

PERFORMANCE INDICATOR DOCUMENTATION

Program: Administration

Activity: Administration

State Outcome Goal: Transparent, Accountable and Effective Government

Objective 1: 1 - To achieve 100% of the stated objectives of each program within the Office of the Lieutenant Governor and the Department of Culture, Recreation and Tourism annually through 2025.

Indicator Name: Percentage of Department objectives achieved.

LaPAS PI Code: 22716

1. Type and Level:

Input – Key

2. Rationale, Relevance, Reliability

As an input indicator, this provides the base for calculating how many of the program objectives throughout the Department of Culture, Recreation and Tourism and the Office of the Lieutenant Governor are achieved.

3. Use:

This information will be used for management and program budgeting purposes. It is baseline information needed to determine how successful the department is in achieving established program objectives.

4. Clarity:

An objective is considered achieved if its key indicator meets or exceeds the target or falls within the 5% allowable variance.

5. Data Source, Collection and Reporting:

This data is taken from the annual Operational Plan for each agency within the Department of Culture, Recreation and Tourism and Office of the Lieutenant Governor.

6. Calculation Methodology:

Simple count.

7. Scope:

This is a total of all objectives in the Department of Culture, Recreation and Tourism.

8. Caveats:

None

9. Accuracy, Maintenance, Support:

This is an actual count and is therefore valid, reliable and accurate.

10. Responsible Person:

Undersecretary: Nancy Watkins; (225) 342-8201; nwatkins@crt.la.gov

PERFORMANCE INDICATOR DOCUMENTATION

Program: Administration

Activity: Administration

State Outcome Goal: Transparent, Accountable and Effective Government

Objective: 1 - To achieve 100% of the stated objectives of each program within the Office of the Lieutenant Governor and the Department of Culture, Recreation and Tourism annually through 2025.

Indicator Name: Number of repeat reportable audit findings

LaPAS PI Code: 22718

1. Type and Level:

Outcome – Key

2. Rationale:

This indicator was chosen because it is a valid indication of the success of the efforts of administration toward ensuring fiscal reliability of the Department of Culture, Recreation and Tourism and the Office of the Lieutenant Governor.

3. Use:

This measurement will indicate to Administration whether or not it is providing accountable, accurate and readily accessible data and services to its customers in accordance with established policy and procedures, and will provide management with the opportunity to take corrective action where necessary.

4. Clarity:

None

5. Data Source, Collection and Reporting:

This is a count of repeat audit findings contained in the audit report on the department issued by the Office of the Legislative Auditor.

6. Calculation Methodology:

The number of repeat reportable audit findings will be counted.

7. Scope:

The figure is an absolute value.

8. Caveats:

An audit review on the department as a whole may not be conducted every year

9. Accuracy, Maintenance, Support

This is an actual count, verifiable through the Office of the Legislative Auditor.

- 10. Responsible Person:** Undersecretary: Nancy Watkins; (225)342-8201;
nwatkins@crt.la.gov

PERFORMANCE INDICATOR DOCUMENTATION

Program:	Administration
Activity:	Encore Louisiana
State Outcome Goal:	Economic Development
Objective 2:	Market Louisiana as a preferred retirement destination, help local communities develop their own marketing efforts, connect the statewide marketing efforts to the local community efforts.
Indicator Name:	Number of communities receiving the certified retirement community designation.
LaPAS PI Code:	14694

1. Type and Level:

Output - Key

2. Rationale:

Based on research, interviews, and planning sessions, marketing is one of three strategic priorities for Encore Louisiana. The marketing priority raises the awareness that Louisiana is a preferred choice for retirement to pre-retiring and retired individuals in an effort to retain and attract the 55 and older population while enhancing communities and improving the economic climate statewide.

3. Use:

Determine the number of Louisiana communities exhibiting the amenities that are desirable to the 55 and older population and then marketing those attributes to retirees.

