

ETHICS ADMINISTRATION PROGRAM

DEPARTMENT OF CIVIL SERVICE

STRATEGIC PLAN

FY 2014-2015 through FY 2018-2019

(revised 9/24/2013)

VISION

That the Ethics Administration Program will be known as the premier source and authority for information and direction on the application of the Code of Governmental Ethics, Campaign Finance Disclosure Act and the Legislative and Executive Lobbyist Disclosure Acts, creating an environment where elected officials, public employees, candidates and lobbyists of the State of Louisiana operate in a manner to instill public confidence.

MISSION

The mission of the Ethics Administration Program is to provide staff support for the Louisiana Board of Ethics, which administers and enforces Louisiana's conflicts of interest legislation, campaign finance disclosure requirements and lobbyist registration and disclosure laws, to achieve compliance by governmental officials, public employees, candidates, and lobbyists and to provide public access to disclosed information.

PHILOSOPHY

It is the responsibility of the Ethics Administration Program to disseminate and provide information to public servants, candidates, lobbyists, political committees, as well as the general public in an efficient and expedient manner, to ensure that the statutory provisions of the Code of Governmental Ethics, Campaign Finance Disclosure Act and the Legislative, Executive, and Local Government Lobbyist Disclosure Acts are upheld.

GOALS

- I. To improve the level of education and awareness by public servants in order to ensure compliance with conflicts of interest standards, campaign finance disclosure requirements and lobbyist registration and disclosure requirements.
- II. To ensure that the administrative duties of the Louisiana Board of Ethics are carried out and reported to the public in a timely and efficient manner by the Ethics Administration Program in accomplishing its mission and vision as to increasing public confidence relative to the accountability of public servants, candidates, political committees and lobbyists.

Goal I: To improve the level of education and awareness by public servants in

order to ensure compliance with conflicts of interest standards, campaign finance disclosure requirements and lobbyist registration and disclosure requirements.

Objective I.1: Annually increase the number of online presentations available and the number of governmental entities with Ethics Liaisons.

Strategy I.1.1: The EAP will maintain a comprehensive database containing up to date contact information for Ethics liaisons with Louisiana’s 20 executive level state agencies. The database, created and maintained by EAP’s Office of Training and Development, will be shared and utilized by all applicable EAP divisions in an agency wide effort toward optimal outreach and 100% training compliance among persons governed by the *Code*.

Strategy I.1.2: Through a combined effort of the Training and Development and the Public Information Offices, EAP will employ various Methods-including dissemination of standard promotional and informational electronic materials—in its campaign to actively engage Ethics liaisons in planning and promoting training seminars and electronic training sessions to all in their charge who are subject to Louisiana’s *Code of Governmental Ethics*.

Strategy I.1.3: The EAP will maintain a comprehensive database containing up to date contact information for Ethics liaisons with Louisiana parish and municipal government agencies. The database, created and maintained by EAP’s Office of Training and Development, will be shared and utilized by all applicable EAP divisions in an agency wide effort toward optimal outreach and 100% training compliance among persons governed by the *Code*.

Performance indicators: Input: Number of online presentations
Number of governmental entities contacted

Output: Number of governmental entities with designated liaisons
Number of persons receiving training

Efficiency: Percentage increase in number of online presentations

Percentage increase in governmental entities contacted with designated Ethics liaisons

Goal II: To ensure that the administrative duties of the Louisiana Board of Ethics are carried out and reported to the public in a timely and efficient manner by EAP in accomplishing its mission and vision as to increasing public confidence relative to the accountability of public servants, candidates, political committees and lobbyists.

Objective II.1: Reduce the delay between the assignment of an investigation and final staff approval of an investigative report as a direct result of streamlining the investigation process, requiring conclusion of 75% of non-complex investigations within a period of no more than 120 days by June 30, 2019.

Strategy II.1.1: Reduce period for conclusion of investigation to address violations of the Code of Ethics to 120 days.

Performance indicators: Input: Number of matters referred to investigation
Output: Number of non-complex investigations completed
Number of non-complex investigations completed by deadline
Efficiency: Percentage of non-complex investigation reports completed within deadline

Objective II.2: By June 30, 2019, 65% of all reports and registrations are filed electronically.

