**Question: How do I remove, update, or add new measures to the RPM system?**

Answer: Removing measures requires approval from Results Washington Staff. Please contact [GOVmiRPM@gov.wa.gov](mailto:GOVmiRPM@gov.wa.gov) with any requests, including the measure’s number and the reason for inactivating it.

Users can create a new measure using the “Add” button that appears just above the list of current measures. Please be sure to fill in all relevant fields to help viewers understand the measure and what questions it answers.

Updating measures can be done most easily by checking the box next to each measure you’d like to update and clicking the button marked “Tracking”. You can navigate between the measures at the top of the screen, add biennia and then enter data for each time period.

**Question: How far back does the data need to go?**

Answer: We’ll be looking at data from the 2021-23 biennium going forward. If you create a new measure that doesn’t have data until the 2023-25 biennium, just include a note

**Question: What is the purpose of RPM?**

Answer: RPM’s purpose to provide performance data from State agencies so that decision makers can understand the health of Washington state agencies and the progress and status of programs and initiatives recently funded through budget and decision package requests.

**Question: What should be in RPM?**

Answer: Focus on what matters to your agency and its mission. Possible measures include:

* Measures incorporated in strategic plans
* All budget activities require at least 1 measure per statute
* Measures related to budget requests
* Measures that help to inform leadership about the overall health and performance of your organization

**Question: How often should we update measures?**

Answer: Each measure has its own timeline that should relate to how often the data is collected and used internally. Some measures are monthly, others are quarterly or annual. Each measure should be updated within 30 days of the end of the reporting period. When that isn’t possible, you can add a note explaining when the current data should be expected.

**Question: What Training is available for RPM?**

Answer: Foundational training on RPM is available in the Learning Center (Link here). Results Washington also offers in depth training on the RPM when requested from agencies. Please contact (insert proper RPM mailbox here)

A great starting point is the training currently available in [The Learning Center](https://sowa.sumtotal.host/Core/pillarRedirect?relyingParty=LM&url=core%2Factivitydetails%2FViewActivityDetails%3FActivityId%3D982066%26UserMode%3D0). If you do not have access to the Learning Center, you can find the [training here](https://go.usa.gov/xGStH). There is also a detailed [User Guide](https://ofm.wa.gov/sites/default/files/public/itsystems/rpm/RPMAgencyUserGuide.pdf), and Results Washington Staff are available to provide one-on-one support and training. Please email [GOVmiRPM@gov.wa.gov](mailto:GovmiRPM@gov.wa.gov) with any questions or requests.