Late Evaluations
Some BFB members have expressed confusion regarding when evaluations should be conducted, what happens when they’re completed late, and the impact to the evaluation cycle. Here are a few guidelines to assist with these questions.

**Non-bargained for staff** should be evaluated each year, for a 12-month period from July 1 – June 30. Every evaluation thereafter should follow the same cycle, with the period being evaluated being from July through June. If an evaluation is missed, the following year’s evaluation period would remain from July through June. If an evaluation is late, the period being evaluated should still be from July through June, not through the time when the evaluation is finally conducted.

**Bargained for staff** are evaluated each year on or near their anniversary date, for the preceding 12-month period. These performance-year cycles shouldn’t change, whether or not the evaluation is conducted on time.

Uncompleted/late performance evaluations can be conducted at any time. While employees may not be able to collect feedback for an evaluation period from two or three years ago, the evaluation can still be completed.

When an evaluation doesn’t get done, evaluating a 24-month period the following year will not make the folder compliant. The evaluation cycle remains at 12 months to comply with UMHS’ policy. If the evaluation cycles in your area haven’t been in accordance with the requirements above, please discuss with your managers on how they can move their cycles to match the institutional requirements. This may result in a one-time necessity to evaluate more than one time in a 12-month period. For instance, if a manager has been evaluating from January – December for non-bargained for staff they can complete a one-time eval of a January – June period. This will bring them back to the institution’s performance cycle.

Blue Folder Labs Scheduled for This Month!
Blue Folder Labs are 2-hour sessions covering what documents go in the folders, how to audit the folders and how to enter data into the audit tool. Until the MiCHART project is complete, the labs will be held at NCAC in Room 2301. We have scheduled more for this month at these dates/times:
- Thursday, Jan 24th, 2 – 4pm
- Tuesday, Jan 29th, 2 – 4pm

Please send an email to BFBrigade@med.umich.edu to reserve your space in one of these labs.

Late Entries for 2012
Blue Folder Audits
Do you still have 2012 audit data that needs to be entered in the audit tool in MPathways? You can do that! Simply backdate the "Effective Date" to a 2012 date, such as 12/31/12. When you tab out of the Effective Date field, the audit year will change from 2013 to 2012 and you can enter and save your data.

**CONTACT US:**
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