

Alternative Option A Online Tool

Step 1: Online HCH-A Tool set up:

- >> Access tool through the HCH Evaluation Application (www.hchevaluation.com)
Practice Surveys >> Practice Survey Part B – HCH-A Tool results
- >> Copy URL link and password provided in the table to email to staff Step 2.

Step 2: Arrange for staff to complete assessment Online

- >> Select staff to complete HCH-A: Make sure you include a cross-section of roles/disciplines.
- >> Email survey link and password to staff selected to complete HCH-A.
- >> Staff member opens link and enters password.
- >> Select 'Begin HCH-A'.
- >> Staff member completes assessment.
- >> Click 'Submit' once completed. A copy can be printed.

What if staff have completed a paper version of HCH-A?

- >> Another staff member can enter their responses into online application
- >> Click 'Submit' at end of assessment. A copy of responses can be printed

Step 3: Collate results and arrange consensus meeting

- >> Open Online HCH-A Tool (using URL and password from Step 1).
- >> Select 'Consolidate results'.
- >> Review and clean data (e.g. deleted duplicate assessments i.e. from same staff member).
- >> If a staff member has missed a question, this can be updated directly.
- >> Arrange meeting to discuss and reach consensus.
- >> Enter final consensus assessment scores.

Step 4: Submit final consensus assessment scores

- >> Once consensus has been reached and scored entered into system click 'Submit consensus results'.

Can a HCH practice facilitator participate in the assessment?

Yes. For the Online HCH-A Tool, you may consider emailing the practice facilitator the link to the tool and password. That will allow them to help with the consolidation of results (Step 3), and to participate in the meeting of staff to reach consensus. If you are using the HCH-A Spreadsheet Tool, you may need to send the practice facilitator a copy of the spreadsheet, once staff have undertaken their individual assessments.

Alternative Option B Spreadsheet Tool

Step 1: Excel Spreadsheet set up:

- >> Save spreadsheet to a 'shared drive' accessible to all staff.
- >> Open spreadsheet, 'Enable macros' and save.

Step 2: Arrange for staff to complete assessment in Spreadsheet

- >> Select staff to complete HCH-A: Make sure you include a cross-section of roles/disciplines.
- >> Send staff details of where spreadsheet is saved.
- >> Staff member opens tool and goes to HCH-A tab.
- >> Click Clear form if previous responses are visible (cell Q4).
- >> Enter staff member details (cells C4 to C7).
- >> Enter responses for each question in column Q.
- >> Once completed, click 'save' (cell Q3).

What if staff have completed a paper version of HCH-A?

- >> Another staff member can enter their responses into spreadsheet. Consider using Speed_Entry tab.
- >> Once entered, click 'Save'.

Step 3: Collate results and arrange consensus meeting

- >> Results can be viewed/printed in Results tab.
- >> If there are duplicate entries (e.g. by same person), select the row and delete.
- >> If a staff member has missed a question, this can be updated directly.
- >> Average of responses can be seen at top of screen.
- >> Row 4 can be used to record final consensus amongst staff.

Step 4: Submit final consensus assessment scores

- >> Login to the HCH Evaluation Application.
- >> Go to Practice Surveys >> Practice Survey Part B – HCH-A Tool results.
- >> Go to 'Consolidate results'.
- >> Enter final consensus amongst staff.
- >> Once entered click 'Submit consensus results'.

When should the HCH-A Assessment be undertaken?

For the HCH Evaluation the HCH-A assessment should be undertaken twice:

- **Round 1 Baseline:** Shortly prior to or after the HCH program commences in the practice: Submit final consensus result by **16 March 2017**.
- **Round 4:** At the end of stage one: Submit final consensus results by **30 November 2019**.

To monitor progress, practices may wish to undertake assessments at more regular intervals during Stage one, and can use either the Online tool or Spreadsheet tool to do this. However, these results will not be used for the evaluation.