4. Clarity:

The structure for this program is a collaborative model that includes Encore Louisiana and a collection of participating Louisiana communities committed to promoting their areas as retirement destinations. A community eligible to apply for participation in this program is currently defined as any one of the following: an incorporated municipality, a civil parish or a regional (multi-parish) area.

5. Data Source, Collection and Reporting:

Number of signed and successfully executed grant agreements.

6. Calculation Methodology:

An actual count of each community.

7. Scope:

The indicator is an actual count of each certified community.

8. Caveats:

Each year the program is designed to expand the number of certified communities. Without the proper budgetary support, this increase cannot occur.

9. Accuracy, Maintenance, Support

Each certified community enters into a grant agreement with Encore Louisiana where grant expenditures are restricted to expenses related to the program requirements: strategic plan, annual action plan, marketing infrastructure, community forum and a final report. The grant agreements include language on state regulations, anti-discrimination laws, auditing requirements, dates of agreement, etc. and are signed by all necessary parties.

10. Responsible Person:

The executive director of Encore Louisiana is responsible for data collection, analysis and quality.

PERFORMANCE INDICATOR DOCUMENTATION

Program: Administration

Activity: Encore Louisiana

State Outcome Goal: Economic Development

Objective 3: Provide technical support and facilitation to elected officials, governmental agencies, local economic development organizations and local developers that help the State (and local communities) to improve their assets and standing as a preferred retirement destination in order to build a collaborative network of state agencies and other regional organizations by 2025.

Indicator Name: Number of entities comprising the network.

LaPAS PI Code: 24315

1. Type and Level:

Output- Key

2. Rationale:

Guided with input from stakeholders and based on research, interviews, and planning sessions, development support is one of three strategic priorities for Encore Louisiana. This priority allows Encore Louisiana to enhance communities and improve the economic climate statewide by building this collaborative network of agencies committed to making Louisiana a preferred retirement destination.

3. Use:

Determine the development support needed at the community-level based on the data gathered from community surveys conducted during educational sessions and design activities to provide the necessary resources for communities.

4. Clarity:

The general practice of retirement development is defined as the organized efforts of a state and/or local communities to retain and attract the 55 and older population.

5. Data Source, Collection and Reporting:

The number of completed surveys, the results of those responses and the number of agencies/organizations comprising the network. Network entities are determined by the assessed needs from the surveys.

6. Calculation Methodology:

Each survey is counted as well as the responses to each question are tabulated. The number of agencies/organizations included in the network is counted.

7. Scope:

The indicator is a statewide figure and can be broken down into region or parish, if necessary.

8. Caveats:

None.

9. Accuracy, Maintenance, Support:

Utilizing data gathered from the community survey (distributed during the educational sessions), resources are designed for the community-level development support. Community surveys are collected from participants by Encore Louisiana during the third quarter of the fiscal year. The results are then collected and compiled from each of the sessions into one database for the state. Based on the results, an extensive list of targeted state agencies and other state/regional organizations for potential partnerships is determined. Then discussions with appropriate state agencies and regional network organizations occur for the purposes of building a collaborative network committed to making Louisiana a preferred retirement destination. These agencies and organizations are then invited to participate in the network based on the needs assessed from the surveys.

10. Responsible Person:

The executive director of Encore Louisiana is responsible for data collection, analysis and quality.

PERFORMANCE INDICATOR DOCUMENTATION

Program:	Grants/Volunteer Louisiana Commission
Activity:	AmeriCorps*State Grants Administration
State Outcome Goal:	Safe and Thriving Children and Families
Objective 1:	Promote national service in Louisiana and develop a high-quality, diverse portfolio of AmeriCorps subgrantees
Indicator 1.1:	Number of organizations participating in the AmeriCorps FRP process
LaPAS PI Code:	NEW

1. Type and Level:
Output – Key

2. Rationale, Relevance, Reliability:

This indicator was chosen to inform management how many new organizations are interested in pursuing an AmeriCorps operational grant. Bringing in new organizations to the RFP process fosters competition and helps strengthen and diversify the AmeriCorps portfolio

3. Use:

The indicator will be used for internal management purposes to identify gaps in marketing and outreach and help target resources accordingly.