Strategy II.2.1: Through EAP's Public Information Office, disseminate information to candidates, political committees, lobbyists, the general public, and the media on the availability, benefits, and legislative mandates regarding the electronic filing system.

Strategy II.2.2: Develop and conduct live and online training/seminars on the proper use of the web-based packages used in electronic filing.

Performance indicators: Output: Number of reports and registrations filed
Number of reports and registrations filed electronically

Outcome: Number of reports and registrations filed
in paper format
Efficiency: Percentage of reports and registrations
filed electronically

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A. Clients and users of the Ethics Administration Program

Public servants, members of their immediate family, their legal entities, and persons who do business with those individuals are subject to provisions of the Code of Governmental Ethics. The following groups are required to register, report and/or disclose information to the Ethics Administration Program (EAP): lobbyists, candidates, political committees and public servants. The general public, including the media, has access to all disclosed public information.

B. External factors beyond the control of the Ethics Administration Program

The effectiveness of strategies developed by the EAP to inform its clients and users of the laws administered by the EAP depends on the number of public servants, lobbyists, candidates, and political committees attending seminars conducted by the EAP. It is difficult for the staff to know the level of knowledge and awareness of the individuals who attend informational presentations sponsored by the EAP. The EAP does not know who is a lobbyist, a candidate or political committee, prior to their registering or reporting to the EAP; therefore, the EAP cannot distribute information packets to those individuals regarding statutorily mandated requirements. The EAP does not know the identity of all public servants who are required to take the training.

C. Statutory requirements for each goal

I. Article X, Section 21 of the Louisiana Constitution required the Legislature to enact a Code of Ethics and to establish a board or boards to administer that Code. Louisiana Revised Statutes Title 42, Chapter 15 established the Code of Governmental Ethics and required staff functions to be provided by the Department of Civil Service. Louisiana Revised Statutes Title 18, Chapter 11 provides for the administration of the Campaign Finance Disclosure Act. Louisiana Revised Statutes Title 24, Chapter 1 provides for the administration of Louisiana's Lobbyist Legislative Disclosure Act. Louisiana Revised Statutes Title 49, Chapter 1 provides for the

administration of Louisiana’s Lobbyist Executive Disclosure Act. Louisiana Revised Statutes Title 33, Chapter 46 provides for the administration of Louisiana’s Local Government Lobbying Laws.

- II. Article X, Section 21 of the Louisiana Constitution required the Legislature to enact a Code of Ethics and to establish a board or boards to administer that Code. Louisiana Revised Statutes Title 42, Chapter 15 established the Code of Governmental Ethics and required staff functions to be provided by the Department of Civil Service. Louisiana Revised Statute 42:1158 provides for the establishment of the Board of Ethics Computerized Data Management System.

D. Description of program evaluation to develop objectives and strategies

The EAP’s staff held a meeting to formulate the objectives and strategies of the EAP, to ensure that it effectively and efficiently provides support to the Board of Ethics (the “Board”), which administers and enforces the laws that are subject to its jurisdiction: the Code of Governmental Ethics, Campaign Finance Disclosure Act, and the Legislative, Executive, and Local Government Lobbyist Disclosure Acts.

E. Primary persons benefitted by each objective

- I.1 Lobbyists, candidates, political committees and public servants will benefit from this objective, by ensuring their compliance with the provisions of the Code and the avoidance of penalties. The public will also benefit as compliance is attained.
- II.1 Public servants involved in matters investigated by the EAP will not be subject to prolonged investigations and disposition of violations of the Code. The public will benefit from prompt resolution of violations.
- II.2 The public will benefit by the timely disclosure of information by encouraging candidates, political committees, and lobbyists to file reports and registrations according to statutorily mandated requirements. The general public will have state-wide access to disclosed information, and lobbyists, candidates and political

committees can find information in an effective and expedient manner.

F. Duplication of effort

No other state agency administers conflicts of interest, lobbyist disclosure laws or campaign finance disclosure laws or investigates violations thereof. There are a few municipalities with “local” ethics codes, but these codes do not satisfy the constitutional mandate to provide a state ethics code. During the course of reviews performed by other state agencies, such as the Legislative Auditor and the Inspector General, conflicts of interest may be discovered. These state agencies routinely refer such issues to the EAP for resolution since they do not have jurisdiction over such subject matters. And, since the EAP acts only upon referrals and does not undertake independent evaluations of agencies or programs, no recommendation to eliminate this possible duplication is made.

