# Data Entry Instructions

The UNC School of Government (the School) and the NC Department of Insurance Office of State Fire Marshal are collecting benchmarking data. Follow the steps below to submit data for your jurisdiction.

## STEP 1

Open the **Benchmarking 2.0 Data Collection Tool** in Qualtrics **unc.az1.qualtrics.com/jfe/form/SV_3az0tw1xF4nnUay**.

Each service for each jurisdiction and year requires its own submission. All data is due by mid-September.

*Note: Qualtrics only allows work on one form for one service area and one year at a time. To work on multiple forms simultaneously, open a separate form in an incognito window or a different web browser (i.e., Google Chrome, Safari, Microsoft Edge, Firefox).*

## STEP 2

**2a.** Enter your full name and valid work email address.

**2b.** Select the fiscal year, jurisdiction, and service for which you are entering data and submit your answers.

**Name**
First and last name of the person entering data.

**Email**
Email of the person entering data.

**Fiscal Year**
(Note: A Fiscal Year runs from July 1st to June 31st)
- ○ 2025
- ○ 2024
- ○ 2023

**Jurisdiction**
- ○ Apex
- ○ Asheville
- ○ Chapel Hill

**Service**
- ○ Asphalt Maintenance
- ○ Budgeting
- ○ Human Resources

**Submit**

## STEP 3

**3a.** Read and follow all data entry rules.

**3b.** Confirm the year, jurisdiction, and service type match your selections. If correct, select "yes" and submit. **If something isn't right, click the blue back arrow button to return to the previous page and fix any errors. Do not use the web browser back button.**

**Please select Yes below if you want to submit 2025 "Asphalt Maintenance" data for CHAPEL HILL**

By selecting Yes and Submit, you will be able to enter data on the next page. If you need to make any corrections, press the back button below to go to the previous page.

- ○ Yes

← **Submit**

## STEP 4

**4a.** Read each metric's name and definition and for each, select either "enter data below" and input the data (numeric values only; no text or symbols)* or "N/A" if no data is available.

**4b.** Add any comments about the input data (optional) and click the "Submit Data" button. **Review all information before submitting data. Once data is submitted, there is no way to go back.**

**Average PCI**
Average Pavement Condition Index (PCI) number for the jurisdiction based on the latest PCI report.

◉ Enter Data Below

◯ N/A (Data not available)

**Comments**

Submit Data

## STEP 5

A municipal data validator will review the data and submit it to the School. If they approve, you will receive an email confirming the approval. If the data validator does not approve the data, you will receive an alert email with a link to edit and resubmit it.

## WHAT HAPPENS NEXT?

**INTERNAL DATA AUDIT**
**OCTOBER**

The School will conduct an internal audit of all approved data.

**DASHBOARD**
**EARLY NOVEMBER**

Audited data will be available on the Benchmarking 2.0 dashboard.

**REPORT**
**NEXT JULY**

The School will publish a report that includes data analyses, internal and external organizational performance challenges, and best practices and innovations to mitigate those challenges.

## INFORMATION OR QUESTIONS

Contact Obed Pasha, Director, North Carolina Benchmarking Project | **pasha@sog.unc.edu**.

UNC | SCHOOL OF GOVERNMENT
North Carolina Benchmarking Project

20250097

## Municipal Data Validator Instructions

**STEP 1**   Click the link in the alert email.

**STEP 2**   **2a.** Enter your full name and valid work email address.

**2b.** Verify that the submitted fiscal year, jurisdiction, and service data are correct and submit.

**Name**
First and last name of the person entering data.

**Email**
Email of the person entering data.

**Fiscal Year**
(Note: A Fiscal Year runs from July 1st to June 31st)
○ 2025
○ 2024
○ 2023

**Jurisdiction**
○ Apex
○ Asheville
○ Chapel Hill

**Service**
○ Asphalt Maintenance
○ Budgeting
○ Human Resources

Submit

**STEP 3**

Confirm the fiscal year, service type, and jurisdiction match your selections. If correct, select "yes" and submit. **If something isn't right, click the blue back arrow button to return to the previous page and fix any errors. Do not use the web browser back button.**

**Please select Yes below if you want to submit 2025 "Asphalt Maintenance" data for SOG TEST**
By selecting Yes and Submit, you will be able to enter data on the next page. If you need to make any corrections, press the back button below to go to the previous page.

◉ Yes

←      Submit

**STEP 4**   **4a.** Verify the data for each metric or edit or add data if needed.

**4b.** If you approve the data, select "yes" under Local Approval. If not, select "no" and add a comment indicating why it is not approved. Click the "Submit Data" button to complete the form. **Review all information before submitting data. Once data is submitted, there is no way to go back.**

**SOG Test – 2025**
**Asphalt Maintenance and Repair**

**Lane miles**
Total number of lane miles maintained by the jurisdiction in the fiscal year.

○ Enter Data Below

◉ N/A (Data not available)

**Local Approval**
If yes, the data will be submitted to SOG. If no, the data will be returned to the person who initially entered the data for review.

◉ Yes
○ No

**Local Approver Name**
Please type your first and last name.

Percy Jackson

**Local Approver Comments**
Please provide any comments here (e.g., if data was not approved, please explain why).

Submit Data

**STEP 5**   The data validator will receive an alert email stating whether or not the School approves the data. If the data is not approved, it will be returned to the data validator for further review.

## INFORMATION OR QUESTIONS

Contact Obed Pasha, Director, North Carolina Benchmarking Project | **pasha@sog.unc.edu**.