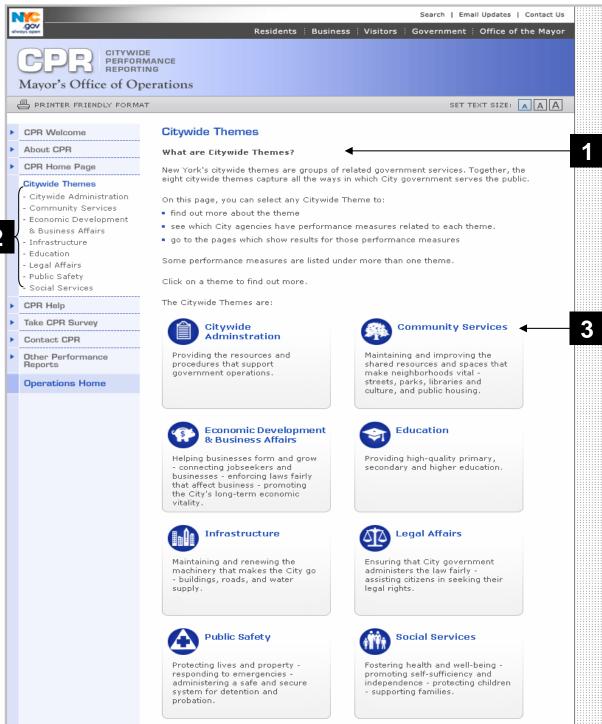
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CPR Home Page

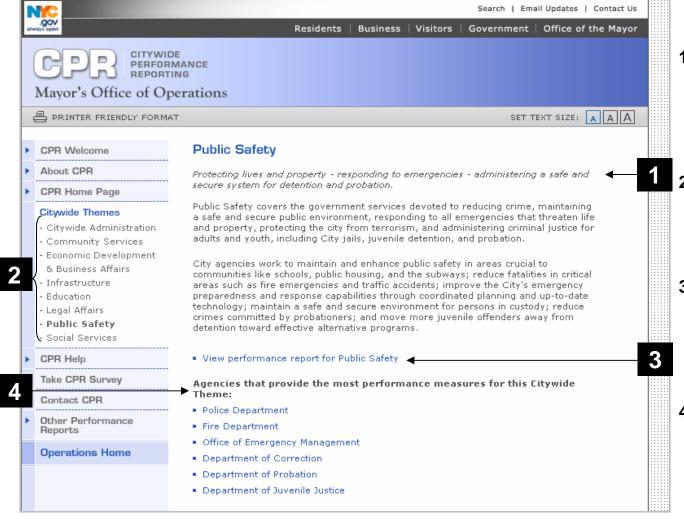
- Navigation Menu Use these links to easily navigate the CPR tool from any page within the CPR website.
- **Home Page Introduction** Explains what is available on the home page.
- Performance Pie Legend The legend separates performance measures by their trends and identifies the colors used in the Performance Pie Chart and Agency Performance Report.
- **Citywide Theme Summary** View performance report for one of eight (8) citywide themes by clicking on a value in the "Number of Indicators" column.
- **Performance Pie Chart** The pie is an at-a-glance look at performance.
- 6. Agency Select Feature Use this drop-down menu to choose a New York City agency, and click "Go" to view its Performance Report.





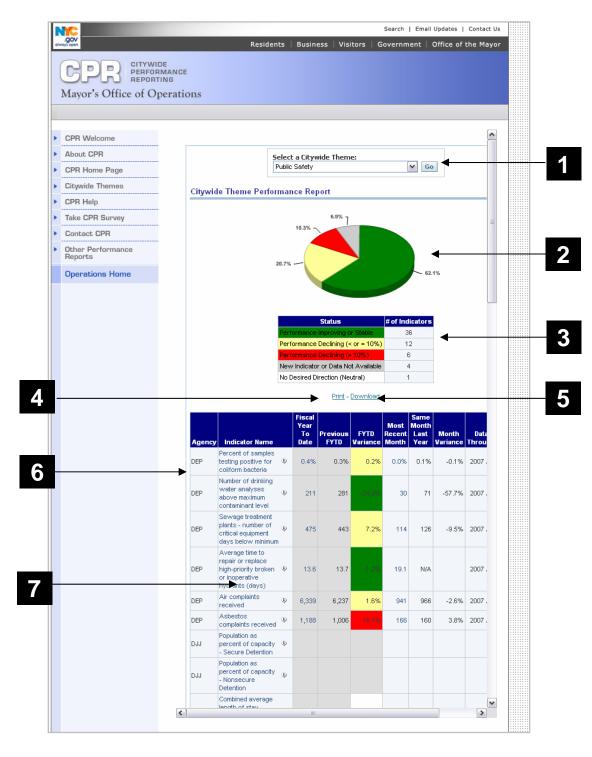
Citywide Themes Page

- Citywide Themes Introduction Explains what is available on the Citywide Themes page.
- Theme Navigation Menu Choose a
 Citywide Theme from the menu to learn
 more detailed information about the
 Theme.
- Citywide Theme Icons Each Citywide
 Theme box gives you an overview of what
 the Theme grouping entails. By clicking on
 the icon and name you can learn more
 detailed information about the Theme.



