

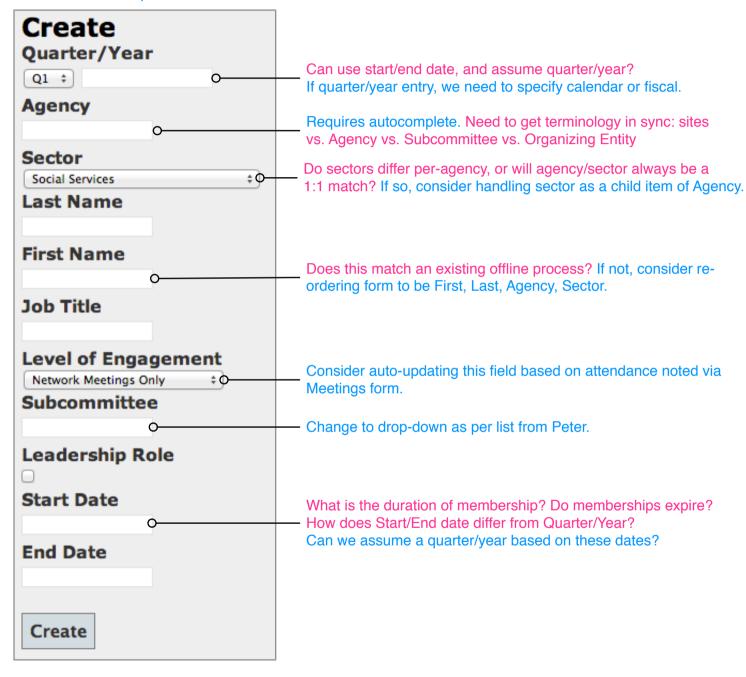
Form Flow Assessment for the AOK Network Reporting System | May 30, 2013

Membership

KEY:

Clarifications Needed (CPRD) Assessment Notes

What fields are required?



INPUTS FROM AOK:

- What reporting period is this? (List the quarters and the associated dates)
- Who are the members of the network?
 - Agency name
 - Person's Name (last, first)
 - Person's Job title
- What sector do they represent? (sector dropdown)
- When did they begin participation and when did they end participation?
- What role do they play in the network?
- How are they engaged in the structure and work of the network?
- Did\do they participate in subcommittee meetings

KEY QUESTIONS:

 Agency level of involvement (Agency + Title+ Engagement+ Subcommittee membership +length of participation) To learn how /when people are engaged and if/how that facilitates the work of the network

Should weighting be given to members based on leadership role vs. not?

• Individual member longevity---(stability, commitment) Organizations they represent, roles they have on the committee, and length of time they participated on the network

Is this more useful as a list-type view, or as a visualization?

 How do representatives change over the course of the project? (attrition, expansion, refinement --initiative related)

What is "the course of the project"?

• Sector representation vs. potential representation—completeness or gaps across the network. how does sector representation relate to the coalition's capacity?

How would one define "potential representation"?

• Representation within sectors. How many from each sector?. What numbers create 'critical mass' for that sector and in cross-sector work?

Are there any current metrics/guidelines for "critical mass"?

and connections to Meeting Reports:

- The number of participants?
- Did someone attend that meeting as a surrogate or representative of an agency or organization?

If a member of an agency attends a meeting, are they always functioning as a representative/surrogate of that agency, or is there a distinction to be made?

How often did they attend in a year, 2, 3,years?



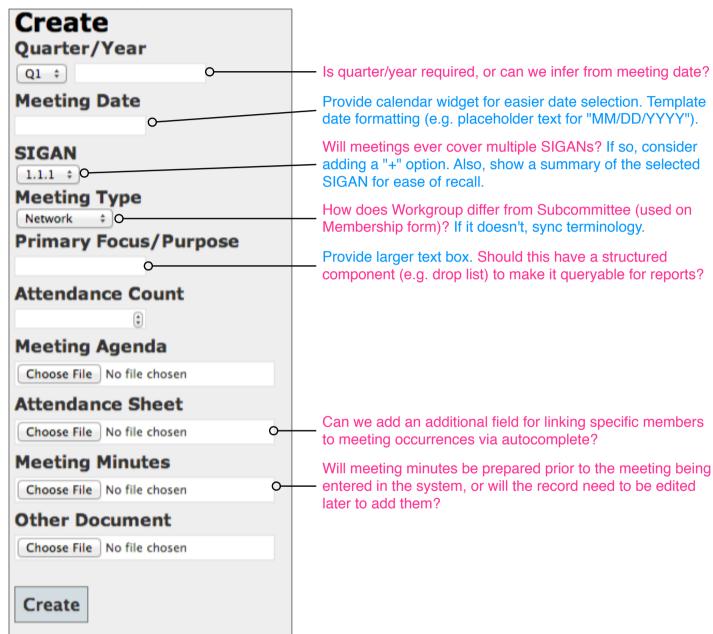
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AOK Meetings

KEY:

Clarifications Needed (CPRD)
Assessment Notes

What fields are required?



