered, as in the example below.

#	Measure Description	Time Applicable	Calculation Method	Data Source	Where is the data stored?
1.2.3	Percentage of graduating seniors who met college readiness benchmarks on four subject tests on ACT	2018-19 school year results Note: 2019-20 Results not available due to school closures	% of students who met college readiness benchmarks in reading, English, math and science	ACT	Is this reported to the agency or available online?

In this case, the information about where the data comes from is available, but not where it is kept. Additional questions are added to help the agency determine what should be added to the column for this row.

In other cases, the field has been left blank and the agency should use the column title to answer the question, as in the example below.

Code	Agency	Report Name	If this report is required by law, enter the law number	Summary of Information Requested in the Report	Reporting Frequency
A850	EDUCATION OVERSIGHT COMMITTEE	Motor Vehicle Management Review Report (MVMR)		Review of statewide fleet performance and operations for the preceding fiscal year.	Annually
A850	EDUCATION OVERSIGHT COMMITTEE	Sentencing Reform Oversight Committee Annual Report		Provides information on the Department's progress toward meeting the ongoing mandates of the Omnibus Crime Reduction and Sentencing Reform Act of 2010.	Annually

In this case, reports that the agency indicates are published at least annually have been included in a list of recurring reports. If a report listed is required by law, the agency should add the number of the law which requires that report. If there is no relevant law, the column can be left blank.

Fields that the agency needs to complete have been highlighted in blue. **The agency should enter the appropriate data in the field.** All updates that comply with the data requirements of the new forms will be included in the final report.

Additional information about specific columns in the new reports is included in the following sections.

Strategic Plan Data

In the 2020-21 Strategic Plan tab, the following updates are requested:

- 1) Please review and update all green and blue highlighted sections in measures the agency will report on in FY 2020-2021 and FY 2021-2022.

Fiscal Year	Code	Agency	Statewide Enterprise Objective	#	Goal Description	#	Strategy Description	#	Measure Description
FY20-21	A850	EDUCATION OVERSIGHT COMMITTEE	Education, Training, and Human Development	1	Achieve continuous and dramatic improvement in public education	1.1	Document South Carolina's Progress Toward Every Student Succeeds Act (ESSA) Goals	1.1.1	On-time high school graduation rate
FY20-21	A850	EDUCATION OVERSIGHT COMMITTEE	Education, Training, and Human Development	1	Achieve continuous and dramatic improvement in public education	1.1	Document South Carolina's Progress Toward Every Student Succeeds Act (ESSA) Goals	1.1.2	Percentage of students who meet or exceed expectations on state assessments that are aligned with college/career readiness standards in English language arts (ELA) in grades 3 through high school.

#	Measure Description	Base	Target	Value Type	Desired Outcome	Time Applicable	Calculation Method
1.1.1.	On-time high school graduation rate	0.81	0.883	Percent	equal to or greater than	Other	Percentage of students who began the 9th grade and graduated from high school four years later. Target set in ESSA plan
1.1.2.	Percentage of students who meet or exceed expectations on state assessments that are aligned with college/career readiness standards in English language arts (ELA) in grades 3 through high school.	0.442	0.47	Percent	equal to or greater than	Other	Percent of students who scored Meets or Exceeds Expectations on SC Ready in grades 3-8 in ELA or who earned C or higher on the end-of-course assessment in English 1.

- a. Some measures may have green or blue highlights in Measure Description, Base, Target or Calculation Method. Please review these sections careful and make updates as needed. If you have questions, contact the Performance and Accountability Manager.
- b. **Value Type:** Review the content entered. If necessary, update the value type for the measure described. Note: This item is a drop-down list in the online form. Agencies must enter an allowed value. For definitions, see page 14 of the guidelines.
- c. **Desired Outcome:** Review the content entered. If necessary, update the desired outcome for the measure described. Note: This item is a drop-down list in the online form. Agencies must enter an allowed value. For definitions, see page 14 of the guidelines.
- d. **Time applicable:** Review the content entered. If necessary, update the time applicable for the measure described. Note: This item is a drop-down list in the online form. Agencies must enter an allowed value. For definitions, see page 15 of the guidelines.

Data Source	Where is the data stored?	Stakeholder Need	Stakeholder Description	State Funded Program Number Responsible	Notes (Optional)
ACT	Is this reported the agency or available online?				
College Board	Is this reported the agency or available online?				

- e. **Data Source:** Review and update or enter the data source as requested. For more information, see page 15 of the guidelines.
- f. **Where is the data stored?:** Review and update, or enter the data storage location as requested. For more information, see page 15 of the guidelines.
- g. **Stakeholder Need:** Enter a short description of the stakeholder need most satisfied by improving/completing this measure. The agency’s response to Meaningful use of measure in the 2019-2020 AAR has been included as a reference. For more information, see page 15 of the guidelines.
- h. **Stakeholder Description:** Enter a short description of the stakeholder referenced in the previous column. The agency’s response to Meaningful use of measure in the 2019-2020 AAR has been included as a reference. For more information, see page 15 of the guidelines.
- i. **State Funded Program Number Responsible for this measure:** Enter the State Funded Program Number for the State Funded Program responsible for this measure. If more than one program number is responsible, please separate each with a semicolon.
- j. Please review all other agency submitted columns for errors.

