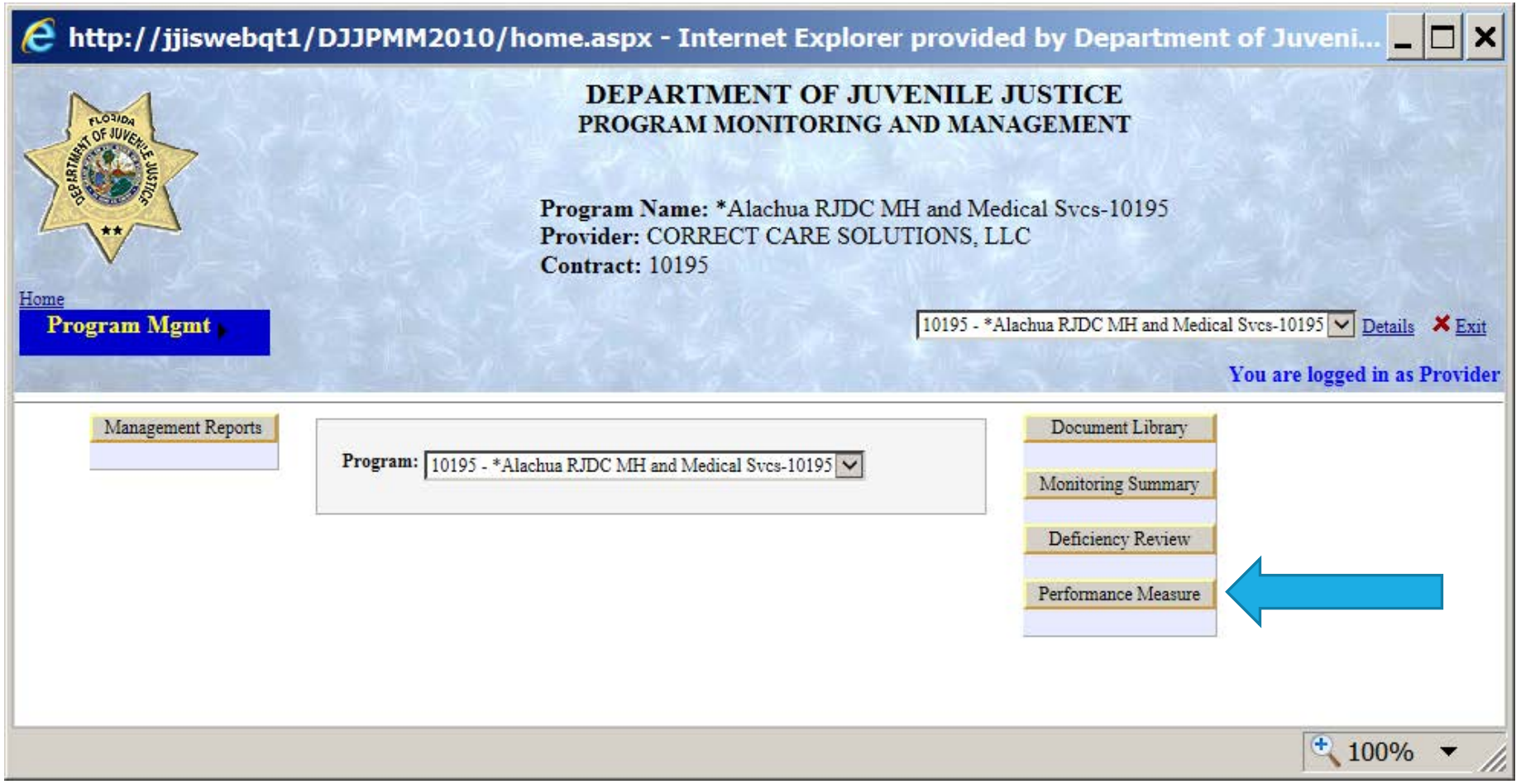
PMM

Performance Measure Reporting

PERFORMANCE MEASURE

- Performance measures become active 30 days prior to their due date
- Providers, Office of Health Services staff, Contract Managers, and Regional Monitors are able to enter performance measure information.
- Measures are indicated as state or provider – this identifies who is responsible for reporting on the measure.
    - Providers do not have access to enter information on those performance measures marked as state responsibility
- The Regional Monitor, Contract Manager, or OHS staff approve performance measure information submitted by the provider, including measures reported by state staff.

