

CMLS Guide: KPI data entry

Enter and save KPI data

1. From the CMLS home screen click on the **Contracts Tab**.
2. Scroll down to the **Contracts KPIs Reporting field**.
3. Use the **drop down menu** to select the **Contract Number** or **Contract Title** that you wish to enter data against.
4. Use the **drop down menu** to select the **Financial Year** and **Financial Period** that you are reporting against (see CMLS Guide: Performance Management Reporting for more information on Financial Periods).
5. The screen will show only KPI records that have not had data saved against them for that reporting period.

CONTRACTS KPIS REPORTING

Contract Number: **3.** P365C1
 Contract Title: Family Based Care

Financial Year: **4.** 2020-21
 Financial Period: Mth12

Clear Filter
 Review All Un-Submitted KPI Results

Contract Number	Contract Title	Financial Year	KPI Reporting Frequency	Financial Period	KPI Identifier	KPI Description
P365C1	5. Family Based Care	2020-21	Monthly	Mth12	13	Percentage (%) of staff employed in execution of a DCP contract with a current satisfactory DHS Working with Children Check (WWCC) Clearance and Background Check

6. Click on the **hyperlinked text** to open a KPI Record.
7. Enter the **KPI data** as required. Please review the [Performance Measurement Specification Information Guide](#) for additional information and guidance to assist in understanding how to calculate KPI.
 - a. Please ensure that for results that have zero data, please enter a zero '0' in the field. This will ensure the DCP Contract Manager understands that the field has been completed and not left blank unintentionally.
8. The **Numerator Denominator field** will automatically calculate the percentage.
9. CMLS will validate the data against a set of pre-determined logic.
 - a. If the data entered passes this validation then a text box will pop up next to each field stating '**passed validation**'.
 - b. If the data entered does not pass the validation, red text will appear advising of error. Please review the data and if you have any questions, please contact your Contract Manager.

KPI Type = Numerator Denominator

# of staff employed with WWCC	7. 10	Passed Numerator Validation
Total # of staff employed	10	Passed Denominator Validation

8. Passed Numerator Denominator Validation

Numerator Denominator: 100 %

10. Type any comments in relation to the KPI results in the **SP Comments box**.

11. Service Provider comments are mandatory where the KPI is a percentage and both Numerator and Denominator= 0.

SP Comments

Service provider comments on KPI details.

11.

12. Attached Documents (0)

13. Save Result

12. To attach evidence or documentation to the KPI Result – click on the **Attached Documents button**.

- Click the **Blue Upload button**.
- Choose the file you wish to upload. Click **Open**.
- Click the **Close button**.
- The Attached Documents Button should now have a 1 next to it to indicate one attachment.


13. When the result, comments, and attachments have been entered, click the **Save Result button**. This will update the KPI status to Saved for submission during the next quarterly submission process.

Note: If you press the **Save and Close button** at the top of the screen, the data will save, but the Status of the KPI will not update.

14. Click the **Close button** at the top of the screen to close the KPI record.


 Save
  Save and Close
  Close

Do not Use

15. Click the **refresh button**  to remove KPIs that have a status of saved.

16. The KPI data can be edited and re-saved during the KPI reporting period only. More information on reviewing saved KPIs can be found in the CMLS Guide: KPI data submission.

Reporting a KPI data entry error

If a KPI has been saved with the incorrect data and the reporting period has passed – please contact your DCP contract manager to request a KPI record reset.