

Change Item Narrative Results Section FAQ

Table of Contents

General 1

Part A: Performance Measures 2

Part B: Use of Evidence..... 3

Questions about different types of programs or scenarios 5

General

What is the purpose of the results section?

The results section provides decisionmakers with evidence that the proposal is likely to be successful and identifies how the State will know whether or not the intent was achieved. It is where agencies are explicit about the expected impact of the proposal, should it be funded at the proposed level. It also demonstrates the agency’s plans for learning if the proposal is working as expected once funded and operational (through performance measurement).

Who uses the information in the results section?

The results section is used by decision makers to help them understand what outcomes the proposal is intending to achieve for the State or people of Minnesota and why this proposal is expected to be successful in working towards those outcomes.

MMB uses information in the results section to support agencies in finding and building evidence.

MMB reviews and provides information about evidence-based practices to the governor’s office. Information about evidence-based practices in the biennial budget is published on the [enacted budget dashboard](#).

Who should I reach out to if my agency or I need help understanding or filling out the results section?

Please contact ResultsManagement@state.mn.us and we will work with you to see how we can best help.

Do I need to keep the prompts/questions in the document that I submit to MMB?

No, the prompts and questions should be deleted before submitting. However, do not delete sections or section headers in bold.

Do I have to use the results table?

Yes, all proposals must include a results table formatted in alignment with the current template ([MN Statute 16A.10](#)). If it is not possible to estimate concrete numbers for projected changes, you may include a brief description of the general expected direction and duration for that measure.

Part A: Performance Measures

Who should be involved in selecting performance measures?

Performance measures should be developed in partnership with program staff and subject matter experts. Program staff and subject matter experts will contribute understanding of implications, nuance in meaning, communications value, and data availability of potential measures. Measures developed without input or buy-in from program staff and subject matter experts are less likely to be meaningful or practical.

How do I know what to measure?

The performance measures selected should provide a clear understanding to the reader about what impact the agency expects the proposal to have for the people of Minnesota if funded. Should the proposal be implemented, the performance measures should help program staff, leadership, and the public understand if the proposed change is producing the expected results or working the way we expect.

Broad steps for measure selection:

- Define the core purpose and goal of the proposal, or what the proposal aims to achieve for the people of Minnesota. This should be reflected in the “Outcome Statement” section of Part A.
- In collaboration with subject matter experts and program staff, identify what you need to learn in order to know if the proposal is working, and then identify logical and feasible measures related to that learning.

Check that each measure:

- Is directly connected to what the state needs to learn to understand success.
- Is measurable within funding and program constraints as proposed.
- Is transparent and aligned with real world outcomes

When questions arise, please contact ResultsManagement@state.mn.us and we will work with you to see how we can best help.

How will performance measures be used?

Performance measures will be used during the budget process to understand the expected impact of the change item should it be implemented. Following implementation, performance measure data can be used by the agency to implement and learn about the program. Performance measure data may also be requested by the legislature or the public.

Do I have to fill out everything in Part A?

Yes, both the outcome statement and results table are required. Information provided in Part A should show a clear and transparent link between what is described in the “Request”, “Rationale/ Background” and “Proposal” sections and the results you expect the change item to produce for the people of Minnesota.

My proposal has multiple programmatic parts, do I need to submit multiple tables?

No, you do not need to submit multiple tables. However, the table you submit should clearly reflect performance across all parts of the proposal. This may require you to include more than three performance measures in the table. In proposals with multiple programs or parts, please be explicit which performance measures relate to which part of the proposal.

What if we don't have any recent or baseline data?

It is understandable if you do not have any recent or baseline data for new programs. However, it is likely that there is some baseline data that helped your agency understand that there is a problem that led to the creation of this change item. This information could be a useful performance measure or may be more appropriate to include in Part B: Use of Evidence. If you have a strong measure but no baseline data is available, you may put “Unavailable” in that column.

