



EVALUATION COMMITTEE

PURPOSE:

The GVHS evaluation committee reviews any proposed changes to the evaluation program. The committee also reviews any evaluation disputes. Committee members are GVHS member volunteers assigned by the GVHS Board of Directors. The Committee will meet as needed.

RESPONSIBILITIES:

Support GVHS Board of Directors and Office in any Evaluation disputes, changes or updates to the Evaluation program, process or procedures.

PROCEDURES:

1.) Program Changes:

- Request for changes or updates are to be submitted to the GVHS office in writing.
- The administrative office personnel will acknowledge receipt of the proposal or request with the person who initiated it and will forward the request to the committee for review.
- The committee can communicate via email, or request use of the GVHS teleconference system.
- Another committee may be combined with the Evaluation Committee if appropriate.
- If the committee has a proposal of change to the program, they will submit it to the GVHS office in writing in detail and the administrative office will schedule it on the agenda of the next available board of directors meeting.
- Within 90 days of the initial request the administrative office will communicate with the originator of the proposal, letting them know the result, or that the issue is still under review.

2.) Evaluation Dispute Resolution

- The incident or complaint should be reported to the on-site Evaluation Manager immediately. It is preferable if the matter is raised at the evaluation site. If not, there is a 30-day time limit to file the concern.
- If the matter cannot be resolved on site it will be taken to the Evaluation Committee which is overseen by the Board of Directors of the GVHS. The Committee will provide a recommendation to the board within 90 days.

The GVHS BOD will make final decisions in all disputes or program changes after hearing recommendations of the Evaluation Committee.