

**Paths to Recovery NPO**

**“ON-LINE” REVIEW SHEET FOR FULL PROPOSAL**

**Use this Rating Scale When Scoring Items (see Scoring Guidelines in folder)**

<u>Outstanding</u>	<u>Very Good</u>	<u>Mixed</u>	<u>Fair</u>	<u>Minimal</u>	<u>Not At All</u>
5	4	3	2	1	0

***Organizational Readiness***

1. Change exercise: the issue chosen by the applicant is directly related to access or early engagement. The issue is a significant problem that was not solved earlier. It was really tackled during the proposal time. 5 4 3 2 1 0

Items 1 through 4 on this template all relate to question “1” on the full proposal. The applicants were provided a sample change exercise; you have a hard copy of the sample. Please refer to it before scoring these items.

2. Change exercise: the actions taken by the applicant to address the issue demonstrate that the organization was able to a) get staff involved, b) make a change, and c) know whether or not it would work. 5 4 3 2 1 0

Items 1 through 4 on this template all relate to question “1” on the full proposal. The applicants were provided a sample change exercise; you have a hard copy of the sample. Please refer to it before scoring these items.

3. Change exercise: the data collected by the applicant demonstrates a reasonable and thoughtful way to measure whether the change resulted in an improvement. (It is NOT necessary that the change resulted in an actual improvement; only that the applicant tried to measure the impact of the change.) 5 4 3 2 1 0

Items 1 through 4 on this template all relate to question “1” on the full proposal. The applicants were provided a sample change exercise; you have a hard copy of the sample. Please refer to it before scoring these items.

4. Change exercise: the applicant learned: a) more about the organization’s ability to change, b) who benefited and how, c) what should have been done differently, and d) what to do next. 5 4 3 2 1 0

Items 1 through 4 on this template all relate to question “1” on the full proposal. The applicants were provided a sample change exercise; you have a hard copy of the sample. Please refer to it before scoring these items.

5. Client involvement: the applicant offers a thoughtful response to how clients and families will be included. This may address the pros and cons of including them. 5 4 3 2 1 0

This item relates to question “2” on the full proposal.

<p>6. The <u>executive champion</u> a) describes how Paths to Recovery will meet a strategic imperative, b) provides credible and specific evidence that they will actively support process improvement, and c) establishes how their skills and experience makes them well suited to act as a champion.</p> <p>This item relates to question “3” on the full proposal. Before answering this question, please also review this person’s resume and answers to questions 3 through 5 on the Executive Summary.</p> <p>7. The <u>change leader</u> a) describes how their skills and experience make them well suited for this role and b) provides a clear rationale for how they will be able to dedicate 50% of their time to the Paths to Recovery project – what will they no longer do in order to free up their time?</p> <p>This item relates to question “4” on the full proposal. Before answering this question, please also review this person’s resume.</p>	<p>5 4 3 2 1 0</p> <p>5 4 3 2 1 0</p>
<p><b><i>Using Process Improvement</i></b></p>	
<p>8. The applicant demonstrates they have: a) developed a reasonable <u>initial</u> plan for implementing process improvement in their organization, b) made their decision to begin in the described area(s) using relevant data and a logical decision-making process, and c) set an aim that does not imply a solution, advance a pre-conceived agenda, or assign blame.</p> <p>This item relates to question “5” on the full proposal.</p> <p>9. The applicant provides a) a clear rationale for how process improvement is or will be a part of their organization and b) demonstrates an understanding of what it will take to participate in Paths to Recovery and how they expect to overcome any projected barriers without RWJF money.</p> <p>This item relates to question “6a” on the full proposal.</p>	<p>5 4 3 2 1 0</p> <p>5 4 3 2 1 0</p>
<p>10. <b>Do not score 6b. The answer is for NPO use only. Please enter a “0” for this score and put “NA” in the comment box.</b></p>	<p>5 4 3 2 1 0</p>
<p>11. The organization provides a thoughtful response describing barriers to sustainability and describes how those barriers will be overcome, particularly when the RWJF money runs out.</p> <p>This item relates to question “7” on the full proposal.</p>	<p>5 4 3 2 1 0</p>
<p>12. <u>Team worksheet</u>: Any concerns? E.g., there are not appropriate people on the team(s), there is reason to believe they cannot free up time to participate effectively, etc.</p> <p>If yes, please explain “concerns” below.</p>	<p>Yes No</p>

<p>13. <u>Board Letter of Support</u>: Any concerns? E.g. If the CEO were to resign during the project, the board does not seem committed <u>enough</u> to replace him/her with someone who would be the new “executive champion” for this project; the board does not seem to be really involved and is just a rubber stamp.</p> <p>If yes, please explain “concerns” below.</p>	<p>Yes No</p>
<p>14. <u>Audited financial statements</u>: Any concerns? E.g., This organization is clearly not going to be around in 10 years.</p> <p>If yes, please explain “concerns” below.</p>	<p>Yes No</p>
<p>15. Please briefly review the <u>budget and budget narrative</u>. Do you see any items that concern you as a reviewer and therefore should be addressed during budget negotiations? E.g., the budget justification is not good, they are allocating their budget in a way that is not likely to produce success, they have not used the budget to free up time for staff to participate, etc.</p> <p>If yes, please explain “concerns” below.</p>	<p>Yes No</p>
<p>16. <b>Taken as a whole, what is your recommendation (based on the criteria listed below)?</b></p> <p>Please explain your decision below under “Strengths” and “Weaknesses.”</p> <p>5 = highly recommended; describe the “wow” below  4 = recommend, but compare to others’ evaluations first  3 = uncertain; describe the “wow” below, as well as the concern and what to discuss  2 = do not recommend; describe concern below  1 = definitely reject; describe concern below  0 = did not complete application</p>	<p>5 4 3 2 1 0</p>
<p>Any additional concerns:</p>	
<p>Any additional “wows” or strengths:</p>	
<p>Any additional items to be discussed:</p>	
<p>If the score was 3 through 5 on item 16, what specific questions (and who would you ask) if you were making a site visit to this organization – even if you have no concerns? Would you ask for any more information? Is there anything else you would check out on the site visit?</p>	

Final recommendation:	<ol style="list-style-type: none"><li>1. Recommend</li><li>2. Uncertain</li><li>3. Reject</li></ol>