Navigating the Assessment Status and Approving Assessments

9 Steps  View most recent version  

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Creation Date  August 22, 2023
Last Updated  September 25, 2023
STEP 1

Once a review has been completed, it is time to review and approve their assessment. Log-in to the Mentoring Connector - NQMS system and click on "Dashboard".
STEP 2
Navigate to the "Assessment Status" widget on the dashboard.

STEP 3
Click on "Status" to sort program's NQMS status.
STEP 4
Locate the program you are searching for, ensuring "Submitted for Review" is listed as the status.

STEP 5
Click on "View" to view the program's assessment.
STEP 6

In the program profile, click on "Review Assessment" to begin reviewing the program's assessment.

STEP 7

Begin reviewing the program's responses based on the conversation from the review meeting. Make any changes to questions by going section by section.
STEP 8

Once all changes have been made, click on "Approve Assessment" to lock in the program's baseline responses.

STEP 9

Check for the green box indicating that "The assessment has been approved," and that the status in the Self-Assessment table has changed to "Approved".