



LEGISLATIVE BUDGET BOARD

Performance Measure Reporting in ABEST Instructions for State Agencies

**Includes ABEST Definitions Data Entry
and Prior Fiscal Year Reporting for
New Key Performance Measures Added
During the 89th Legislative Session**

LEGISLATIVE BUDGET BOARD STAFF

WWW.LBB.TEXAS.GOV

NOVEMBER 2025

CONTENTS

DOCUMENT CONVENTIONS.....	ii
GETTING STARTED.....	1
REPORTING PERIODS.....	1
RESOURCES.....	3
ACCESSING ABEST.....	3
LOGGING IN.....	3
PROFILE SELECTION AND CONFIRMATION	4
AGENCY STATUS	5
NEWS SCREEN.....	6
HELP.....	6
HELP DESK CONTACT INFORMATION.....	6
DATA ENTRY CONSIDERATIONS.....	7
DATA ENTRY CAUTIONS AND IMPORTANT INFORMATION.....	8
PERFORMANCE MEASURES REPORTING IN ABEST	8
CUMULATIVE MEASURES.....	9
NONCUMULATIVE MEASURES.....	9
VARIANCE EXPLANATION.....	9
QUARTERLY PERFORMANCE MEASURES.....	10
OUTPUT MEASURES	10
EFFICIENCY MEASURES	14
ANNUAL PERFORMANCE MEASURES.....	14
OUTCOME MEASURES	14
EXPLANATORY MEASURES	15
RESOLVING CLOSING EDITS	16
UPDATE EXPLANATIONS	16
NEW PERFORMANCE MEASURES FOR THE CURRENT BIENNIUM.....	18
PROFILE SELECTION AND CONFIRMATION	19
MISSING MEASURE DEFINITIONS.....	19
ADDING DEFINITIONS FOR NEW MEASURES.....	20
UPDATING THE MEASURE DESCRIPTION	22
CROSS REFERENCE INFORMATION.....	24
NON-KEY MEASURES CHANGED TO KEY	25
CHANGING YOUR AGENCY'S DEFINITION STATUS TO COMPLETE	26
ADDING PRIOR FISCAL YEAR DATA FOR NEW KEY MEASURES.....	26
CHANGING YOUR AGENCY'S MEASURE STATUS TO COMPLETE.....	28
GENERATING REPORTS.....	28
TROUBLESHOOTING.....	30

DOCUMENT CONVENTIONS

This document uses the following symbolic conventions:



Caution: This symbol warns you of the possible loss of data.



Important: This symbol indicates information you need to know.



Tip: This symbol indicates information that may be useful.

GETTING STARTED

Texas state agencies report on their performance using the Automated Budget and Evaluation System of Texas (ABEST). The Legislative Budget Board (LBB) uses ABEST to track agency requests for appropriations through the stages of the legislative appropriations process and track agency performance through the biennial budget cycle.

The state of Texas has a performance-based budgeting system. In the biennial budget cycle, agencies complete strategic plans in the spring/summer before the Texas Legislature meets to determine the state's budget for the following biennium.

As part of the strategic planning process, agencies develop/finalize budget structures that consist of goals, objectives, strategies, performance measures, and other items related to appropriations. Agencies enter performance measure definitions based on the agency's budget structure in ABEST.

After the legislature approves the General Appropriations Act (GAA) during a legislative session, agencies report on their performance in the new biennium using the approved performance measures.

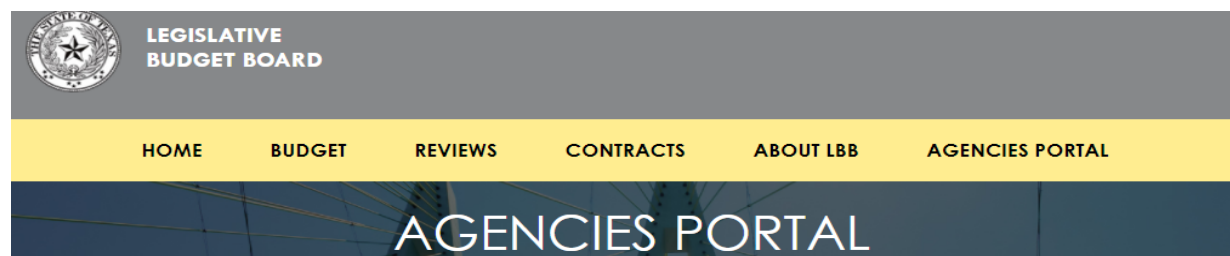
While performance measures and their definitions are usually completed prior to an agency's Legislative Appropriations Request for a given session, new measures are also added sometimes during a legislative session. In addition to addressing performance measure reporting in ABEST, these instructions also cover the ABEST data entry needed for definitions of new measures added during a previous legislative session (refer to the **NEW PERFORMANCE MEASURES FOR THE CURRENT BIENNIUM** section of these instructions on page 18).

REPORTING PERIODS

Agencies use ABEST to report on their performance each quarter and annually for the state fiscal year, which begins September 1. Agencies report quarterly performance data for key output and efficiency measures and annual performance data for key outcome and explanatory measures. Key measures are those referenced in the GAA. ABEST compares performance for key measures to targets established in the GAA. Agencies are required to enter explanations for variances of five percent or more from an established performance target.

In addition to standard reporting in the first quarter of a new biennium, agencies report annual performance data for the previous fiscal year for new key measures approved for the current biennium. Refer to the **NEW PERFORMANCE MEASURES FOR THE CURRENT BIENNIUM** section of these instructions for details.

The reporting schedules for reporting performance are located on the LBB website. From the LBB website (www.lbb.texas.gov), click **AGENCIES PORTAL**. Under **AGENCY INSTRUCTIONS AND APPLICATIONS**, click **INSTRUCTIONS: BUDGET SUBMISSIONS & OTHER REPORTING**, and then under **Data Entry Reference Materials**, click on **ABEST Reporting Schedules** (as shown in the following example).



AGENCY INSTRUCTIONS AND APPLICATIONS

INSTRUCTIONS: BUDGET SUBMISSIONS & OTHER REPORTING

Data Entry Reference Materials

[ABEST Reporting Schedules](#)
[Document Submissions Instructions](#)

Refer to the following table for performance reporting details for fiscal years 2025 through 2027. Specific due dates for reporting are included in the reporting schedules located on the LBB website.

2025-27 PERFORMANCE MEASURES REPORTING					
FISCAL YEAR	SESSION	PERIOD	PROJECTED DUE DATE	REPORTING	MEASURE TYPE
2025	88	4	October 2025	Quarterly (state agencies only)	Output & Efficiency
2025	88	4	October 2025	Annual (state agencies only)	Outcome & Explanatory
2025	88	4	October 2025	Annual (higher education only and refer to separate ABEST instructions for Higher Education)	All Measure Types
2025	89	Prior Year	January 2026	Only New Key Measures for the 2026-27 biennium (state agencies only)	All Measure Types
2026	89	1	January 2026	Quarterly (state agencies only)	Output & Efficiency
2026	89	2	April 2026	Quarterly (state agencies only)	Output & Efficiency
2026	89	2	April 2026	Fall (higher education only and refer to separate ABEST instructions for Higher Education)	Output, Efficiency, & Explanatory
2026	89	3	July 2026	Quarterly (state agencies only)	Output & Efficiency
2026	89	4	October 2026	Quarterly (state agencies only)	Output & Efficiency
2026	89	4	October 2026	Annual (state agencies only)	Outcome & Explanatory
2026	89	4	November 2026	Annual (higher education only and refer to separate ABEST instructions for Higher Education)	All Measure Types
2027	89	1	January 2027	Quarterly (state agencies only)	Output & Efficiency
2027	89	2	April 2027	Quarterly (state agencies only)	Output & Efficiency
2027	89	2	April 2027	Fall (higher education only and refer to separate ABEST instructions for Higher Education)	Output, Efficiency, & Explanatory
2027	89	3	July 2027	Quarterly (state agencies only)	Output & Efficiency
2027	89	4	October 2027	Quarterly (state agencies only)	Output & Efficiency
2027	89	4	October 2027	Annual (state agencies only)	Outcome & Explanatory
2027	89	4	November 2027	Annual (higher education only and refer to separate ABEST instructions for Higher Education)	All Measure Types

2025-27 PERFORMANCE MEASURES REPORTING					
FISCAL YEAR	SESSION	PERIOD	PROJECTED DUE DATE	REPORTING	MEASURE TYPE
2027	90	Prior Year	January 2027	Only New Key Measures for the 2028-29 biennium (state agencies only)	All Measure Types

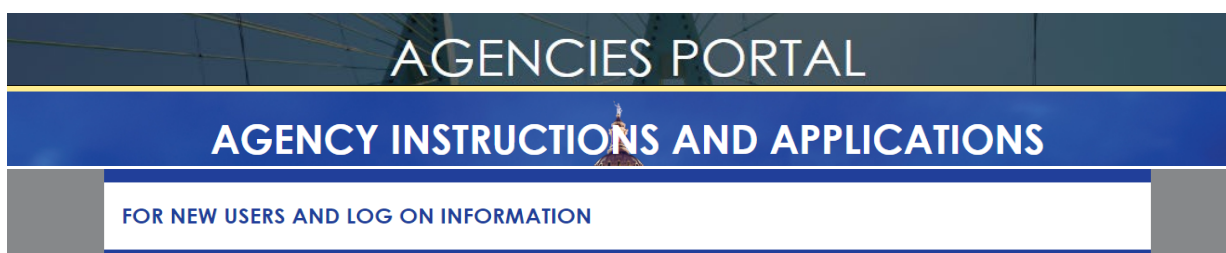
RESOURCES

Refer to the **Guide to Performance Measure Management**, 2012 Edition for more information regarding performance measures. The guide can be found on the LBB website (www.lbb.texas.gov): click **AGENCIES PORTAL**, under **AGENCY INSTRUCTIONS AND APPLICATIONS**, click **INSTRUCTIONS: BUDGET SUBMISSIONS & OTHER REPORTING**, then under **Budget Submissions**, click on **Performance Measures**. If you are reporting for an institution of higher education, refer to the instructions titled **Performance Measure Reporting in ABEST for Institutions of Higher Education**.