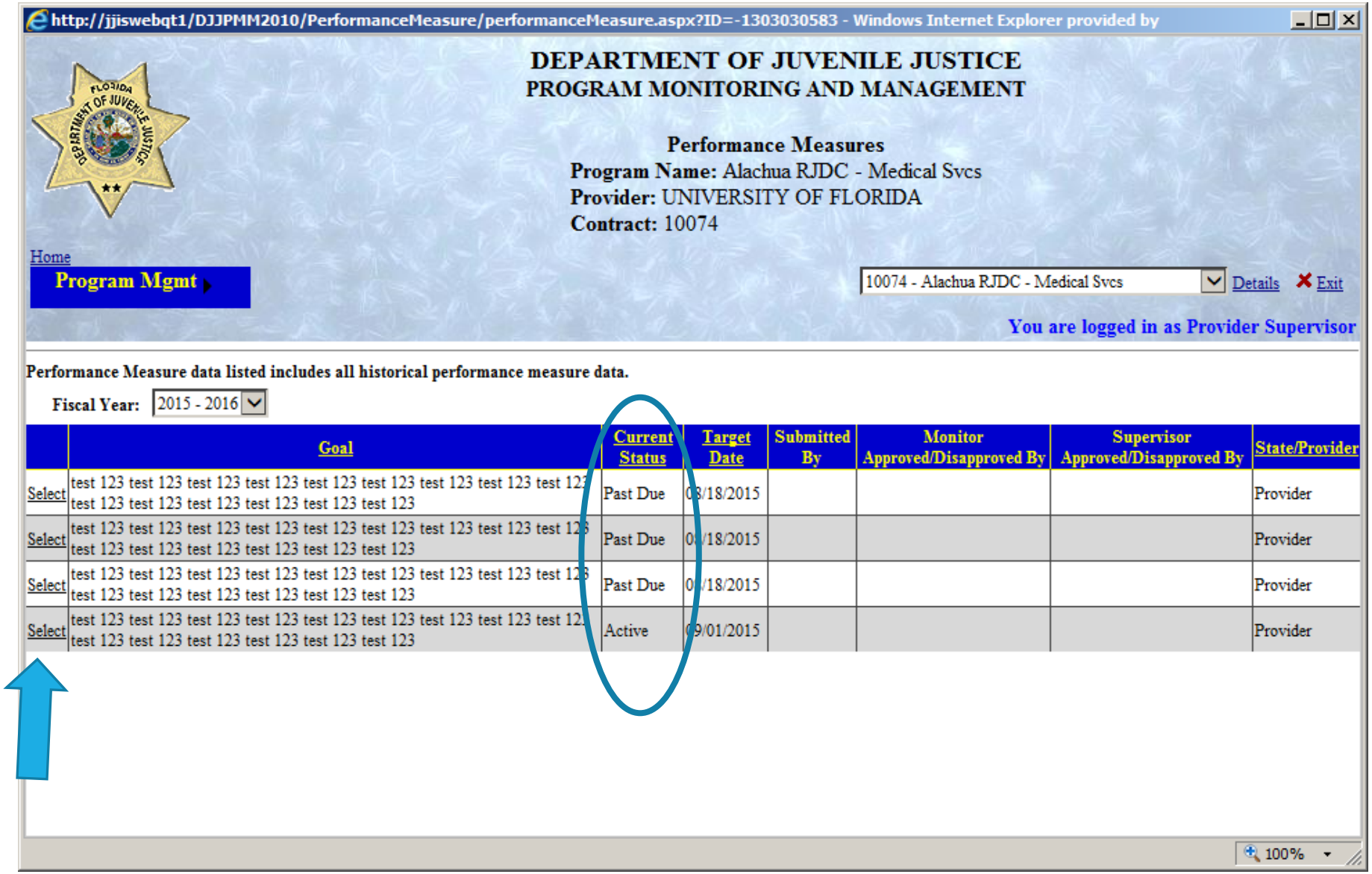
PERFORMANCE MEASURE ~ PROVIDER REPORTING



The provider will receive an email notification that Performance measures are due 30 days prior to their due date.

Click on the **Performance Measure** button to access the performance measures for your contract/program.

