

Site Visit Issue Worksheet

(Record only one issue per page)

Item Reference: _____

Not originally evaluated at consensus

Issue or process addressed: _____

The SVI is “owned” by the Lead for the item referenced on this page. For a Level 4 applicant, each OFI comment and each bold (++) strength comment should be addressed in a SVI Worksheet. Prioritize your SVIs in case you run out of time on site. This is particularly important for a one-day site visit.

Comment(s) affected: SVIs address one or more comments that are addressed by the findings and conclusions of the audit (e.g., 1.1 first +, 1.1 first OFI, KTa.2, and 5.2 second +)

STRATEGY:

1. Who will you interview and at which locations?

2. What questions will you ask related to the organization's:
Approach/Levels

Deployment/Trends

Learning/Comparisons

Integration

Be as complete and specific as possible so that another examiner can carry out your strategy during the site visit if necessary. If the issue you have identified is an OFI (in consensus) and has been clarified or resolved, look at the next higher scoring range and formulate questions using the evaluation factors (A-D-L-I or Le-T-C-I) to determine if the process or results can support that scoring range. Unless you plan to score the item at 100%, the applicant will expect you to identify its OFIs for the item. The Scoring Guidelines for the evaluation factors are an excellent resource for identifying potential OFIs.

3. What documents will you review?

 4. Are there any walk-around questions?
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Item Reference: _____

FINDINGS: What observations, specific answers, and/or updated results did you find during the site visit? Be specific and include data as appropriate. What is the resolution of this site visit issue based on your findings? For each comment listed above, indicate “delete,” “modify,” or “no change” and the specific findings that led you to that conclusion.

This provides a paper trail of your findings for the Panel of Judges. Provide specific information (e.g., documents reviewed, interviews conducted, specific responses to questions, actual data observed). Based on your findings, what is the conclusion? Is the approach systematic and effective? Are there gaps in deployment? Are benchmarks and comparisons used and are they appropriate? Before the closing meeting with the applicant, ensure that your findings answer the issue and permit you to clarify and/or verify all of the consensus comments referenced in “Comments affected” above.

FINAL COMMENT(s): Write the comment as it will appear in the final scorebook. If a new comment is required it should be included in this section.

Are any comments no longer appropriate? The balance of strength and OFI comments should support the score. If you have deleted OFI comments, do you need to create new comments? Include your new and/or edited comments in this section.

How have your findings affected the scoring for this item when compared to the consensus score? Verifying existing strengths does not necessarily result in a “raise.”

The site visit findings indicate that the processes and/or results investigated would have the following effect on scoring:

raise ____, no effect on ____, or lower ____ the consensus evaluation.