ACCESSING ABEST

The following steps should be completed to request a user ID and password for ABEST. If you have forgotten your user ID or password, refer to the [LOGGING IN](#) section of these instructions.

To request a user ID, click **AGENCIES PORTAL** from the LBB website (www.lbb.texas.gov). Under **AGENCY INSTRUCTIONS AND APPLICATIONS**, click **FOR NEW USERS AND LOG ON INFORMATION**, then click **Request Agency Logon**.



If after reading the instructions you need additional assistance, send an email request to WebAppSupport@lbb.texas.gov or call the LBB Help Desk at 512-463-3167.

LOGGING IN

Google Chrome can be used for ABEST data entry. Other browsers (e.g., Firefox, Safari, Microsoft Edge, etc.) will not work consistently and can create problems in the application. The recommended screen resolution is 1280 x 1024. From the LBB website (www.lbb.texas.gov), click **AGENCIES PORTAL**. Under **AGENCY INSTRUCTIONS AND APPLICATIONS**, click **ABEST**.



IMPORTANT

If you already have a user ID and have forgotten the user ID or password, or if your user ID or password does not work, do one of the following:

- Under **AGENCY INSTRUCTIONS AND APPLICATIONS** on the LBB's website (www.lbb.texas.gov), click on **FOR NEW USERS AND LOG ON INFORMATION**, then click on **Reset Password** under **Agency Logon Help**. Enter your User ID or email address and click **Send User Info**.
- Send an email to WebAppSupport@lbb.texas.gov or call the LBB Help Desk at 512-463-3167,

Enter your **Username** and **Password** and click **Login**.

IMPORTANT

Many of the screenshot examples used throughout these *ABEST Instructions* include a notation (*****DEV*****) in the upper left corner of the graphic. This notation (*****DEV*****) will not appear on your ABEST screens because it only displays in the test version of ABEST which was used to create the screenshot examples.

PROFILE SELECTION AND CONFIRMATION

Upon successfully logging into ABEST, two rows of information with drop-down menu boxes will appear near the top of the screen. The first row is the “user profile confirmation bar” and the second row is the “user profile selection bar.” Options selected on the “user profile selection bar” determine the menu layout for a particular business process in ABEST (e.g., Operating Budget, Base Reconciliation, Strategic Plan/Measure Definitions, etc.). The user needs to set their profile by selecting the correct session, business process, stage and agency using the drop-down menu boxes and by saving these selections.

To set your user profile for the business process addressed in these ABEST instructions, complete the following steps. From the available drop-down menu boxes, select a session, the business process titled **Actual Performance Measures**, a fiscal year, and your agency code from the drop-down lists (example is shown below). Click **Save Selections**. The saved selections will appear in the “user profile confirmation bar.”

IMPORTANT

Other agencies will appear in your agency drop-down list when their **Status** is set to **COMPLETE** in ABEST. If your "user profile confirmation bar" settings are not correct, click in the drop-down lists to select the appropriate settings and click **Save Selections**.

Click **View Status** (shown below) to view your agency's Performance Status Information.

*** DEV *** Automated Budget and Evaluation System of Texas (ABEST)

88TH LEGISLATIVE REGULAR SESSION	Actual Performance Measures	Fiscal year - 2025	409 - Commission on Jail Standar	View Status
88TH LEGISLATIVE REGULAR SESSION ▼	Actual Performance Measures ▼	Fiscal year - 2025 ▼	409 - Commission on Jail Standards ▼	Save Selections

The **View Status** box will pop up (as shown below). Performance Status Information displays all the statuses for the fiscal year selected in your user profile. Refer to the below **AGENCY STATUS** section of these instructions to change your agency **Status** from **EMPTY** to **INCOMPLETE**.

2025, Annual Reporting					
Outcome/Explanatory Status:	EMPTY	Reopen:	N	Enabled:	N
2025, Quarterly Reporting					
Period 1 Status:	COMPLETE	Reopen:	N	Enabled:	Y
Period 2 Status:	COMPLETE	Reopen:	N	Enabled:	Y
Period 3 Status:	EMPTY	Reopen:	N	Enabled:	Y
Period 4 Status:	EMPTY	Reopen:	N	Enabled:	N
Measure Definition Status:	COMPLETE				
This page displays all your statuses that are determined by the parameters set in your user profile. Ensure your user profile is correct, then follow one of the options below to change your status and begin data entry. • Click the Measures menu and the Status submenu to change your actual performance status. • Click the Definitions menu and the Status submenu to change your measure definitions status.					

AGENCY STATUS

ABEST automatically sets your agency **Status** to **EMPTY** for upcoming reporting periods. You must change your **Status** to **INCOMPLETE** before you can begin data entry. Click the **Measures** menu and the **Status** submenu, as shown below.

The screenshot shows a navigation menu with the following items: News, Measures, Definitions, and Reports. The 'Measures' menu is expanded, showing sub-items: Status, Outcomes, and Outputs. A mouse cursor is pointing at the 'Status' sub-item. The background of the menu is light blue, and the sub-items are in a darker blue box.

Select the **INCOMPLETE** radio button for the reporting period, and click **Save** (as shown below).

IMPORTANT



If you are still within the current reporting period and need to make modifications after you have set your agency **Status** to **COMPLETE**, send an email request to WebAppSupport@lbb.texas.gov or call the help desk at 512-463-3167 to have your agency **Status** set back to **INCOMPLETE**.

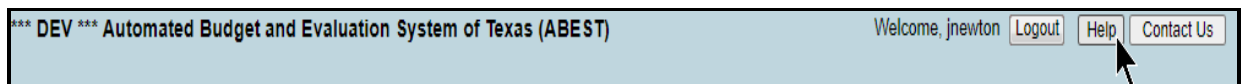
NEWS SCREEN

The ABEST **News** screen provides important information and often conveys details about upcoming deadlines. ABEST may direct you to this screen if this is your first time to log in or if the **News** screen has been updated.



HELP

You can view this user instructions manual online or get help based on your screen location. Click the **Help** button to view the entire user manual, as shown below.

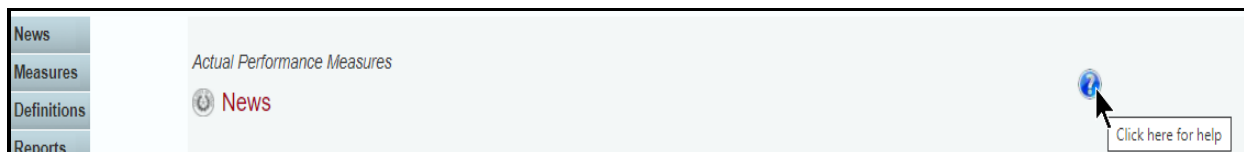


IMPORTANT



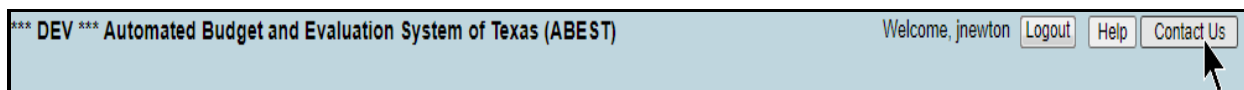
If you are not logged into ABEST or have timed out of ABEST and you click the **Help** button, an overview of ABEST will display instead of the user manual. To view the user manual, log into ABEST and click the **Help** button again.

Click the **Help icon** (shown below) to get detailed information about the screen you are using. The user manual opens and links to the information based on your screen location. The **Help icon** is available on every ABEST screen.



HELP DESK CONTACT INFORMATION

Contact the LBB Help Desk by clicking on **Contact Us**, as shown in the following example.



After clicking on the **Contact Us** button, a window will display, as shown in the below example. Enter your email address, phone number, and message and then click **Send Email**. The LBB Help Desk will respond to email inquiries as soon as possible; however, it can take as long as the end of the next business day in some cases. You can also contact the LBB by sending an email to WebAppSupport@lbb.texas.gov or calling the Help Desk at 512-463-3167.

Contact Us

Phone Numbers
 Helpdesk: (512) 463-3167
 Main: (512) 463-1200
 Fax: (512) 475-2902

Email
 It is our goal to respond to you within 1 business day, regardless of whether you make contact by phone or email.

Your Email:

Your Phone: ()) - Ext.

Subject:

DATA ENTRY CONSIDERATIONS

Refer to the following reference table for information on various data entry considerations.

