Performance Logic
SCC Partner
User Guide

Project Management Office
Suffolk Care Collaborative
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Section 1: Introduction to Performance Logic
Performance Logic DSRIP Tracking Tool

Performance Logic PPM is a focused, portfolio management and collaboration platform. Product benefits include:

- Project collaboration and information sharing
- PPS wide project tracking for PMO and Project Managers
- Project management and DSRIP focused support
- Web-based platform
- 24/7 availability via [https://scc.perflogic.com](https://scc.perflogic.com)

The Suffolk Care Collaborative (SCC) Project Management Office (PMO) is utilizing Performance Logic (PL), a cloud-based project management tool to host, track, manage and monitor the progress of the Delivery System Reform Incentive Payment (DSRIP) projects. The DSRIP Tracker is used to communicate progress across various groupings. It allows stakeholders to view portfolio dashboards and project snapshots of project progress and funds flow tracking; from a PMO perspective: the ability to track milestones and tasks by assignments and by due dates as well as monitoring weekly/monthly status reports to ensure projects are on time and in scope. From a Project team member perspective, the tool offers the ability to track key performance metrics as well as collect required information or data from end users and/or partner organization. Many of the provider level tasks within the plans require submission of supporting documentation to the state and Performance Logic can be used as a central repository that is cloud based allowing for collaboration throughout the PPS.
Section 2: Performance Logic
User Interface
**LOGIN**

**SCC.PERFLOGIC.COM**

**Login Page View:**

You have logged out of the subscriber area.
To re-enter the subscriber area, please enter your user name and password.

**Forgot your password? Request your password.**
Having difficulty signing into the site? Please contact Performance Logic Support.

**Tasks**

**View Assigned Tasks**
Essential Partner Updates

Partners are to update dates of when tasks are complete and upload any necessary documents when required.

### Uploading Supporting Documents

1. Click Document name or “Add”

2. Click “Add” under the file column

3. Click “Add New File” to locate document on the hard drive
Adding Notes

Partners can add notes to tasks if needed.

1. Click “Add”

2. Type Note

3. Check Box to display Note on Project Schedule View

4. Click “OK”

Sending Emails

Partners can use Performance Logic as way to communicate by emailing staff and project managers to update tasks.
Section 3: Contact and Support Information
SCC Support

All SCC Performance Logic related-matters can be sent to the SCC PL Administrator, Samuel Lin, Project Manager who can be contacted via email at samuel.lin@stonybrookmedicine.edu or by phone at (631) 638-1374.

Performance Logic Support

On-Site, Telephone, and Web support for Performance Logic PPM is available

- Performance Logic Phone and Web Support
- 888-407-1705 x2 or support@performancelogic.com
- 9:00 AM – 8:00 PM EST, Monday - Friday

Support available to:

- Review projects
- Provide additional training
- Answer questions and obtain feedback

Training Webinars

- Introductory Video: https://www.youtube.com/watch?v=MYdnIsv9XzM
- TOC/OBS Training Video: https://www.youtube.com/watch?v=ZigTSSWgQWs
- SNF Training Video: https://www.youtube.com/watch?v=egXdSr1JKmg
- SBIRT Training Video: https://www.youtube.com/watch?v=upHl0G4-3Mg
System Requirements

• Internet connection
• Web Browser
• Internet Explorer 9 or higher
• Mozilla Firefox on Windows XP+
• Safari 5.1+
• Mozilla Firefox on Mac OS X 10.7+
• Not supported in Google Chrome
• Administrative rights to install Active X on your computer