4. Clarity:

For this indicator, a “new” program is defined as an organization not currently operating an AmeriCorps State operational grant through Volunteer Louisiana

5. Data Source, Collection and Reporting:

The source of data is an internal log of organizations who participate in mandatory RFP webinars. The webinars are conducted annually each fall.

6. Calculation Methodology:

Volunteer Louisiana Commission counts the total number of new organizations who participate in RFP webinars.

7. Scope:

Aggregated

8. Caveats:

None

9. Accuracy, Maintenance, Support:

This indicator has not been audited. A log of new participating organizations will be maintained internally.

10. Responsible Person:

AmeriCorps Program Officer: Stephanie Trahan (225) 342-3333, straham@crt.la.gov

PERFORMANCE INDICATOR DOCUMENTATION

Program: Grants/Volunteer Louisiana Commission

Activity: AmeriCorps*State Grants Administration

State Outcome Goal: Safe and Thriving Children and Families

Objective 1: Promote national service in Louisiana and develop a high-quality, diverse portfolio of AmeriCorps subgrantees

Indicator 1.2: Number of parishes with AmeriCorps state programs

LaPAS PI Code: 14698

1. Type and Level:
Outcome – Supporting

2. Rationale, Relevance, Reliability:

The mission of Volunteer Louisiana is to help meet the needs of Louisiana citizens through volunteerism and national service, so this indicator was chosen to assess the geographic reach of our AmeriCorps State programs.

3. Use:

Management uses this number to decide whether efforts and resources should be increased or if more efficiency needs to be implemented. Additionally, if the indicator reveals that the program is serving more people disproportionately in one area, resources could be redirected to support programs in previously unreached areas of the state.

4. Clarity:

None

5. Data Source, Collection and Reporting:

The source of the data is the service site locations identified in egrants – the online grants management system for the Corporation for National and Community Service (CNCS). This data will be collected in the late summer or fall annually.

6. Calculation Methodology:

This number is calculated by identifying the number of parishes with AmeriCorps State programs.

7. Scope:

Aggregated

8. Caveats:

The rural areas of the state are the most difficult to fund due to their lack of resources to provide federally required cash and in-kind match for each of the programs awarded through the granting process.

9. Accuracy, Maintenance, Support:

This indicator has not been audited. A list of parishes with AmeriCorps State programs will be maintained internally.

10. Responsible Person:

AmeriCorps Program Officer: Stephanie Trahan (225) 342-3333, strahan@crt.la.gov

PERFORMANCE INDICATOR DOCUMENTATION

Program:	Grants/Volunteer Louisiana Commission
Activity:	AmeriCorps*State Grants Administration
State Outcome Goal:	Hurricane Protection and Emergency Preparedness
Objective 2	Maximize the efficiency and effectiveness of volunteers in times of disaster
Indicator 2.1:	Number of parishes with trained Citizen Corps/CERT teams
LaPAS PI Code:	NEW

1. Type and Level:
Outcome – Key

2. Rationale, Relevance, Reliability:

Trained volunteers are crucial to disaster preparedness and response. Since no part of Louisiana is immune from disaster, this indicator was chosen to measure our effectiveness in building FEMA Citizen Corps capacity, with a focus on CERT, throughout the state.

3. Use:

Volunteer Louisiana will use this indicator for internal management to measure outreach success, identify geographic training gaps, and to direct resources accordingly.

4. Clarity:

CERT is an acronym for Community Emergency Response Team, which is one of several identified volunteer groups within the Federal Emergency Management Agency (FEMA) Citizen Corps. The CERT program educates volunteers about disaster preparedness for the hazards that may impact their area and trains them in basic disaster response skills, such as fire safety, light search and rescue, team organization, and disaster medical operations. CERT teams work in conjunction with parish Offices of Homeland Security and Emergency Preparedness.

5. Data Source, Collection and Reporting:

The source of data is an internal log of trained Citizen Corps teams, trained Citizen Corps volunteers, and their home parish. The trainings are conducted throughout the year.