DATA ENTRY REFERENCE		
TEXT LIMITATIONS	ENTERING DATA	SAVING DATA
- You may copy text from a word processing application and paste it into ABEST, but you should review it and correct formatting problems if necessary. Bulleted lists may not copy properly. Avoid outline styles that combine numbers and bullets. - Numeric dollar fields allow 12 digits maximum. Enter only whole dollar amounts, not decimal places. You do not need to enter commas in numeric fields. Performance measure values can be entered up to four decimal places.	- Click in the data cell and enter the data. - Press Tab to move across to the next cell. - At the end of a row, manually click the cursor in a cell on a new row to enter more data. - You can expand some multi-line text fields by double clicking in the field. Use the Enter key to start a new line of text in a multi-line text field. Click the cursor outside the field or press Tab to move out of the field. Save your work by clicking Save. Each expandable multi-line text field provides a character counter and identifies the character limit for that field. - In any active data entry cell for numbers, use the built-in calculator by double-clicking in it. After making a calculation and clicking the "=" button, click Send to Grid. The calculated number transfers to the cell.	- Save data by pressing Enter on your keyboard or by clicking Save on the screen. - Use the gray section to add new information to a corresponding grid and click Save.

DATA ENTRY REFERENCE (continued)

COLOR CONVENTIONS	IF THE WEB BROWSER STATUS BAR DOES NOT APPEAR	NAVIGATION
- Unsaved numbers appear blue in color. Saved numbers are black. - Grayed out data cells are “read only” and cannot be changed on the grid you are working on. Those cells were entered previously by your agency on a different grid or by LBB/ABEST.	Open the Tools menu in the web browser and choose Internet options. Click the Security tab and select Trusted Sites. Click the Sites button and enter: *.lbb.texas.gov.	- To move to the top of a long screen, click the Top hyperlink at the bottom of the screen. - To move to the bottom of a long screen, click the Bottom hyperlink.

DATA ENTRY CAUTIONS AND IMPORTANT INFORMATION**CAUTION**

You will lose data if ABEST is inactive for 30 minutes or more. Always click “**Save**” if you leave your computer for more than a few minutes. If ABEST becomes inactive, you must close and reopen your internet browser and log back in. Any unsaved data must be re-entered.

CAUTION

If an ABEST screen has multiple grids for data entry and each individual grid has its own respective “**Save**” button, you will lose data if you move to another grid without saving first. Save your work frequently by clicking “**Save**”. Any unsaved data must be re-entered.

CAUTION

If an ABEST screen has multiple grids for data entry and the screen only has one “**Save**” button for that screen, ABEST allows you to click “**Save**” one time on that screen with multiple grids. You can click “**Save**” after entering data for each grid on the screen or you can enter data for all the grids and click “**Save**” one time. Use the method that works best for you to ensure that your data is saved before moving on to another menu or screen.

IMPORTANT

Read the **News** screen when ABEST directs you to it. It often conveys important information regarding changes and upcoming deadlines.

PERFORMANCE MEASURES REPORTING IN ABEST

- Agencies are required to report on all key measures. ABEST compares actual performance entered to targets set by the Texas Legislature that are referenced in the General Appropriations Bill. You are required to enter explanations for variances of five percent or more from a performance target.
- Enter quarterly performance data for output and efficiency measures.
- Enter annual performance data for outcome and explanatory measures (period 4).
- Resolve closing edits and change agency **Status** to **COMPLETE**.

IMPORTANT

All non-key performance measures are reported in the operating budget and the legislative appropriations request (LAR). Non-key measures are measures not referenced in the GAA.

CUMULATIVE MEASURES

Cumulative measures are counts, such as number of people or number of services. For cumulative measures, you will enter the quarterly amount. ABEST will automatically sum performance for each quarter to determine year to date performance. If you enter a quarterly amount for a cumulative measure that falls outside the target range, you must enter a variance explanation. Refer to the [Variance Explanation](#) section below.

Output and efficiency measures may be either cumulative or noncumulative. Output measures usually measure number of people or number of services and are typically but not always cumulative. Efficiency measures generally measure unit costs, units of time, or other ratios and are typically but not always noncumulative.

NONCUMULATIVE MEASURES

Noncumulative measures can be percentages, ratios, averages, unit costs, units of time, and so forth. In the first quarter for a noncumulative measure, you enter the amount and ABEST will automatically fill in the fiscal year to date field. For the second and subsequent quarters, enter the amount and then, calculate and enter your fiscal year to date performance. For annual noncumulative measures, you only enter data in the amount field. If you enter an amount for a noncumulative measure that falls outside the target range, you must enter a variance explanation. Refer to the [Variance Explanation](#) section below.

VARIANCE EXPLANATION

ABEST calculates the percentage of target based on the actual performance entered. ABEST also provides a target range, which is within five percent of the target. If you enter an amount that is outside the target range, you must enter a variance explanation. The explanation should describe the factors that caused the variation from the target range and the methods by which your agency plans to deal with circumstances resulting from the variation.

The table below shows allowable variances for each quarter for cumulative measures.

Period	Target (Percentage)	Allowable Variance (Percentage)
1	25	Between 20 and 30
2	50	Between 45 and 55
3	75	Between 70 and 80
4	100	Between 95 and 105

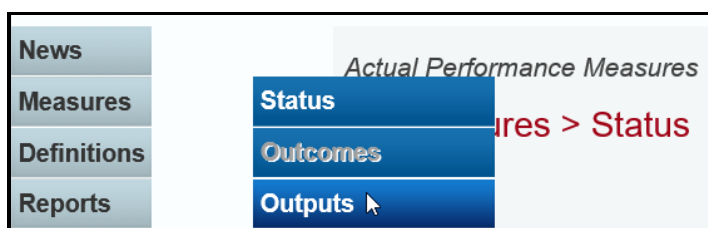
QUARTERLY PERFORMANCE MEASURES

Quarterly performance reporting is required for key output and efficiency measures. You will enter output and efficiency measures on separate submenus. To avoid repetition of these instructions, links will refer you to the initial procedures under the **Output Measures** section. You must use the relevant submenu for efficiency measures, but the basic steps are the same.

OUTPUT MEASURES

Ensure you are in the correct legislative session, business process, and fiscal year (refer to the 2025-27 Performance Reporting table on page 2 of these instructions) and that your agency **Status** for the reporting period is set to **INCOMPLETE** (refer to the **AGENCY STATUS** section of these instructions).

Click the **Measures** menu and the **Outputs** submenu (shown below).



Select a goal, objective, and strategy from the **Strategy** drop-down list, as shown below.

ABEST lists key output measures associated with the strategy in order by reporting period and measure number. The **Period** displays at the top of each grid along with the agency status and the measure number displays in the leftmost position of the **Measure Item**.

Period 1: INCOMPLETE							
Measure Item	Amount	Year to Date	Target	% Target	Target Range	Variance Explanation	Update Explanation
1 - ANNUAL INSPECTIONS			242		48.4 to 72.6		
2 - SPECIAL INSPECTIONS			90		18 to 27		

Notice that only the **Amount** field is enabled for data entry in the example above. The **Target** field is an annual target, with about one-fourth of the measure being attainable for each quarter. This measure is cumulative where ABEST sums performance for each quarter to get **Year to Date** performance. Enter your **Amount** and click **Save**, as shown in the following example.

Period 1: INCOMPLETE , Re-opened.								
	Measure Item	Amount	Year to Date	Target	% Target	Target Range	Variance Explanation	Update Explanation
	1 - ANNUAL INSPECTIONS	49	49	244	20.08	48.8 to 73.2	 	 

ABEST calculates the **Year to Date** field (which is the same as the **Amount** field for the first quarter of the fiscal year) but adds previous quarters' amounts together for the second, third, and fourth quarters, as shown in the below examples. The **Target** fields show the same annual target for the measure in each quarter. ABEST calculates the **% Target** field based on the data entered in the **Amount** field. The **Target Range** field varies for each quarter. Your agency in theory should meet about one-fourth of its annual target in the first quarter, one-half in the first two quarters, and so on. The **Target Range** includes amounts within five percent of the target.

Period 1: COMPLETE , Re-opened.								
	Measure Item	Amount	Year to Date	Target	% Target	Target Range	Variance Explanation	Update Explanation
	1 - ANNUAL INSPECTIONS	49	49	244	20.08	48.8 to 73.2	 	 
Period 2: COMPLETE , Re-opened.								
	Measure Item	Amount	Year to Date	Target	% Target	Target Range	Variance Explanation	Update Explanation
	1 - ANNUAL INSPECTIONS	61	110	244	45.08	109.8 to 134.2	 	 
Period 3: COMPLETE								
	Measure Item	Amount	Year to Date	Target	% Target	Target Range	Variance Explanation	Update Explanation
	1 - ANNUAL INSPECTIONS	63	173	244	70.90	170.8 to 195.2	 	 
Period 4: INCOMPLETE								
	Measure Item	Amount	Year to Date	Target	% Target	Target Range	Variance Explanation	Update Explanation
	1 - ANNUAL INSPECTIONS	74	247	244	101.23	231.8 to 256.2	 	 

An example of a noncumulative measure appears in the following example. For noncumulative measures, the values in the **Target Range** field are the same for each quarter. In the first quarter for a noncumulative measure, you enter the **Amount** and ABEST will automatically fill in the **Year to Date** field. For the second and subsequent quarters, enter the **Amount** and then, calculate and enter your agency's **Year to Date** performance. For annual noncumulative measures, you only need to enter data in the **Amount** field.