G. Performance Indicator Matrix

PERFORMANCE INDICATOR MATRIX				
Program: Ethics Administration Program				Date: July 1, 2013
PERFORMANCE STANDARD	INPUT	OUTPUT	OUTCOME	EFFICIENCY
GOAL I: To improve the level of education and awareness by public servants in order to ensure compliance with conflicts of interest standards, campaign finance disclosure requirements and lobbyist registration and disclosure requirements.				
Objective 1: Annually increase the number of online presentations available and the number of governmental entities with Ethics Liaisons	<ul style="list-style-type: none"> • Number of online presentations • Number of governmental entities contacted 	<ul style="list-style-type: none"> • Number of governmental entities with designated liaisons • Number of persons receiving training 		<ul style="list-style-type: none"> • Percentage increase in governmental entities contacted with designated Ethics liaisons • Percentage increase in number of online presentations

PERFORMANCE INDICATOR MATRIX

Program: Ethics Administration Program				Date: July 1, 2013
PERFORMANCE STANDARD	INPUT	OUTPUTS	OUTCOMES	EFFICIENCY
GOAL II: To ensure that the administrative duties of the Louisiana Board of Ethics are carried out and reported to the public in a timely and efficient manner by EAP in accomplishing its mission and vision as to increasing public confidence relative to the accountability of public servants, candidates, political committees and lobbyists.				
Objective 1: Reduce the delay between the assignment of an investigation and final staff approval of an investigative report as a direct result of streamlining the investigation process, requiring conclusion of 75% of non-complex investigations within a period of no more than 120 days by June 30, 2019.	<ul style="list-style-type: none"> •Number of matters referred to investigation 	<ul style="list-style-type: none"> •Number of non-complex investigations completed •Number of non-complex investigations completed by deadline 		<ul style="list-style-type: none"> •Percentage of non-complex investigation reports completed within deadline
Objective 2: By June 30, 2019, 65% of all reports and registrations are filed electronically		<ul style="list-style-type: none"> •Number of reports and registrations filed •Number of reports and registrations filed electronically 	<ul style="list-style-type: none"> •Number of reports and registrations filed in paper format 	<ul style="list-style-type: none"> •Percentage of reports and registrations filed electronically

H. Performance Indicator Documentation Sheets and Descriptions

PROGRAM: Ethics Administration Program

OBJECTIVE: I.1 Annually increase the number of online presentations available and the number of governmental entities with Ethics Liaisons.

INDICATOR NAME: Number of online presentations

INDICATOR LaPAS CODE: 12296

- 1. Type and Level:** Input and General Performance Information
- 2. Rationale:** This performance indicator will allow the staff to keep track of the contact the staff has with its clients and users.
- 3. Use:** To determine the number of online presentations available.
- 4. Clarity:** An online presentation is any presentation made available electronically by staff concerning the provisions of the Code of Governmental Ethics, Campaign Finance Disclosure Act, and the Legislative and Executive Lobbyist Disclosure Acts.
- 5. Validity, Reliability and Accuracy:** A count of the number of online presentations available is conducted.
- 6. Data Source, Collection and Reporting:** The data will be collected each time an online presentation is created by the EAP. Cumulative and reported annually.
- 7. Calculation Methodology:** Addition of all online presentations.
- 8. Scope:** Aggregate number of online presentations.
- 9. Caveats:** Not applicable.
- 10. Responsible Person:** Training Specialist

PROGRAM: Ethics Administration Program

OBJECTIVE: I.1 Annually increase the number of online presentations available and the number of governmental entities with Ethics Liaisons.

INDICATOR NAME: Number of governmental entities contacted

INDICATOR LaPAS CODE: 25090

1. Type and Level: Input and General Performance Information

2. Rationale: This performance indicator will allow the EAP to determine how many governmental entities have been contacted to establish ethics liaisons.