Budget

In the Budget tab, the following updates are requested:

Code	Agency	State Funded		Description of State Funded Program
		Program Number	State Funded Program Title	
Z000	SAMPLE AGENCY	0100.000000.000	Program 1	
Z000	SAMPLE AGENCY	0100.000000.000	Program 2	
Z000	SAMPLE AGENCY	0100.000000.000	Program 3	
Z000	SAMPLE AGENCY	0100.000000.000	Program 4	
Z000	SAMPLE AGENCY	0100.000000.000	Program 5	

- 1) Please enter a short description of the purpose of the state funded program for each state funded program number in the agency's list.
- 2) If the agency will complete the Budget Template (Higher Education), this tab is not included in the agency's update packet.

Legal

In the Legal tab, the following updates are requested:

Code	Agency	Law Number	Jurisdiction	Type	Description	Purpose	Notes (Optional)
A850	EDUCATION OVERSIGHT COMMITTEE	1A.41.	State	FY 2019-20 Proviso	Allows EOC to promote public-private partnership to transform assessment of public education	Requires a service	Promote and fund innovative projects with funds appropriated to the agency
A850	EDUCATION OVERSIGHT COMMITTEE	59-18-355	State	Statute	EOC must review and approve all new standards	Requires a service	Ensures rigorous standards adopted that guide instruction and learning

- 1) Please review the purpose column to ensure that the primary purpose of the law entered has been transferred accurately from previously submitted data. If necessary, update the purpose for the measure described. Note: This item is a drop-down list in the online form. Agencies must enter an allowed value. For definitions, see page 17 of the guidelines.
- 2) Please review all other agency submitted columns for errors.

Services

In the Services tab, the following updates are requested:

Code	Agency	Service Number	Description of Service	Description of Direct Customer	Customer Name	Others Impacted By the Service	Division or major organizational unit providing the service	Description of division or major organizational unit providing the service	Primary negative impact if service not provided
A850	EDUCATION OVERSIGHT COMMITTEE	1	Reports, Data and Policy Recommendations				Evaluation	Evaluations prescribed in law	
A850	EDUCATION OVERSIGHT COMMITTEE	2	Monthly newsletters, information on accountability, accountability manual, and support for block grants and pilot programs				Accountability	Information and support	
A850	EDUCATION OVERSIGHT COMMITTEE	3	Support documents, parent-friendly standards information and other tools to help parents support children in public schools as well as expectmoresc.com website which provides tool kits for community and business leaders on how to invest and support public education	Parents and guardians with school-aged children as well as community and business leaders			Public Awareness	Information	

- 1) **Description of Service:** Review and update or enter a short description of the service provided as requested. Please review your list and delete any repetitions of the same service provided for different customers. For more information, see page 18 of the guidelines.
- 2) **Description of Direct Customer:** Review and update or enter a short description of the most direct customer of the service provided as requested. For more information, see page 18 of the guidelines.
- 3) **Customer Name:** Enter a short name for the direct customer. For more information, see page 18 of the guidelines.
- 4) **Others Impacted:** Enter any others impacted by the service. For more information, see page 18 of the guidelines.
- 5) **Primary negative impact if service not provided:** Enter a one-sentence description of the primary negative impact to the state of South Carolina if this service were not provided. For more information, see page 18 of the guidelines.
- 6) Please review all other agency submitted columns for errors.

Partnerships

In the Partnerships tab, the following updates are requested:

Code	Agency	Name of Partner Entity	Type of Partner Entity	Description of Partnership
A850	EDUCATION OVERSIGHT COMMITTEE	SC Department of Education	State Government	Share data to implement accountability system and to evaluate programs
A850	EDUCATION OVERSIGHT COMMITTEE	Office of First Steps to School Readiness	State Government	Share data and information to evaluate full-day, state-funded 4K program for at-risk students

No changes have been made. Please review agency submitted columns for errors.

Reports

In the Reports tab, the following updates are requested:

Code	Agency	Report Name	If this report is required by law, enter the law number	Summary of Information Requested in the Report	Reporting Frequency	Type of Entity/Entities	Method to Access the Report	Direct access hyperlink or agency contact (if not provided to LSA for posting online).
A850	EDUCATION OVERSIGHT COMMITTEE	Motor Vehicle Management Review Report (MVMR)		Review of statewide fleet performance and operations for the preceding fiscal year.	Annually	Legislative entity or entities	Electronic copy available upon request	
A850	EDUCATION OVERSIGHT COMMITTEE	Sentencing Reform Oversight Committee Annual Report		Provides information on the Department's progress toward meeting the ongoing mandates of the Omnibus Crime Reduction and Sentencing Reform Act of 2010.	Annually	Legislative entity or entities	Provided to LSA for posting online	https://www.scstatehouse.gov/citizensinterestpage/SentencingReformOversightCommittee/FY%202017%20SROC%20Report%20(FINAL).pdf http://www.dpps.sc.gov/About-PPP/Facts-Figures

- 1) **If this report is required by law, enter the law number:** Enter the law number if the report is required by law. If the report is not required by law, leave this column blank. For more information, see page 21 of the guidelines.
- 2) **Method to access the report:** Please review the column to ensure that the method to access entered has been transferred accurately from previously submitted data. If necessary, update the method to access for the measure described. Note: This item is a drop-down list in the online form. Agencies must enter an allowed value. For definitions, see page 22 of the guidelines.
- 3) **Direct access hyperlink or agency contact (if not provided to LSA for posting online):** Review and update or enter the hyperlink or contact to access the report. For more information, see page 22 of the guidelines.
- 4) Please review all other agency submitted columns for errors.