Period 1: INCOMPLETE , Re-opened.								
	Measure Item	Amount	Year to Date	Target	% Target	Target Range	Variance Explanation	Update Explanation
	1 - # BUSINESSES LICENSED	17,086	17,086	17,100	99.92	16,245 to 17,955		The amount
Period 2: INCOMPLETE , Re-opened.								
	Measure Item	Amount	Year to Date	Target	% Target	Target Range	Variance Explanation	Update Explanation
	1 - # BUSINESSES LICENSED	17,101	17,101	17,100	100.01	16,245 to 17,955		The amount
Period 3: INCOMPLETE , Re-opened.								
	Measure Item	Amount	Year to Date	Target	% Target	Target Range	Variance Explanation	Update Explanation
	1 - # BUSINESSES LICENSED	17,505	17,505	17,100	102.37	16,245 to 17,955		The amount
Period 4: , Re-opened.								
	Measure Item	Amount	Year to Date	Target	% Target	Target Range	Variance Explanation	Update Explanation
	1 - # BUSINESSES LICENSED	17,500	17,500	17,100	102.34	16,245 to 17,955		The amount

TIP



ABEST provides a built-in calculator. For details, refer to the **Data Entry Considerations** on page 7.

Year to Date performance for noncumulative measures should be calculated for the entire reporting period and not on the basis of adding together the performance from separate reporting periods. Exceptions would be measures that report averages. Review the measure definition if you are not sure how to calculate the year to date performance for noncumulative measures.

In the example below, the number entered falls within the **Target Range**. Click **Save** and move on to the next measure or strategy.

	Measure Item	Amount	Year to Date	Target	% Target	Target Range	Variance Explanation	Update Explanation
	1 - # BUSINESSES LICENSED	16900	16,900	17,100	98.84	16245.0000 to 17955.0000		

If you enter an amount that is outside the **Target Range**, you must enter a **Variance Explanation**. The **Variance Explanation** field is enabled for data entry once you enter an amount outside the **Target Range** and press tab, as shown in the following example.

Measure Item	Amount	Year to Date	Target	% Target	Target Range	Variance Explanation	Update Explanation
3 - TV AMT OF AD BUDGET	22.0	22.0	11.25	195.56	2.2500 to 3.3750		

Enter a value in the **Amount** field and press tab.

TIP

The **Amount** and **Year to Date** fields default to dashes prior to data entry. Ensure that your data is entered correctly. You can easily replace dashes by using one of the options below.

- Click in the **Amount** field and click the 'X' to remove all dashes.
- Click on the **Measure Item** and tab to the **Amount**.

Enter the **Variance Explanation** if necessary and click **Save**.

Measure Item	Amount	Year to Date	Target	% Target	Target Range	Variance Explanation	Update Explanation
3 - TV AMT OF AD BUDGET	22.0	22.0	11.25	195.56	2.2500 to 3.3750	Theadvertising	

If you are outside the **Target Range**, you must enter a **Variance Explanation** before ABEST will allow you to save your data, as shown below. Data will not be saved until all edit messages have been cleared.



Strategy: 1-OPERATE LOTTERY 1-PRODUCE REVENUE 8-MASS MEDIA ADVERTISING

Period 1: INCOMPLETE

Measure Item	Amount	Year to Date	Target	% Target	Target Range	Variance Explanation	Update Explanation
3 - TV AMT OF AD BUDGET	22	22	11.25	195.56	2.2500 to 3.3750		

Line 1: Variance Explanation is required.

Period 2: NOT ENABLED YET

Period 3: NOT ENABLED YET

Period 4: NOT ENABLED YET

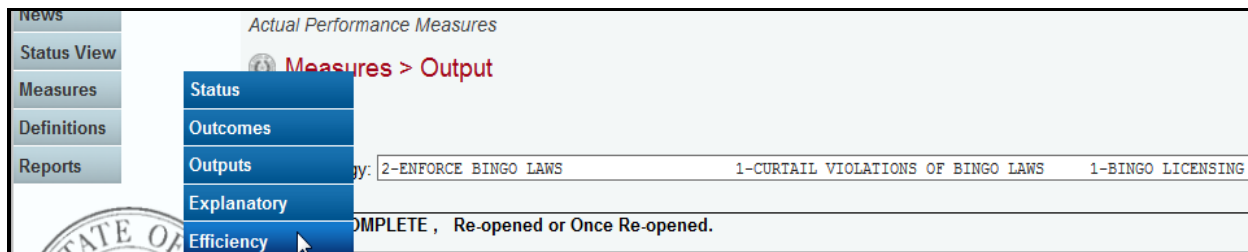
Data not saved.
Check error messages.

Top

Repeat the previous steps for each performance measure listed. Select the next goal, objective, and strategy from the **Strategy** drop-down list.

EFFICIENCY MEASURES

Click the **Measures** menu and the **Efficiency** submenu, as shown below.



The data entry screen allows you to enter efficiency measures just as you did for Output Measures. Refer to the [Output Measures](#) section of these instructions for data entry details.

ANNUAL PERFORMANCE MEASURES

Annual performance reporting consists of entering performance data for outcome and explanatory measures. You will enter outcome and explanatory measures on separate submenus. To avoid repetition of these instructions, the explanatory measure link will refer you to the procedures under the **Outcome Measures** section. You must use the relevant submenu for explanatory measures, but the basic steps are the same.

Outcome measures assess an agency's effectiveness (results or impact) in serving its key customers and in achieving its mission, goals, and objectives. Therefore, outcomes measure performance on goals and objectives, but not strategies.

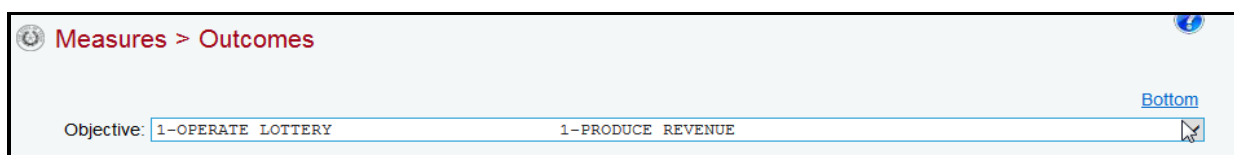
OUTCOME MEASURES

Ensure you are in the correct legislative session, business process, and fiscal year (refer to the 2025-27 Performance Reporting table on page 2 of these instructions) and that your agency **Status** for the reporting period is set to **INCOMPLETE**.

Click the **Measures** menu and the **Outcomes** submenu.



Select a goal and objective from the **Objective** drop-down list, as shown below.



ABEST lists key outcome measures associated with the objective in order by measure number. The **Status** displays at the top of the grid and the measure number displays in the leftmost position of the **Measure Item**.

Annual Report: INCOMPLETE							
Measure Item	Amount	Year to Date	Target	% Target	Target Range	Variance Explanation	Update Explanation
1 - % RETAILERS SATISFIED		-----	95		90.25 to 99.75		
6 - REVENUE PER ADVERTISING DOLLAR		-----	33.26		31.597 to 34.923		

Notice that only the **Amount** field is enabled for data entry in the above example. The **Target** and **Target Range** (within five percent of the **Target**) display for each measure. ABEST calculates the % **Target** field based on the value you enter in the **Amount** field.

If you enter an amount that is outside the **Target Range**, you must enter a **Variance Explanation**. The **Variance Explanation** field is enabled for data entry (as shown in the below example) once you enter an amount outside the **Target Range** and press tab.

Annual Report: INCOMPLETE							
Measure Item	Amount	Year to Date	Target	% Target	Target Range	Variance Explanation	Update Explanation
1 - % RETAILERS SATISFIED	10	10 x	95	10.53	90.25 to 99.75		
6 - REVENUE PER ADVERTISING DOLLAR		-----	33.26		31.597 to 34.923		

Enter a value in the **Amount** field and press tab.

TIP



The **Amount** and **Year to Date** fields default to dashes prior to data entry. Ensure that your data is entered correctly. You can easily replace dashes by using one of the options below.

- Click in the **Amount** field and click the 'X' to remove all dashes.
- Click on the **Measure Item** and tab to the **Amount**.

Enter the **Variance Explanation** if necessary and click **Save**. If you are outside the **Target Range**, you must enter a **Variance Explanation** before ABEST will allow you to save your data. Data will not be saved until all edit messages have been cleared.

Repeat the previous steps for each outcome measure listed. Select the next goal and objective from the Objective drop-down list.

EXPLANATORY MEASURES

Click the **Measures** menu and the **Explanatory** submenu, as shown in the following example.

Measures	Status	Outcomes	Outputs	Explanatory	Efficiency
			1-OPERATE LOTTERY	1-PRODUCE REVENUE	
					INCOMPLETE

The data entry screen allows you to enter explanatory measures just as you did for Outcome Measures. Refer to the [Outcome Measures](#) section of these instructions for data entry details.

RESOLVING CLOSING EDITS

To review your agency's closing edits, click the **Measure** menu and the **Status** submenu. If your agency has closing edits, they will display on the **Status** screen, as shown in the below example.

Amount or YTD are missing for the following GOS .

