

Results Section Instructional Guide

This instructional guide was created to aid state agencies in preparing the Results section of their change item proposals. The text and instructions from the change item template are formatted using *Italics*. The instructional guide contains additional directions, guidance, or suggestions, formatted using a light blue background.

In addition to this instructional guide, Results Management has also created a series of examples for various types or genres of change item proposals. Please note that all examples are fictional and intended for training purposes only. The series of examples can be found at <https://mn.gov/mmb/budget/results-management/resources-for-state-agencies/>.

There are three parts to the Results Section:

- [Part A: Performance Measures](#)
- [Part B: Use of Evidence](#)
- [Part C: Evidence-Based Practices](#)

Results:

The Results section is intended to display the performance measures that will be used to assess the success, outcomes, and impact of the proposed change item. Please complete this section based on the current proposal with recognition that performance measures may change based on revision processes and final budget allocation. Examples of performance measures and a brief video with guidance for this section is available online at Results Management Resources for State Agencies. Please contact the Results Management Team at MMB (ResultsManagement@state.mn.us) with questions and for support completing this section.

Part A: Performance Measures

[Instructions] Part A is used by the governor's office and legislature to understand what the proposal intends to impact and how the impact will be assessed.

Please complete the Results Section based on the change item as currently proposed. We recognize that goals, outcomes, and measures may need to be adjusted if the funding allotment changes. MMB Results Management is available to help update performance measures.

1. Describe the overall goal and expected outcome(s) of the programs and activities supported by the change item (1 to 3 sentences). How would we know that this change item was successful and over what period of time? This should align with the intended results noted in the rationale/background section.

[Instructions]

- Clearly stating the proposal's overall goal and outcome(s) is important as it helps to identify what specifically will be different because of the change item proposal. Use this space to provide a clear, concise statement of what the agency intends to achieve with this specific funding.
 - A goal is the overall change that the proposal would like to influence in the long-term. A goal is not always measurable during the funding period as it typically represents longer-term changes.
 - This section asks for a description of the outcomes, meaning what will change in a measurable way because of the proposal and during the funding period. Performance measures should be related to the expected outcomes.
 - Some proposals may include more than one program or activity. Be sure to address all the proposed activities throughout the results section.
2. Describe the evidence that exists that the proposed change item will achieve the expected outcome(s) noted above (up to a paragraph, include charts as applicable). Evidence can be in evidence-based practices, qualitative or quantitative program evaluation, community or professional knowledge, logic model, or performance measurement data. If proposed efforts involve components of an evidence-based practice or were informed by a previously conducted formal program evaluation, fill out Part B.

[Instructions]

- The reviewers are not subject matter experts and additional explanations of evidence help them understand the evidence supporting the proposal.
- Whenever possible, please include links to sources of evidence and/or descriptions of where the evidence comes from (e.g., past evaluations, surveys, published reports, journals, etc.)
- Community knowledge includes information gathered from grantees, subject matter experts, community engagement, tribal consultation, key informant interviews, listening sessions, etc.

3. Using the table below and/or charts, include at least 3 quantitative (numeric) performance measures that will be used to assess the expected outcomes(s) of the change item. Types of measures include Quantity (how much was done?), Quality (how well was it done?), and Result (how are Minnesotans better off?). Examples of measures are available online at [Results Management Resources for State Agencies](#).

[Instructions]

- If providing a chart, the chart must include at minimum the same five pieces of information requested in the table.
- **Measure:** A brief one-sentence description of what specifically will be measured is appropriate.
- **Measure type:**
 - Quantity measures explain how much work was done and with whom. Quantity measures are typically numbers. Quantity measures explain the effort of grantees, contractors, and program staff. Examples of quantity measures are the number of students participating in a class; the number of patients seen at a clinic; and the number of highway miles re-painted with reflective lane markings.
 - Quality measures explain if the work was implemented as planned and help guide improvement. Quality measures are typically percentages. Examples of quality measures are the percentage of teachers with class sizes of less than 25; the percentage of patients satisfied with quality of care; and the percentage of families that receive a referral for housing services.
 - Result measures explain what changed over time and whether the work had the impact that was intended. Result measures may also be called outcome measures. Results measures should directly connect with the goals and outcomes stated in Part A bullet 1.
 - Whenever possible, disaggregate data to better understand the different impacts of a program or activity on different populations. Common categories of disaggregation are race/ethnicity, geographic area, age, and income.
- **Measure data source:** Consider the reporting systems or tools already in place in the agency. It's a best practice to use data from multiple sources. For example, data from grantee reports, administrative data, and statewide surveys.
- **Most recent data:** For some programs, especially new programs, there may not be existing or relevant data. If this is the case, please write N/A.
- **Projected change:** Where practical, measures could be aligned with One Minnesota goals (<https://mn.gov/mmb/one-mn-plan/>) or national benchmarks if realistic for the change item timeframe and scope. It is important that projected change is feasible and achievable.

