

# Assessing your existing management reports

In all likelihood you receive or have access to management reports.

How useful are they?

Please check the extent to which you agree or disagree with each statement below as it pertains to the management reports you currently receive or can access.

If you do not know about the reports at your agency, please check the last column.

	<b>Qualities of existing management reports system</b>	Strongly Agree	Agree	Disagree	Strongly Disagree	I don't know
1	Reports are easy to read (e.g., there are graphs or tables with clear labels).					
2	Data are summarized in categories that are useful to me.					
3	Reports properly emphasize performance, as evidenced by layouts and availability of information pertaining to outcomes.					
4	The amount of data provided is adequate.					
5	The frequency of data is adequate.					
6	Reports present data over time so I can see trends.					
7	I can access the data on my own without waiting for a report from IT or other department.					
8	The report data helps me understand who we are serving (demographics)					
9	The report data helps me understand the kinds of service that customers are receiving (single service, multiple services, comprehensive set of services).					
10	The report data helps me understand the quantity of service that customers are receiving (intensity, frequency and duration of the service or services).					
11	Data are provided on the extent to which outcomes are being achieved.					
12	Outcome data are connected to the NPIs and to our agency strategic plan.					
13	Data are grouped to identify staff or units that have produced the service and or outcomes in the report.					

14	Reports provide goals or expected levels of performance so I can compare actual with expected.					
15	Reports enable me to analyze the impact of a number of factors - staff, customer demographics, customer goals, etc.- on each specific outcome measure.					
16	Data are not grouped so I end up creating a spreadsheet for the parts I want to look at more closely.					
17	I get monthly fiscal data that is directly related to the programs I supervise. If I supervise multiple programs/units, the data is separated for ease of analysis.					
18	Reports connect budget allocations and expenses to actual performance of service or observation of outcomes.					
19	The reports are provided timely (soon after the actual performance of service or observation of outcome).					
20	Data provided in reports are accurate and can generally be trusted.					

Do you have other comments on your management reports system or clarifications ?