

**2016 Action Agenda Update
Near Term Action Review
Triage Category Determination Process**

This document provides a brief summary of how Triage Categories were determined during the review of Near Term Actions (NTAs) for the 2016 Action Agenda update.

Triage Categories were defined in the Regional NTA Solicitation released on 9/21/2015 as:

- **Category 1:** NTA may benefit from minor revisions or does not need revision.
- **Category 2:** NTA would benefit from substantive revisions.
- **Category 3:** NTA has serious concerns that must to be addressed before the NTA can advance into the final review process.

The following table includes the instructions and guidance used by the Transition Team reviewers to rate Overall Quality of Proposal and Overall Fit to Strategy. Each proposal was rated by up to three reviewers.

| Field Name | Overall Quality of Proposal | Overall Fit to Strategy |
|----------------------------------|---|---|
| Instructions to Reviewers | Consider the overall quality of the proposal – rate it high, medium, or low | Consider the overall fit of the proposal to the main sub-strategy (other identified sub-strategies) and the Strategic Initiative – rate it high, medium, or low |
| Guidance to Reviewers | Important considerations for evaluating the quality of the proposal would include: <ul style="list-style-type: none"> • Responsiveness to the submittal requirements (see Annotated Submittal Form) • Clarity • Completeness • Focus • Readiness | Important considerations for evaluating the fit to strategy: <ul style="list-style-type: none"> • Alignment with a regional priority • Alignment with the main sub-strategy • Strong connections to other sub-strategies identified in proposal (not lots of loose associations with sub-strategies) • Alignment with priority pressures • Alignment with a Vital Sign • Alignment with a recovery target |

Overall Quality of Proposal and Overall Fit to Strategy were rated independently and the final scores were calculated as follows:

1. Reviewers rated each proposal they reviewed with:
 - a. A high, medium, or low rating for Overall Quality of Proposal; and
 - b. A high, medium, or low rating for Overall Fit to Strategy.
2. High ratings were then given a value of 3, medium ratings were given a value of 2, and low ratings were given a value of 1.
3. The values for Overall Quality of Proposal were then averaged and the values and the Overall Fit to Strategy were then averaged.
4. Those average values were then indexed to a scale from zero to one using the following formula to create a final score for Overall Quality of Proposal and Overall Fit to Strategy:

$$y = \frac{x-1}{2}, \text{ where } x \text{ is the average value from step 3 above and } y \text{ is the final score}$$

Triage Categories were determined using the final scores as depicted in the matrix below - where the final scores for Overall Quality of Proposal and Overall Fit to Strategy intersect in the matrix determines the Triage Category. For example:

- If the Overall Quality of Proposal score is greater than 0.75 and the Overall Fit to Strategy score is greater than 0.75, than the NTA would be in Triage Category 1.
- If the Overall Quality of Proposal score is greater than 0.75 and the Overall Fit to Strategy score is 0.5, than the NTA would be in Triage Category 2.
- If the Overall Quality of Proposal score is 0.5 and the Overall Fit to Strategy score is less than 0.25, than NTA would be in Triage Category 3.

| Overall Fit to Strategy Score | | | | Overall Quality of Proposal |
|-------------------------------|-----------------------------|-----------------------------|-------------------------|-----------------------------|
| $y < 0.25$ | $0.25 \leq y \leq 0.75$ | $0.75 > y$ | 1.00 | |
| Triage Category 3 | Triage Category 2 | Triage Category 1 | $0.75 < y$ | |
| | | | $0.25 \leq y \leq 0.75$ | |
| | | | | $y < 0.25$ |

The Triage Category and the two scores that go into determining it provide helpful signals to NTA owners:

- The **Triage Category** provides a signal to NTA owners for how their draft proposal could score relative to other proposals in the final phase of review in February if left unrevised.
- The final score for **Overall Quality of Proposal** provides a signal for how well the draft proposal was written and readiness to implement the action.
- The final score for **Overall Fit to Strategy** provides a signal for how well the proposed action aligns with the Strategic Initiatives, sub-strategies, and regional priorities, as defined in the Regional NTA Solicitation.