



## **Performance Data Program**

DRPT collects data monthly from transit, human service and transportation demand management (TDM) providers.

As part of the annual grant application period, DRPT collects system performance and financial data from transit operators and TDM providers. Human service operators are not required to report annual performance data at this time.

### **TDM**

To enter monthly TDM data, do the following:

1. In the Performance Data box, click the Transportation Demand Management Link.
2. In step one, Organization Data, verify or enter the required information, and then click Enter Monthly Data.
3. In step two, TDM Monthly Data, use the Select Report Month drop-down menu to choose the month for which you want to report data.
4. In the first set of fields in the TDM Monthly Data screen, enter the number of TDM requests made by type in the labeled fields. Click the Calculate button to update the Total number of requests received field.
5. In the second set of fields in the TDM Monthly Data screen, enter the number of TDM requests made by method in the labeled fields.
6. In the third set of fields in the TDM Monthly Data screen, enter data in the fields as labeled.
7. Click Save and then click Next Step.
8. In step three, Status and Reporting, click the links to view printer-friendly reports of the data you have entered.

At the end of each quarter, the TDM form will include additional fields where you can enter quarterly performance data.

To enter quarterly performance data, do the following:

1. When you have entered your regular monthly data, click Save, and then scroll down to the TDM Quarterly Performance Section,



- which will be available below the regular monthly performance fields at the end of each quarter.
2. In the first set of fields in the TDM Quarterly Performance section, enter combined totals for the three months of the quarter in the fields as labeled.
  3. The second set of fields in the TDM quarterly Performance section displays the sum of the information request data that you have entered during the quarter. Review the data listed. If any changes are required, navigate back to the monthly screens and update the data as necessary.
  4. Click Save and then click Next Step.
  5. In step three, Status and Reporting, click the links to view printer-friendly reports of the data you have entered.

To submit annual TDM performance data, do the following:

1. In step one, Organization Data, verify or enter the required information, and then click Enter Annual Data.
2. In step two, Annual Performance Data, review the data listed, which you entered over the past twelve months and then click Next Step. If any changes are required, navigate back to the monthly screens and update the data as necessary.
3. In step three, Annual Financial Data, enter Income and Expenses in the labeled fields. Then click Save and then click Next Step.
4. In the Status and Reporting screen, click the links to view printer-friendly reports of the data you have entered.

To complete the annual performance reporting process, you are required to certify your monthly, quarterly and annual performance and financial data.

To certify your data, do the following:

1. In the OLGA main menu, click the Performance Data link.
2. In the Performance Data menu, click the Certification link.
3. In the Certification box, click the links to view reports of the ridership data you have entered throughout the past year as well as the annual performance and financial data you have entered. Review the data for accuracy. If you find any errors, use the monthly and annual reporting tools to correct and save the data.



4. When you have finalized all of your data, enter your OLGA 4 password in the password field and then click Certify.