6. Calculation Methodology:

This number is calculated by identifying the number of parishes with trained CERT teams and/or CERT trained residents.

7. Scope:

Aggregated

8. Caveats:

The Volunteer Louisiana Commission currently receives funding for Citizen Corps/CERT training through a Volunteer Generation Fund grant from CNCS. A cessation of grant funding would adversely affect the ability to maintain existing CERT teams and train new ones.

9. Accuracy, Maintenance, and Support:

This indicator has not been audited. Copies of sign-in sheets as well as a list of volunteers/parishes who have completed training will be maintained internally.

10. Responsible Person:

Director of Communications and Volunteer Outreach: Kori Chisham (225) 342-6289,
kchisham@crt.la.gov

PERFORMANCE INDICATOR DOCUMENTATION

Program:	Grants/Volunteer Louisiana Commission
Activity:	Online Statewide Volunteer Network
State Outcome Goal:	Safe and Thriving Children and Families, Hurricane Protection and Emergency Preparedness
Objective 2.	Maximize the efficiency and effectiveness of volunteers in times of disaster
Indicator 2.2:	Number of media engagements from the public
LaPAS PI Code:	NEW

1. Type and Level:

Output – Key

2. Rationale:

This indicator measures the number of volunteers communicated with and recruited through Volunteer Louisiana social media sites (Facebook, Twitter, Instagram) and www.VolunteerLouisiana.gov, which is a state portal that lists volunteer opportunities to meet needs of the state.

3. Use:

The indicator is used to help inform management on the need to increase disaster volunteer recruitment, communication, and outreach strategies including public relations, community forums, town hall meetings and conference presentations. The need for increased outreach strategies will directly impact budget.

4. Clarity:

Through social media sites and the state portal, the number of volunteers communicated with and recruited in Louisiana will increase. Additionally, during disasters, Volunteer Louisiana will refer and match spontaneous, unaffiliated volunteers to volunteer opportunities that meet the critical needs in the community and assist in the rapid and sufficient management of volunteers responding to a disaster.

5. Data Source, Collection and Reporting:

The data source for the indicator is the Volunteer Louisiana Facebook, Twitter, and Instagram social media sites plus the www.volunteerlouisiana.gov state portal. Reports can be collected quarterly and the frequency and timing of reporting will be consistent.

6. Calculation Methodology:

Calculation is done by simply collecting the analytical data from each social media site and by counting the total number of volunteers recruited and organizations promoted throughout the state.

7. Scope:

Aggregated

8. Caveats:

It will take time and extensive outreach for organizations to become aware of the volunteer recruitment tools that are available to them through the Volunteer Louisiana Commission.

9. Accuracy, Maintenance, and Support:

This indicator has not been audited. Reports from social media analytics and reports on volunteers registered and organizations promoted via the state portal will be maintained internally.

10. Responsible Person:

Director of Communications and Volunteer Outreach: Kori Chisham (225) 342-6289,
kchisham@crt.la.gov

PERFORMANCE INDICATOR DOCUMENTATION

Program:	Grants/Volunteer Louisiana Commission
Activity:	Online Statewide Volunteer Network
State Outcome Goal:	Safe and Thriving Children and Families
Objective 3:	Build a culture of service and volunteerism in Louisiana
Indicator 3.1:	Number of volunteers recognized by Volunteer Louisiana
LaPAS PI Code:	NEW

1. Type and Level:

Output – Supporting

2. Rationale, Relevance, Reliability:

Volunteer Louisiana offers several awards and recognition initiatives for volunteers statewide. Volunteer recognition elevates the cause of volunteerism and encourages more of it. This indicator was chosen to measure the reach of our recognition efforts and help build a culture of volunteerism in Louisiana.

3. Use:

The indicator will inform management on the trajectory of volunteer recognition from year to year. The results will be used internally to measure marketing and outreach success and direct resources accordingly.

