

communities of excellence²⁰²⁶

2020 Journey to Community Excellence (Level 2) Examiner Timeline and Key Information

Applications for the Journey to Community Excellence (Level 2) assessment and recognition will include a Community Profile, responses to category 1, category 2, item 7.1 questions (1) and (2), item 7.4 question (1), and item 7.5 question (2).

For categories 1 and 2, you will evaluate the applicant's responses with regard to the approach and deployment of key processes, as well as alignment with information in the Community Profile. For category 7, you will evaluate the applicant's performance levels and trends, as well as alignment with information in the Community Profile and categories 1 and 2. The application will be a maximum of 17 pages plus a glossary of abbreviations.

Estimated Time Commitment: approximately 20 hours including 2 video conferences

Key Dates

- Saturday August 1st: Last day to apply to be examiner
- Monday August 17th: Examiners are notified of community assignment and receive doodle polls to schedule required video conferences
- Monday August 24th: Last day to respond to doodle polls
- Monday September 14th: Webinar tutorial on the Journey-Level Assessment (*date not confirmed*)
- Thursday September 17th: Application received by the examiner team
- Monday September 28th – Friday October 2nd: 90-minute **video conference** with the examiner team and a representative from the applicant community
- Friday October 16th: Examiners complete application review
- Wednesday October 21st – Wednesday October 28th: 3-hour consensus **video conference** with the examiner team
- Wednesday October 28th – Friday November 13th – Examiners provide comments to draft feedback reports
- Tuesday December 15th: Final feedback report sent to community

Phase One – Preparation: August 17th – September 16th

1. Examiners are notified of community assignment and receive video conference scheduling instructions and logistics on Monday August 17th.
2. Webinar tutorial on the Journey-Level Assessment (Monday September 14th) *date not confirmed*
3. Examiners review instructions and prepare for initial independent assessment.

Phase Two –Independent Assessment: September 17th to October 2nd

1. Community applications and template for review are sent to examiners on Thursday September 17th.
2. Read the Communities of Excellence Framework in its entirety, paying close attention to the Community Profile, category 1, 2 and items 7.1(1) and (2), 7.4 (1) and 7.5(2). Also read the notes for each item as well as the glossary of key terms.
3. Read the Journey to Community Excellence application assigned including the glossary of abbreviations.
4. Make a list of questions or areas where you need more information (note specific category and item if applicable) and send these comments to your team leader by Wednesday September 23rd.
5. Team lead compiles final list of questions to send to applicant by Friday September 25th.
6. Participate in first video conference with examiner team and applicant community representative to discuss questions (Monday September 28th – Friday October 2nd for 90 minutes).

Phase Three – Feedback Formulation: October 2nd – October 16th

1. Re-read the Journey to Community Excellence application and use the template provided to write your application comments.
 - a. Write up to three highlights and 3 considerations in total related to their Community Profile.
 - b. Write at least 1 highlight and 1 consideration for each question in categories 1 and 2 and items 7.1(1), (2), 7.4(1) and 7.5(2). Write your comments in the section that corresponds to the Category and item number and the relevant column i.e. Highlight or Consideration.
2. For categories 1 and 2, focus these highlights and considerations on the evaluation factors of approach and deployment, as well as alignment with information in the Community Profile.
3. For items 7.1(1) and (2), 7.4(1) and 7.5(2), highlights and considerations should focus on the levels and trends reported. Also focus on the alignment of the results with information in the Community Profile and categories 1 and 2.
4. List any key themes observed or general feedback at the end of the template.
5. Once completed, email this form to your team leader by Friday October 16th.

Phase Four – Consensus and Final Feedback: October 21 – November 13th

1. Participate in consensus video conference (2nd video conference). During this meeting all examiners will agree on the final comments that will be provided to the community applicants. (Wednesday October 21st – Wednesday October 28th for 3 hours).
2. Review draft Feedback Report and provide comments by Friday November 13th.