

## 2019 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), and item 7.4 questions (1) and (5).

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: 15-20 hours including three video conferences

Number of Examiners Needed: Maximum of 12. Teams will consist of 3-4 examiners.

### Key Dates

- Friday July 5<sup>th</sup> – Last day to apply to be Examiner
- Wednesday, July 17<sup>th</sup>: Examiners are notified of community assignment and receive doodle polls to schedule required video meetings
- Wednesday July 24<sup>th</sup> – Last day to respond to doodle polls
- Monday, August 12<sup>th</sup>, 12:00 pm ET/9:00 am PT: Webinar tutorial on the Journey-Level Assessment
- Friday, August 16<sup>th</sup>: Application received by the Examiner team
- Monday, August 26<sup>th</sup>: One-hour **video conference** with the Examiner team
- Wednesday, August 28<sup>th</sup> – Friday, August 30<sup>th</sup>: One-hour **video conference** with the Examiner team and a representative from the applicant community
- Wednesday September 11<sup>th</sup> – Examiners complete application review
- Wednesday, September 18<sup>th</sup> – Tuesday, September 24<sup>th</sup>: Two-hour consensus **video conference** with the Examiner team

### Phase One: August 16<sup>th</sup> to August 30<sup>th</sup>

1. Community applications and template for review are sent to Examiners on August 16th.
2. Read the Communities of Excellence framework in its entirety, paying close attention to the Community Profile, category 1, 2 and 7.1(1) and (2) and 7.4 (1) and (5). 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. Write down all areas where you have questions or need more information and send these comments to Stephanie ([snorling@communitiesofexcellence2026.org](mailto:snorling@communitiesofexcellence2026.org)) by Friday August 23<sup>rd</sup>.

5. Participate in first video conference with Examiner team to agree on final set of questions for community (Monday August 26<sup>th</sup> for one hour).
6. Participate in second video conference with applicant community representative(s) to discuss questions (Wednesday-Friday August 28<sup>th</sup>-30<sup>th</sup> for one hour).

### **Phase Two: August 31<sup>st</sup> to September 11<sup>th</sup>**

1. Re-read the Journey to Community Excellence application and use the template provided to write your application comments.  
Note: Your comments do not need to be formal “feedback ready” comments at this time.
  - a. Write up to three highlights and three considerations in total related to their Community Profile.
  - b. Write at least one highlight and one consideration for each question in categories 1 and 2 and items 7.1(1), (2), 7.4(1) and (5). 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) and 7.4(1) and (5), 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 September 11<sup>th</sup>.

### **Phase Three: September 18<sup>th</sup> to October 15<sup>th</sup>**

1. Participate in consensus conclusion call (third video conference). During this meeting all Examiners will agree on the final comments that will be provided to the community applicants. (Wednesday September 18<sup>th</sup> – Tuesday September 24<sup>th</sup> for two hours).
2. Review final Feedback Report and provide comments if needed via email.