

SASE-O-MATIC

Self-Assessment Skill Enhancer

Instructions

What is this?

The Food Stamp Quality Assurance Division developed the SASE (pronounced “sassy”) tool based on statewide error findings and trends to assist local level staff in meeting potential training needs and to focus attention on areas of highest risk.

How is it used?

Local level supervisors and managers may use this tool in a variety of ways. Make it fun! The following are recommendations for use:

1. Distribute page 1 during a team meeting (you may want to do this first with a supervisory team), have each person individually take about five (5) minutes to review and answer the questions, then discuss the individual answers as a team, and come to consensus on the final answer. Once this is done, share page 2 with the answers. Debrief the team by:
 - a. Discussing which answers were correct,
 - b. Did team members influence others to arrive at the correct answer or a different answer?
 - c. What areas are weak (is this just one person or the whole team)?
 - d. Is additional training needed?
 - e. Share with your team if case reviews reflect errors in the same area as the topic.
 - f. Last, BRAINSTORM solutions that would work for your team and/or agency and implement cost effective strategies.
2. Distribute page 1 during a team meeting and ask staff to work in pairs (this is useful when you have new staff as you can team them with experienced staff) and then follow the process outlined in #1.
3. Distribute prior to a team meeting and have staff bring SASE completed and follow the same process as above.
4. Use as part of new worker training. Be sure you allow new workers time to find the answers, complete the questions and then discuss the answers.
5. Set up a contest to see who can find the current CBMS Data Entry Instructions, Agency Letter or regulations that pertain to the topic to share at the meeting.

It is not recommended that the SASE be distributed for completion and self-scoring without follow-up discussion or used as a test.

How often are these published?

It is anticipated that one will be published at least every quarter or as needed. Check the web site anytime for current and past publications or contact the Food Assistance Quality Assurance Division for assistance.

Where can I get a copy?

All SASE-O-MATICS are posted on the FSQA web site at:

www.colorado.gov/CDHS > click on Office of Employment a Regulatory Affairs > Click on FSQA > Click on Skill Builders.

If I have questions, whom do I contact?

If you have questions about SNAP policy, rules, or regulations, contact the Food Assistance Policy staff at: foodstamp.policy@state.co.us

If you have questions about CBMS data entry, locate the most recent “document” in the CBMS Document Index located on the Portal for the topic or contact the Food Assistance Policy staff.

If you have questions about error findings, error analysis, areas of risk, or error reduction strategies, contact the Food Stamp Quality Assurance Division at 303.463.2672.