**Draft for Review**

# RDRSSP Application Evaluation Protocol

**Application Evaluation Protocol Flowchart. See adjacent text for full description.

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| **Step** | **Timing** |
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| 1. Assignment of applications to panelists, with focus on calibration of 2–3 applications 2. Panelists independently review assigned applications | Prior to September Meeting |
| 1. Calibration of rubric ratings in subgroups 2. Calibration of rubric ratings with whole panel | September 20 RDRSSP Meeting |
| 1. Assignment of applications to panelists by subgroup 2. Panelists independently review assigned applications | Between September and October Meetings |
| 1. Subgroup deliberations: Discussion of rubric ratings for each assigned application:    1. Subgroups identify applications that advance for further deliberation by the whole panel (i.e., Step 10)    2. Subgroups identify applications that do not meet the minimum requirements, as determined by unanimous agreement in the subgroup and approval of the Panel Chair, and remove from further consideration. 2. Among the whole panel, subgroups report the highlights of their findings and deliberations, including applications that do not meet minimum requirements | October 18 RDRSSP Meeting |
| 1. Panelists independently review applications    1. Panelists have the ability to focus in more detail on originally assigned applications, addressing aspects that arose during previous deliberations.    2. Panelists in each subgroup review the applications that were assigned to the other subgroup. | Between October and November Meetings |
| 1. Whole panel deliberations: Subgroups will present findings and deliberations to the whole panel, including a full debrief from each subgroup regarding their review of each application, culminating in a draft list of instruments recommended for approval and applications removed from further consideration. | November 18 RDRSSP Meeting |
| 1. Post for public review the Draft List of Approved Screening Instruments | Between November and December Meetings |
| 1. Whole panel deliberations 2. Vote on final list of approved screening instruments | December 16 RDRSSP Meetings |

Note: A Panelist may ask for reconsideration of an application any time prior to the final vote.

California Department of Education, August 2024