3. Use: To determine the number of governmental entities contacted to establish ethics liaisons for a fiscal year.

4. Clarity: Governmental entities are those governmental entities at the state and local level.

5. Validity, Reliability and Accuracy: The information is maintained on file and verified with the Secretary of State's Index of Elected Officials database.

6. Data Source, Collection and Reporting: The data will be collected by the number of governmental entities contacted. Collected annually at the end of the fiscal year.

7. Calculation Methodology: Addition of all governmental entities contacted.

8. Scope: Aggregate number of governmental entities contacted.

9. Caveats: Establishing, obtaining and maintaining an accurate list of governmental entities and their contact information.

10. Responsible Person: Training Specialist

PROGRAM: Ethics Administration Program

OBJECTIVE: I.1 Annually increase the number of online presentations available and the number of governmental entities with Ethics Liaisons.

INDICATOR NAME: Number of governmental entities with designated liaisons

INDICATOR LaPAS CODE: 25091

- 1. Type and Level:** Output and General Performance Information
- 2. Rationale:** This performance indicator will ensure that public servants have access and the knowledge within their agency to seek advice from the EAP.
- 3. Use:** The ethics liaisons will be used to disseminate information to agencies statewide.
- 4. Clarity:** Ethics liaisons are individuals within each agency for a fiscal year, designated by that agency, responsible for disseminating information within that agency and assisting the Attorney/Educator in scheduling seminars.
- 5. Validity, Reliability and Accuracy:** A list of ethics liaisons is maintained.
- 6. Data Source, Collection and Reporting:** The data will be collected by the staff's contact with the ethics liaisons.
Cumulative and reported annually.
- 7. Calculation Methodology:** Addition of all agencies with an ethics liaison.
- 8. Scope:** Aggregation of all ethics liaisons.
- 9. Caveats:** The agencies must voluntarily appoint an ethics liaison.
- 10. Responsible Person:** Training Specialist

PROGRAM: Ethics Administration Program

OBJECTIVE: I.1 Annually increase the number of online presentations available and the number of governmental entities with Ethics Liaisons.

INDICATOR NAME: Number of persons receiving training

INDICATOR LaPAS CODE: 12298

- 1. Type and Level:** Output and General Performance Information
- 2. Rationale:** This performance indicator will allow the staff to know the number of persons receiving training.
- 3. Use:** Anticipate the number of people that need training.
- 4. Clarity:** Persons may receive training at meetings, conferences, etc. at which the EAP is asked to make a presentation of the laws under the Board's jurisdiction, as well as training online.
- 5. Validity, Reliability and Accuracy:** A database is maintained to compile the information regarding number of persons trained whether it is online or live presentation.
- 6. Data Source, Collection and Reporting:** The data will be collected each time a training is viewed, conducted or participated in by the EAP. Cumulative and reported quarterly.
- 7. Calculation Methodology:** Addition of all persons receiving training.
- 8. Scope:** Aggregate number of persons receiving training.
- 9. Caveats:** None.
- 10. Responsible Person:** Training Specialist

PROGRAM: Ethics Administration Program

OBJECTIVE: I.1 Annually increase the number of online presentations available and the number of governmental entities with Ethics Liaisons.

INDICATOR NAME: Percentage increase in governmental entities contacted with designated Ethics liaisons

INDICATOR LaPAS CODE: 24449

1. Type and Level: Efficiency and Key

2. Rationale: This performance indicator will allow the staff to know how many of the agencies have ethics liaisons.

3. Use: The ethics liaisons will be used to disseminate information to agencies statewide.

4. Clarity: Ethics liaisons are individuals within each agency, designated by that agency, responsible for disseminating information within that agency and assisting the Attorney/Educator in scheduling seminars.

5. Validity, Reliability and Accuracy: The numbers to calculate these figures are maintained.

6. Data Source, Collection and Reporting: The data will be collected by the number of agencies contacted with an ethics liaison. Cumulative and reported annually.

7. Calculation Methodology:
$$\frac{\text{(Number of governmental entities contacted with designated Ethics liaisons in the current year - number of governmental entities contacted with designated Ethics liaisons last year)}}{\text{number of governmental entities contacted with designated Ethics liaisons last year}}$$

8. Scope: Disaggregation of governmental entities contacts with ethics liaisons.

9. Caveats: Not applicable.

10. Responsible Person: Executive Secretary

PROGRAM: Ethics Administration Program

OBJECTIVE: I.1 Annually increase the number of online presentations available and the number of governmental entities with Ethics Liaisons.

