

JOURNEY TO COMMUNITY EXCELLENCE (LEVEL 2) ASSESSMENT INSTRUCTIONS

Step 1: Submit your Request for Assessment on the COE Website by May 15th

You will receive an email confirmation and one PDF copy of the 2023-2024 Communities of Excellence Framework. Additional PDFs and hard copies may be purchased on our website [here](#).

Note on Cost of the Assessment: *If your community is a member of the COE National Learning Collaborative's Phase 1, 2, or 3, the cost is included in your membership. If your community is NOT a member of one of the first three phases, there is a \$2,500 fee for this assessment. You will receive an invoice within five business days.*

Step 2: Respond to all questions in Category 1, 2, and 3. Respond to the basic questions in Category 4, 5, and 6. For Category 7, at minimum respond to 7.1.1 and one question from 7.2, 7.3, 7.4, and 7.5

The application is a maximum of 25 pages. It should also include a cover page with the name of your community, a Community Excellence Group structure chart, and a glossary of abbreviations. These documents do not count towards the page limit. If part of the Learning Collaborative, you may use and submit the Community Profile and Category Worksheets. You may also submit up to six pages of supporting documentation. These may be any document(s) that help to explain or provide examples of the work the Community Excellence Group is currently engaged in or that provide helpful background information.

Formatting Requirements

One or two column layout is accepted.	<p>Headers and Titles Example:</p> <p>P.1 Community Description (use largest font)</p> <p>a. Community Environment</p> <p>(1) Community Definition and Identity</p> <p>Bold titles, headers, and labels. You may use different colors to highlight different sections. Do not write out each question.</p>
Minimum font size 11 pt for content and 9 pt for graph/diagram labels.	
½ inch minimum margins.	
Page numbers required.	
Tables or diagrams are encouraged and make efficient use of space.	
Graphs are recommended to answer Category 7. Provide a brief description or explanation below the graph. If possible, show data trends.	

Step 3: Submit the Application by July 1st

Submit completed application and all supporting information through COE Learning Management System.

Step 4: Applicant Community Presentation - Select a Date and Time Between 8.1.25 and 8.10.25

The Applicant Community will provide a 30-minute virtual presentation to the assessment team highlighting their community collaborative work. The assessment team will be able to ask questions or request additional information.

Step 5: Receive a Feedback Report on October 1st

Receive a feedback report with strengths and considerations to support your continuous improvement. You may also request a one-hour briefing to discuss the report.