

Appendix A - Guidelines for Scoring Follow-ups

Fiscal Note Building Block Follow-Up Report

The Analyst follows up on bills and building blocks from two sessions ago.

- **Item Explanation**

What the appropriation is supposed to do. For bills the explanation is the fiscal note

- **Implementation**

Is the item being implemented in a timely manner?

- **Accuracy**

Was the fiscal note accurate? Both the Analyst and the agency are rated.

- **Performance Measures**

Shown and evaluated when appropriate.

- **Follow the Money**

The report traces funding from the original request to the remaining balance.

Red - Yellow - Green Guidelines

We point out problems, potential trouble, and things going as expected with traffic light colors.

One Size Does Not Fit All

Early on, we found that what was reasonable for revenue estimates is unreasonable for ordinary bills and building blocks. Our guidelines are less stringent when an agency is asked to do something new and different than their usual fare.

\$10,000 Rule

The temptation to manage a fiscal note is so great that we give an automatic Yellow to any bill with a fiscal note near \$10,000.

The Director's Exception

The Director may draw your attention to any bill or building block with a yellow if the item needs your attention.

Current Rules

Accuracy of Familiar Programs / Processes



Green - Within 5% of estimate or variances less than \$10,000.



Yellow - Greater than 5% but less than or equal to 10% of estimate and more than \$10,000.



Red - Greater than 10% of estimate and more than \$10,000.

Accuracy of Unfamiliar Programs / Processes



Green - Within 10% of estimate or variances less than \$10,000.



Yellow - Greater than 10% but less than or equal to 20% of estimate and more than \$10,000.



Red - Greater than 20% of estimate and more than \$10,000.

Accuracy of Revenue Bills



Green - Within the estimates margin of error.



Yellow - Greater than margin of error but less than two times margin of error.



Red - Greater than two times margin of error.

Implementation



Green - Implemented within the first month of the bill's effective date. The definition of implemented will vary according to the difficulty of the bill's task. Tasks that are too large to be implemented in the first month can be considered implemented if the agency has a reasonable plan and they are on schedule.



Yellow - Implemented after the first month but before the fourth month of the bill's effective date.



Red - Implemented after three months of the bill's effective date.

Performance Measures

The Analyst will decide if performance measures are appropriate and will use the "Implementation" guidelines. The Analyst will evaluate the agency's performance measures and recommend alternate measures when necessary.