



Community Overview Dashboard – User's Guide

Last Updated:
16 September 2022



Community Overview Dashboard

The Alaska Department of Environmental Conservation's Village Safe Water (VSW) and Remote Maintenance Worker (RMW) Programs, in collaboration with the Rural Utility Business Advisor (RUBA) Program and the Alaska Native Tribal Health Consortium (ANTHC), have developed criteria for assessing operations and maintenance capacity of rural water and wastewater utilities.

The criteria, referred to as **Operations and Maintenance Best Practices**, has been used for determining eligibility and prioritization for community sanitation projects since mid-2015.

Individual community dashboards have been created and maintained by the Community Utility Assistance Program (CUAP) to make **real-time updates** available to community leadership.

PURPOSE

To provide a one-look summary of your individual community's current technical, managerial, and financial operations and opportunities to improve RUBA Best Practice scores

Community Overview

LEGEND

- 1. Current Score** – Most recent biannual RUBA score (out of 100)
- 2. Projected Score** – Anticipated* score in next RUBA cycle, based on changes from submitted data
- 3. Next RUBA/RMW Deadline** – Required submission date for all documentation to the Local Government Specialist (L. Mathlaw) and RMW Manager (R. Kuzuguk)
- 4. Next Score Release** – Date the State will publish new scores
- 5. Projected vs. Missing Scores** – Estimated* points the community is on track to achieve out of total technical (45), managerial (10), and financial (45) scores

**Not a guaranteed or State-confirmed score, based on changes communicated to the CUAP*

DASHBOARD SECTION



HOW TO USE IT

Use this section of the dashboard to compare your community's most recent score with the upcoming score and answer the following questions:

- Has your score increased? Decreased?
- How much time remains to complete actions and submit documents that would strengthen your community's score?

Hovering over the "doughnut" charts (#5) will reflect the accompanying %.

If you have a Smartsheet account, clicking on the current (#1) and projected (#2) scores will bring you to documents with year over year data and to a report to update projections.

Projected RUBA Deficiencies

LEGEND

- 1. Criteria for Maximum** – RUBA description of what actions are required to achieve full score
- 2. Explanation of Past Score** – Background on why the community missed points in this category
- 3. How to Improve** – What actions are required to achieve full points
- 4. Missing Points** – How many points are left on the table and can be achieved by addressing #3
- 5. Status** – Pie chart of anticipated vs. missing points per category

DASHBOARD SECTION

Projected RUBA Deficiencies									
BPS Category	BPS Subcategory	Criteria for Maximum 1	Explanation of Past Score 2	How to Improve 3	Progress Since Last Quarter	Maximum Points	Missing Points 4	Status 5	
Technical	Preventive Maintenance Plan	Utility has a written PM plan; PM is performed on schedule; records of completion are submitted on a quarterly basis and have been verified	The utility is not performing the required maintenance or isn't keeping records of maintenance.	To receive the full points in this category, the operator must have a Preventative Maintenance plan that they follow and the completed plan must be submitted to your assigned RMW each quarter.	PM plan completed through CUAP engineering assessment	25	10		
Technical	Compliance	Utility had no Monitoring and Reporting violations during the past year		The Drinking Water Program provides you with an Annual Monitoring Summary with all of the required samples for your water system. All samples and reports must be collected and submitted in a timely manner.		10	10		
Technical	Operator Certification	Utility has more than one operator certified to the level of the water system	holds the correct level of certification and hold no certification.	needs 3.0 CEUs by 12/31/23 to renew in 2023 and need to take and pass the ST exam. Please see the enclosed flyer with more information about certification.	Training scheduled for Aug. 23-25	10	5		

HOW TO USE IT

Use this table to review why your community missed points in the past cycle and to understand the path to improving your score in each category.

The table is organized by missing points, in descending order. Categories with the largest estimated deficiencies offer the largest room for score growth and can be found at the top. You can scroll through this individual table.

If you have a Smartsheet account, clicking on table will bring you to Smartsheet report to update projections.