Measure Type	Goal	Objective	Strategy	Measure Item
Efficiency	1 - OPERATE LOTTERY	1 - PRODUCE REVENUE	3 - MARKETING AND PROMOTION	1 - AVERAGE COST/SURVEY
Efficiency	1 - OPERATE LOTTERY	1 - PRODUCE REVENUE	8 - MASS MEDIA ADVERTISING CONTRACT(S)	1 - % AWARE OF LOTTERY ADVERTISING
Output	2 - ENFORCE BINGO LAWS	1 - CURTAIL VIOLATIONS OF BINGO LAWS	1 - BINGO LICENSING	1 - # OF LICENSES ISSUED TO INDIV/ORG
Output	2 - ENFORCE BINGO LAWS	1 - CURTAIL VIOLATIONS OF BINGO LAWS	3 - BINGO LAW COMPLIANCE FIELD OPER	3 - # BINGO COMPLAINTS COMPLETED
Output	2 - ENFORCE BINGO LAWS	1 - CURTAIL VIOLATIONS OF BINGO LAWS	4 - BINGO PRIZE FEE COLLECTION & ACCT	1 - NUMBER OF DAYS TO ALLOCATE

To print the **Status** screen, right-click your mouse and select **Print**.

Review the errors notated in red at the top of the grid.

Click the appropriate submenu, based on the **Measure Type** listed.

Select the **Goal**, **Objective**, and **Strategy** (if necessary) and enter the missing data.

Click the **Measure** menu and the **Status** submenu to verify that all your edits have cleared.

Select the **COMPLETE** radio button and click **Save**, as shown below.

Period 1 Report:

☐ EMPTY ☐ INCOMPLETE ☒ COMPLETE

UPDATE EXPLANATIONS

Once set to **COMPLETE**, your agency **Status** must be set back to **INCOMPLETE** by LBB staff before you can edit performance measures. If you are still within the reporting period, send an email

request to WebAppSupport@lbb.texas.gov or call the help desk at 512-463-3167 to have your agency **Status** set back to **INCOMPLETE**. If you are past the reporting deadline, call your LBB analyst for approval to reopen.

You must enter an explanation for each change you make if ABEST is reopened. The **Update Explanation** field is enabled once you edit a measure and tab out of the **Amount** or **Year to Date** field, as shown in the below example. When a new explanation is entered, ABEST compares the text against previous explanations and will not accept the entry if the explanation is a duplicate.

Measure Item	Amount	Year to Date	Target	% Target	Target Range	Variance Explanation	Update Explanation
1 - # BUSINESSES LICENSED	\$17,151	\$17,151	\$17,100	100.3	\$16245.0000 to \$17955.0000		

Update your performance data as needed and select tab. Enter an **Update Explanation** and include a **Variance Explanation** if needed. Click **Save**. You will not be able to update and exit the screen until you enter an **Update Explanation**, as shown in the below example. Updating one quarter may affect other quarters (i.e., **Variance Explanation**). Review the edit messages in red and make the appropriate entries. ABEST will not save data until all edit messages are cleared.

Measure Item	Amount	Year to Date	Target	% Target	Target Range	Variance Explanation	Update Explanation
1 - # BUSINESSES LICENSED	17500	\$17,151	\$17,100	100.3	\$16245.0000 to \$17955.0000		

Line 1: 'Update Explanation' or updating the existing 'Update Explanation' is required.

There is no limit on the number of times you can update a measure or **Variance Explanation**. You must justify each change by entering an explanation in the **Update Explanation** field.

Click the **magnifying glass**  to the left of the **Measure Item** (as shown in the below example) to review all updates to a measure.

Period 3: COMPLETE , Re-opened or Once Re-opened.							
	Measure Item	Amount	Year to Date	Target	% Target	Target Range	Variance Explanation
	1 - # BUSINESSES LICENSED	17,505	17,112.66	17,100	100.08	16245.0000 to 17955.0000	The actual

Upon clicking the **magnifying glass** , the goal, objective, and strategy (if applicable) display at the top of the grid. Details regarding the update(s) are listed by **Date of Update**, as shown in the following example.

Actual Performance Measures

Measures > Output > Modified history by the re-open of Period 3

[Bottom](#)

Goal: 1 - OPERATE LOTTERY
Objective: 1 - PRODUCE REVENUE
Strategy: 1 - LOTTERY OPERATIONS

Report item: 1 - # BUSINESSES LICENSED

Date of Update	Amount	Year to Date	Variance Explanation	Update Explanation
Jan 28 2015 4:00PM	17,505	17,112.66		^ The actual Amount changed due v to ...
Jan 28 2015 4:00PM	17,505	17,151		^ Amount changed due to ... v
Dec 15 2014 2:10PM	17,500	17,151		^ Amount changed due to v
Dec 15 2014 2:06PM	17,151	17,151		^ v

[Top](#)

Click the **Return** button at the bottom of the screen to go back to the previous screen. You can also generate actual performance reports that include update explanations. To generate reports, refer to the section of these instructions titled **GENERATING REPORTS**.

NEW PERFORMANCE MEASURES FOR THE CURRENT BIENNIUM

IMPORTANT



If your agency does not have any new performance measures for the current 2026–27 biennium, disregard this section of these instructions and proceed to first quarter performance reporting in ABEST.

After the first quarter of the first fiscal year of a new biennium, in addition to normal first quarter performance reporting, state agencies must report annual performance data for the *previous* fiscal year for new “key” measures approved for the *current* biennium. Prior fiscal year data provides a baseline for future quarterly reporting of the new “key” measures. This includes new key measures never reported before and measures changed from non-key to key in ABEST. Key measures indicate the extent to which a state agency is achieving its goals or objectives and consist of the outcome, output, efficiency, and explanatory measures referenced in the General Appropriations Act for each agency.

There are three tasks to perform for new measures that were added during the prior regular legislative session:

- check for missing definitions for newly added measures and provide definitions if needed;
- flag measures changed from non-key to key during the prior legislative session; and
- add prior fiscal year performance data for all your agency’s new key measures.

Your agency may do these three tasks before or after reporting on first quarter performance in ABEST.

In this section of these instructions, output measures are used for the primary example of working with measures. Working with outcome, explanatory, and efficiency measures is nearly an identical

process. Also, because institutions of higher education (IHEs) report twice per fiscal year (due in April and November) on key and non-key measures, the steps included in this section of the instructions are not required for IHEs.

PROFILE SELECTION AND CONFIRMATION

Log into ABEST. Upon successfully logging into ABEST, two rows of information with drop-down menu boxes will appear near the top of the screen. The first row is the “user profile confirmation bar” and the second row is the “user profile selection bar.” Options selected on the “user profile selection bar” determine the menu layout for a particular business process in ABEST (e.g., Operating Budget, Base Reconciliation, etc.). The user needs to set their profile by selecting the correct session, business process, stage and agency using the drop-down menu boxes and by saving these selections.

To set your user profile for the business process addressed in these ABEST instructions, complete the following steps.

From the available drop-down menu boxes, select 89TH LEGISLATIVE REGULAR SESSION, Actual Performance Measures, Fiscal year - 2026, and your agency. As shown in the example below, click **Save Selections** to update your profile.

The screenshots show the ABEST interface with the following configuration:

- Session: 89TH LEGISLATIVE REGULAR SESSION
- Business Process: Actual Performance Measures
- Fiscal year: Fiscal year - 2026
- Agency: 212 - Office of Court Admin

The 'Save Selections' button is highlighted in the second screenshot.

The options you selected on your “user profile selection bar” will display on the “user profile confirmation bar”.

MISSING MEASURE DEFINITIONS

Click the **Definitions** menu and the **Status** submenu as shown below.

The navigation menu shows the following structure:

- News
- Measures
- Definitions**
 - Status**
 - Outcomes
- Reports

The **Definitions > Status** screen displays, and if applicable, a list of missing definitions will be identified on the screen as shown in the following example.

Actual Performance Measures

Definitions > Status

☒ COMPLETE

Save Cancel

[Bottom](#)

Outputs - Missing 1st Year Definitions (1)

[Measure Definitions > Outputs](#)

Goal	Objective	Strategy	Sequence
11	1	1	8

If edits display on the **Definitions > Status** screen, contact your agency's assigned LBB analyst to have your agency's measure definitions reopened. The analyst will contact the ABEST support staff, who will reopen your agency's measure definitions (the agency **Status** will be set to **INCOMPLETE** as shown on the following example).

Actual Performance Measures

Definitions > Status

☒ INCOMPLETE ☐ COMPLETE

Save Cancel

ADDING DEFINITIONS FOR NEW MEASURES

Return to the **Definitions > Status** screen after your agency **Status** is set to **INCOMPLETE**. Note the first measure (**Goal**, **Objective**, **Strategy** and **Sequence**) that is missing a definition. Click on the **Measure Definitions** hyperlink, as shown in the following example. The link will direct you to the definitions screen for input.

Outputs - Missing 1st Year Definitions (1)

[Measure Definitions > Outputs](#)

Goal	Objective	Strategy	Sequence
11	1	1	8

TIP



You can also access measure definitions by clicking the **Definitions** menu and the corresponding submenu (e.g., **Outcomes**, **Outputs**, **Explanatory**, **Efficiency**).

Select a **Strategy** from the first drop-down menu box and an **Output Measure** from the second drop-down menu box (shown below).

