



2019 Pre-Work Assignment

Welcome to the TNCPE Board of Examiners! This packet will guide you through completing the pre-work assignment for 2019. First and second year examiners will learn more about the instructions in this packet during their Orientation session. We recommend that you schedule 20-25 hours to complete your pre-work assignment and ask that you please track your hours. We will ask you to record them on your pre-work evaluation form, which you will receive during the 3-day training session.

Pre-Work Assignment:

- 1) Create a key factors list for the LifeBridge case study in Scorebook Navigator: P.1a, P.1b, P.2a, P.2b, P.2c
- 2) Evaluate six items of the LifeBridge case study in Scorebook Navigator: 1.1, 2.2, 3.1, 6.1, 7.1, 7.2

Getting Started:

A quick-start guide for beginning your assignment appears below. [Step-by-Step Instructions](#) are available for creating a list of key factors and evaluating items of the case study and will be reviewed during Examiner Orientation.

STEPS	ACTIONS
Log on to the Scorebook Navigator™ software	Go to: https://scorebooknav.org <ul style="list-style-type: none"> • Your username will be: firstnamelastname (Example: Sue Alexander = suealexander) • Input your password. At your first log in, your password will be the same as your username (firstnamelastname). Click “sign in”. <p><i>*Tip: If you served as an examiner last year, your updated password has not changed. Enter your password from last year OR use the “Forgot Password” link to generate an email reminder.</i></p> <p>Click on the “Scorebooks” button to find the assignment: “2019 LifeBridge Pre-Work Group (1, 2, or 3)” under the “Scorebooks” column heading.</p> <p>Need help? Access the Scorebook Navigator Tip Sheet.</p>
Download and Review the Baldrige Excellence Framework™	<p>Once you have accessed the LifeBridge Scorebook in Scorebook Navigator, the Business edition of the Baldrige Framework booklet may be downloaded by clicking the “Display the Criteria” icon ().</p> <p>By downloading the PDF, you agree not to distribute the Framework, in whole or in part, to other individuals or groups either internal or external to your organization.</p> <p><i>A PDF of the Business Framework was also sent as an email attachment with your pre-work assignment. In addition, the Criteria requirements may be accessed throughout the Scorebook Navigator system by hovering your mouse over any Criteria reference.</i></p>

<p>Print and Read the 2019 LifeBridge Case Study</p>	<p>You may access this year’s case study either from the TNCPE website here (or on the TNCPE Examiner Resources page under the “Pre-Work” header),</p> <p>It is also available in the Scorebook Navigator system by using the “Display the Application” icon () to download the case study from your scorebook.</p> <p><i>Please note that Category 7 (pages 30 -50) contains color graphs, in addition to several other figures. Be sure to review these graphs in COLOR (either online or in a color printout) so the data are presented accurately.</i></p>
<p>Create a list of key factors</p>	<p>Using the information in LifeBridge’s Organizational Profile, identify key factors for the organization and record on the Key Factors screen in Scorebook Navigator.</p> <p><i>*Tip: A sample list of key factors from area P.1a has been completed for you and is located here.</i></p> <p>Need help? Additional information and instructions for recording Key Factors is available in the Step-by-Step Instructions.</p>
<p>Evaluate six assignment items in Scorebook Navigator™</p>	<p>Evaluate items 1.1, 2.2, 3.1, 6.1, 7.1, and 7.2 using the six-step process below:</p> <ol style="list-style-type: none"> 1. Criteria: Review the Criteria item questions. 2. Key factors: Select 4-6 relevant key factors for the item. 3. Analyze the Application: Read and analyze the relevant section of the application and identify processes/results and gaps. Assess key processes or results using evaluation factors (A/D/L/I or Le/T/C/I). Use key factors to think about what you would expect to see and what is a priority for the applicant. 4. Outline Comments: Outline 6-10 strength and OFI comments by providing a topic sentence and evidence for each. 5. Score: Score the item. 6. Feedback-Ready OFI: Write one feedback-ready OFI comment for the item. <p><i>*Tip: Sample process (5.1) and results (7.3) items have been completed for you and are available at their respective links.</i></p> <p>Need help? Additional information about evaluating process and results items is available in the Step-by-Step Instructions. You may also access more information about the evaluation factors and scoring grid at the following links: Process Guidelines (ADLI) and Results Guidelines (LeTCl)</p>
<p>Print your work for class</p>	<p>Use the “Reports” button to Export your key factors and six assigned items to Word. Print two copies of each to bring to your three-day training class. Don’t forget to note your hours!</p> <p>Need help? Additional information about printing your work is available in the Scorebook Navigator Tip Sheet.</p>

We are delighted to have you on the 2019 TNCPE Board of Examiners and look forward to your participation! Please don’t hesitate to contact TNCPE if you need additional information.

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