Delayed & Overdue Checklist Items

LEGEND

- Task Name** – Delayed or overdue tasks that are required to support technical, managerial, and financial best practices
 - Tasks in yellow are required quarterly or annually
 - Tasks in white are required monthly
- Owner** – What community or regional role is responsible for soliciting and/or submitting proof of task completion to achieve RUBA requirements

DASHBOARD SECTION

Delayed & Overdue Checklist Items				
Task Name	Status (Calculated)	Status (Visual)	Percent Complete	Owner
Quarterly 941 Report to IRS	Overdue	●	0%	City Manager/Administrator
Quarterly Contribution Report	Overdue	●	0%	City Manager/Administrator
Preventative Maintenance Plan	Overdue	●	0%	RMW Manager
Compliance Monitoring and Report Violations	Overdue	●	0%	RMW Manager
Meeting Minutes of the City Council	Overdue	●	0%	City Manager/Administrator

HOW TO USE IT

Use this table to confirm that your community is up to date with document submission and/or to identify which documents need to be submitted so that your community receives credit for actions that have been completed.

If the owner is not correct or if you are the owner and have not received automated reminder emails, please reach out to the CUAP team so that we can update your contact information!

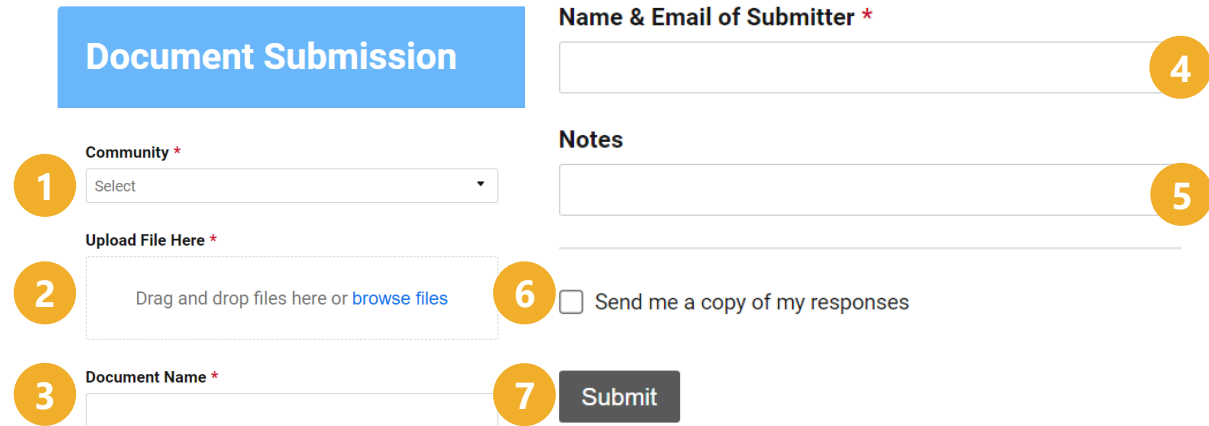
If you have a Smartsheet account, clicking on this table will bring you to a report of tasks that are assigned to you.

Document Submission

LEGEND

- 1. Community** – Select your community's name or airport code
- 2. Upload Files Here** – Select a file from your device to submit
- 3. Document Name** – Include the name or task associated with the document
- 4. Name & Email of Submitter** – List your name and an email where you can be reached for questions
- 5. Notes** – Include any relevant information
- 6. Response Request** – Check this box if you would like an automated confirmation email with a copy of your submission
- 7. Submission Button** – Press submit to complete the form

DASHBOARD SECTION



The screenshot shows a form titled "Document Submission" with the following fields and elements:

- 1**: A dropdown menu labeled "Community *" with "Select" as the current option.
- 2**: A file upload area labeled "Upload File Here *" with the text "Drag and drop files here or [browse files](#)".
- 3**: A text input field labeled "Document Name *".
- 4**: A text input field labeled "Name & Email of Submitter *".
- 5**: A text input field labeled "Notes".
- 6**: A checkbox labeled "Send me a copy of my responses".
- 7**: A dark grey "Submit" button.

HOW TO USE IT

Use this form to submit documents directly to the CUAP team. This is a direct way to provide information that can be used to update or close out delayed/overdue tasks.

