

SBN Site Visit Quick Reference

1. Sign in to SBN (https://scorebooknav.org/user_login.aspx) and Select Scorebook you will work on. Be sure it is in Stage :: 2 section.

Scorebook Navigator Navigation Bar								Sign Out	Scorebooks	Key Factors	Item Evaluation	Key Themes	Reports	My Account
Scorebook	Assignment	Criteria	Start Date	Due Date	Done	Scored Topics	Points							
Stage :: 1														
	10339 - Complete individual review. When finished, check Done on your Scorebook page.	Business-NFP 2017-18	07/14/2018	07/31/2018	<input checked="" type="checkbox"/>	0/17	0/1000							
Stage :: 2														
	10540 - Complete your assigned items. Do not check Done when done. Your team leader will.	Business-NFP 2017-18	07/14/2018	07/31/2018	<input type="checkbox"/>	0/17	0/1000							

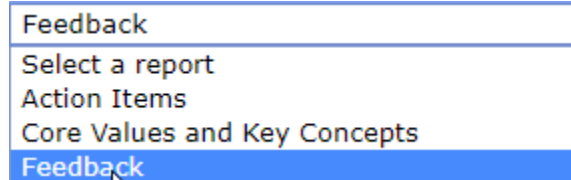
Copy An Example Scorebook

2. Prep Evening:

- a. Run and print report Visit – Walk the Wall



- b. Run Feedback report and walk the wall to gather input from team via Walk the Wall





3. Category lead updates Scorebook navigator based on site visit and team feedback
 - a. Enter Strength or OFI (be sure to save often)
 - i. Strength

Strengths (include figure references, as appropriate.)

KF Ref.	Strengths	Rationale	Item Ref.	Observation
1 P.1a(1)	This is the feedback ready comment <input type="text"/>	Enter information from the application <input type="text"/>	<input type="checkbox"/> 1.1a <input checked="" type="checkbox"/> 1.1a(1) <input type="checkbox"/> 1.1a(2)	<input type="text"/>

Annotations for Strengths view:

- Select Key Factor(s) (points to KF Ref. column)
- Enter feedback ready comment (points to Strengths text area)
- Enter information of why you selected this as a Strength (points to Rationale text area)
- Select Item(s) (points to Item Ref. list)

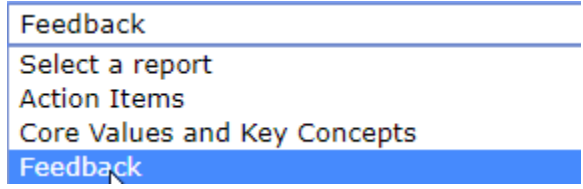
ii. OFI

KF Ref.	OFIs	Rationale	Item Ref.	Observation
1 P.1a(1)	This is the feedback ready comment <input type="text"/>	Enter information from the application <input type="text"/>	<input type="checkbox"/> 1.1a <input type="checkbox"/> 1.1a(1) <input type="checkbox"/> 1.1a(2) <input type="checkbox"/> 1.1b <input checked="" type="checkbox"/> 1.1c <input type="checkbox"/> 1.1c(1) <input type="checkbox"/> 1.1c(2)	<input type="text"/>

Annotations for OFI view:

- Select Key Factor(s) (points to KF Ref. column)
- Enter feedback ready comment (points to OFIs text area)
- Enter information of why you selected this as an OFI (points to Rationale text area)
- Select Item(s) (points to Item Ref. list)