INDICATOR NAME: Percentage increase in number of online presentations

INDICATOR LaPAS CODE: 24450

- 1. Type and Level:** Efficiency and Key
- 2. Rationale:** This performance indicator will allow the staff to track the number of online presentations available.
- 3. Use:** To determine the number of online presentations available.
- 4. Clarity:** An online presentation is any presentation made available electronically concerning the provisions of the Code of Governmental Ethics, Campaign Finance Disclosure Act, and the Legislative and Executive Lobbyist Disclosure Acts.
- 5. Validity, Reliability and Accuracy:** A chart is maintained to compile information regarding the number of online presentations available.
- 6. Data Source, Collection and Reporting:** The data calculation will use the number of online presentations available. Cumulative and reported annually.
- 7. Calculation Methodology:** $(\text{Number of online presentations available in the current year} - \text{number of online presentations available last year}) / \text{number of online presentations available last year}$.
- 8. Scope:** Disaggregation of the increase in the number of online presentations available.
- 9. Caveats:** Not applicable.
- 10. Responsible Person:** Executive Secretary

PROGRAM: Ethics Administration Program

OBJECTIVE: II.1 Reduce the delay between the assignment of an investigation

and final staff approval of investigative report as a direct result of streamlining the investigation process, requiring conclusion of 75% of non-complex investigations within a period of no more than 120 days by June 30, 2019.

INDICATOR NAME: Number of matters referred to investigation.

INDICATOR LaPAS CODE: 4203

- 1. Type and Level:** Input and General Performance Information
- 2. Rationale:** This performance indicator will allow the staff to track the number of matters referred to investigation.
- 3. Use:** Balance the workload of investigators and attorneys.
- 4. Clarity:** No terms need to be defined.
- 5. Validity, Reliability and Accuracy:** A list of the number of investigations is maintained.
- 6. Data Source, Collection and Reporting:** The data will be collected according to the number of files referred to investigation by the Louisiana Board of Ethics. Cumulative and reported quarterly.
- 7. Calculation Methodology:** Addition of each case file referred to investigation by the Louisiana Board of Ethics.
- 8. Scope:** Aggregation of case files referred to investigation by the Louisiana Board of Ethics.
- 9. Caveats:** Not applicable.
- 10. Responsible Person:** Ethics Division Director

PROGRAM: Ethics Administration Program

OBJECTIVE: **II.1** Reduce the delay between the assignment of an investigation and final staff approval of investigative report as a direct result of streamlining the investigation process, requiring conclusion of 75% of non-complex investigations within a period of no more than 120 days by June 30, 2019.

INDICATOR NAME: Number of non-complex investigations completed.

INDICATOR LaPAS CODE: 10397

- 1. Type and Level:** Output and Key
- 2. Rationale:** This performance indicator will allow the staff to track the number of investigations completed.
- 3. Use:** Balance the workload among investigators.
- 4. Clarity:** No terms need to be defined.
- 5. Validity, Reliability and Accuracy:** A list of the number of investigations completed is maintained.
- 6. Data Source, Collection and Reporting:** The data will be collected according to the number of investigations completed. Cumulative and reported quarterly.
- 7. Calculation Methodology:** Addition of each investigation completed by the investigator.
- 8. Scope:** Aggregation of investigations completed.
- 9. Caveats:** The complexity of the matter will affect the length of the investigation.
- 10. Responsible Person:** Ethics Division Director

PROGRAM: Ethics Administration Program

OBJECTIVE: **II.1** Reduce the delay between the assignment of an investigation and final staff approval of an investigative report as a direct result of streamlining the investigation process, requiring conclusion of 75% of non-complex investigations within a period of no more than 120 days by June 30, 2019.

INDICATOR NAME: Number of non-complex investigations completed by deadline.

