

Oct/Nov/Dec '17	Dec '17/Jan '18	Late Jan/Feb	March	Apr/May	May/June
1.1 Examiner Applications due September	2.1 Independent Review  TLs contact applicant's POC to set dates for Site Visit	3.1 Begin Consensus Review. TL assigns both Category Lead and Category Back-up responsibilities to each examiner on the team.	4.1 Plan SV (draft SVI worksheets, list documents to examine, walk-about questions, interviews, etc.	5.1 TL and/or Scorebook Editor insert comments & scores into FBR template	6.1 TPE finalizes FBR and sends to applicant
1.2 Applicants notified of acceptance within 72 hours	2.2 Review the Framework Booklet so that you are very familiar with its contents. Assure you are using the correct Booklet for your application (i.e. Health Care for Health Care, etc.)	3.2 For your <i>assignment as Category Lead</i> , read the KFs, IR Strength & OFI, evidence, evaluation factors, comments, scoring range/score from <u>all</u> team members	4.2 Participate in 3-day SV. Review documents, interview assigned staff, verify and clarify SVI. <i>Work</i> each SVI worksheet.	5.2 When & where requested by TL, Category Leads contribute to feedback report	6.2 Examiners are honored at the Quest for Success Conference in September
1.3 If a 1 <sup>st</sup> time examiner, attend New Examiner Orientation in Ohio or Indiana in October	2.3 Do a first read of the application: make notes in margins, underline, highlight, etc. (or in SBN) of any important information that relates directly to the Criteria	3.3 Using strongest draft comments, further develop a 4- 6 FB-ready Strength & OFI comments for <u>each</u> assigned Item. Re-score both range & score using appropriate scoring guidelines. Enter in SBN by <b>(date)</b>	4.3 Re-write comments concisely, as needed, using Comment Guidelines. Walk-the-Wall.	5.3 TL completes Score Summary Worksheet	<b><u>KEY</u></b>  <i>ATL-Assistant Team Leader</i>
1.4 Prework – Oct (Time to complete prework: 25-35 hours.) Examiners <u>submit</u> completed prework at ex trng.	2.4 Read the applicant's OP and identify KF for P1a, P1b, P2a, P2b, and P2c. Develop a list of KF in a word doc. Forward to TL.	3.4 Read the consensus comments and scoring for Items in your backup Category assignment and provide feedback to the Category Lead by email, phone, or in SBN by <b>(date)</b> . Review the draft list of KT.	4.4 Draft SV scorebook before leaving site. Return all applicant documents. Sign Scorebook.	5.4 TL discusses FBR and scores with Lead Judge	<i>ELRC – TPE's Examiner Learning Resource Center</i> <b>FB - Feedback</b> <b>FBR-Feedback Report</b>
1.5 If invited as a Team Leader or ATL, attend Team Leader Training late October.	2.5 TL will consolidate KF into a single list and return to you to enter the KF in SBN by <b>(date)</b> . Team members will use the consolidated KF list going forward.	3.5 Read the feedback provided by your Category backup and revise your Strength & OFI comments and re-score as appropriate in SBN by <b>(date)</b>	4.5 Participate in closing meeting after which there are no further questions or interviews with applicant.	5.5 TL makes revisions per discussion with Lead Judge	<i>IR -Independent Review</i> <b>KF – Key Factors</b> <b>KT-Key Themes</b> <b>OFI-Opportunities for Improvement</b>
1.6 Attend Examiner Training at one of 5 locations (3 in Ohio, 1 in Indiana, and 1 in West Virginia) in November	2.6 Analyze the applicant's response to each Item. In SBN, select KF, Item reference, record Strengths & OFIs, evidence, & ADLI/LeTCI. Draft 1 <b>Strength</b> & 1 <b>OFI</b> comment <i>for each Item</i> . Write concisely. Use NERD and Comment Guidelines for help.	3.6 Once all comments are posted, read <u>all</u> consensus comments & scoring for <u>all</u> Categories. Provide feedback to the Category Lead in SBN by <b>(date)</b> .	<b>4.6 Very important:</b> Hold all paperwork and notes from SV until instructed to destroy	5.6 Judges meet to decide award levels and make recommendations to Board of Trustees	<i>OP-Organizational Profile</i> <b>RS-Resource Sheet</b> <b>SBN – Scorebook Navigator</b> <i>SV-Site Visit</i> <b>SVI-Site Visit Issue</b> <b>TL-Team Leader</b>
1.7 Examiners receive their 50-page application early-mid Dec. Notify TPE immediately of any Conflict of Interest.	2.7 Score each Item using the appropriate scoring guidelines – Process or Results. Indicate scoring range and percent score <i>for each Item</i> . Complete IR wkshts in SBN by <b>(date)</b> . Review draft of KT posted by TL in SBN.	3.7 Attend Consensus Meeting: resolve consensus issues & rewrite comments. Ensure comments are well-developed and FB-ready. Re-score where necessary. Review KT.		5.7 Board of Trustees decides awards. TPE President/CEO contacts applicants with award level	