Actual Performance Measures

Definitions > Outputs

Strategy: 1-PROCESSES AND INFORMATION 1-JUDICIAL PROCESSES AND INFORMATION 1-COURT ADMINISTF

Output Measure: 1-# EDUCATIONAL PRESENTATIONS

Output Measure Definition:

1-# EDUCATIONAL PRESENTATIONS	Output: 1-# EDUCATIONAL PRESENTATIONS
2-# NEW MO COURT ACTIVITY REPORTS PRO	
3-# METTINGS ORGANIZED BY STAFF	

Definitions DataLimit

Verify the **Definitions** tab is selected on the **Output Measure Definition** grid, as shown below.

Output Measure Definition:

Definitions DataLimitations DataSource Methodology Purpose

BL 2026

Enter the measure definition for **BL 2026**. You only need to enter **BL 2027** information if it differs from **BL 2026**. There is a maximum of 1,000 characters for each definition field. Then click **Save**.

Actual Performance Measures

Definitions > Outputs

Strategy: 1-PROCESSES AND INFORMATION 1-JUDICIAL PROCESSES AND INFORMATION 1-COURT ADMINISTF

Output Measure: 1-# EDUCATIONAL PRESENTATIONS

Output Measure Definition:

Definitions DataLimitations DataSource Methodology Purpose

BL 2026

This measure tracks the number of presentations made by OCA staff to outside groups.

BL 2027

Only need to enter fiscal year 2027 definition text here if it is different from the 2026 definition ...

Maximum of 1,000 characters for this "Definitions" text field ...

Save Cancel

IMPORTANT



Entered information will not **Save** until **BL 2026** information is entered for each tab listed on the **Output Measure Definition** grid.

Click on the remaining tabs (e.g., **DataLimitations**, **DataSource**, **Methodology**, **Purpose**) displayed on the **Output Measure Definition** grid (as shown in the following example), enter **BL 2026** information, if necessary enter **BL 2027** information (if different from **BL 2026**), and click **Save**.

Actual Performance Measures

Definitions > Outputs

Definition Description Cross Ref Bottom

Strategy: 1-PROCESSES AND INFORMATION 1-JUDICIAL PROCESSES AND INFORMATION 1-COURT ADMINISTF▼

Output Measure: 1-# EDUCATIONAL PRESENTATIONS▼

Output Measure Definition:

Definitions DataLimitations DataSource Methodology Purpose

BL 2026

Enter fiscal year 2026 DataLimitations text here ...

Maximum of 1,000 characters for this "DataLimitations" text field ...

BL 2027

Only need to enter fiscal year 2027 DataLimitations text here if it is different from the 2026 text ...

Maximum of 1,000 characters for this "DataLimitations" text field ...

Data saved.

Save Cancel

IMPORTANT



After **BL 2026** information is entered for each tab listed on the **Output Measure Definition** grid, then clicking **Save** on any tab will save all the data displayed on the **Output Measure Definition** grid.

Review the **Definitions > Status** screen and repeat the steps above for any additional measures that are missing definitions.

UPDATING THE MEASURE DESCRIPTION

If a measure is new, the **New Measure**, **Priority** and **Target Attainment** fields need to be modified. They are located on the **Definitions** screen and display in the second grid on the screen. Navigate to that second grid (measure description) either by clicking on the **Description** hyperlink (as shown in the below example) or scroll down to the second grid on the **Definitions** screen.

Definitions > Outputs

Definition Description Cross Ref Bottom

Strategy: 1-PROCESSES AND INFORMATION 1-JUDICIAL PROCESSES AND INFORMATION 1-COURT ADMINISTF▼

Output Measure: 1-# EDUCATIONAL PRESENTATIONS▼

Output Measure Definition:

Output Measure Description:

Output Sequence: 1 Output Code: 5

The grid displays the measure description that is associated with the measure selected (as shown in the following example). Review the items displayed and contact your agency's assigned LBB analyst if you have any questions regarding the information listed. Any changes to this information must go through your LBB analyst. If the measure is new, the **New Measure** field defaults to **Y** and the **Priority** and **Target Attainment** fields are blank, as shown in the below example.

Output Measure Description:

Output Sequence:	3	Output Code:	4
Percentage:	N	Reported:	N
New Measure:	Y	Key:	Y
Calculation:	C	Annual/Fall:	N
Short Name:	LICENSE REVOCATIONS		
Full Name:	License Revocations		
Priority:		Target Attainment:	

New Measure: Priority: Target Attainment:

IMPORTANT

Hover your cursor over the input boxes in the measure description grid and the data entry options that are available to you are displayed on the screen in a pop-up text box (example shown below).

New Measure: Priority: Target Attainment:

Acceptable Target Attainment: H/h-High; L/l-Low

The data entry options for the three fields are as follows:

- **New Measure:** Y=Yes, N=No
- **Priority:** H=High, M=Medium, L=Low
- **Target Attainment:** H=High (acceptable attainment is *higher* than target), L=Low (acceptable attainment is *lower* than target)

Click in the appropriate input boxes to enter or revise the **New Measure**, **Priority** and **Target Attainment** fields and click **Save**. Your changes will load into the top portion of the grid after you click **Save**.

Output Measure Description:

Output Sequence:	3	Output Code:	4
Percentage:	N	Reported:	N
New Measure:	Y	Key:	Y
Calculation:	C	Annual/Fall:	N
Short Name:	LICENSE REVOCATIONS		
Full Name:	License Revocations		
Priority:	H	Target Attainment:	L

New Measure: Priority: Target Attainment:

Data saved.

CROSS REFERENCE INFORMATION

A **Cross Reference Information** grid displays under the **Measure Description** grid. For new measures, there is no applicable information for this grid, as shown in the below example.

Cross Reference Information:

Agency Code:	Session Code:	Session Type:
Stage Code:	Version Code:	Entered By:
Goal Seq:	Objective Seq:	Strategy Seq:
Measure Type:	Measure Seq:	Date & Time:

No Cross Reference for New Measures.

All measures that are not new in ABEST were copied from 88-R to 89-R and cross references have been created in ABEST. If you are entering a definition that is not related to a new measure in ABEST (for example, it was a measure transferred from one state agency to another), you are required to identify where that measure (which is in your agency's approved budget structure for the 2026-27 biennium) existed in ABEST in the 2024-25 biennium, and to cross-reference the measure in ABEST. Cross-references allow the LBB to track performance from one biennium to the next in cases in which measures moved to a different goal/objective/strategy within an agency, or to a different state agency.

IMPORTANT



Any measure that cannot be cross-referenced to an equivalent measure in the previous regular legislative session (whether it is a new measure for the 2026-27 biennium or because the definition of the measure has changed significantly from the previous regular legislative session) must be identified as a "new" measure for ABEST Actual Performance Measures reporting purposes. Any measure that is not identified as "new" in ABEST must be cross-referenced to the corresponding measure that existed in the previous regular legislative session.

For measures that moved to a different goal/objective/strategy within an agency, or to a different state agency, use the drop-down menus on the **Cross Reference Information** grid to identify where the measure (which is in your agency's approved budget structure for the 2026-27 biennium) existed in ABEST in the 2024-25 biennium. Then click **Save**, as shown in the below example.

Output Measure Description:

Output Sequence:	1	Output Code:	1
Percentage:	N	Reported:	N
New Measure:	N	Calculation:	C
Key:	Y	Annual/Fall:	N
Priority:	H	Target Attainment:	H
Short Name:	# NEW LICENSEES ISSUED		
Full Name:	Number of New Certificates/Licensees Issued to Individuals		

New Measure: ☐ N ☐ Priority: ☐ H ☐ Target Attainment: ☐ H

Cross Reference Information:

Agency Code:	Session Code:	Session Type:
Stage Code:	Version Code:	Entered By:
Goal Seq:	Objective Seq:	Strategy Seq:
Measure Type:	Measure Seq:	Date & Time:

Agency:

Measure Type: ☐ Outcome ☒ Output ☐ Efficiency ☐ Explanatory

GOS:

Measure:

NON-KEY MEASURES CHANGED TO KEY

If a non-key measure in 88-R has been changed to key for 89-R, it must appear as a *new* measure in ABEST Actual Performance Measures reporting.

In the following example, an output measure changed from non-key in 88-R to key for 89-R, but the **New Measure** field has been marked with a “N”, which means this measure has been included in the agency’s ABEST Actual Performance Measures reporting in the past fiscal year. The “N” needs to be changed to a “Y”, which means this measure is *new* for purposes of the agency’s ABEST Actual Performance Measures reporting.

Output Measure Description:

Output Sequence:	1	Output Code:	1
Percentage:	N	Reported:	N
New Measure:	N	Key:	Y
Calculation:	C	Annual/Fall:	N
Priority:	H	Target Attainment:	H
Short Name:	# PROV & RECIP INVESTIGATIONS		
Full Name:	Number of Completed Provider and Recipient Investigations		

New Measure: Priority: Target Attainment:

To change the measure to *new* for purposes of ABEST Actual Performance Measures reporting, click the **Definitions** menu and the **Outputs** submenu. Select the **Strategy** and **Output Measure**, and then click the **Description** hyperlink at the top of the screen which will take you to the **Output Measure Description** grid.

In the **Output Measure Description** grid, change the **New Measure** field from N to Y (as shown below) and click **Save**.