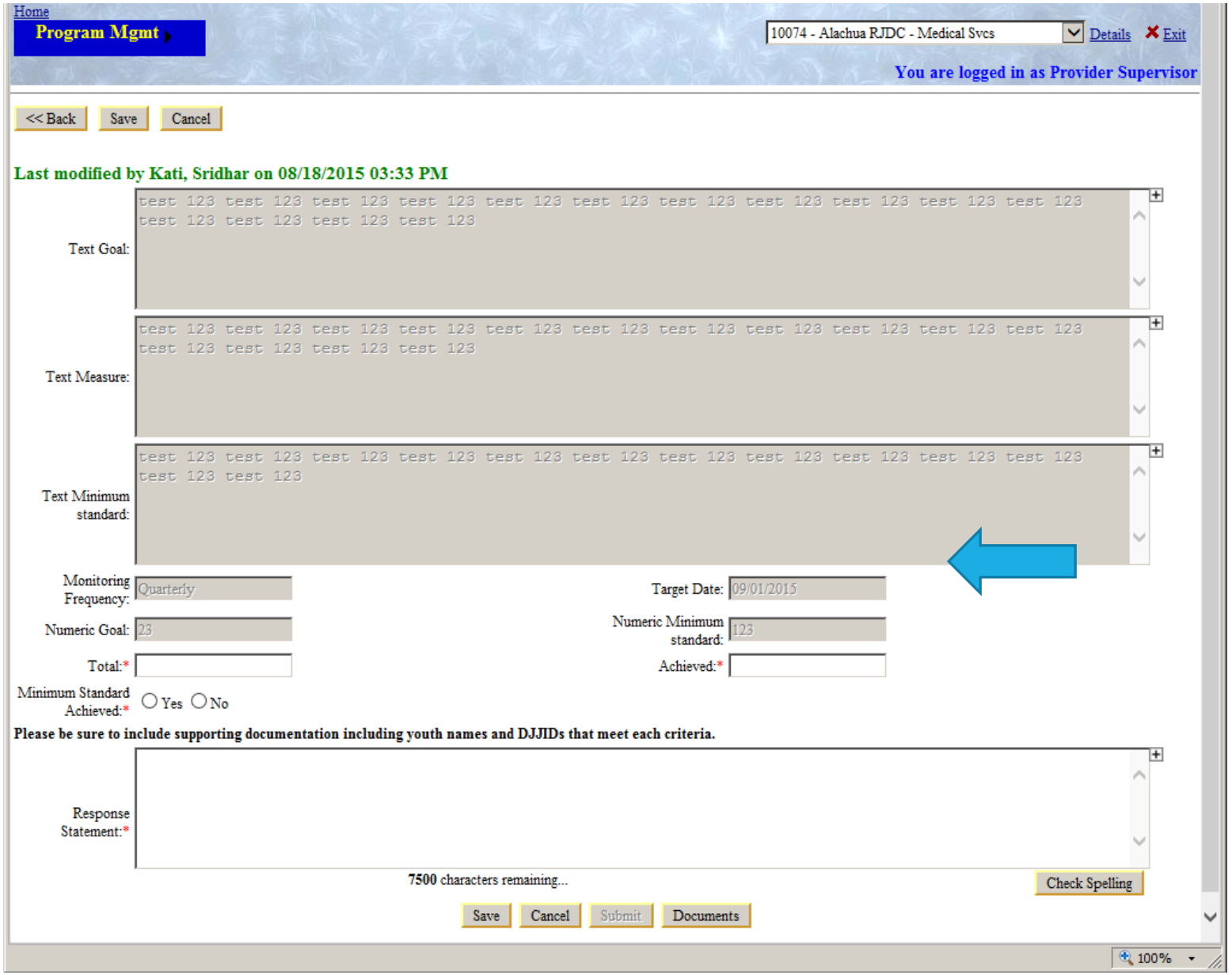
PERFORMANCE MEASURE ~ REPORTING



Performance Measure Status is indicated by the Current Status column. You can only report on performance measures currently identified as active.

Select the Performance Measure.

PERFORMANCE MEASURE ~ REPORTING



Enter information on this performance measure. You must enter a response statement.

Click **Documents** to upload supporting documentation.

