

# CMLS Guide: KPI data submission

For information on entering KPI data – please review the CMLS Guide: KPI data entry.

## Submitting saved KPI data

After KPI results have been entered and saved the Service Provider user can review and submit results from the Review KPI Results screen.

This process only has to be completed at the end of the quarterly reporting period, although it can be completed more regularly if required.

1. Log into CMLS.
2. Click on the **Contract tab**.
3. In the **My Contracts form**, use the **Contract Number** or **Contract Title** search field to identify the contract record you wish to view.
4. Click on the **hyperlinked text** to open the contract record.


MY CONTRACTS							
Contract Number	Contract Title	Service Type	Contract Type	Status	Service Provider Contract Manager Name	Contract Manager	Contract Value (excl GST)
P365C1 <sup>3.</sup>	Family Based Care <sup>4.</sup>	General Family Based Care	NFP Standard	Active	Phoebe Farncomb	JessicaContractManag	\$10,000,000.00

5. Scroll down to the **Review KPI Results form**.
6. If there is already a KPI result report for that quarter showing:
  - a. Click on the **hyperlinked text** to open.

### Review KPI Results

RecordID	Contract Title	Financial Year	Financial Quarter
13	<sup>6a</sup> Family Based Care	2021-22	Q1

7. To create a new KPI result report for that quarter:
  - a. Click on the **Review all Un-Submitted KPI Results button**.

1 items  

<sup>5b</sup> Review All Un-Submitted KPI Results

- b. Use the drop down menu to select the **Financial Year** and **Financial Quarter** that you are submitting results for.
  - c. Click the **Show Details** button.



Review KPI Results

Save Parent: # NEW

**Performance Assessment Report Details**

Service Provider: Company ZXY Status: Draft

Contract Number: P365C1

Contract Title: Family Based Care

Financial Year: 2021-22 **7b**

Financial Quarter: Q1

**7c** Show Details

8. The **KPI results report** will now show all KPIs that are to be reported against in that quarter. This includes any monthly KPIs saved during the quarter.
9. The Results table will show the **KPI description, target, result, and status**.
10. The KPI status refers to:
  - a. **Start:** KPI data has not been entered OR the **Save Result button** was not clicked.
  - b. **Saved:** KPI data has been entered and the **Save Result button** clicked.
11. **Reviewing KPI results** from the results report
  - a. Open a KPI record in a pop up window by clicking on the hyperlinked text within the KPI line.

**Contract KPI Result**

TIER 1 KPI Results Select All

KPI Identifier	Financial Period	KPI Responsibility	KPI Source	KPI Description	KPI Target	KPI Result	Status	
<b>11a</b>	Qtr1	Service Provider	User Entered	Placement support worker to active carer household ratio / percentage on the last day of the reporting period	5.56%	100%	Saved	Select
11	Qtr1	Service Provider	System Derived	Net cost of service as reported in quarterly acquittal is not in deficit (budget v's actual expenditure). Block funded contracts ONLY	0%	99.6%	Saved	Select

- b. If the KPI is within the reporting period, users can edit the KPI data.
  - c. Click the **Save Result button** to save over the previous data.
  - d. Click the **Close button** at the top of the screen to close.
12. Users can choose which KPIs to submit to DCP. All KPIs must be submitted before the end of the reporting period; however, users can choose to submit KPIs in small batches if required.
13. Select a KPI for submission by clicking the **Select button** next to the KPI. Users can only select a KPI that has a status of Saved. The KPI line will turn green once it has been selected for submission.
14. Select all KPIs with a status of Saved by clicking the **Select All button**.

**Contract KPI Result**

TIER 1 KPI Results **15** Select All

KPI Identifier	Financial Period	KPI Responsibility	KPI Source	KPI Description	KPI Target	KPI Result	Status	
10	Qtr1	Service Provider	User Entered	Placement support worker to active carer household ratio / percentage on the last day of the reporting period	5.56%	100%	Saved	Select
11	Qtr1	Service Provider	System Derived	Net cost of service as reported in quarterly acquittal is not in deficit (budget v's actual expenditure). Block funded contracts ONLY	0%	99.6%	Saved	Select
13	Mth1	Service Provider	User Entered	Percentage (%) of staff employed in execution of a DCP contract with a current satisfactory DHS Working with Children Check (WWCC) Clearance and Background Check	100%	100%	Saved	<b>14</b> Select

15. Users can also print a PDF report containing all selected KPI results by clicking on the **View Contract KPI Results button** at the bottom of the screen.



16. To submit the selected KPIs to DCP - scroll to the bottom of the screen and click the **Submit Results** button.

3 items 1-20 Export

12 View Contract KPI Results

16 Submit Results

- 17. Once the KPI have been submitted, they will be removed from the KPI results report.
- 18. Repeat the data entry and submission steps until all KPIs for that reporting period are submitted.
- 19. To return to the contract screen, click on the **Parent:Contract** button at the top of the page.

### Reviewing submitted contract KPIs

After KPI results have been submitted, the Service Provider user can still view the submitted KPI records.

1. Log into CMLS.
2. Click on the **Contract** tab.
3. In the **My Contracts** form, use the **Contract Number** or **Contract Title** search field to identify the contract record you wish to view.
4. Click on the **hyperlinked text** to open the contract record.

**MY CONTRACTS**

Contract Number	Contract Title	Service Type	Contract Type	Status	Service Provider Contract Manager Name	Contract Manager	Contract Value (excl GST)
P365C1	Family Based Care	General Family Based Care	NFP Standard	Active	Phoebe Farncomb	JessicaContractManag	\$10,000,000.00

5. Scroll down to **KPI Results**.
6. Filter the records by typing the **financial year and financial period** into the blank space below each column and press Enter.
7. The **KPI Results** form shows the status of each KPI record.

**KPI Results**

KPI Identifier	KPI Description	Financial Year	KPI Reporting Frequency	Financial Period	Status
		2020-21		Qtr2	
3	Percentage (%) of Carer Assessments submitted to DCP Carer Registration within 5 months of Assessment Commencing during the Reporting Period.	2020-21	Quarterly	Qtr1	Start
3	Percentage (%) of Carer Assessments submitted to DCP Carer Registration within 5 months of Assessment Commencing during the Reporting Period.	2020-21	Quarterly	Qtr2	Reported

36 items < 1-20 >



8. Click on the **hyperlinked text** to open a KPI Record.
9. Once in the KPI record – click the **Go to Contract button** to return to the contract screen instead of the home page.

The screenshot shows the 'Contract KPI Result' page. On the left is the Government of South Australia logo and text. In the center, there is a 'Save' button and a 'Go to Contract' button. The 'Go to Contract' button is highlighted with a red box and has a red '9.' next to it. Below the buttons, there is a field containing '# 27149'.

10. For KPIs that have been submitted to DCP, users will be able to view the data entered, but cannot edit the record.

### Reporting a KPI data entry error

If an error in a submitted KPI has been identified – please contact your DCP contract manager to request a KPI record reset.