# Team Uboreshaji Impact Matrix



**HIGH**

| | | | | |
|---|---|---|---|---|
| 1b, 1c, | 2b | 3a,2a,4c | 4a,6a | 12b |
| 5c, 1d | 5a | 14b, 17b | | 13a,14a |
| 4b,7 a&b | 9c,9b | | 12c,d,&e | 14c |
| 8a,10a | | | | |
| 11a, | | | | |
| 12a,16a | | | | |
| 16b&c | 17a | | | |
| | | 15a&b | 5e | |
| | 1a,5b&d | | | |

**Impact on AIM/Meas.**

**LOW** **Difficulty/Cost** **HIGH**
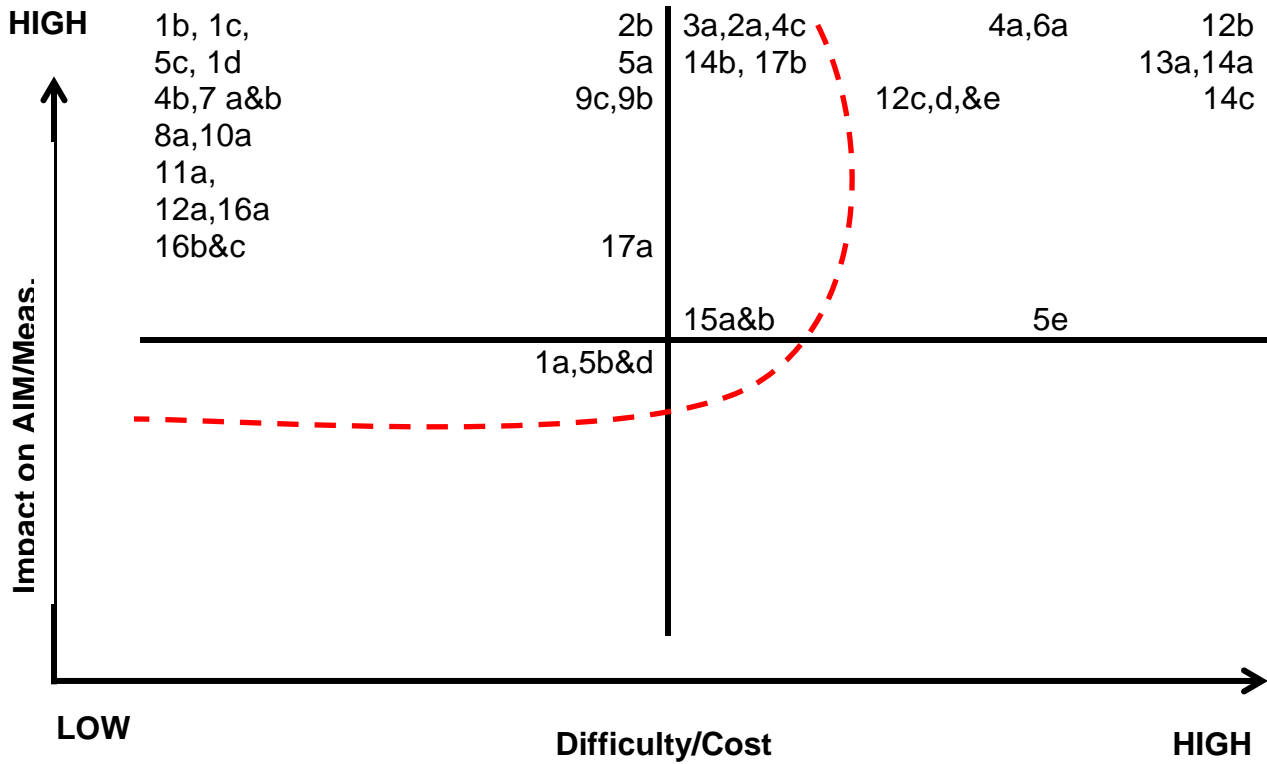
# Team Uboreshaji List of Problems and Ideas

