

Application Scoring SOP

Process Summary	
Overview of the steps for scoring process and result categories using ADLI and LeTCI evaluation criteria.	
Step	Instructions
1	<p>Following completion/review of the consensus script. Start in the 50-65% scoring range for the evaluation factor being considered (ADLI/LeTCI).</p> <ul style="list-style-type: none"> Determine if the description best represents the response to the item. If yes, mark with an "X". If no, decide if the response is a better fit in the next higher or lower range. Continue to read the descriptions until the best fit is identified and mark with an "X". Adjust the "X" to the high – medium – or low portion of the specific range based on item review.
2	Repeat Step 1 until all evaluation factors (ADLI/LeTCI) have an "X" indicated in the scoring grid.
3	Review the scoring range placement of the 'X' for all four evaluation factors and determine the 'best fit' range for the overall response to the Item criteria. Select the range (e.g. 30 – 45%).
4	Once the range has been selected, discuss the best fit within the range. Does the response reflect the low, middle or top part of the range? Enter the score in increments of 5% in the consensus or site visit field based on the stage you are in.
5	<p>Review the score and ask the following questions to affirm the chosen score:</p> <ol style="list-style-type: none"> What is keeping the applicant from the range below? What is keeping the applicant from the range above? Are the identified strengths and OFIs reflective of the score vs the criteria (e.g. basic, overall, multiple)? <p>Made adjustments as needed.</p>
6	Update the score in ScoreBook Navigator based on the standard work,.

Factor	0-5%	10-25%	30-45%	50-65%	70-85%	90-100%
Approach	No systematic approach to how 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.
@Consensus				X		
@Site Visit						
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.
@Consensus						
@Site Visit			X			
Learning	An improvement orientation is not evident; improvement is achieved through 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 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.
@Consensus				X		
@Site Visit						
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 basic organizational needs identified in response to the Organizational Profile and other Process Tools.	The approach is aligned with organizational needs identified in response to the Organizational Profile and other Process Tools.	The approach is integrated with organizational needs identified in response to the Organizational Profile and other Process Tools.	The approach is well integrated with organizational needs identified in response to the Organizational Profile and other Process Tools.
@Consensus			X			
@Site Visit						
Guidance: Use Scoring standard work to match up the most representative score.						
Item 1.1 Score		@ Consensus	-	45	Best Fit Range: 30 – 45%	
		@Site Visit	-		Best Fit within Range: 45	