

# communities of excellence 2026

## 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

- Friday May 29<sup>th</sup>: Last day to apply to be examiner
- Wednesday, June 17<sup>th</sup>: Examiners are notified of community assignment and receive doodle polls to schedule required video conferences
- Wednesday June 24<sup>th</sup>: Last day to respond to doodle polls
- Monday, July 13<sup>th</sup> at 12:00 pm ET/9:00 am PT: Webinar tutorial on the Journey-Level Assessment (*date not confirmed*)
- Friday, July 17<sup>th</sup>: Application received by the examiner team
- Monday August 3<sup>rd</sup> – Friday August 7<sup>th</sup>: 90-minute **video conference** with the examiner team and a representative from the applicant community
- Friday August 21<sup>st</sup>: Examiners complete application review
- Monday August 31<sup>st</sup> – Friday September 11<sup>th</sup>: 3-hour consensus **video conference** with the examiner team
- October 15<sup>th</sup>: Final feedback report sent to community

### Phase One – Preparation: June 17<sup>th</sup> – July 16<sup>th</sup>

1. Examiners are notified of community assignment and receive video conference scheduling instructions and logistics on Wednesday June 17<sup>th</sup>.
2. Webinar tutorial on the Journey-Level Assessment (July 13<sup>th</sup> at 12:00 pm ET/9:00 am PT) *date not confirmed*
3. Examiners review instructions and prepare for initial independent assessment.

### Phase Two –Independent Assessment: July 17<sup>th</sup> to August 7<sup>th</sup>

1. Community applications and template for review are sent to examiners on July 17<sup>th</sup>.

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 Stephanie ([snorling@communitiesofexcellence2026.org](mailto:snorling@communitiesofexcellence2026.org)) by Friday July 24<sup>th</sup>.
5. Team lead compiles final list of questions to send to applicant by Wednesday July 29<sup>th</sup>.
6. Participate in first video conference with examiner team and applicant community representative to discuss questions (August 3<sup>rd</sup>- August 7<sup>th</sup> for 90 minutes).

### **Phase Three – Feedback Formulation: August 8<sup>th</sup> – August 21<sup>st</sup>**

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 Stephanie ([snorling@communitiesofexcellence2026.org](mailto:snorling@communitiesofexcellence2026.org)) by Friday August 21<sup>st</sup>.

### **Phase Four – Consensus and Final Feedback: August 31<sup>st</sup> – September 30<sup>th</sup>**

1. Participate in consensus video conference (2<sup>nd</sup> video conference). During this meeting all examiners will agree on the final comments that will be provided to the community applicants. (Monday August 31<sup>st</sup> – Friday September 11<sup>th</sup> for 3 hours).
2. Review draft Feedback Report and provide comments by September 30<sup>th</sup>.