

# DETAILED SUBMISSION SCREENING UPDATE

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## OVERVIEW

- CSAP undertook the Detailed Administrative Screening (DS) of Submissions January 2015
- Current DS are being done by the PAC although this is soon to expanded to included Panel members

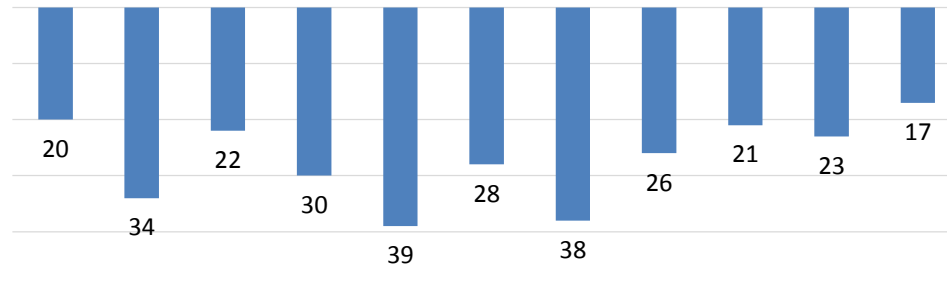
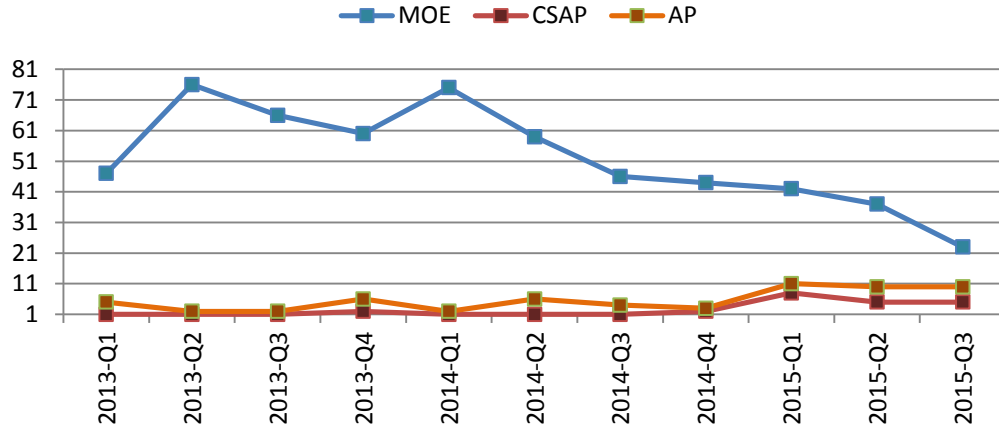


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## PROFESSIONAL DEVELOPMENT

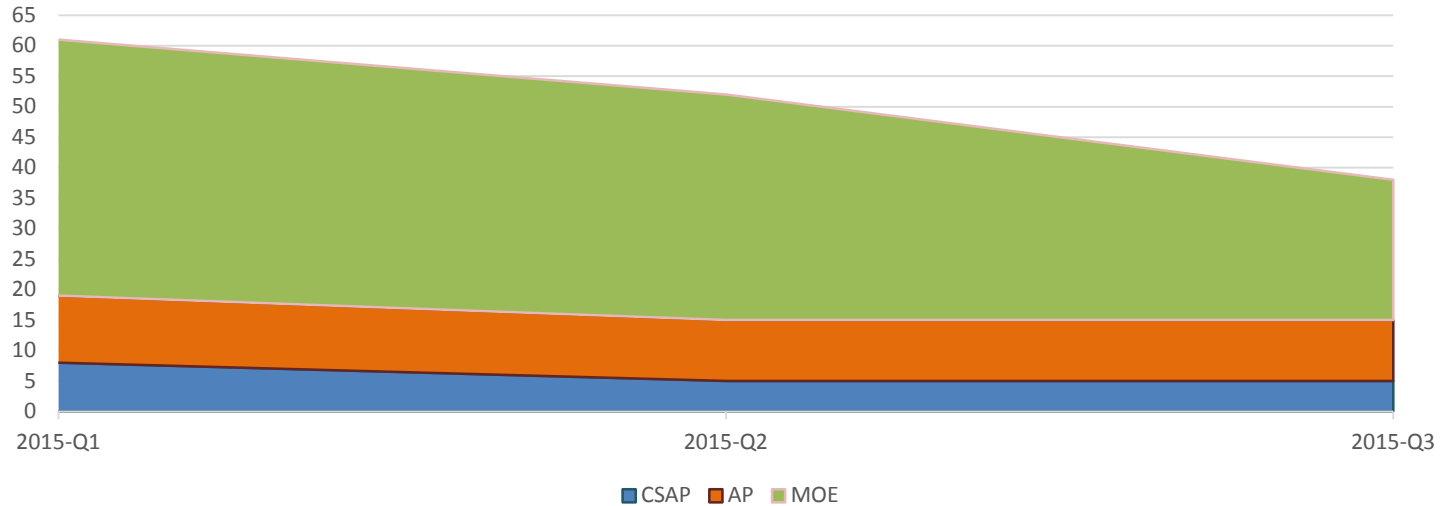
- CSAP as part of its Professional Development Webinars has conducted 2 Webinars on the Detailed Screening Process.
- CSAP has developed several tools which were summarized during these Webinars to assist AP's with their submissions.