Output Measure Description:

Output Sequence:	1	Output Code:	1
Percentage:	N	Reported:	N
New Measure:	N	Key:	Y
Calculation:	C	Annual/Fall:	N
Priority:	H	Target Attainment:	H
Short Name:	# PROV & RECIP INVESTIGATIONS		
Full Name:	Number of Completed Provider and Recipient Investigations		

New Measure: Priority: Target Attainment:

Your changes will load into the top portion of the **Output Measure Description** grid after you click **Save**, as shown below.

Output Measure Description:

Output Sequence:	1	Output Code:	1
Percentage:	N	Reported:	N
New Measure:	Y	Key:	Y
Calculation:	C	Annual/Fall:	N
Priority:	H	Target Attainment:	H
Short Name:	# PROV & RECIP INVESTIGATIONS		
Full Name:	Number of Completed Provider and Recipient Investigations		

New Measure: Priority: Target Attainment:

Data saved.

CHANGING YOUR AGENCY'S DEFINITION STATUS TO COMPLETE

You must set your agency's measure definition **Status** to **COMPLETE** after you have:

- entered missing definitions for new measures (outcome, output, efficiency, and explanatory),
- entered values for new measures in the **New Measure (Y)**, **Priority** and **Target Attainment** fields, and
- updated the **New Measures** field to 'Y' for 88-R non-key measures that have changed to key for 89-R.

To set your agency's **Status** to **COMPLETE**, click the **Definitions** menu and the **Status** submenu, then select the **COMPLETE** radio button and click **Save**, as shown below.

Actual Performance Measures

Definitions > Status

☒ INCOMPLETE ☐ COMPLETE

Save Cancel

<<< CONGRATULATIONS, YOU MAY NOW SET YOUR STATUS TO "COMPLETE" >>>

ADDING PRIOR FISCAL YEAR DATA FOR NEW KEY MEASURES

You must add prior fiscal year data for any measure that is defined as new and key for the 2026-27 biennium.

On the ABEST profile bar at the top of the screen, select **89TH LEGISLATIVE REGULAR SESSION** and **Fiscal year - 2025** (as shown below) and click **Save Selections**.

*** DEV *** Automated Budget and Evaluation System of Texas (ABEST)

88TH LEGISLATIVE REGULAR SESSION	Actual Performance Measures	Fiscal year - 2025	510 - Behavioral Health Executiv	View Status
89TH LEGISLATIVE REGULAR SESSION	Actual Performance Measures	Fiscal year - 2025	510 - Behavioral Health Executive Council	Save Selections

News

Measures

Definitions

Actual Performance Measures

News

Fiscal year - 2025

Fiscal year - 2026

Fiscal year - 2027

Click the **Measures** menu and the **Status** submenu, as shown below.

News

Measures

Definitions

Reports

Status

Outcomes

Outputs

Explanatory

Efficiency

Any new key measures that are missing amounts for fiscal year 2025 will display as an edit on the **Measures > Status** screen, as shown below. You may need to print the screen's details to assist you later when entering the missing data.

☒ EMPTY
 ☐ INCOMPLETE
 ☐ COMPLETE

Save Cancel

Amount and/or YTD are missing for the following.

Measure Type	Goal	Objective	Strategy	Measure Item
Output	1 - PREPAREDNESS AND PREVENTION	1 - IMPROVE PUBLIC HEALTH	3 - HEALTH REGISTRIES	2 - # FACILITIES ENROLLED IN TXHSN

Change your agency **Status** from **EMPTY** to **INCOMPLETE** by selecting the **INCOMPLETE** radio button and clicking **Save**, as shown below.

☐ EMPTY
 ☒ INCOMPLETE
 ☐ COMPLETE

Save Cancel

Amount and/or YTD are missing for the following.

To add the missing output measure amount, click the **Measures** menu and the **Outputs** submenu. Then select the appropriate **Strategy**, as shown in the following example.

Actual Performance Measures

Measures > Outputs

Bottom

Strategy: 1-PREPAREDNESS AND PREVENTION 1-IMPROVE PUBLIC HEALTH 3-HEALTH REGISTRIES

Annual Report: INCOMPLETE

Measure Item	Amount	Year to Date	Target	% Target	Target Range	Variance Explanation	Update Explanation
2 - # FACILITIES ENROLLED IN TXHSN							

Enter prior fiscal year data for the output measure that is missing data for the selected **Strategy** and click **Save** (shown below).

Bottom

Strategy: 1-PREPAREDNESS AND PREVENTION 1-IMPROVE PUBLIC HEALTH 3-HEALTH REGISTRIES

Annual Report: INCOMPLETE

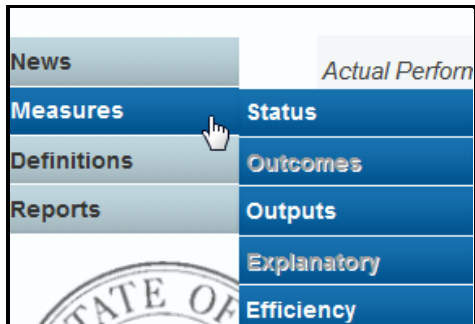
Measure Item	Amount	Year to Date	Target	% Target	Target Range	Variance Explanation	Update Explanation
2 - # FACILITIES ENROLLED IN TXHSN	750	750					

Save Cancel

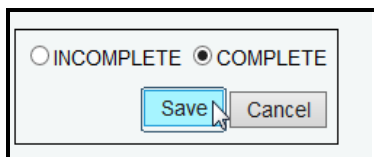
Repeat these steps for each measure that is missing data. Click the appropriate submenus for outcome, outputs, efficiency, and explanatory to access the needed screens for data entry.

CHANGING YOUR AGENCY'S MEASURE STATUS TO COMPLETE

Click the **Measures** menu and the **Status** submenu.

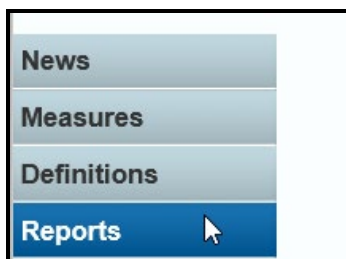


If no edits display, select the **COMPLETE** radio button and click **Save**.



GENERATING REPORTS

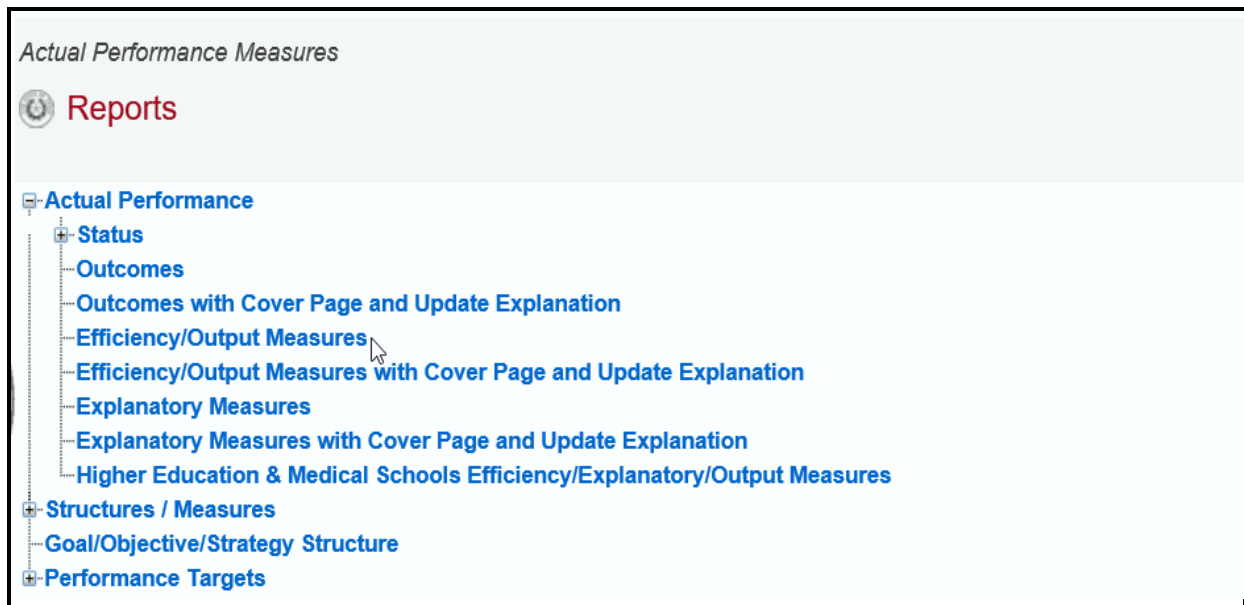
To generate reports, click the **Reports** menu, as shown below.



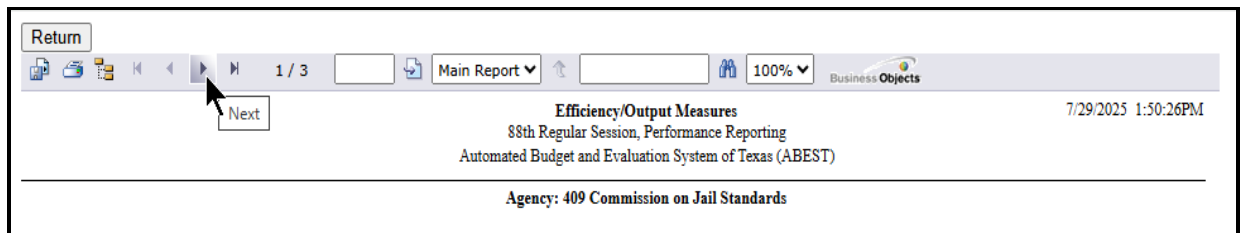
Click the **plus sign (+)** next to **Actual Performance**, as shown in the following example.