- INPUTS FROM AOK:
- What are the meeting dates?

Will a single meeting ever span multiple days?

- What type of meeting is being conducted? (network, workgroup, Other, eg. Orientation, recruitment)
- What is the focus of the meeting?
- How many people attended?
- How did the meeting go? How would you characterize the quality of the meeting? Pulse check

This does not appear to be covered by the current form. Is there an accepted measure for "quality of meeting"?

KEY QUESTIONS:

- How many network meetings have been conducted this year? (Contract requirements --10 network meetings per year, a running tally per quarter)(adding to the quarter before would be good) --will tell us common meeting frequency and cycles of collation work.
- # of Meetings on track and not on track ----AMA may want to look for red flags--- Raw number of meetings---very few meetings, or meetings that are not on track
- AMA wants to see agendas, attendance and minutes to see they are using good meeting and follow up practices



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Clarifications Needed (CPRD)

"MM/DD/YYYY"). Add checkbox for 'ongoing' (which disables date input).

Community Collaboration Meetings

What fields are required? **Assessment Notes** Create Quarter/Year Is quarter/year required, or can we Q1 ‡ infer from meeting date? **Meeting Date** Can we autocomplete using Agency list from Member data for AOK affiliates? Will there ever be multiple **Sponsoring Organization** Oras.? Will this always be a Member? If so, Major Focus/Event/Goal we should autocomplete using Member data. Will there ever be multiple Representatives? AOK Representative Name If we are able to autocomplete members' names in the preceding field, this should autocomplete with **AOK Representative Affiliation** Sector profile data. Consider Social Services renaming as 'AOK Representative's **AOK Role / Contribution** Sector' Should this have a structured Completion Date of Tasks/Event/Goal, Ongoing component (e.g. drop list) to make it queryable for reports? Provide calendar widget for easier date selection. Template date Create formatting (e.g. placeholder text for

INPUTS FROM AOK:

- Date of meeting
- Name of group convening the meeting
- Focus of the meeting
- Who participated in the meeting and what was their affiliation:
- How does\did the meeting relates or contribute to the AOK Network?

KEY QUESTIONS:

How many of these meetings happen in a quarter? Across a year?

Is there a target for how many should be happening, as with AOK Meetings?

How much of the coordinator's role is in this form of collaboration?

Who is the 'coordinator' in this case?

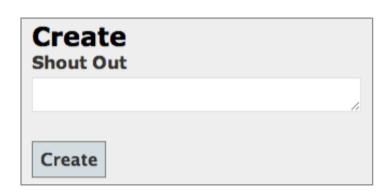
- How do these meetings relate to the work of the network? What is the contribution of the AOK Network representative
- Is representation at these meetings always the coordinator or is AOK membership taking leadership roles and representing the network at these other meetings?
- (How can we assess the value of this work?)

Any thoughts on how you are interested on reporting on this quantifiably?



Network Member Connections / Shout-outs

Clarifications Needed (CPRD) **Assessment Notes**



Will these always be entered by the person giving the shout out, or will they ever entered on behalf of someone else? If so, we would need to be able to specify whom the shout out is from, and when it was originally given.

KEY QUESTIONS:

- What is the added value of
 - being in the AOK Network
 - what the network brings to the community outside of their direct work?

Note that there is no quantifiable way to report on the data from this form (other than lists of inputs). Is there interest in seeing shout outs by time/region/etc.?



Network & System Capacity Development

Is this form title meaningful for the end users?

What fields are required?