4. Complete Walk the Wall Process Run Feedback report and walk the wall to gather input from team via Walk the Wall



5. Repeat Steps 3 & 4 until comments are complete.



6. Update Scoring using standard work document.

Item 1.1 Scoring (Click on the numbered white cells to set a score.)																					
Final Score	Overall				Key Factors				Strengths				OFIs								
	1 (1 not used)				0 (0+, 0 ~Key)				0 (0+, 0 ~Key)												
Factor	0-5%	10-25%			30-45%			50-65%			70-85%			90-100%							
Approach	No systematic approach to item requirements is evident; information is anecdotal.	The beginning of a systematic approach to the basic requirements of the item is evident.			An effective, systematic approach, responsive to the basic requirements of the item, is evident.			An effective, systematic approach, responsive to the overall requirements of the item, is evident.			An effective, systematic approach, responsive to the multiple requirements of the item, is evident.			An effective, systematic approach, fully responsive to the multiple requirements of the item, is evident.							
Deployment	Little or no deployment of any systematic approach is evident.	The approach is in the early stages of deployment in most areas or work units, inhibiting progress in achieving the basic requirements of the item.			The approach is deployed, although some areas or work units are in early stages of deployment.			The approach is well deployed, although deployment may vary in some areas or work units.			The approach is well deployed, with no significant gaps.			The approach is fully deployed without significant weaknesses or gaps in any areas or work units.							
Learning	An improvement orientation is not evident; improvement is achieved by reacting to problems.	Early stages of a transition from reacting to problems to a general improvement orientation are evident.			The beginning of a systematic approach to evaluation and improvement of key processes is evident.			A fact-based, systematic evaluation and improvement process and some organizational learning, including some innovation, are in place for improving the efficiency and effectiveness of key processes.			Fact-based, systematic evaluation and improvement and organizational learning, including innovation, are key management tools; there is clear evidence of refinement as a result of organizational-level analysis and sharing.			Fact-based, systematic evaluation and improvement and organizational learning through innovation are key organizational tools; refinement and innovation, backed by analysis and sharing, are evident throughout the organization.							
Integration	No organizational alignment is evident; individual areas or work units operate independently.	The approach is aligned with other areas or work units largely through joint problem solving.			The approach is in the early stages of alignment with the basic organizational needs identified in response to the Organizational Profile and other process items.			The approach is aligned with your overall organizational needs as identified in response to the Organizational Profile and other process items.			The approach is integrated with your current and future organizational needs as identified in response to the Organizational Profile and other process items.			The approach is well integrated with your current and future organizational needs as identified in response to the Organizational Profile and other process items.							
Item 1.1 Overall	0-5%	10-25%			30-45%			50-65%			70-85%			90-100%							
Item 1.1 Score	0	5	10	15	20	25	30	35	40	45	50	55	60	65	70	75	80	85	90	95	100

Note (Why shouldn't the score be in the range above or below the selected one?)

1 Enter note on why the applicant shouldn't be in the range above or below.

7. Key Themes

a. From the key them worksheet, craft the Key Theme and enter into SBN

Scorebook Navigator Navigation Bar: Sign Out | Scorebooks | Key Factors | Item Evaluation | Key Themes | Reports | Team | My Account

(Business-NFP 2017-18)

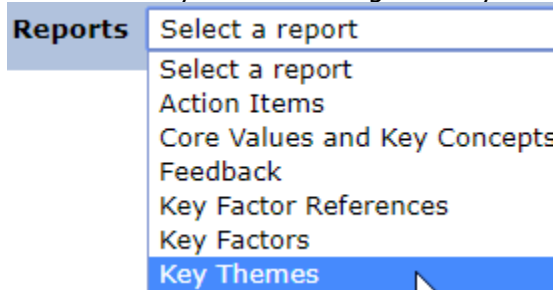
Process Strengths (1) | Process OFIs (1) | Results Strengths (0) | Results OFIs (0)

What are the most important strengths or outstanding practices (of potential value to other organizations) identified?

Themes (Strengths)
1 This is the feedback ready comment (1.1a(1))
2
3
4
5



b. Walk the wall for key themes using the Key Themes report



c. Print the report and walk the wall to get feedback

d. Update the Key Theme in SBN – repeat until team is satisfied with Key Theme Feedback.

8. When completely finished, enter the date finished and click Apply to notify the IRPE Executive Director that the team is complete.

Scorebook Navigator Navigation Bar		Sign Out	Scorebooks	Key Factors	Item Evaluation	Key Themes	Reports	Team	My Account
<ul style="list-style-type: none"> 1. Team Members 2. Team Steps 3. Item Assignments <ul style="list-style-type: none"> Sharing Examiners Online Messages <ul style="list-style-type: none"> Team Reports <ul style="list-style-type: none"> Step Completion System Usage System Usage By Month 		Examiner Key Factors inputs are combined in one scorebook.					be sure to delete any that are not to be used going forward. When finished, check Done on your Scorebook page.	07/14/2018	
		The scorebook is then sent only to ██████████ ██████████ to consolidate.							
		After the proposed consolidation is completed, use Sharing to provide other examiners with a read-only copy of the above examiner's scorebook to reach consensus on the key factors.							
	#10539	1	Step 3: Each examiner receives a separate copy of the stage 1 scorebook consolidated by ██████████ ██████████ in step 2 above to complete his/her individual review. DO NOT CHANGE THE NAME IN THIS BOX.	7/31/2018	Complete individual review. When finished, check Done on your Scorebook page.	Assigned	07/14/2018		
	#10540	2	Step 4: Examiners use the scorebook of ██████████ ██████████ in step 4 above to complete their assigned items. DO NOT CHANGE THE NAME IN THIS BOX.	7/31/2018	Complete your assigned items. Do not check Done when done. Your team leader will.	Assigned	07/14/2018		
#10541	2	Step 5: Submit the completed scorebook to the Program Manager(s). Once submitted, the scorebook is no longer available for editing by the team. It will appear in the Scorebook screen of the Program Manager(s).				The team is done. Prepare the final report.	<input type="button" value="Apply"/>		