## Average Number days to process submission



## Number of Submissions sent to MoE

### Total number of days (average for each quarter) to process submission with CSAP, AP and MoE portions presented



## UPDATES TO THE DAS PROCESS

- Based on the Lessons Learned during the initiation of the DS, the BOD has approved an updated process based on the recommendations of the PAC.
- The revised DS has some changes that members should be aware.
- A draft of the proposed changes can be found on the CSAP website.

<http://csapsociety.bc.ca/wp/wp-content/uploads/Detailed-Screening-Process.pdf>

## **PRELIMINARY ADMINISTRATIVE SCREENING**

- The administrative screening is undertaken by CSAP office staff (the administrative screener, AS) and involves checking that all the required documents and materials have been included, that the most recent templates were used, and that the address, legal description, etc., are correct.

## DETAILED ADMINISTRATIVE SCREENING

- The detailed screening is undertaken by an approved professional (the detailed screener, DS) who has been pre-qualified to act as members on performance assessment panels. *(currently the Screeners have all been PAC members)*
- The detailed screening involves checking the summary of site conditions (SoSC), the draft instrument and other required forms and documents for completeness and consistency.
- The detailed screening would not typically involve reviewing reports, but relevant sections of the reports may be reviewed as part of resolving issues. *(This requirement evolved from direction from the MOE that DS with unresolved issues would be returned)*



## The DS process is described below and shown in Figure 1 to follow.

1. A description of issues identified by the AS and DS will be sent to the submitting AP for response.
2. The response will be reviewed and if necessary CSAP will contact the submitting AP to discuss issues that may not have been sufficiently clarified.
3. CSAP and/or the submitting AP may contact MOE to seek clarification.
4. In either case, MOE should be informed that the request is in relation to issues raised in the detailed screening, and the site should be identified.



**The DS process is described below and shown in Figure 1 to follow.**

5. If agreement on issues are not reached, the DS would notify the performance assessment committee (PAC) who will then appoint a delegated member (DM).
6. The DM will review relevant sections of the reports and attempt to resolve the issues.
7. This may involve discussion with both the submitting AP and MOE.

# OUTCOMES

There are three possible outcomes of the DM's assessment of the detailed screening:

- All outstanding issues are resolved and the submission is sent to MOE.
- New information or corrections are required for a limited number of issues and the issues are considered to be minor and not affect the main conclusions of the reports. In this case, a resubmission would be required. There would be no measures associated with this decision, since the detailed screening process is distinct from the performance assessment process.
- New information or corrections are required for many issues and some of the issues are considered to be major with the potential to affect the main conclusions of the reports. In this case, the submission would be selected for a non-random performance assessment.