INDICATOR LaPAS CODE: 7132

- 1. Type and Level:** Output and Key
- 2. Rationale:** This performance indicator will allow the staff to track the number of investigations completed by the deadline established by the staff.
- 3. Use:** Balance the workload among investigators.
- 4. Clarity:** No terms need to be defined.
- 5. Validity, Reliability and Accuracy:** A list of the number of days to complete each investigation is maintained.
- 6. Data Source, Collection and Reporting:** The data will be collected according to the number of investigations completed by the deadline established by the staff. Cumulative and reported quarterly.
- 7. Calculation Methodology:** Addition of each non-complex investigation completed by the deadline by the investigator.
- 8. Scope:** Aggregation of investigations completed.
- 9. Caveats:** The complexity of the matter will affect the length of the investigation.
- 10. Responsible Person:** Ethics Division Director

PROGRAM: Ethics Administration Program

OBJECTIVE: **II.1** Reduce the delay between the assignment of an investigation and final staff approval of investigative report as a direct result of streamlining the investigation process, requiring conclusion of 75% of non-complex investigations within a period of no more than 120 days by June 30, 2019.

INDICATOR NAME: Percentage of non-complex investigation reports completed within deadline.

INDICATOR LaPAS CODE: 7133

- 1. Type and Level:** Efficiency and Key
- 2. Rationale:** This performance indicator will allow the staff to track the percentage of investigations completed by the deadline established by the staff.
- 3. Use:** Balance the workload among investigators.
- 4. Clarity:** Investigators are required to complete an investigation report summarizing their investigation to be submitted to the Louisiana Board of Ethics.
- 5. Validity, Reliability and Accuracy:** A list is maintained of the number used to calculate the percentage.
- 6. Data Source, Collection and Reporting:** The data will be collected according to the number of investigations completed by the deadline established by the staff. Cumulative and reported annually.
- 7. Calculation Methodology:** Number of non-complex investigation reports completed by the deadline / number of non-complex reports completed.
- 8. Scope:** Disaggregation of the number of investigations completed within the deadline established by the staff.
- 9. Caveats:** The complexity of the matter will affect the length of the investigation.
- 10. Responsible Person:** Executive Secretary

PROGRAM: Ethics Administration Program

OBJECTIVE: II.2 By June 30, 2019, 65% of all reports and registrations are filed electronically.

INDICATOR NAME: Number of reports and registrations filed.

INDICATOR LaPAS CODE: 12307

- 1. Type and Level:** Output and General Performance Information
- 2. Rationale:** This performance indicator will allow the staff to track the number of reports and registrations filed.
- 3. Use:** Anticipate the trend in the number of individuals utilizing the electronic filing system.
- 4. Clarity:** Reports are personal financial, ethics disclosure statements, campaign finance disclosure reports, and lobbyist expenditure reports. Registrations are Statement of Organizations filed by political committees and Lobbyist Registration Forms.
- 5. Validity, Reliability and Accuracy:** A list of the numbers is maintained.
- 6. Data Source, Collection and Reporting:** The data will be collected when the reports are received by the EAP. Cumulative and reported quarterly.
- 7. Calculation Methodology:** Addition of all reports and registrations received by the EAP.
- 8. Scope:** Aggregation of the number of reports and registrations filed.
- 9. Caveats:** Not applicable.
- 10. Responsible Person:** Campaign Finance and Lobbying Division and Disclosure Division Directors

PROGRAM: Ethics Administration Program

OBJECTIVE: II.2 By June 30, 2019, 65% of all reports and registrations are filed electronically.

INDICATOR NAME: Number of reports and registrations filed electronically.

INDICATOR LaPAS CODE: 12308

- 1. Type and Level:** Output and General Performance Information
- 2. Rationale:** This performance indicator will allow the staff to track the number of reports and registrations electronically filed.
- 3. Use:** Anticipate the trend in the number of individuals utilizing the electronic filing system.
- 4. Clarity:** No terms need to be defined.
- 5. Validity, Reliability and Accuracy:** A list of the number of reports filed electronically is maintained.
- 6. Data Source, Collection and Reporting:** The data will be collected according to the number of reports and registrations electronically filed. Cumulative and reported quarterly.
- 7. Calculation Methodology:** Addition of each report and registration that is electronically filed.
- 8. Scope:** Aggregation of the number of reports electronically filed.
- 9. Caveats:** Disclosure report are not required to be filed electronically.
- 10. Responsible Person:** Campaign Finance and Lobbying Division Director

PROGRAM: Ethics Administration Program

OBJECTIVE: II.2 By June 30, 2019, 65% of all reports and registrations are filed electronically.

