

Sage Assessment Training



Contractor Assurance
Center 9200



PRESENTED BY

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| Sage

Assessments

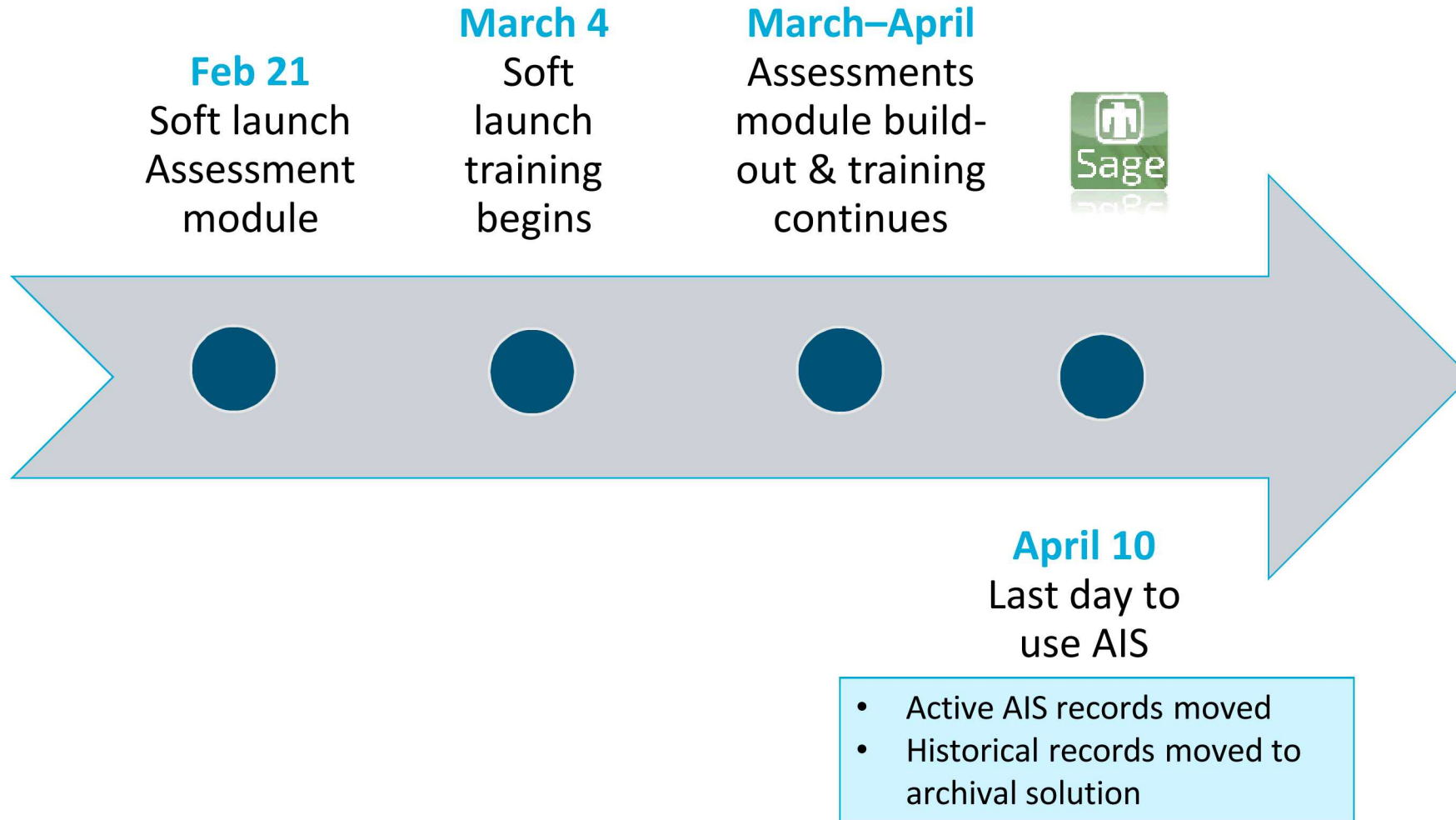
- Name
- Organization
- Why you are here?



