

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

Applications for the Journey to Community Excellence (Level 2) assessment includes the 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 regarding 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 (if available), 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 2 examiner training webinars and 2 video conferences

Key Dates

- April 15th – May 15th Examiner application period
- June 1st – Examiners are notified of acceptance, receive community assignment and logistics information
- June 8th - Examiners are notified of community assignment; receive logistics information
- July 8th at 11:00 am PT/2:00 pm ET – 1st Examiner Training Webinar (1 hour)
- July 15th at 11:00 am PT/2:00 pm ET – 2nd Examiner Training Webinar (1 hour)
- July 18th - Examiners receive Journey to Community Excellence application and instructions for review
- August 9th – 12th - Video conference with applicant community representative(s) (2 hours)
- August 12th – September 15th - Feedback is formulated by item leads; reviewed by backups; reviewed by all examiners
- September 15th – 21st - Consensus video conference with all examiners (3 hours)
- September 28th – Updates to feedback are completed; reviewed by backups; finalized
- October 15 – Final feedback report sent to community

Phase 1– Preparing to receive your community application: June 8th – July 18th

1. Examiners are notified of community assignment and receive video conference scheduling instructions and logistics information (June 8th)
2. 1st Examiner Training Webinar (July 8th: 11 am PT/2 pm ET for 1 hour)
3. Examiners work on training homework assignment (July 8th – 15th)
4. 2nd Examiner Training Webinar (July 15th: 11 am PT/2 pm ET for 1 hour)

5. Examiners review instructions and prepare for Independent Analysis (IA)

Phase 2 – Independent Analysis: July 18th – August 12th

1. Receive the Application - Community applications, instructions, and templates are sent to examiners on July 18th.
2. Prepare for Independent Analysis –
 - a) Read the Communities of Excellence Framework in its entirety paying close attention to the Community Profile and Categories 1, 2, and 7. Read the notes for each item as well as the glossary of key terms.
 - b) Read the Community of Excellence application assigned including the glossary of abbreviations (if provided).
 - c) Use the box on page 1 of the Independent Analysis Template to note any preliminary themes or thoughts.
 - d) Receive Key Factors Worksheet from your team leader on July 20th.
3. Conduct an Independent Analysis – Capture what you think you know about the applicant's processes and results, and what more you need to know using the Analysis Review Worksheet on the Independent Analysis Template. Do the following for each item (1.1, 1.2, 2.1, 2.2, 7.1(1), (2), 7.4(1), 7.5(2)).
 - a) Read the item in the COE Framework.
 - b) Choose 4–6 key factors for the item and write them in the appropriate box.
 - c) Analyze the application with an eye on key factors, framework questions, and ADLI or LeTCI.
 - d) On the Analysis Review Worksheet on the Independent Analysis Template, write down your observations for that item based on the key factors, framework questions, and ADLI or LeTCI. See the template for examples. (Do not select, write, or prioritize strengths and OFIs at this time.)
 - e) Based on your observations, write down potential questions for the applicant. For each item, limit your potential questions to the 2-3 most critical.
 - f) Complete independent analysis for all items by August 1st.
 - g) Your team leader will then compile the final list of questions to send to applicant by August 5th.
4. Receive item lead assignments from your team leader by August 5th.
5. Participate in video conference with examiner team and applicant community representative(s) to discuss questions (August 9th – 12th for 2 hours).

Phase 3 – Feedback Formulation: August 13th – September 14th

1. Feedback Formulation - Re-read the application and use the Feedback Template for your assigned items.
 - a) For the Community Profile (if assigned as lead), write up to 3 highlights and three considerations in total (NOT for each Profile question).
 - b) For each item assigned, write 1-6 findings, as appropriate for the amount of information in the application and the maturity level of the applicant. See the examples in categories 1, 2, and 7 in the Feedback Template.

- c) Complete by August 24th.
2. Item backups complete review by August 31st.
3. Item leads incorporate backup review comments by September 2nd.
4. All examiners review and comment all items by September 9th.
5. Item leads revise feedback and prepare for consensus video conference by September 14th.

Phase 4 – Consensus and Final Feedback: September 15th – October 5th

1. Participate in consensus video conference. Item leads present proposed feedback for consensus. Team leader presents suggestions for key themes (September 15th – 21st for 3 hours).
2. Item leads complete revisions to feedback and backups review by September 28th.
3. Team lead reviews feedback, compiles key themes, and finalizes the feedback report by October 5th.