

Instructions for Completing the SEHCB's 2011 Compliance Questionnaire:

To begin, thank you for taking time out of your busy day to address the questions we are posing you in the accompanying questionnaire. The Board has labored diligently to develop a fair and efficient means of gauging school districts' compliance with its Best Practices. The accompanying questionnaire is the result of that focused deliberative process. Best efforts were made to ensure that extraneous questions did not creep in and clutter the document, that the final questions were clear and easy to answer, and that the effort required to submit the completed document was as minimal as practicable. We hope that you find the questionnaire to be simple and swift in execution, and we again issue our thanks for your cooperation in this matter.

The first step in completing the compliance questionnaire is to gain access to the survey instrument itself. The process will be completed online this year, so you may click on the following link to begin the process:

<http://research.zarca.com/k/SsXQRVsSYsPsPsP>

Note that you cannot save after you begin, so be prepared to complete the entire survey in one sitting. Once you have entered and submitted your responses, the online survey host will catalogue your submission. Please print a copy for your records.

The deadline for submitting your response is *June 15, 2011*.

What Happens Next

After all responses are received by the SEHCB's office, they will be examined to determine each district's compliance or non-compliance with the four Best Practices. For each Best Practice, Values were added to the compliance form questions. Each Best Practice has its own possible total number of points. These points represent the district's level of compliance per its own admissions/omissions on the compliance forms.

With point allocation determined, the next step is to answer two questions: What is compliance/non-compliance, and what happens after the compliance rating process? The Board has decided that it will use the following two-step system to determine school districts' compliance with Best Practices. First, districts will be labeled "Compliant" or "Non-Compliant" in reference to each of the four Best Practices. "Compliant" means that the school district has incorporated every single element of a particular Best Practice into its own medical insurance plan; "Non-Compliant" means that one or more elements of a particular Best Practice is missing. Compliance, then, is "all or none." Individual results will be released in the form of scorecards delivered to each district; this will be done as soon as practicable after the aggregate report has been written.