4. Clarity:

Volunteer Louisiana volunteer recognition includes Louisiana Volunteer Service Awards, Champions of Service, and any nominations to external awarding agencies.

6. Data Source, Collection and Reporting:

The data source for the indicator is internal logs. The data will be collected throughout the year on an ongoing basis.

7. Calculation Methodology:

Calculation is done by simply counting the total number of volunteers that received awards or recognition from Volunteer Louisiana.

8. Scope:

Aggregated

9. Caveats:

This indicator does not measure geographic diversity. However, the parish distribution will be tracked internally.

5. Accuracy, Maintenance, Support:

This indicator has not been audited. A log of volunteers receiving recognition will be maintained internally.

10. Responsible Person:

Director of Communications and Volunteer Outreach: Kori Chisham (225) 342-6289,
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PERFORMANCE INDICATOR DOCUMENTATION

Program:	Grants/Volunteer Louisiana Commission
Activity:	Online Statewide Volunteer Network
State Outcome Goal:	Safe and Thriving Children and Families
Objective3.	Build a culture of service and volunteerism in Louisiana
Indicator 3.2:	Number of volunteer organizations listed
LaPAS PI Code:	NEW

1. Type and Level:

Output – Supporting

2. Rationale, Relevance, Reliability:

Building a culture of volunteerism requires a single source for the public to peruse volunteer organizations, and a large number of organizations to choose from. This indicator measures the number of volunteer organizations listed at www.VolunteerLouisiana.gov through our online Volunteer Management System – helping volunteers find opportunities to meet critical community needs.

3. Use:

The indicator will inform management on the volume of volunteer organizations publicly listed from year to year, with a goal to continually increase each year.

4. Clarity:

None

5. Data Source, Collection and Reporting:

The data source for the indicator is the www.VolunteerLouisiana.gov portal and volunteer management system. Reports can be collected quarterly and the frequency and timing of reporting will be consistent.

6. Calculation Methodology:

Calculation is done by simply counting the total number of volunteer organizations listed at www.VolunteerLouisiana.gov

7. Scope:

Aggregated

8. Caveats:

None

9. Accuracy, Maintenance, Support:

This indicator has not been audited. A list of organizations will be stored at www.VolunteerLouisiana.gov and maintained on an internal database.

10. Responsible Person:

Director of Communications and Volunteer Outreach: Kori Chisham (225) 342-6289,
kchisham@crt.la.gov

PERFORMANCE INDICATOR DOCUMENTATION

Program:	Grants/Volunteer Louisiana Commission
Activity:	Online Statewide Volunteer Network
State Outcome Goal:	Safe and Thriving Children and Families, Hurricane Protection and Emergency Preparedness
Objective 3.	Build a culture of service and volunteerism in Louisiana
Indicator 3.3:	Number of parishes with organizations listed
LaPAS PI Code:	NEW

1. Type and Level:

Output – Supporting

2. Rationale, Relevance, Reliability:

Building a culture of volunteerism requires a single source for the public to peruse volunteer organizations in their region. This indicator measures the number of parishes with volunteer organizations listed at www.VolunteerLouisiana.gov through our online Volunteer Management System – helping volunteers find opportunities to meet critical community needs.

3. Use:

The indicator will inform management on the geographic representation of volunteer organizations publicly listed from year to year, with a goal to have and maintain listings in all 64 parishes.

4. Clarity:

None

5. Data Source, Collection and Reporting:

The data source for the indicator is the www.VolunteerLouisiana.gov portal and volunteer management system. Reports can be collected quarterly and the frequency and timing of reporting will be consistent.

6. Calculation Methodology:

Calculation is done by simply counting the total number of parishes with volunteer organizations listed at www.VolunteerLouisiana.gov

7. Scope:

Aggregated

8. Caveats:

None

9. Accuracy, Maintenance, Support:

This indicator has not been audited. A list of organizations and parishes served will be stored at www.VolunteerLouisiana.gov and maintained on an internal database.

10. Responsible Person:

Director of Communications and Volunteer Outreach: Kori Chisham (225) 342-6289,
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