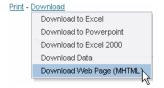
Citywide Theme Description

- Theme Description This is a description of the Citywide Theme, including agency objectives and goals.
- 2. Theme Navigation Menu Use the left navigation menu to view other themes.
- Citywide Theme Performance
 Report Click here to view the
 Citywide Theme Performance Report
 for this Theme.
- 4. Agencies providing performance measures This is a list of agencies that provide the majority of performance measures for the Theme. Click on an agency to go to its Agency Performance Report.



Citywide Theme Performance Report

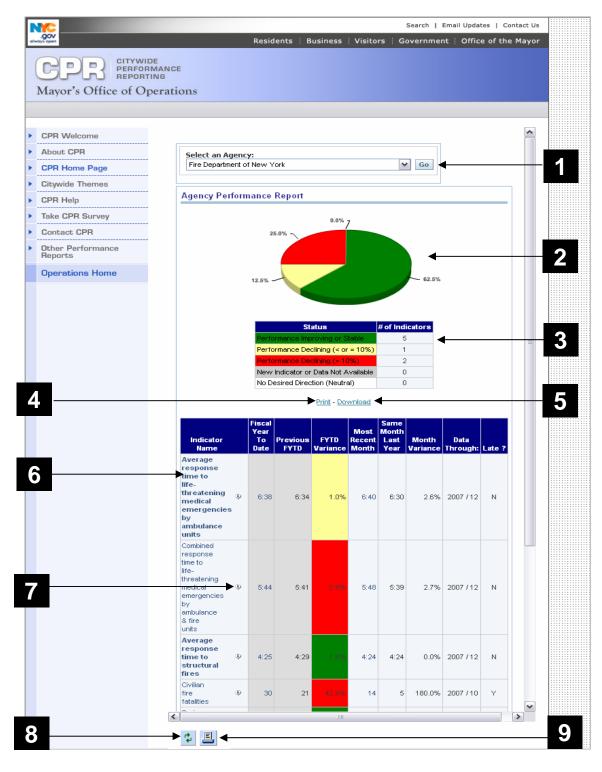
- 1. Citywide Theme Select Function Use this dropdown menu to select a Theme, and click "Go" to view its Performance Report.
- 2. **Performance Pie Chart** Represents the status of the Theme's agency performance measures, by color.
- 3. **Performance Pie Legend** The legend separates performance measures by status, indicated by color.
- 4. **Print Function** Click to print the above report section in HTML or PDF format. Print - Download HTML
- 5. **Download Function** Click to choose a format and destination for download of the above report section. Note: you will need the appropriate software to download to a desired format.



- 6. Citywide Theme Performance Report Lists the Theme's agency performance measures and related information about them.
- 7. Indicator Attributes Click on the Uicon to view an indicator's attributes.



PDF



Agency Performance Report

- Agency Select Function Use this drop-down menu to select an agency, and click "Go" to view its Performance Report.
- 2. **Performance Pie Chart** Represents the status of the agency's performance measures, by color.
- Performance Pie Legend The legend separates performance measures by status, indicated by color.
- 4. **Print Function** Click to print the above report section in HTML or PDF format.
- 5. **Download Function** Click to choose a format and destination for download of the above report section.

 Print Download Download to Excel

Download to Powerpoint

Download to Excel 2000

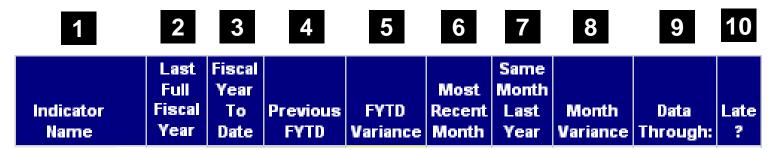
Download Web Page (MHTML)

Download Data

- Agency Performance Report Lists the agency's performance measures and related information about them.
- 7. Indicator Attributes Click on the icon to view an indicator's attributes
- 8. **Refresh Function** Click here to refresh the page.
- 9. **Print Function** Click here to print the Performance Report.