# Resubmission

The submission is considered suitable for resubmission if:

- The nature of the issues are minor and the number of issues are few
- Data that was omitted or inadequately discussed is likely to support the conclusions
- A missing Protocol 6 pre-approval is obtained without new investigation or remediation (except limited data to confirm original conclusions) within 6 months (submission would remain on-hold at CSAP until pre-approval is obtained)

# Non-random performance assessment

A submission will be selected for a non-random performance assessment if:

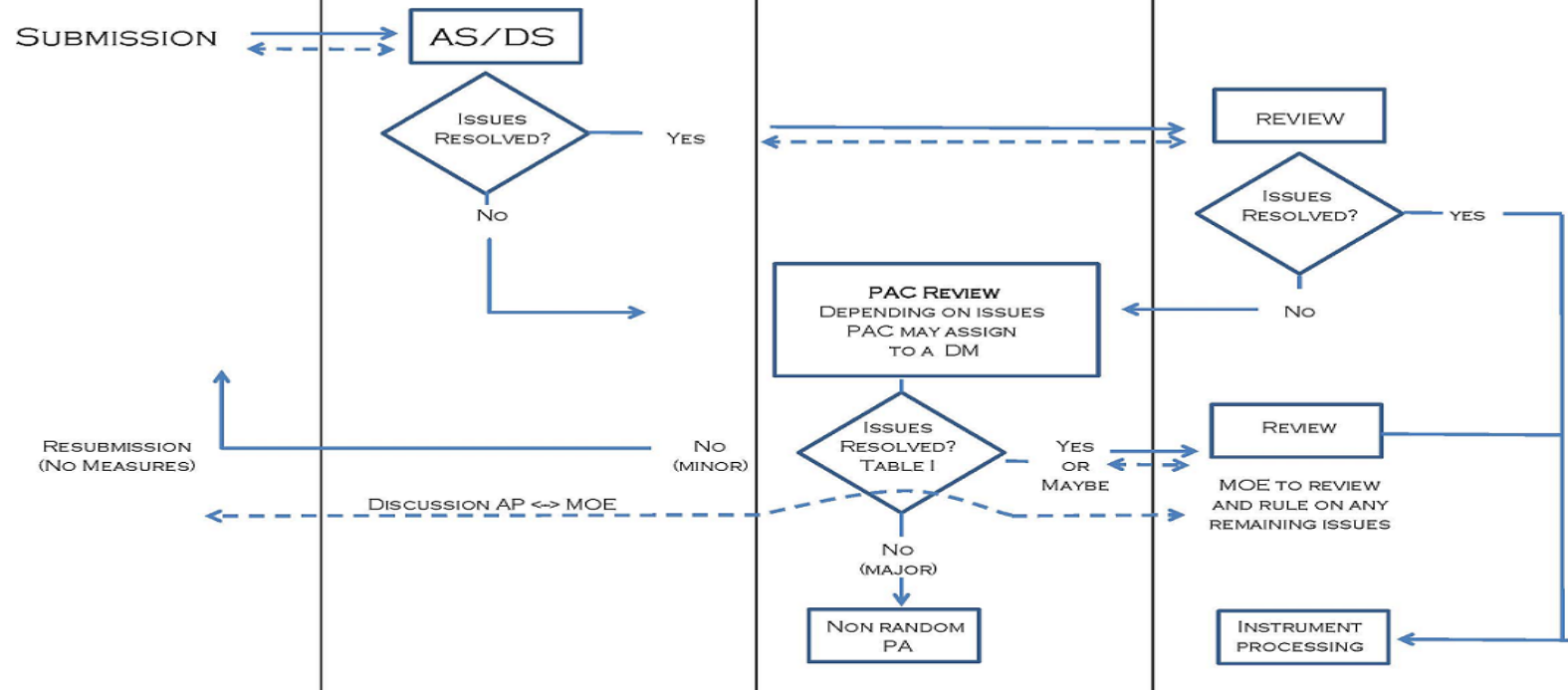
- The nature of the issues are major, or there are more than a few minor issues
- Data that was omitted or inadequately discussed is not likely to support the original conclusions
- Unidentified or not previously investigated APEC/PCOC or medium requires investigation
- The risk management measures proposed are likely not adequate to address the risk
- A missing Protocol 6 pre-approval is not obtained without new investigation or remediation within 6 months

**SUBMITTING AP**

**AS/DS**

**PAC**

**MOE**



Note: the dotted line indicates discussion

Figure 1 – Detailed Screening Process