

## **DRAFT**

### **MEMO**

To: Quality Contact

Re: Organizational Assessment Tool

We have been asked as the Georgia Hospital Engagement Network (GA HEN) to have participating hospitals complete the Organizational Assessment Tool (OAT). We have had a number of hospital staff attending the Orion Georgia Continuous Survey Readiness Program, and Green Belt Training, to pilot the instrument. Given the number of questions, we were pleasantly surprised at the positive responses.

Although some individuals did not know the answers to all questions, they were glad to see what they did not know. Across the board, the “testers” thought the tool to be extremely valuable to helping their hospital move forward.

Attached are several documents: Frequently Asked Questions, a copy of the OAT, the OAT Scoring Key, and a list of items which the various hospital departments should be able to answer if you do not have the answer. With that list is a brief note that you can attach to assist those individuals in knowing how to help you. The documents are already arranged for your use in an OAT Administration Packet. Additional information regarding online data input will be forwarded once it is complete.

You have two choices for data collection:

1. Have the specific department complete a hard copy for you to input; or
2. Provide the individuals with the hospital unique ID so they can answer online.

We are asking that the OAT be completed by March 15 so that we can have results as early as possible so as to help tailor future program developments that are being made. We also suggest that you have an OAT completion celebration to share the results with key members of your organization. What fun it would be to share in an oatmeal breakfast.

Please do not hesitate to contact any of us for additional clarification.