What we will cover today

- Overview of new Labs-wide assessment tool in Sage
- Walkthrough of the assessment module in Sage
 - Review what's new and what's changed
 - Learn to create a new assessment record
 - Learn to close an existing assessment record
 - Generate/view Sage reports and dashboards

Sage 2019 Timeline



What's new with Sage for Assessments?

1. An assessment can now be closed even if there are open issues or risks. Those issues and risks can be managed separately!
2. Risks, issues and assessments are all integrated, so an assessment can be linked to an open risk or issue record via the Risk/Issue Target(s) field
3. A new role—"Management Delegate"—can perform the same actions as the Responsible Manager except closing the record.
4. Sage has enhanced reporting capabilities:
 - a. Several canned reports
 - b. User-created custom reports
5. Results (Findings, Observations, Notable and Acceptable Practices) can be assigned a privacy level if the privacy criteria is met.
6. Sage incorporates 2 new evaluation types:
 - a. Program assess organization
 - b. Program assess program
7. Assessments planned for the upcoming fiscal year are easier to track with the FY Baseline Assessment field.
8. The Eval-type Surveillance/Walkthrough form is shorter and more efficient to use.



Document any new Assessments in Sage starting NOW!!

- AIS **WILL NOT** be functional after 4/10/19 when all AIS data will be archived.
- AIS records **CANNOT** be modified after 4/10/19
- All *planned* open assessments estimated to start on or after 4/10/19 should be closed in AIS and added to Sage.
- Close out any assessments in AIS that are completed or waiting approval.
- The data migration strategy will transfer open AIS records to Sage and will mark the record as having been transferred from AIS.

<Insert Image>

- Several field names such as Responsible Manager (pictured below) provide helpful text about the field when you hover over the section:

* Responsible Manager:
Assigns a Lead Assessor and additional team members (if needed).

- Click on the green “x” button to exit a particular section of the assessment:



- Click on the ellipsis [...] to input other data such as: Division, Center, Org, Lead Assessor, etc.

* Responsible Manager:

- The heading at the top of the assessment page indicates your step in the workflow.

Assessment/Audit

Workflow Stage: New > Develop Plan > Conduct Assessment > Review Results



Tips & Tricks

- Enter 5 digits for any division, center, org, etc., including the initial zero(s). For example, to identify Org 620, enter “00620”
- Know the difference between “Save” and “Save As”
 - Save: Saves the page and keeps you on the page
 - Save & Close: Saves the page and *reverts to the previous page*
- Notice the status bar. It indicates whether all of the required fields have been filled out and gives instructions for completing the page.
 - Status bar displays “grey” when at least one required field has not been entered:



To complete the plan and initiate the Assessment/Audit:

1. Complete all required fields (*); and
2. Click "Save" to advance the workflow

- Status bar displays “green” when ALL required fields have been filled in:

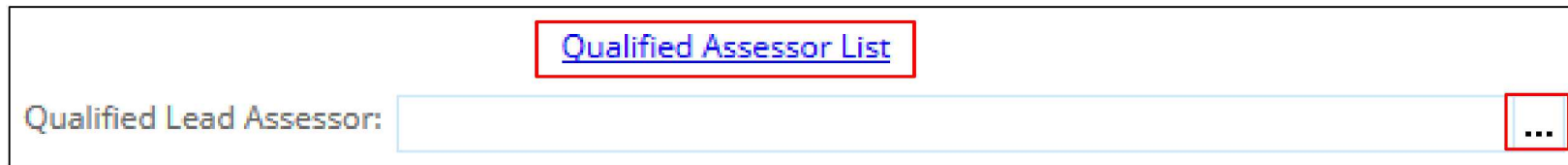


To complete the plan and initiate the Assessment/Audit:

1. Complete all required fields (*); and
2. Click "Save" to advance the workflow

Qualified Lead Assessor

When adding a qualified lead assessor to the assessment, you will need to click on the ellipsis [...] to input the lead assessor's name.



Qualified Lead Assessor: ...

[Qualified Assessor List](#)

Note: If the prospective lead assessor has not been qualified, the person's name will not appear in the search. You can also click on the hyperlink titled: "Qualified Assessor List" to view the corporate list in EIMS of who is a qualified lead assessor.

