



# Community Annual Management and Planning Tool FAQ: 2022 - 2023

## 1. What is the Community Annual Management and Planning Tool?

The Community Annual Management and Planning Tool (CAMPT) helps your common interest group or practice specialty plan annual activities, track performance and share your successes and challenges with the Society.

The tool serves three functions:

1. **Planning:** CAMPT focuses on the items considered most important to a successful year of providing outstanding value to members. Items on the list are ideas for serving members that you can use throughout the year.
2. **Feedback and reporting:** Your community uploads all required reports into your CAMPT and tracks activity throughout the year. At the end of the year, your community's completed CAMPT serves as your community's annual report, which is the final required report described in [Society Operating Guideline 11.2](#). Together, these reports enable the Society to provide additional support and identify best practices.
3. **Community recognition:** Your community's CAMPT is the primary recordkeeping mechanism for the community recognition program, which celebrates communities' outstanding achievements throughout the year.

## 2. How do I access my community's CAMPT?

Each common interest group and practice specialty has a custom and individualized hyperlink to the tool. Community leaders will receive their custom link via email. If you are having trouble locating or using your link, please contact the [ASSP Communities Team](#) for support.

Custom links will become available during the third full week of July.

## 3. When and how do I submit our community's final CAMPT?

To facilitate community planning and best evaluate performance, each community must complete and submit the entire CAMPT by June 30. In early June, a Submit button will appear at the bottom of the final page of the tool. Review the responses your community has entered throughout the year and make changes using the Previous Page button. When you have finalized your report, click the Submit button to complete your annual report requirement. You will not be able to make changes from the review page or after you click Submit.

## 4. What happens if my community does not submit our CAMPT by June 30?

Your community's CAMPT closes after June 30. Only information that has been reported by that time is recorded in your community's CAMPT and it is not possible to make additional changes.

## 5. How can my community make sure we report and receive recognition for all our activities?

To help your community maintain a record of your activities and receive recognition:

- Use your community's CAMPT to set goals and check in on progress throughout the year by reviewing your CAMPT during each leadership team meeting.





- Enter your activities into your CAMPT each month rather than trying to remember everything you’ve done at the end of the year.
- Talk with members of the Council on Practice and Standards Awards and Honors Committee or your council vice president about ways you community can leverage the CAMPT to serve members throughout the year.
- Use the [2022-23 CAMPT Guidance Document](#) to answer your community’s questions about CAMPT responses or get ideas for new opportunities to serve members.
- Use the [2022-23 ASSP CAMPT Planning Worksheet](#) to identify and track your community’s point goals throughout the year.

## 6. Who is responsible for keeping our community’s CAMPT up-to-date?

Engaging your community's entire leadership team in goal-setting and tracking your community's performance is a good practice. While the administrator may be the best person to upload certain reports, most of the questions in the CAMPT can be answered by others on the team. Consider dividing responsibility for completing information for each question based on your leaders’ roles and responsibilities.

## 7. Who is responsible for developing and maintaining the CAMPT?

The Council on Practices and Standards is responsible for developing and maintaining the CAMPT. The Council is made up of the common interest group and practice specialty administrators and is chaired by the council vice president. This group works together to review the CAMPT and make changes to improve the functionality of the tool, evaluate opportunities to serve members and earn recognition, and review the recognition program levels. The Council uses feedback from community leaders and may utilize work groups or committees for this activity.

## 8. How are CAMPT questions and response options determined?

The CAMPT questions focus on the activities that will bring the most value to members while supporting you in meeting the operating procedures requirements outlined in [Society Operating Guideline 11.2](#). The question response options are based on best practices shared by common interest groups and practice specialties over time.

## 9. How are CAMPT point values determined?

The tool has three tiers of points, weighted toward the activities that best support a community’s ability to meet operational procedure requirements.

Operating procedures requirements	45 points each	585 total points available
Activities that strongly support meeting requirements	20 points each	360 total points available
Activities that enhance requirements	15 points each	375 total points available

## 10. What are the recognition levels that are tied to the CAMPT?

The community recognition program recognizes common interest groups and practice specialties for the delivery a standard of service to members. The recognition points model is as follows:





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Bronze	585 - 799
Silver	800 - 899
Gold	900 - 1099
Platinum	1100+

Your community must meet all community minimum requirements to qualify for any recognition level, regardless of the number of points shown in your Community Annual Management and Planning Tool.

### 11. What happened to the Self-Evaluation Matrix tool?

Community leaders have expressed frustration at the subjective and unverified nature of the Self-Evaluation Matrix (“matrix”) tool formerly used to support community operations and recognition. The matrix tool has been sunset.

### 12. How is the CAMPT different than the former Matrix tool?

The Community Annual Management and Planning Tool is a new and completely online tool that communities can update and use to upload required documents throughout the year. The change aims to provide a more robust planning tool and clarify recognition criteria to better help common interest groups and practice specialties:

- Capture the value they deliver to members as outlined in [Society Operating Guideline 11.2](#)
- Maximize current technology
- Receive effective, timely communication
- Align recognition with documented delivery of member value

Response options are now organized to match [Society Operating Guideline 11.2](#). SOG 11.2 outlines the operating procedures requirements that ensure members are being well-served by their common interest group and practice specialty communities. Matching response options to these requirements will enable you to more clearly see how each activity relates to what you are being asked to do.

Response options are also listed in order of how strongly they support you in meeting requirements to help you focus on the activities that will bring the most value to members.

### 13. Our members really liked some of the activities that were on the matrix but are not included in the CAMPT – how can we report these activities and receive recognition for them?

Response items that do not directly support a community’s ability to meet operating procedures requirements have been removed. Reducing the overall number of options creates a simpler tool and clearer guidance on where to focus. If your community’s members find value in these activities, you can still earn recognition for that work by reporting them in the appropriate “other” field.

### 14. How was the CAMPT developed?

The new Community Annual Management and Planning Tool came out of a review conducted by the Council on Practices and Standards Value Work Group. Made up of current and past administrators, the workgroup





leveraged their experiences with community planning, tracking and recognition. They reviewed required elements outlined in the SOG and value statements. They also conducted a line-by-line review of the most recent Matrix, assessing the impact of the activities represented by each response option on a community's ability to meet minimum requirements outline in the SOG and the Value Statements.

The work group submitted recommendations for the new Community Annual Management and Planning Tool based on this review. The Council on Practices and Standards, which is responsible for maintaining the tool, adopted the recommendations at their June 2020 meeting.

## 15. What role will the Council on Practices and Standards Awards and Honors Committee Play in the CAMPT?

The Council on Practices and Standards Awards and Honors Committee will audit 10 – 15% of the final CAMPTs submitted each year for accuracy. The committee will also assist with recognition activities associated with the community recognition program.

## 15. What can we as community leaders expect for the future of the CAMPT?

The Council on Practices and Standards will continue to look for ways to deepen the meaning of recognition levels, acknowledge achievements throughout the year, recognize incremental growth in community performance and recognize our highest performing communities in new ways.

## 16. What resources are available to my community to better understand and use the CAMPT as we provide outstanding service to members?

There are several resources available to communities that would like to better understand and use the CAMPT.

- [Community Annual Management and Planning Tool](#) page in Community Leader Resources
- [2022-23 CAMPT Guidance Document](#)
- [2022-23 ASSP CAMPT Planning Worksheet](#)
- The Council on Practices and Standards Awards and Honors Committee Chair
- [ASSP Communities Team](#)