PERFORMANCE MEASURE ~ REPORTING

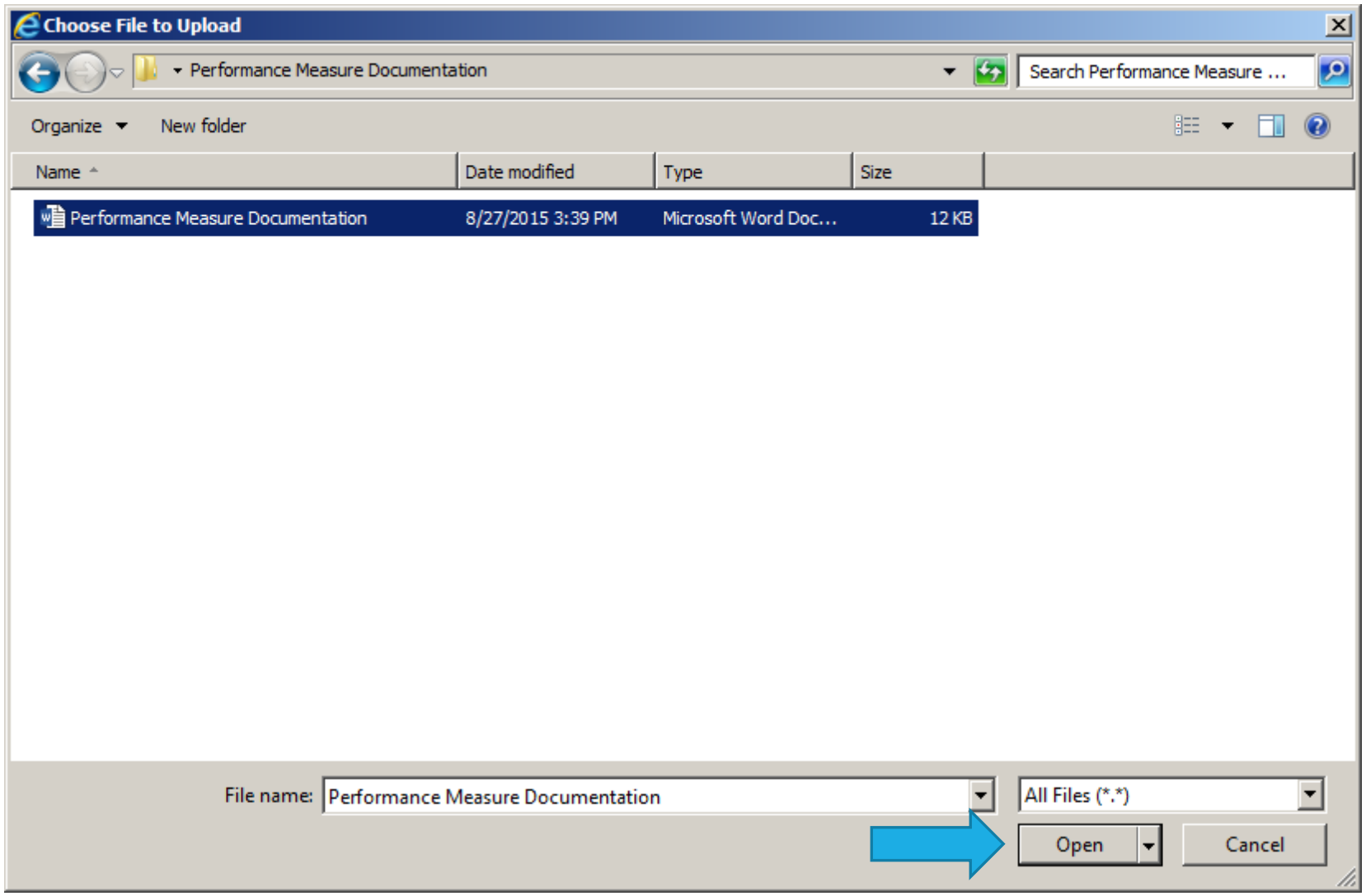
Click **New** to begin uploading documentation for this performance measure.

PERFORMANCE MEASURE ~ REPORTING

Enter a description, and the date of the document. The folder will default to Performance Measures and cannot be changed.

Click **Browse** to select the document to upload.

