

Contract Performance Standards (CPS) Court Action Referral (CAR) Processing Evaluation Scenario

To pass the CAR CPS, an office must act upon 75 percent of CARs within 14 days.¹ The evaluation process will use two fiscal years' worth of data to accomplish an evaluation of one fiscal year after that fiscal year is complete. The following terms are used in the evaluation process:

- **Baseline Year:** The *actual* CPS performance percentage from the year preceding the performance year (the baseline year is used to look for improvement when the CPS threshold is not met);
- **The Performance Year:** The year an office will work to meet or improve the CPS thresholds or alternative thresholds as identified in a corrective action plan (CAP); and
- **The Fiscal Year (FY) in Which Evaluation Occurs:** Evaluation of the performance year begins in October of the next fiscal year, and, if needed, includes status reporting throughout that year.

These terms are illustrated with dates in the chart below.

Baseline FY (historical data)	Performance FY (the performance year)	FY in Which Evaluation Occurs (the performance year is evaluated against the baseline year)
FY 2018 (10/1/17 – 9/30/18)	FY 2019 (10/1/18 – 9/30/19)	October 2019, with corrective actions during FY 2020 as needed
FY 2019 (10/1/18 – 9/30/19)	FY 2020 (10/1/19 – 9/30/20)	October 2020, with corrective actions during FY 2021 as needed
FY 2020 (10/1/19 – 9/30/20)	FY 2021 (10/1/20 – 9/30/21)	October 2021, with corrective actions during FY 2022 as needed

On the next page is a scenario involving the CAR Processing CPS evaluation process. It depicts performance passes and office responses to failures.

¹ The 14-day count was extended by one day to 15 days total to accommodate the system processing of the referral.

Example: In September 2018, all CPS MiCSES Work Measurement Reports are available. The chart below shows County X’s Prosecuting Attorney (PA) office performance on the CAR Processing CPS.

Performance Year	Performance Year Baseline	Performance Year Final Measure	EVALUATION and OUTCOME	REQUIRED ACTION
FY 2018 (October 1, 2017 – September 30, 2018)	October 2017 <i>No Baseline</i> ; Reports not available for FY 2017.	October 2018 Actual performance: 40%	October 2018 <i>Not applicable (n/a)</i> FY 2018 will not be evaluated because no baseline is available.	n/a
FY 2019 (October 1, 2018 – September 30, 2019)	October 2018 From FY 2018 actual: 40%	October 2019 Actual performance: 45%	October 2019 75% threshold not met, but improvement by 5 percentage points. <u>Outcome:</u> No action needed, due to improvement by 5 percentage points over baseline.	n/a
FY 2020 (October 1, 2019 – September 30, 2020)	October 2019 From FY 2019 actual: 45%	October 2020 Actual performance: 47%	October 2020 75% threshold not met and improvement was less than 5 percentage points. <u>Outcome:</u> Performance Management Workgroup (PMW) / Program Leadership Group (PLG) / IV-D Director determine the county-submitted Response Questionnaire (RQ) fully explains circumstances so a corrective action plan (CAP) is not required.	During FY 2021, County X’s PA office follows the RQ actions.
FY 2021 (October 1, 2020 – September 30, 2021)	October 2020 From FY 2020 actual: 47%	October 2021 Actual performance: 47%	October 2021 75% threshold not met and improvement was less than 5 percentage points. <u>Outcome:</u> PMW/PLG/IV-D Director determine that county-submitted RQ is not sufficient; CAP required for failing to improve by 5 percentage points over FY 2020.	CAP required no later than March 12, 2022. County X’s PA office submits a CAP which is later approved. County X’s PA office follows CAP actions in FY 2022.
FY 2022 (October 1, 2021 – September 30, 2022)	October 2021 From FY 2021 actual: 47%	October 2022 Actual performance: 55%	October 2022 75% threshold not met, but improvement by 5 percentage points. <u>Outcome</u> – No further action needed for FY 2023 due to improvement by 5 percentage points over FY 2021.	n/a