

Task Force Visited: \_\_\_\_\_

Date of Task Force Visit: \_\_\_\_\_

Score

<b>Active Membership / Participation</b>	
<b>Low</b>	9
<i>0-10 members present @ meeting</i>	
<b>Moderate</b>	18
<i>11-20 members present @ meeting</i>	
<b>High</b>	27
<i>21 - plus members present @ meeting</i>	

Score

<b>Task Force Committees Established</b>	
<b>Low</b>	9
<i>No Committees Established</i>	
<b>Moderate</b>	18
<i>0-2 Committees Established</i>	
<b>High</b>	27
<i>3 plus Committees Established</i>	

Score

<b>Task Force Committees Functioning</b>	
<b>Low</b>	3
<i>No Committees Functioning</i>	
<b>Moderate</b>	6
<i>0-2 Committees Functioning</i>	
<b>High</b>	9
<i>3 plus Committees Functioning</i>	

Score

<b>Goals and Objectives Defined</b>	
<b>Low</b>	9
<i>No Defined Goals &amp; Objectives</i>	
<b>Moderate</b>	18
<i>0-2 Defined Goals &amp; Objectives</i>	
<b>High</b>	27
<i>3 plus Defined Goals &amp; Objectives</i>	

Score

<b>Working toward Goals and Objectives</b>		
<b>Low</b>	3	
<i>Not currently working toward Goals and Objectives</i>		
<b>Moderate</b>	6	
<i>Currently working toward 0-2 Goals and Objectives</i>		
<b>High</b>	9	
<i>Currently working toward 3 plus Goals and Objectives</i>		

Score

<b>Protocols</b>		
<b>Low</b>	9	
<i>No Protocols developed</i>		
<b>Moderate</b>	18	
<i>&lt; 50% of Protocols outdated &amp; not being used</i>		
<b>High</b>	27	
<i>&gt; 50% of Protocols Current &amp; being used</i>		

Score

<b>Effective Use of Meeting Time</b>		
<b>Low</b>	9	
<i>(No Agenda, Meeting did not start or stop on time, Unable to focus group)</i>		
<b>Moderate</b>	18	
<i>(Agenda present but not followed, Meeting started and stopped on time, Meeting not engaging each member)</i>		
<b>High</b>	27	
<i>(Agenda present and followed, Meeting started and stopped on time, Meeting engaging all members)</i>		

Score

<b>Leadership Conflict Resolution Skills</b>		
<b>Low</b>	3	
<i>Leadership unable to resolve conflict during meeting</i>		
<b>Moderate</b>	6	
<i>Leadership has moderate ability to resolve conflict during meeting</i>		
<b>High</b>	9	
<i>Leadership has ability to resolve conflict during meeting</i>		

Score

<b>Shared Mission</b>	
<b>Low</b>	9
<i>Lack of evidence of shared Mission</i>	
<b>Moderate</b>	18
<i>Moderate evidence of shared mission</i>	
<b>High</b>	27
<i>Evidence of shared mission</i>	

Score

<b>Buy in from top down</b>	
<b>Low</b>	3
<i>0-3 members present from leadership of systems</i>	
<b>Moderate</b>	6
<i>3-6 members present from leadership of systems</i>	
<b>High</b>	9
<i>6 plus members present from leadership of systems</i>	

Score

<b>Multi-system Representation</b>	
<b>Low</b>	3
<i>0-3 systems represented at meeting</i>	
<b>Moderate</b>	6
<i>3-6 systems represented at meeting</i>	
<b>High</b>	9
<i>6 Plus systems represented at meeting</i>	

Score

<b>Shared Work Load</b>	
<b>Low</b>	9
<i>Lack of evidence of shared work load - 1-3 member doing the work of the task force</i>	
<b>Moderate</b>	18
<i>Moderate evidence of shared work load - 3-7members doing the work of the task force</i>	
<b>High</b>	27
<i>Evidence of shared work load - 8 plus members doing the work of the task force</i>	

<b>Accomplishments / Outcomes</b>		<b>Score</b>
<b>Low</b>		9
<i>No observable evidence of accomplished achievements / outcomes</i>		
<b>Moderate</b>		18
<i>Moderate observable evidence of accomplished achievements / outcomes</i>		
<b>High</b>		27
<i>Observable evidence of accomplished achievements / outcomes</i>		

<b>Succession Planning</b>		<b>Score</b>
<b>Low</b>		3
<i>No succession planning for executive committee</i>		
<b>Moderate</b>		6
<i>Established succession planning for executive committee - Plan not executed</i>		
<b>High</b>		9
<i>Established succession planning for executive committee - Plan executed</i>		

Total Score 0

**Notes:**

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