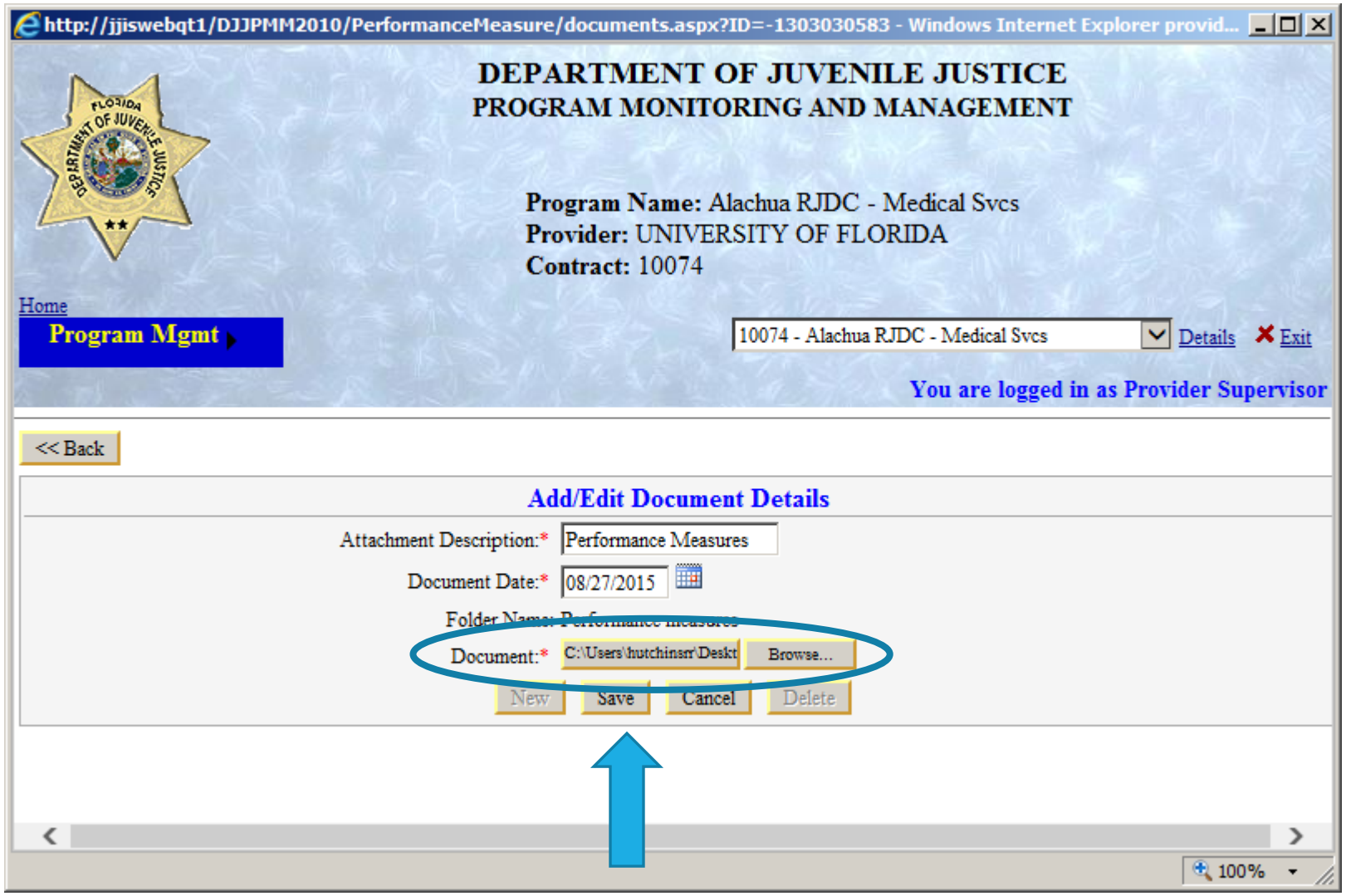
PERFORMANCE MEASURE ~ REPORTING



Navigate to the folder containing the file, and select the file.

Click **Open**.

PERFORMANCE MEASURE ~ REPORTING



The document path will be shown.

Click **Save** to upload the document.

