



# IRPE Tool Matrix

This tool matrix is designed for examiners, team leads, coaches, and judges as a reminder of templates, support documentation, and guides to support the IRPE feedback process.

All the templates can be found at [https://iowaqc.org/performance-excellence/examiner\\_downloads](https://iowaqc.org/performance-excellence/examiner_downloads)

<b>Tool Name</b>	<b>Purpose/How Used</b>	<b>When Used</b>
<b>Examiner Biography</b>	Overview summary of your background to share with the team lead and your team.	Pre-work & IR
<b>IRPE Roadmap</b>	Overview of the IRPE process and timeline.	IR, HELP Week, & Site Visit
<b>IRPE Calendar</b>	Provides teams a standard timeline for completing IR, HELP Week, and Site Visits.	IR & HELP Week
<b>6-Step Process</b>	Defined approach for reviewing the application and providing excellent feedback.	IR, HELP Week, & Site Visit
<b>Key Factor Worksheet</b>	Provides the team a working copy to build the key factors for the organization.	IR
<b>SBN Team Lead Key Factor Quick Reference</b>	Quick reference for entering Key Themes for the team into SBN.	IR
<b>Team Emails</b>	Guide for team leads to communicate with examiners.	IR
<b>Results &amp; Document Matrix</b>	Each examiner uses this during IR to capture expected results and desired documents.	IR
<b>SBN Independent Review Process Quick Reference</b>	Provides a guide for entering IR information in SBN.	IR
<b>SBN Team Leader Move to Consensus Review Quick Reference</b>	Guide for team leads to move the scorebook to Stage 2 for HELP Week.	IR & HELP Week
<b>SBN Category Lead Consensus Review Quick Reference</b>	Provides a guide for preparing for HELP week in SBN.	HELP Week
<b>Consensus Script</b>	Each category lead assembles the script based on their review of the examiner IR's. The script is displayed to the team to guide the conversation during HELP week and Site Visit.	HELP Week
<b>Scoring Standard Work</b>	Defined approach for scoring during HELP Week & Site Visit to ensure consistency.	HELP Week & Site Visit
<b>Key Theme Matrix</b>	Provides the team a working copy to build the key themes for the organization.	HELP Week & Site Visit
<b>IRPE Score Tracker</b>	Provides the team, coaches, and judges a reference and history of the scoring from HELP Week to Site Visit.	HELP Week & Site Visit
<b>SBN Category Lead Site Visit Prep Quick Reference</b>	Reference for team leads to get ready for site visit documents and people to interview from SBN.	Site Visit
<b>SBN Team Lead Site Visit Prep Quick Reference</b>	Steps to capture needed documents and people to interview to give to the applicant for site visit prep from SBN.	Site Visit
<b>Walk the Wall Standard Work</b>	Defined approach for working and gathering feedback on comments during site visit.	Site Visit
<b>SBN Site Visit Quick Reference</b>	Provides a guide for entering Site Visit information in SBN.	Site Visit

**IR** = Independent Review   **HELP Week** = Help Examiners Learn the Process   **SBN** = Scorebook Navigator