INDICATOR NAME: Number of reports and registrations filed in paper format.

INDICATOR LaPAS CODE: 12309

- 1. Type and Level:** Outcome and General Performance Information
- 2. Rationale:** This performance indicator will allow the staff to track the number of reports and registrations that are filed in paper format.
- 3. Use:** Balance the workload among members of the EAP's staff and determine the number of reports and registrations to print.
- 4. Clarity:** Report is any disclosure report filed with the EAP pursuant to the Code of Governmental Ethics, Campaign Finance Disclosure Act and Legislative, Executive, or Local Lobbyist Disclosure Acts. Registration is a Statement of Organization filed by a political committee or a Lobbyist Registration Form.
- 5. Validity, Reliability and Accuracy:** A list of the number of reports filed in paper format is maintained.
- 6. Data Source, Collection and Reporting:** The data will be collected according to the number of reports and registrations received in paper format. Addition of each report and registration that is filed in paper format. Cumulative and reported quarterly.
- 7. Calculation Methodology:** Addition of each report and registration that is filed in paper format.
- 8. Scope:** Aggregation of the number of reports and registrations filed in paper format.
- 9. Caveats:** Not applicable.
- 10. Responsible Person:** Campaign Finance and Lobbying Division and Disclosure Division Directors

PROGRAM: Ethics Administration Program

OBJECTIVE: II.2 By June 30, 2019, 65% of all reports and registrations are filed electronically.

INDICATOR NAME: Percentage of reports and registrations filed electronically.

INDICATOR LaPAS CODE: 7143

1. Type and Level: Efficiency and Key

2. Rationale: This performance indicator will allow the staff to track the number of reports and registrations filed electronically compared to the number of reports and registrations filed in paper format.

3. Use: Anticipate the trend in the amount of individuals utilizing the electronic filing system.

4. Clarity: Disclosure reports are not filed electronically.

5. Validity, Reliability and Accuracy: A list of the number of reports filed electronically and in paper format is maintained.

6. Data Source, Collection and Reporting: The data will be collected according to the number of reports and registrations that are filed electronically. Cumulative and reported annually.

7. Calculation Methodology: The number of reports and registrations filed electronically/the total number of reports and registrations filed with the EAP.

8. Scope: Disaggregation of the number of reports that are electronically filed.

9. Caveats: Not applicable.

10. Responsible Person: Executive Secretary

I. *Louisiana: State Outcome Goals*

The EAP is committed to ensuring a high standard in transparency, accountability, and overall effectiveness in state government in Louisiana. As such, the Ethics Administration Program's goals position the agency to improve the level of education and awareness by public servants in order to ensure compliance with conflicts of interest standards, campaign finance disclosure requirements and lobbyist registration and disclosure requirements; and, to ensure that the administrative duties of the Louisiana Board of Ethics, including but not limited to investigations and subsequent collections activities related to fines and fees, are carried out and reported to the public in a timely and efficient manner. The EAP is dedicated to accomplishing its mission and vision, increasing public confidence relative to the accountability of public servants, candidates, political committees and lobbyists; as well as providing timely public access to disclosed information.

J. **Act 1078 of the 2003 Regular Legislative Session - Human Resource Policies That Benefit Women and Families**

The EAP has a policy and procedure manual to which addresses the following issues that are helpful and beneficial to women and families: overtime, family and medical leave, attendance and leave, sexual harassment policy, and salaries above the minimum.

K. **Evidence of OPB, Legislative Staff and Agency Staff Input**

The Ethics Administration Program invited OPB and Legislative Staff to a strategic planning session held on May 24, 2013 for input on the EAP's Strategic Plan. Internal meetings were held with staff to solicit comments to revise and improve the Strategic Plan.

L. **Strategic Planning Checklist Used**

The Strategic Planning Checklist was utilized to document the planning process and as a guideline. As such, the checklist was used where applicable for our agency.