

Phase 3: GRPPA Facilitation

This section offers the facilitation process and identifies options for information collection during the assessment as well as consensus scoring.

GRPPA Instrument Facilitation

In Phase 3, the team will:

- Use the GRPPA Instrument to guide information collection as necessary
- Consensus Scoring

GRPPA Instrument Facilitation

During this phase of the project, Team members will use the GRPPA Instrument to guide their work. Each team member will have pre-assigned areas of focus, will facilitate the activities in relation to that area, and will bring all related materials back to the team. A discussion of findings will start the process of scoring the GRPPA.

1. After the initial meeting and pre-assessment activities, the project team will be assigned various tasks and spend time observing, gathering, and/or reviewing documents.
2. Team members will record all findings related to each item, making notes and copies of relevant information.
3. Team members will record where the information came from (observation, staff input, materials, etc.)
4. Team members will note an estimated score for their assigned items, but will not finalize scores until the team convenes to review all information. The group meeting will provide an opportunity for each team member to present their findings and impressions, which will create a larger context that will inform the final, consensus scores. The suggested format and content of each meeting related to facilitation activities is described in the Work Plan.

Activity	GRPPA Instrument Facilitation Work Plan	Estimated Time
GRPPA Activities Day 1	<p>The Project Coordinator will make and distribute copies of the following items and provide to each member of the project team on the first day of information collection:</p> <ul style="list-style-type: none"> • The GRPPA Instrument • The GRPPA Facilitation Plan • A description of the information collection types and expectations of collection methods • Blank paper for notes 	1-2 hours
GRPPA Activities Days 2 - 4	<p>All Project Team members will complete activities according to the plan. Any changes in the plan must be reviewed and authorized by the Project Coordinator.</p>	4 – 8 hours per person
Project Team Meeting 4	<p>At the end of the last day, the Team will meet to discuss activities that were planned but that may not have been completed. The Project Coordinator will review the plan with the team and make decisions about how to proceed to obtain remaining information.</p>	1- 2 hours
Consensus Scoring: Project Team Meeting 5	<p>This meeting will include a team discussion of each item within a domain. The Project Coordinator will facilitate the meeting and focus on completing a review of at least 2 domains.</p> <p>The following format is recommended:</p> <ul style="list-style-type: none"> • Introduce the domain name • Item by item, team members report their findings and estimate score. • At the conclusion of the discussion of all findings related to items in that domain, a group discussion about related findings (those not found by direct review) and team member’s impressions and thoughts will follow. • Starting at the top of the list of items, the group will discuss and then determine the score for each item. • A next meeting date will be scheduled as soon as possible to review remaining domains. 	2-3 hours

<p>Consensus Scoring: Project Team Meeting 6</p>	<p>Following the same format as Meeting 5, the remaining 3 domains are reviewed.</p> <ul style="list-style-type: none"> • Introduce the domain name • Item by item, team members report their findings and estimate score. • At the conclusion of the discussion of all findings related to items in that domain, a group discussion about related findings (those not found by direct review) and team member’s impressions and thoughts will follow. • Starting at the top of the list of items, the group will discuss and then determine the score for each item. • Using scoring instructions, determine the score for every domain. • A next meeting date will be scheduled to review the rank order of domains, begin prioritizing, and drafting an Action Plan. 	<p>3 hours</p>
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Consensus scoring

Once all GRPPA Instrument Facilitation activities are completed, team members will convene to discuss findings from project activities using the GRPPA to record answers and begin developing a consensus score. Depending on the size of the site under review, the team may need up to 3 meetings to discuss findings, cull out themes and work toward consensus on scoring for each Domain in the assessment instrument. Consensus scoring can be labor intensive but is required to ensure that a one-time finding is not labeled a consistent theme if in fact it is only an outlier.

Consensus scoring involves the collection of information regarding each gender-responsive “Item” and a review of items listed in the “As Evidenced By” column. Each person who is part of the assessment team will do some independent review of the item and *note an estimated score for each item* prior to team meetings. During each meeting, team members will discuss each “Item” by presenting independent and collective findings and impressions (examples of items are also provided). A discussion is critical to the scoring process because “Items” are often interconnected and reviewers will learn information through their independent reviews that may impact the score of several items within a Domain. After all items in a Domain are thoroughly discussed, the project coordinator will lead the team to establish a final score for each “Item”.

For each Item, please use the following scoring instructions:

- Determine if the item is applicable. If it is not applicable, write NA in the column. If it is applicable:
 - Determine if the item was present or not. If it was not present, the item scores “0”. If it is present:
 - Determine the quality of the item. This will result in a score of 1, 2, or 3. Half points (.5) may also be applicable.

The numerical score assigned will be determined after a presentation of findings relative to that item, and a comprehensive discussion with the Project Team. Below are the definitions associated with each numerical score:

1. **Below Average.** The item is present, but does not demonstrate quality, or is applied in an inappropriate or harmful manner.
2. **Average.** The item is present and there are indicators of some skills and knowledge required for this item. The application of this item in practice does not fulfill all of the requirements outlined for the item.
3. **Exemplary.** The item is present and its quality demonstrates agency or staff mastery of skills and knowledge required for this item, fulfilling all the requirements of the item.

The score for each item should then be added to create a total average score for each Domain.

1. Add the scores for *only items* that are applicable.
For example: any item that has a score ranging from 0 – 3 should be included in the total score.
2. Divide the resulting score by the number of applicable items that were included in the total to determine an average score for each domain.
For example: If only 4 items within the first domain are applicable, the total score of those 4 items is then divided by 4.
3. Add in the amount earned in the Policy question.
4. Total the Domain score

It is critical for team members to understand that one group consensus score will be recorded for each “Item”. Working together to discuss all the elements of an item and determine a score that is comfortable with all team members is the essence of this process. Consensus scoring will ensure that no one finding or one person’s opinion dictates a score, and sets the stage for future work when findings translate into program improvement plans.