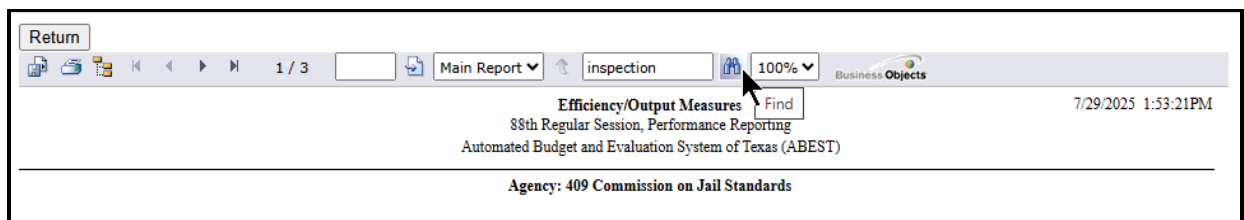
Click a **report name** to generate the report.



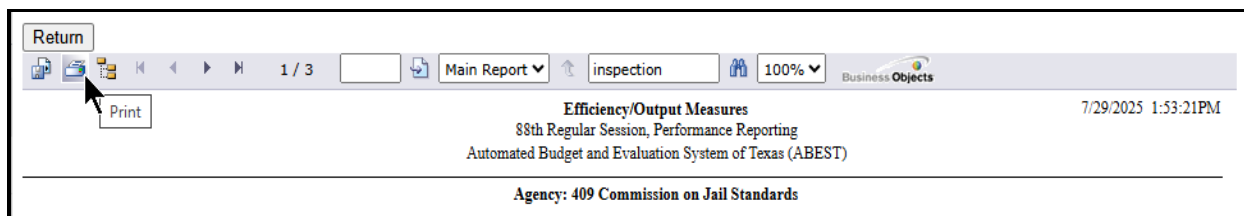
A preview of the report appears in the ABEST window. Use the **arrow keys** at the top to navigate through multi-page reports, as shown in the following example.



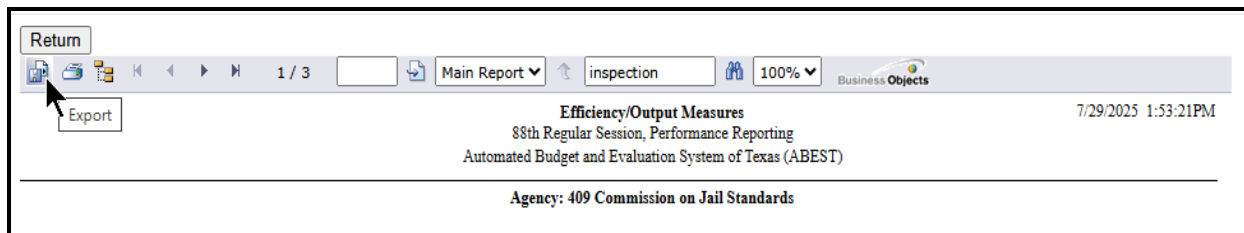
To use the search feature, enter search text and click on the **binoculars icon** at the top of the screen, as shown below.



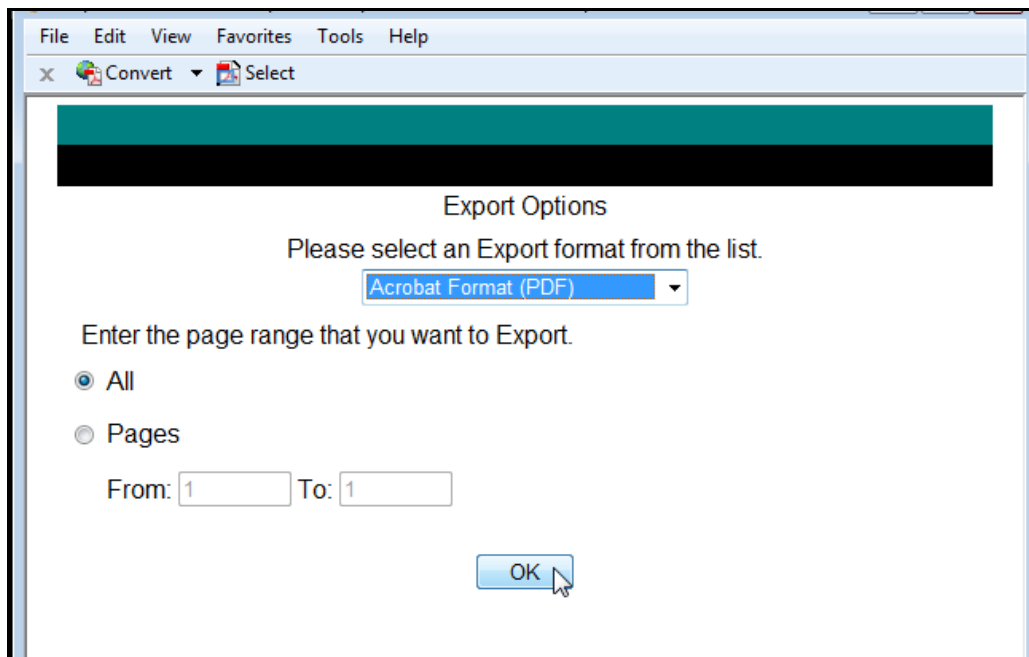
To print, click the **printer icon** below the return button, as shown in the following example.



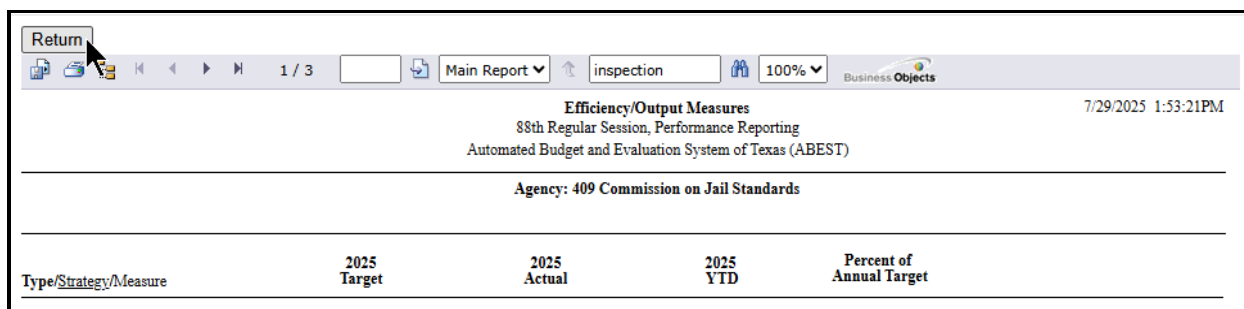
To export, click the **first icon** in the upper left corner of the ABEST screen, as shown below.



Select the appropriate export format from the drop-down list and click **OK** (shown below). The report will download into the appropriate application. Save your file.



Click **Return** (shown below) to go back to the **Reports** menu screen.



TROUBLESHOOTING

Review the following table regarding calls previously made to the LBB Help Desk. If you are having a problem, look here to find answers first. If your problem does not appear below, contact the LBB (refer to the **Help Desk Contact Information** section of these instructions).

TROUBLESHOOTING ISSUES AND TIPS	
PROBLEM	RESOLUTION
Where do I go to change my agency's status?	Click the Measures menu and the Status submenu to change your agency's actual performance status. Click the Definitions menu and the Status submenu to change your agency's measure definitions status.
When will ABEST be ready for data entry?	The reporting schedules for ABEST Performance Measure Reporting are located on the LBB website. From the LBB website (www.lbb.texas.gov), click AGENCIES PORTAL . Under AGENCY INSTRUCTIONS AND APPLICATIONS , click INSTRUCTIONS: BUDGET SUBMISSIONS & OTHER REPORTING , and then under Data Entry Reference Materials , click on ABEST Reporting Schedules .
How can I get into ABEST to report performance?	Ensure you are in the correct legislative session, business process, fiscal year, and quarter. Refer to the Profile Selection and Confirmation section of these instructions. Make sure your performance status for the reporting period is set to Incomplete . Refer to the Agency Status section of these instructions.
What do I do if a variance explanation field does not appear?	If you enter an amount that is outside the target range and a variance explanation field does not appear, press the Tab key to tab to another field. The variance explanation field should enable on the screen.
What do I do if I need to update prior ABEST reporting periods?	To update prior ABEST reporting periods within the same fiscal year , email LBB's Application Support at WebAppSupport@lbb.texas.gov and request those periods be re-opened. To have reporting periods re-opened that are in a prior fiscal year , contact your agency's assigned LBB analyst, and ask them to contact LBB's Application Support to re-open a prior fiscal year reporting period.
Will my agency's reported performance measures data be audited?	The Texas State Auditor's Office periodically audits agencies' reported performance measures data. The objectives of those audits include: ☐ Verify the accuracy of, and evaluate trends in, selected performance measures that the agency uses. ☐ Determine whether the agency has adequate control systems over the collection, calculation, and reporting of its performance measures.