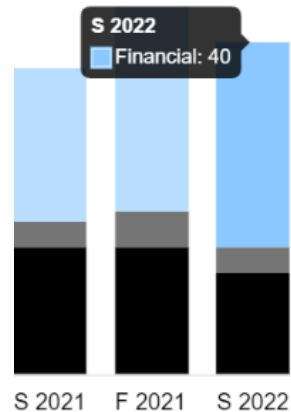
Submissions will be reviewed and updated in the management checklist on a monthly basis.

You do not need a Smartsheet account to use this feature.

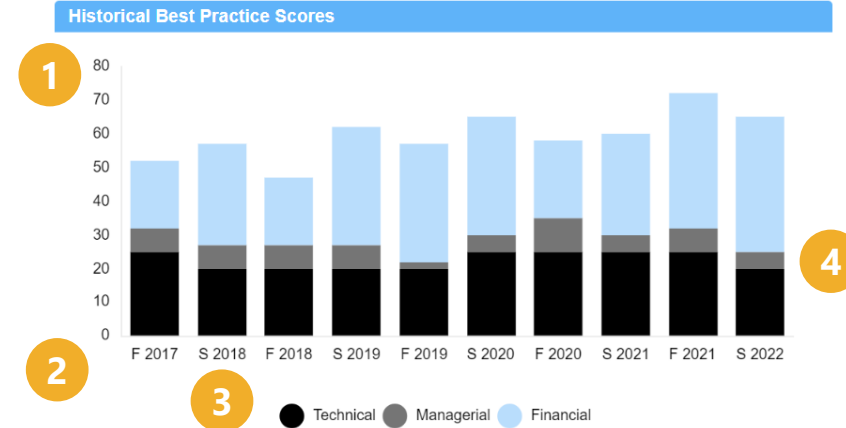
Historical Best Practice Scores

LEGEND

- 1. Vertical Axis** – Total score (100 possible)
- 2. Horizontal Axis** – Scoring period (Fall vs. Spring) and year
- 3. Legend** – Sub-score category
 - Dark Black: Technical
 - Medium Gray: Managerial
 - Light Blue: Financial
- 4. Stacked Bars** – Hovering over an individual bar will highlight the sub-category and individual point contribution



DASHBOARD SECTION



HOW TO USE IT

Use this bar chart to compare your community's year over year scores and answer the following questions:

- Has a certain category increased drastically? Decreased?
- Are there other factors that may contribute to high or low scoring years?

Clicking on the chart will lead you to the [DEC's repository of previous best practices scores](#). For each scoring period, you can find your community by searching under the first letter and downloading a PDF of the full rubric.

You do not need a Smartsheet account to use this feature.

Helpful Links

LEGEND

1. **ADEC Best Practice Scores** – Alaska Department of Environmental Conservation Division of Water page for Operations and Maintenance Best Practices
2. **ADEC Scoring Guide** – Best Practices scoring and compliance guide for all categories (technical, managerial, and financial)
3. **Statewide RUBA Dashboard** – Dashboard summarizing current best practice scores across all communities in Alaska

DASHBOARD SECTION

Helpful Links

- 1 [🔗 ADEC Best Practice Scores](#)
- 2 [🔗 ADEC Scoring Guide](#)
- 3 [🔗 Statewide RUBA Dashboard](#)

HOW TO USE IT

Visit these links to explore the informational content that the State Department of Environmental Conservation has made available. The ADEC Best Practice Scores website (#1) contains several **additional resources** that provide incredible information to support your community.

You do not need a Smartsheet account to use this feature.

Best Practices Guidance Documents

- [Video Overview of Best Practices](#) 📺
- [Best Practices Scoring Compliance Guide All Categories \(PDF\)](#)
- [O & M Best Practices Scoring Criteria \(PDF\)](#)
- [Rural Sanitation Contact List \(XLS\)](#)
- [Roadmap to Access Funding for Village Water & Sewer Improvements \(PDF\)](#)
- [Best Practices Opt Out Request \(PDF\)](#)
- [Off Cycle Scoring Guide \(PDF\)](#)