

Oct/Nov/Dec 2020	Dec 2020/Jan 2021	Late Jan/Feb 2021	March 2021	Apr/May 2021	May/June 2021
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 FBRs and sends to applicants
1.2 Applicants notified of acceptance within 72 hours	2.2 Review the Framework Booklet so that you are 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 st time examiner, attend New Examiner Orientation in October	2.3 Do a first read of the application: make notes in margins, underline, highlight, etc. of any important information that relates directly to the Criteria	3.3 Using strongest draft comments, develop 4- 6 FB-ready Strength & OFI comments for <u>each</u> assigned Item. Re-score both range & score using appropriate scoring guidelines. Enter in software by <u>(date)</u>	4.3 Re-write comments concisely, as needed, using Comment Guidelines. Walk-the-Wall.	5.3 TL completes Score Summary Worksheet	<u>KEY</u> <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 training	2.4 Read the applicant’s OP and identify KF for P1a, P1b, P2a, P2b, and P2c. Develop a list of KF in 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 phone, or in software by <u>(date)</u> . 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> FB - Feedback FBR-Feedback Report
1.5 If invited as a Team Leader or ATL, attend Team Leader Training late October.	2.5 TL will enter KF into software for team to review. Recommend changes to KF to TL by <u>(date)</u> . Team members to use common 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 software by <u>(date)</u>	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> KF – Key Factors KT-Key Themes OFI-Opportunities for Improvement
1.6 Attend Examiner Training in November	2.6 Analyze the applicant’s response to each Item. In software, select KF, Item reference, record Strengths & OFIs, evidence, & ADLI/LeTCI. Draft 1 Strength & 1 OFI comment <i>for each Item</i> . Write concisely. Use 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 software by <u>(date)</u> .	4.6 Very important: 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> RS-Resource Sheet <i>SV-Site Visit</i> SVI-Site Visit Issue TL-Team Leader
1.7 Examiners receive 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 software by <u>(date)</u> . Review draft of KT posted by TL in software.	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 ratify awards. TPE President/CEO contacts applicants with award level	