Adding Results

In the **Results/Outcomes** field, click on the link to “**Add New**”

▼ **RESULTS/OUTCOMES**

Category Overview - Findings: 0

Category Overview - Noteworthy Practice: 0

Category Overview - Observation: 0

Category Overview - Acceptable Practice: 0

Results | Add New |

Results ID	Results Title	Finding/Observation Responsible Manager	Results Category	Create Issue Record	Overall Status	Issues
No Records Found						

▼ **ASSESSMENT/AUDIT DUE DATE EXTENSION**

1. Select the appropriate result type (Finding, Observation, Acceptable Practice, Noteworthy Practice) by clicking the dropdown for **Results Category**.
2. Add a **Results Title**.
3. Add a description for the result in the **Results Description** field.

▼ **GENERAL INFORMATION**

Overall Status: New

* Assessments/Audits: ASMT-301

* Results Category:

* Results Title:

* Results Description:



Adding Results, *cont'd.*

- Fill out all required fields [indicated by a red asterisk (*)]
- Click **Save**

▼ GENERAL INFORMATION

Overall Status: **New**

* Assessments/Audits: ASMT-301

* Results Category: **Finding**

* Results Title: **Improper signage**

* Organization(s): **Tier 3 (Centers)** **09200**

Program(s):

* Finding/Observation: **[REDACTED]**

Issue Owner:

Responsible Manager:

* Private: **No**

Building: **75 Character Limit**

* Site: **NM Tech Area 1**

Equipment: **75 Character Limit**

Type of Result:

* Results Description: **No signage for flammable chemicals**

▼ RESULTS CATEGORIZATION

* Source: **Self Assessment**

Significance: **High**

Type: **Safety & Health**

* Sub-Type(s): **Fire Protection**
General Safety

▼ RESULTS ACCEPTANCE

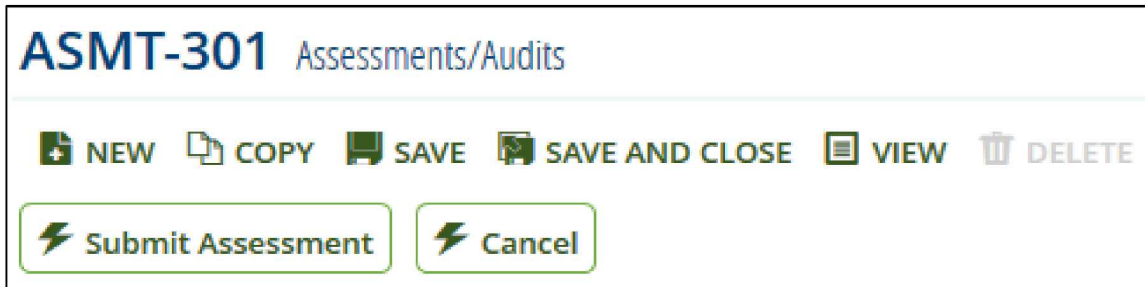
Create Issue Record: **Yes**



Close an Assessment with Open Issues

Closing an assessment with open/unresolved issues requires the following actions:

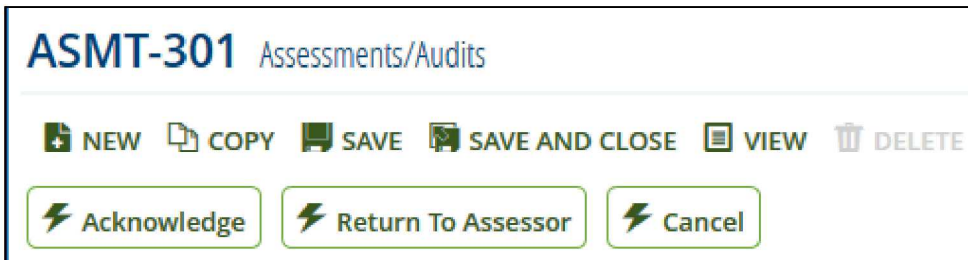
1. Lead Assessor: click on **Submit Assessment**



2. Responsible Manager: click on either (a) or (b)

a) Click on **Acknowledge** to continue to close out the record

b) Click on **Return to Assessor** if further action is needed before the record and be closed



Upon Acknowledgement, an Issues record will be created. This issue record will remain open until closed.