Part B: Use of Evidence

The reasoning for this CI proposal is built off many kinds of evidence. How can I show that?

Many types of evidence are valuable for decision making and to understand impacts of state funding. Some examples of evidence that may be useful include: internal agency data, administrative data, formal evaluations of this or similar services, qualitative data, customer engagement data, and external research. Please outline the primary evidence and rationale for the proposal (regardless of evidence type) and why it is expected to produce the intended outcome(s) in Part B: Use of Evidence of the Results section under “1. Existing Evidence”

What is an evidence-based practice?

Evidence-based practices have been found to be effective by at least one study that analyzes how participants did in achieving desired outcomes relative to comparable nonparticipants. Qualifying studies are impact evaluations that use either a randomized controlled trial (RCT) design or quasi-experimental design (QED) to rigorously assess effectiveness of a program or service on desired outcomes. Both RCTs and QEDs use an

evaluation design that includes a treatment and a control group. For more information about Minnesota's evidence ratings, visit the [Definitions of Evidence](#) website.

Please visit the [Finding and Using Evidence](#) website or contact us at ResultsManagement@state.mn.us for more information.

Should all proposals contain evidence-based practices?

No, there is no expectation that all proposals contain evidence-based practices. However, evidence-based practices have been proven to be effective, and agencies are encouraged to foster these proven practices where possible. If you have some research evidence but are unsure if it meets the state's criteria, please complete the table under "2. Evidence-Based Practices" and list any available research evidence with links. The Results Management team will review this information.

If the proposal is operational, please remove the table (but not the section header) and use the following language: "This proposal is for operational funding which cannot be studied through a randomized control trial or quasi-experimental design study."

If evidence-based practices have not been identified and the proposal is not for operational costs, please remove the table and use the following language: "[Agency] has not identified any evidence-based practices that will be supported by the proposal."

Please do not leave this section blank, even if no evidence-based practices have been identified.

How will the information we provide in Part B be used?

Information provided about existing evidence will be used to understand what research or rationales informed this proposal. This is particularly useful to know for programs that have been studied in Minnesota but that have not yet been studied through a randomized control trial or quasi-experimental design method.

MMB reviews all proposals for evidence-based practices. This review is conducted independently but information agencies submit in their proposal is a valuable resource to help identify or confirm the presence of an evidence-based practice. All proposals that are found to be likely to add, remove, increase or decrease an evidence-based practice are flagged and that information is provided to the governor's office. At the end of each biennial budget session, any additional funding changes are reviewed for evidence-based practices and summary information is provided on the [enacted budget dashboard](#).

Results Management may reach out to you after budget the process is complete to offer support and assistance with any evaluation needs you may have indicated in your response regarding agency evaluation plans

Questions about different types of programs or scenarios

Operations and Infrastructure

What should I include in the results section for operational or infrastructure proposals?

All change pages are expected to have fully completed results sections, including operations and infrastructure proposals. Information supplied in the results section helps decision makers and the public understand what is expected to be achieved with the proposed change and how changes will be measured. Please contact results.management@state.mn.us for support.

My proposal is for an increase to an existing operational budget. How can I approach the projected change of the performance measure table?

If the operational increase is to maintain current levels of services amidst rising costs, include two projected changes in the “projected change” column to illustrate the expected impact of the proposal, one showing expected service levels with the proposed funding increase and another projected change showing what is expected to happen without the proposed funding increase. Include the current or baseline data in the “most recent data” column. This data should relate to, and support the narrative included in previous sections of the change item.

If the operational increase is to grow current levels of service, include the current or baseline data in the “most recent data” column and show the expected service levels with the proposed funding increase in the “projected change” column.

How do I fill out the Evidence-Based Practices section of Part B for operational or infrastructure proposals?

If the proposal is operational and cannot be studied through experimental design, please remove the table (but not the section header) and use the following language: “This proposal is for operational funding which cannot be studied through a randomized control trial or quasi-experimental design study.”