| # | Problem | Idea |
|---|---------|------|
| 1 | Agency doesn't know what year they are in; people don't read or remember reading the guidance email and protocol; | **1a. AP3 Manual with time-line**<br>**1b. Orientation with new projects – develop orientation and include Eval 101**<br>**1c. Modify quick reference/cheat sheet for evaluation protocol (include survey submission form)**<br>**1d. Include instructions on survey submission form** |
| 2 | Agency has poor response rate for program consent (program & survey participation) | **2a. Passive consent (email all agencies re use of passive consent to better determine if we'll pursue).**<br>**2b. Phone/email/text blast by school personnel or by coordinator – provide a an link to electronic email or phone # to leave verbal consent** |
| 3 | Agency has to get consent forms translated into Spanish | **3a. State to translate consent forms into Spanish – Done by one of our agencies, but needs to be reviewed by Alvina, Maria, and possibly someone else (Tonya).** |
| 4 | Manual paper survey create waste | 4a. Moving to electronic survey – tablets, smart phones<br>**4b. Include in RFA electronic survey utilization as mandatory**<br>**4c. State providing TA so agency can explore with location how to do electronic** |
| 5 | Agency needs TA on preparing students for survey admin | **5a. State to travel to agency for SV to conduct survey admin 101**<br>**5b. Include information in manual (see 1a)**<br>**5c. State to provide checklist or quick guide**<br>**5d. State to provide teen friendly language on anonymity**<br>5e. EC create module on survey administration |
| 6* | Agency re-administer survey to absent participants | 6a.  Have a least one tablet so no need to reserve lab a second time |
| 7* | Not all agency submit surveys in December | **7a. Have agency submit whatever surveys that have been completed in December**<br>**7b.  EC to send email reminder for submission and attach survey submission form** |
| 8* | Agency waste of making copies prior to survey submission and storing | **8a. Scan copies instead of making copies** |
| 9* | Agency defect with survey submission – error on submitted surveys, don't use SSF form, don't sort, don't verify for accuracy, code incorrectly or not at all – results in surveys being excluded from evaluation. | 9a. Prevention measures as outlined above (5 & 7) from the RFA process ongoing<br>**9b. Send defect back for correction with written warning (EC/OMS)**<br>**9c. Corrective Action Plan which affects Risk Status of Agency** |
| 10* | State batching surveys for processing (OMS). [OMS also has other duties.] | **10a. Process surveys as they come in.**<br>**10b. Submit purchase requests as direct pay instead of e-procurement. (<$750).** |

| # | Problem | Idea |
|---|---------|------|
| 11* | State waste/costs – vendor costs, folder and label costs, transport, labor/salary time for WHB and purchasing office, and storage. | **11a. Electronic survey** |
| 12* | Purchasing process causes long waits | **12a. Electronic survey**<br>12b. In-house data entry [EPI Info data entry screens, OMS/temp]<br>12c. Eliminate unnecessary handoffs (from Ops manager to requisitioner instead of OMS – requisitioner copy OMS on email to Purchasing)<br>12d. Checklist for purchasing documents (proper attachments, etc.)<br>12e. When POs are ready, staff who initiated it should be told via email. |
| 13 | No staff back up plan in WHB. | 13a. Create back up plan/alert leadership. |
| 14* | State has conflicting staff priorities (report writing currently done in midst of RFA process; report reviews currently done while site visits are going on). | 14a. Change RFA so that it is only done every 4 years (requires legislative rule change).<br>**14b. Change evaluation process timeline (report would be ready prior to site visit).**<br>14c. Fully staffed TPPI team. |
| 15 | State approval of aggregate evaluation report takes too long – 6 hand-offs including PA and graphics. | **15a. Alert leadership of this problem – what changes can be made to timeline?; can report be changed to different format such as a highlight page for GA?**<br>**15b. Ask reviewers to make comments and send it on to next reviewer instead of back to EC.** |
| 16* | Agencies need report by September 1. | **16a. Electronic surveys.**<br>**16b. Program reports prepared prior to aggregate report.**<br>**16c. Change timeline.** |
| 17* | Agency does not use program report or report has limited use. | **17a. Determine best format/length/literacy level for report.**<br>17b. Improved turnaround time for report. |
| 18* | Turnaround time between receiving surveys and report writing is too long. | 18a. Electronic survey.<br>18b. Implementing all the improvements to process steps mentioned previously [decrease defects, eliminate process steps, and decrease wait times, etc.] |

*Eliminated/mitigated process steps with electronic survey implementation

Highlight Code
Yellow – Easy
Green – Moderate
Pink - Hard

Text Color
Green– Audrey
Purple – TPPI Team
Red – Agencies