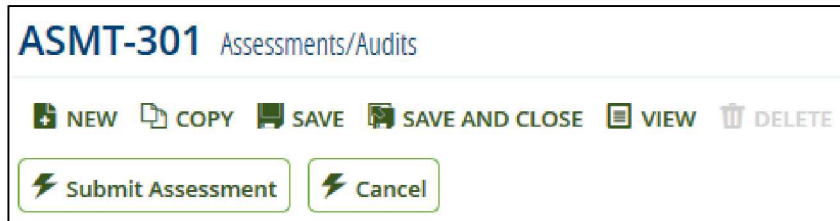
Issues						
Issue Title	Issue ID	Organization	Responsible Manager	Issue Status	# of Corrective Actions	% of Completed Corrective Actions
Improper chem storage	ISS-355	Tier 3 (Centers):09200	[REDACTED]	Assigned	0	

Close an Assessment w/ No Issues

To close an assessment that has no open issues:

Lead Assessor Step:

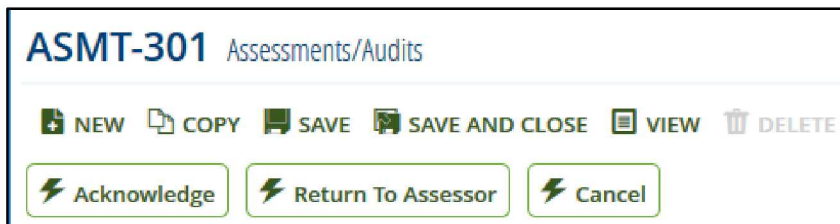
- Click on **Submit Assessment**



To close an assessment that has no open/unresolved issues:

Responsible Manager Step:

- Click on **Acknowledge** to continue to close out the record or **Return to Assessor** if further action is needed on the record before being closed out

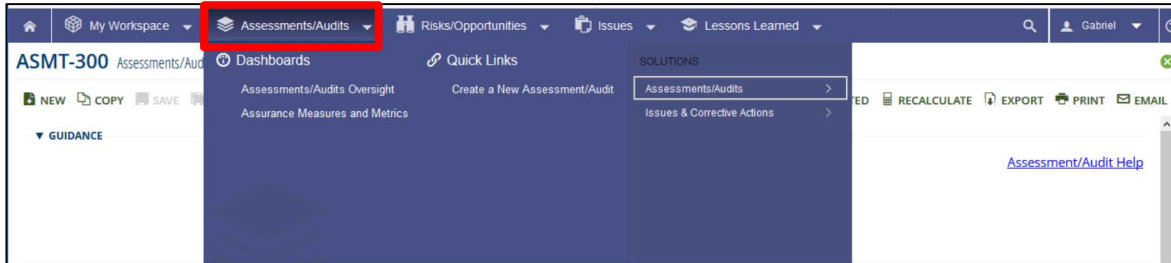


Once the record is closed, the record will show the following status at the top:

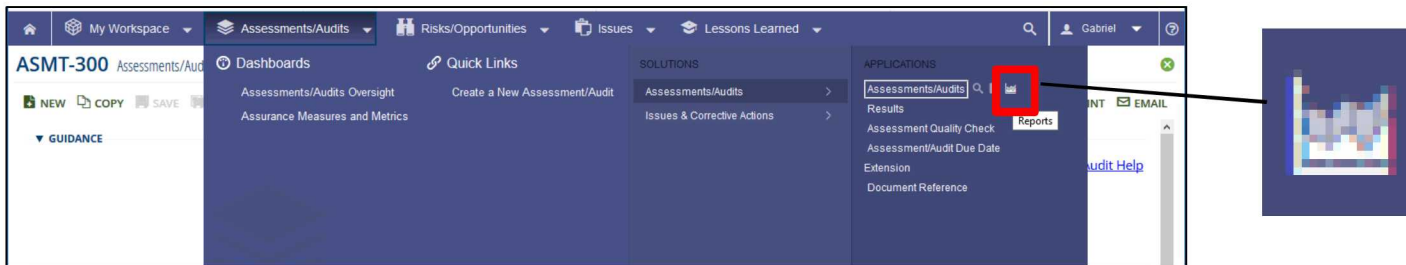


Accessing Canned Reports

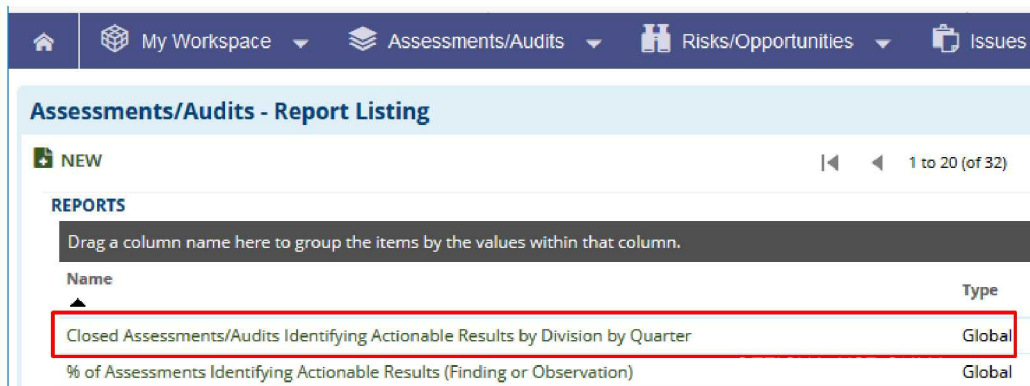
- Click on the drop down arrow for the Assessments module as shown below