PDF

Column Header Descriptions for Performance Reports



- 1. Indicator Name Performance measure for which data is being reported
- 2. Last Full Fiscal Year This report column shows data for the most recently submitted full fiscal year ending on June 30.
- 3. **Fiscal Year To Date** This report column shows data for the period from July 1 to the end of the most recent month covered by the data. (See "Data Through:" this tells you what the most recent month covered is.)
- 4. **Previous FYTD** This report column shows data for the same period as "Fiscal Year to Date" from July 1 to the end of the most recent reporting month but during the prior year. If "Fiscal Year to Date" means July 2006 through March 2007, then "Previous FYTD" means July 2005 through March 2006.
- 5. **FYTD Variance** The percent change of an indicator from last year to this year. Variance is calculated using the formula: ((New Value Old Value) / Old Value) * 100. When comparing two percentages the variance is calculated by subtracting the old value from the new value; generating a percentage-point change.
- 6. **Most Recent Month** This report column shows data for the most current month for which data was submitted, as indicated in the "Data Through" column.
- 7. **Same Month Last Year** This report column shows data for the same month indicated in the "Most Recent Month" column, but in the prior year.
- 8. **Month Variance** The percent change in an indicator from last year to this year. If you want to calculate a variance yourself, you can use this formula: ((New Value Old Value) / Old Value) * 100. When comparing two percentages the system calculates the variance by subtracting the old value from the new value; generating a percentage-point change.
- 9. **Data Through:** This report column tells you what is the most recent month covered by the data.
- 10. **Late?** Indicators are late if they are not submitted within the expected reporting lag time. A "Y" means that the indicator is past due. An "N" means that the indicator is on time. As data is updated on a monthly basis, late status for an indicator will remain until the next download, on the first of every month.

Indicator Attributes - Click on the icon next to an indicator to view a performance measure's attributes

1 Agency
2 Indicator Name
3 Description
4 Desired Direction
5 Additive
6 Reporting Period
7 Frequency
Reporting Lag Time (VVeeks)

MMR Indicator

Zero Tolerance

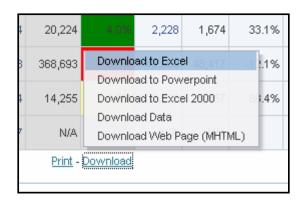
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- 1. **Agency** The agency responsible for this indicator.
- 2. **Indicator Name** The name of the performance measure.
- 3. **Description** An explanation of what the indicator is measuring.
- 4. **Desired Direction** This tells you how the indicator is used to judge performance. There are three possible Desired Directions:
 - "Up" as the number gets bigger, performance is better.
 - "Down" as the number gets smaller, performance is better.
 - "Neutral" the number is not used to judge performance. Instead, it gives you information to help understand performance as shown by other indicators.
- 5. **Additive** An additive indicator is one for which the yearly total is obtained by simply adding the twelve monthly values. Most CPR indicators are not additive (most are averages or percents.)
- 6. **Reporting Period** The timeframe an indicator covers, such as: Fiscal Year (July 1 June 30), Calendar Year (Jan. 1 Dec. 31), or School Year (Sept. June).
- 7. **Frequency** How often indicator data is submitted (i.e. monthly, quarterly, annually).
- 8. **Reporting Lag Time (Weeks)** The expected delay, in seven-day weeks, between the end of the reporting period that the data covers and the date it should appear in the CPR system.
- 9. **MMR Indicator** Shows whether or not the indicator is included in the Mayor's Management Report (and Preliminary Mayor's Management Report). If marked "Y", the indicator is included in the printed publication.
- 10. Zero Tolerance A zero tolerance measure is one for which even the slightest decline in performance will result in the measure being shaded red, whereas most measures are shaded red only if there is a decline of 10% or more. Approximately 3% of all CPR measures are zero tolerance indicators.

Downloading and Printing reports on the CPR website

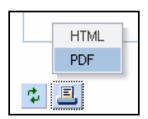


The 'Print' and 'Download' links allow you to send a report section that resides above the link (only) to other formats for easy printing or additional analysis of data.



The 'Download' link allows you to send data for the above report section (data table, graph, chart) to multiple formats. 'Download to Excel'* will maintain formatting and 'Download Data' will send the raw figures to Excel* without formatting. Other options include sending data to PowerPoint* or HTML.

*Relevant software may be required.



The 'printer friendly' icon <a>Image allows you to print all reports on a page at once. The Agency or Citywide Theme name, data table, pie chart, and legend will be sent to a PDF or HTML format for easy printing.

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