APPRAISAL REVIEWS
How to improve appraisal review time

Appraisal submission guidance for minimum review time

Quality reviewers compare the SAS entry to the appraisal plan and all artifact submissions to verify both accuracy and consistency in reporting. The most efficient and timely reviews are conducted when:

1. Appraisal artifacts are consistent with the information in the SAS record. This includes data collection plans, which should effectively map the performance of processes in an OU with the sources of the evidence collected. When reviewers identify an item in the SAS record that requires further review, they often look for additional information in the appraisal plan.
2. Scanned submissions are limited to those pages that require signatures (e.g. final findings signatures). If they can search for that item in a document, it saves review time.   Scanned documents, however, are not easily searched.
3. Artifacts are clearly identified in the document title (e.g. Interview Schedule).
4. All elements of the appraisal plan are included in the appraisal record. If reviewers cannot find risks, appraisal team member qualifications, conflicts of interest, etc., it slows the review process while they wait for this information to be provided.

Quality reviews indicate that some inconsistencies in appraisal reporting are occurring when LAs employ an LA Agent to aid in the completion of a SAS record. As certified professionals, though, lead appraisers are still responsible for submitting an accurate and well-written appraisal plan and SAS record.

Questions regarding this guidance can be sent to scampi-quality@cmmiinstitute.com.