

## **2018 Journey to Community Excellence (Level 2) Examiner Timeline and Key Information**

Applications for the Journey to Community Excellence (Level 2) 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 hours

Number of Examiners Needed: Maximum of 20. Teams will consist of 3-4 examiners.

### Key Dates

- Monday, July 23<sup>rd</sup>: Notification of assignment; poll to schedule required meetings
- Monday, August 13<sup>th</sup>, 12:00 pm ET/9:00 am PT: Webinar tutorial on the Journey-Level Assessment
- Friday, August 17<sup>th</sup>: Application received by the examiner team
- Monday, August 27<sup>th</sup>: One-hour phone call with the examiner team
- Wednesday, August 29<sup>th</sup> – Friday, August 31<sup>st</sup>: One-hour phone call with the examiner team and the applicant
- Wednesday, September 19<sup>th</sup> – Tuesday, September 25<sup>th</sup>: Two-hour consensus phone call with the examiner team

### Phase One: August 17<sup>th</sup> to August 31<sup>st</sup>

1. Community applications and template for Review are sent to Examiners on August 17th.
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 by Friday August 24<sup>th</sup>.
5. Participate in phone call with Examiner team to agree on final set of questions for community (Monday August 27<sup>th</sup> for one hour).
6. Participate in phone call with community key contact(s) to discuss questions (Wednesday-Friday August 29<sup>th</sup>-31<sup>st</sup> for one hour).

### Phase Two: September 1<sup>st</sup> to September 12<sup>th</sup>

1. Re-read the Journey to Community Excellence Application and use the template below to write your application comments. Note: Your comments do not need to be formal “feedback ready” comments at this time.
2. Write up to three highlights and three considerations in total related to their Community Profile.
3. Write at least one highlight and one consideration each for Categories 1, 2 and 7.1(1), (2), and 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.
4. 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.
5. For Category 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.
6. List any key themes observed or general feedback at the end of the template.
7. Once completed, email this form to [snorling@communitiesofexcellence2026.org](mailto:snorling@communitiesofexcellence2026.org) by September 12<sup>th</sup>.

**Phase Three: September 19<sup>th</sup> to September 25<sup>th</sup>**

1. Participate in consensus conclusion call. During this call all Examiners will agree on the final comments that will be provided to the community applicants. (Wednesday September 19<sup>th</sup> – Tuesday September 25<sup>th</sup> for two hours).
2. Review final Feedback Report and provide comments if needed.