

Optional - Assessing a Turn-the-Curve Plan for the Common Metrics Initiative

Using the Results-Based Accountability Framework

When to Use this Worksheet: This worksheet is to be used after the TTC Plan has been entered into Scorecard.

How to Use this Worksheet: This worksheet is designed to provide an assessment of the completeness of the hub's TTC Plan. Hubs use an exported version of their TTC Plan (Excel or PDF) and this worksheet to evaluate their TTC Plan. Instructions for scoring the TTC Plan are listed below. The completed worksheet can be shared with the hub's leadership and/or NCATS Program Director to highlight the hub's strategic plans for improving the metric.

Common Metric: _____ **Hub:** _____ **Date:** _____

TTC Plan Author: _____ **Reviewer:** _____

Rating Key:	1 = missing all or most of this component	3 = this component is covered with only a minor deficiency
	2 = this component is included, but has at least one significant deficiency	4 = all components are covered

Hubs can assess their TTC plans using the rating key (above) and the seven performance categories listed below. Each performance category addresses different aspects of the TTC plan. Each performance category includes specific components – lettered a, b, c, etc.

- 1) Read the performance category, then review your TTC plan.
- 2) Use the rating key to score each of the components.
- 3) Enter the score for each component (a, b, c, etc.). Add comments on why the rating was given for the component.
- 4) Add all of the component scores for the performance category and enter the subtotal. Repeat this process for all 7 categories.
- 5) Add all of the subtotals and enter a grand total on page 2. Include additional comments that may assist the hub in the development of future TTC plans. The best possible score is 108.

Performance Category	Score	Comments	
1. Formatting of <i>all</i> Turn-the-Curve Sections			
a. Content is at the level of detail of an executive summary	a. _____		
b. Bolded headings for Positive and Negative factors	b. _____		
c. Items are listed in bulleted format	c. _____		
d. Brief description of each bulleted item	d. _____		
e. All components are entered in the correct performance measure	e. _____		
f. Additional information is provided with file attachments, etc.	f. _____		
Subtotal:	<table border="1" style="width: 50px; height: 20px; margin-left: auto; margin-right: auto;"> <tr> <td style="width: 100%;"></td> </tr> </table>		

Performance Component	Score	Comments
2. Presentation of Common Metric Data a. Data are presented in a graph that shows the curve for the metric b. Data comply with the Operational Guidelines for the Common Metric <p style="text-align: right;">Subtotal:</p>	a. _____ b. _____ <input style="width: 40px; height: 15px;" type="text"/>	
3. Story Behind the Curve a. Identified and prioritized factors both current and anticipated that influenced the curve b. Organized factors into 2 groups – Positive and Negative <p style="text-align: right;">Subtotal:</p>	a. _____ b. _____ <input style="width: 40px; height: 15px;" type="text"/>	
4. Partners a. Identified potential partners who might play a role in turning the curve b. Identified the role of all proposed partners c. Identified current partners who might have an expanded/different role <p style="text-align: right;">Subtotal:</p>	a. _____ b. _____ c. _____ <input style="width: 40px; height: 15px;" type="text"/>	
5. What Works a. Explored full range of options b. Identified most impactful strategies, regardless of feasibility c. Identified “no cost/low cost” options d. Identified most effective activities based on current resources e. Identified additional research, if appropriate <p style="text-align: right;">Subtotal:</p>	a. _____ b. _____ c. _____ d. _____ e. _____ <input style="width: 40px; height: 15px;" type="text"/>	
6. Strategies a. Described each strategy b. Considered impact on the curve in selecting each strategy c. Considered feasibility in selecting each strategy d. Determined that identified strategies fit the hub’s values <p style="text-align: right;">Subtotal:</p>	a. _____ b. _____ c. _____ d. _____ <input style="width: 40px; height: 15px;" type="text"/>	

Performance Component	Score	Comments
7. Actions a. Provided a name for each action b. Provided detailed description for each action c. Identified name of person responsible for each action d. Provided start dates for each action e. Provided end dates for each action <div style="text-align: right;">Subtotal:</div>	a. _____ b. _____ c. _____ d. _____ e. _____ <input type="text"/>	
Grand Total:	<input type="text"/>	(Highest possible score = 108)
Additional Comments:		