- Click on the reporting icon in the applications section as shown below

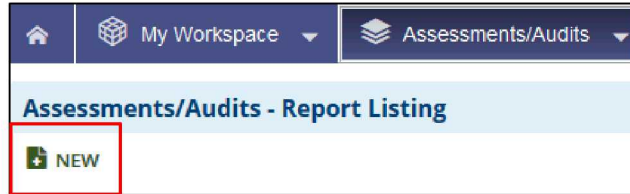


- Click on any of the pre-determined reports as highlighted below

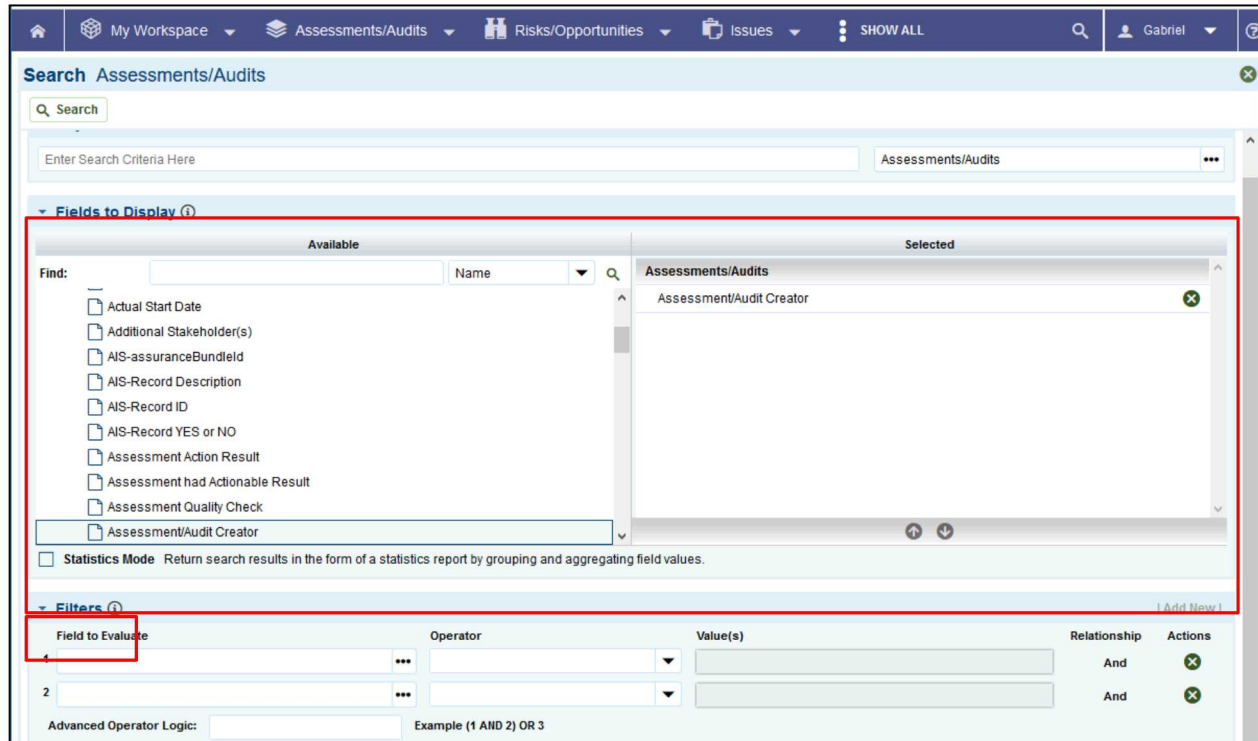


Creating Custom Reports

- Choose the data points you want to report on from the **Fields to Display** section as shown below



- Choose the data points you want to report on from the **Fields to Display** section and any filters if needed as shown below



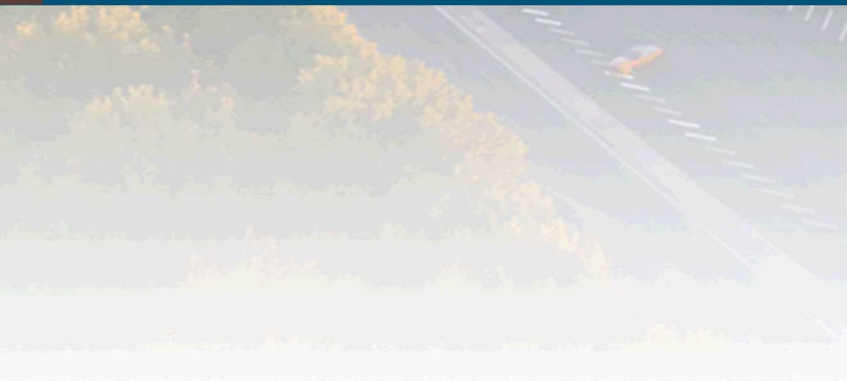
Access Matrix

Workflow State -->	New	Assigned				In Process						Closed/Cancelled		
Permission -->	Create	Read Non-Priv	Read Private	Update	Cancel	Read Non-Priv	Read Private	Update	Extend Due Date	Submit	Cancel	Read Non-Priv	Read Private	Update
Creator	X	X	X	X		X	X					X	X	
Responsible Manager		X	X	X	X	X	X	X	X	X	X	X	X	
Delegate		X	X	X	X	X	X	X	X	X	X	X		
Qualified Lead Assessor		X	X	X		X	X	X		X		X	X	
SMEs		X	X	X		X	X	X				X	X	
Additional Stakeholders		X	X			X	X					X	X	
9213 R&I Team		X	X	X	X	X	X	X	X	X	X	X	X	X
Finding/Observation Responsible Manager		X			X	X						X		
MOW	X	X				X						X		
		Under Review					Management Review - In Process							
		Read Non-Priv	Read Private	Update	Extend Due Date	Complete	Read Non-Priv	Read Private	Update	Complete	Cancel			
		X	X				X	X						
		X	X	X	X	X	X	X	X	X	X			
		X	X	X	X		X	X	X					
		X	X				X	X	X					
		X	X	X	X	X	X	X	X	X	X			
		X					X							
		X					X							





Demonstration





Sage

Assessments



Policy?

Process?

Tool?

AI v. Sage?

Timeline?



Sage

Assessments

Assessment SME: Gabe Serna, gjserna@sandia.gov
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Sage Tool

<https://sage.sandia.gov>

Sage Website

<https://wp.sandia.gov/sage/>

Sage Support

wg-cassupport@mailgate.sandia.gov

Corporate Policy/Process- CA002.1 Conduct Internal Assessments

<https://lps.web.sandia.gov/#/lps/process/CA002.1>