4. Please describe any qualitative (narrative) measures that will be used to inform understanding of success. How will this information be collected? If successful, what change will you see in this data?

[Instructions]

- Qualitative measures do not need to be included in the table.
- Qualitative measures are helpful to identify why something is changing, successful, or challenging. Qualitative measures can speak to the change item impact and illuminate important aspects of how well something was implemented and who is better off because of the change item.
- Examples of qualitative measures are open-ended survey questions asked of grantees, summaries of listening sessions with community members, and key themes from focus groups.

Measure name	Measure type	Measure data source	Most recent data	Projected change
<i>Briefly write what is being measured.</i>	<i>Select quantity, quality, or result. Please try to include 1 of each.</i>	<i>Describe how the data for this measure is collected.</i>	<i>If currently collected, provide most recent data for this measure. If not currently collected, please write N/A.</i>	<i>If successful, describe the change expected on this measure and to what extent.</i>

Part B: Use of Evidence

[Instructions] Part B is used by MMB Results Management to better understand where evaluations are occurring across the state enterprise and learn about how to support state agencies conducting formal evaluations.

1. *Have you previously conducted a formal quantitative or qualitative program evaluation that informed the contents of this proposal? If so, please briefly describe the evaluation.*

[Instructions]

- A formal evaluation is defined as a systematic process of gathering and analyzing evidence to answer specific research questions.
 - Please only include evaluations that have been conducted by state agency staff or contracted with external groups. This section may build on information shared in Part A bullet 2 on existing evidence.
2. *Are you planning to conduct a formal qualitative or quantitative program evaluation related to this proposal? Indicate what kind(s) of evaluation you will be conducting. Select all that apply.*
 - No formal evaluation planned at this time*
 - Not yet determined*
 - Needs Assessment*
 - Process or Implementation Evaluation*
 - Summative Impact Evaluation (Randomized Control Trial (RCT) or Quasi-Experimental Design)*
 - Summative Evaluation other than an Impact Evaluation*
 - Other (please describe or link):*

[Instructions]

- Descriptions of each kind of evaluation are available online at <https://mn.gov/mmb/budget/results-management/resources-for-state-agencies/>.
- If you would like assistance planning for formal evaluation, please contact resultsmanagement@state.mn.us

Part C: Evidence-Based Practices

[Instructions] Part C is used by MMB Results Management to assess the type(s) of evidence used in proposals. A list of proposals that include Proven Effective evidence-based practices is provided to the governor's office and a summary of evidence-based practices enacted in the final budget is hosted online by MMB at <https://mn.gov/mmb/budget/current-budget/current-enacted-budget/>.

If applicable, provide the following information on the evidence-based practices supported by the change item. The Results Team at MMB reviews change items to identify the proposals and agencies that support evidence-based practices. The definitions of evidence used by Results Management are available at <https://mn.gov/mmb/results-first/definitions-of-evidence/>. Resources to find evidence-based practices are available at <https://mn.gov/mmb/evidence/finding/>.

[Instructions]

- Please include any published research (provide links) that shows that any of the proposed practices produced the intended outcomes as stated in Part A bullet 1. This section may build on information shared in Part A bullet 2 on existing evidence.
- Agency staff should provide the best evidence that they are aware of and MMB Results Management will review the evidence and determine what level of the evidence-based practice standard is met.

Evidence-based practice:	Source:
<i>List the names of program or activity that are evidence-based and directly funded by this change item.</i>	<i>Provide a link to the clearinghouse or journal article that establishes the evidence for this change item.</i>

For assistance identifying evidence-based practices that support the change item or for support in planning an evaluation, please contact the Results Team at MMB (ResultsManagement@state.mn.us).