Clarifications Needed (CPRD) **Assessment Notes**

Create	le quarter/year required, or can we infor	
Quarter/Year	Is quarter/year required, or can we infer from entry date?	
Q1 ÷	Will initiatives ever cover multiple SIGANs?	
SIGAN	If so, consider adding a "+" option. Also,	
1.1.1 ÷ O	show a summary of the selected SIGAN for	
Date	ease of recall. Consider moving SIGAN down the form to focus on the initiative.	
0	Provide calendar widget for easier date	
Primary Focus	selection. Template date formatting (e.g.	
Network Capacity \$>>	placeholder text for "MM/DD/YYYY").	
Focus Subset 1 - Network Capacity	_ Ideally, move this field in-line with Primary	
Membership and Engagement ‡ 0	Focus initial drop down.	
Primary Organizing Entity	We need collect a specific agency name to be able to assess 'per site' vs. statewide.	
AOK Network ‡		
Target Population	Will there be 'secondary entities'?	
Number Participated	Will multiple populations be targeted? If so, consider adding a "+" option.	
O	Number participated seems hard to answer	
AOK Contract Expectation	if this form is to be used even before an	
Multi-sector Network Rep \$	Approach is started.	
Systems Impact	Diagon provide more information on how	
Access ‡ O	Please provide more information on how this is used in the field.	
Status of Approach		
Not Started ‡		
Barriers to SIGAN Completion	Last of least last and still development	
☐ Change in project staffing ☐	Lack of knowledge or skill development	
 Loss of community interest and 	Turnover in network membership	
involvement	Lack of financial resources	
 Lack of sector representation 		
 Lack of will to work collaboratively 		
 □ Too large an area to cover 		
Other		
- Other		

Assessment of Successful Completion		Should this be multiple choice (checkboxes), too?
None	÷ 0	
Documentation Upload		(6.156.156.7), 155.
Choose File No file chosen		
Create		
Create		

- **INPUTS FROM AOK:**
- Date
- Title

This is missing from the current implementation.

Primary focus (5 focus areas to select from with sub dropdown under each)

Only two focus areas in current implementation + other... OK?

Type of event/form of effort (Choose one: in service training, AOH conversation, event, product development, product distribution, other)

This is missing from the current implementation.

- How does it relate to their strategic plan? (Select Initiative 1, 2, 3?)
- Primary organizing group or entity (AOK driven, AOK + others, Other entity)

Current implementation is missing the idea of AOK + non-AOK together.

Committee or sub-committees working or linked to an initiative.

Do we need organizing entity AND committee?

- Targeted populations
- Number that participated
- AOK contract expectation Y/N If yes, state which from drop down (6 choices)

Yes/No is missing. Please provide more information on how this is used in the field.

- Current status of initiatives (Status of initiatives at completion? or by 4th quarter?
- What are the process indicators used to chart progress and evaluation status?
- Accomplishments or progress

KEY QUESTIONS (per site and statewide):

- What is the work (outside of meetings) that is being conducted
- What is being concentrated on during this quarter (sorted by primary focus)

Will there be a copy of this form filled out for each 'concentration' during a quarter? How will updates to a project be made during the process (e.g. updating 'Status of Approach'?)

- What has happened over the course of the year locally and statewide sorted by purpose, type, participation level, evaluation of it's success
- Did the initiative attain the intended outcomes?
- What were the resources and outputs used to attain intended outcomes?

Current implementation is not tracking resources (other than groups). Should it be?

- How were the outcomes tracked and monitored?
- What is the best evidence of the outcomes? Are the results quantifiable?

Current implementation is not tracking specific outcomes (beyond categorization). Should it be?

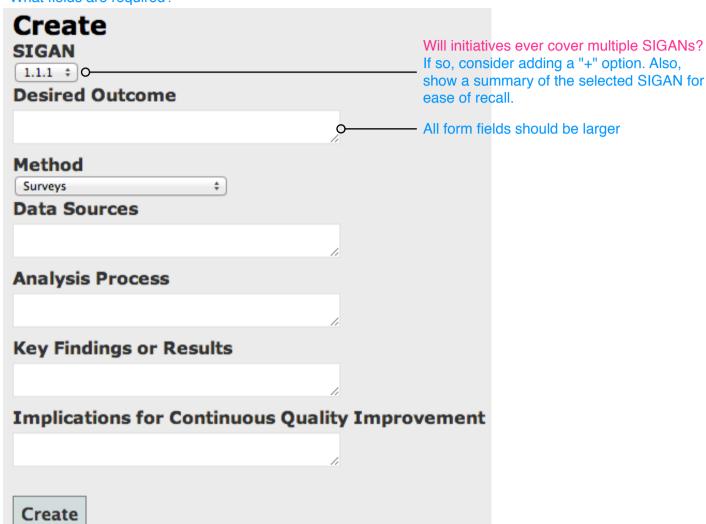


Implementation Challenges

KEY:

Clarifications Needed (CPRD) **Assessment Notes**

Is this form title meaningful for the end users? What fields are required?



What does this form gather information on? Are there any key questions that should be reported on quantitatively (as with the other forms)?