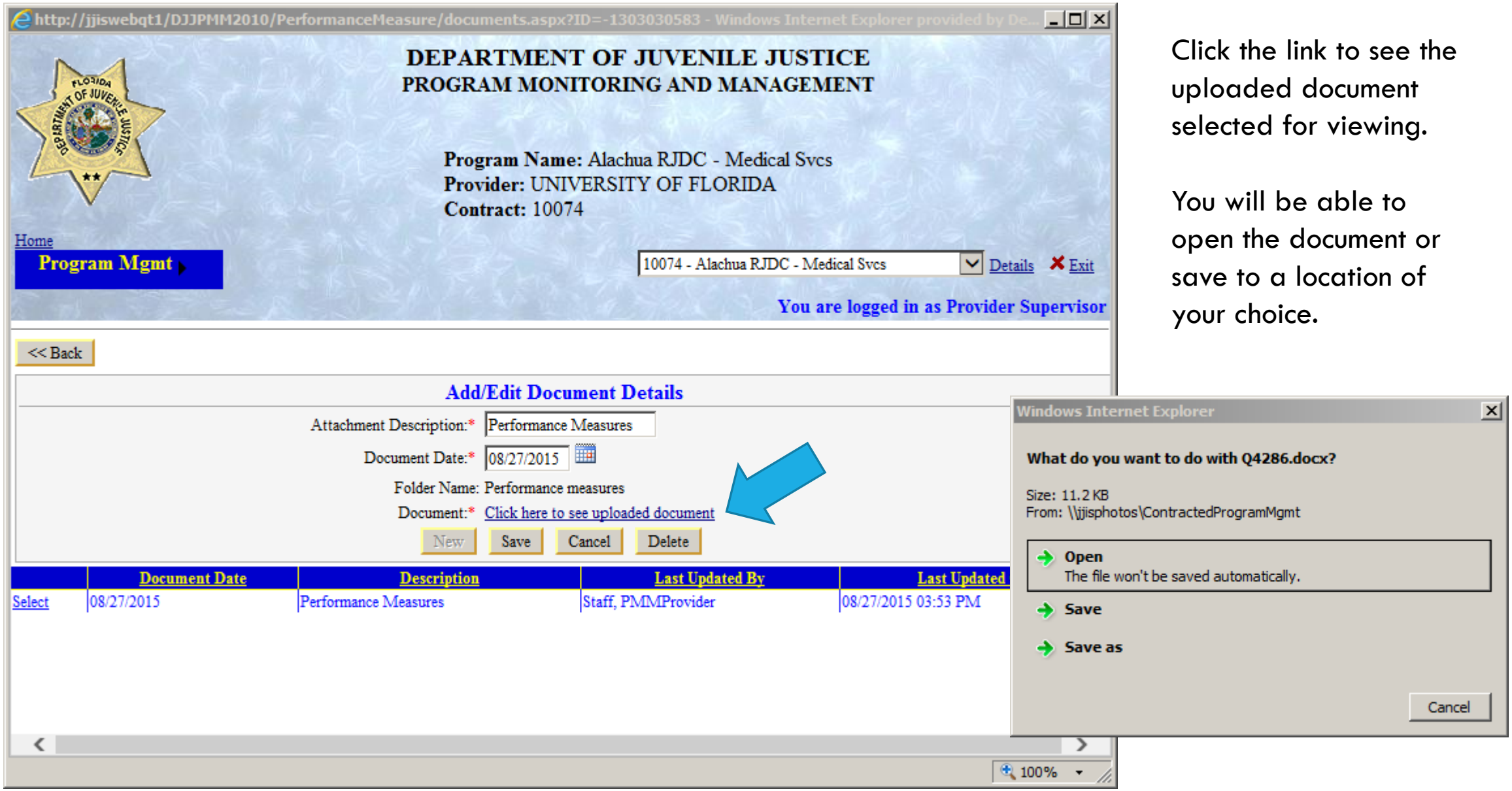
PERFORMANCE MEASURE ~ REPORTING

The document is available in the list.

Repeat the process as needed for any additional documentation that must be uploaded for this performance measure.

Click **Select** to view documents uploaded.

PERFORMANCE MEASURE ~ REPORTING



Click the link to see the uploaded document selected for viewing.

You will be able to open the document or save to a location of your choice.

QUESTIONS?

Contact your local DIO for answers

http://www.djj.state.fl.us/partners/data-integrity-jjis