

QOVF
Nomination and Awards System
NAMS

Overview
10/26/22

Nomination and Award Management System, (NAMS)

Introduction

QOVF is excited to introduce the new NAMS system for managing Quilt of Valor nominations and awards. We'll share information about key features and benefits of the new system and next steps as we roll out NAMS. The IT Team has been working hard to develop a replacement for our current system, taking into consideration lessons learned and creating a system that will be much easier and efficient to use.

The IT Team will manage a rollout of the NAMS system over the next 2 months. We'll be rolling out the system in one region at a time, offering hands-on training for Group Leaders. You will be hearing from your State Coordinator soon about ways you can help get things ready as you get closer to the training time for your area.

We will continue to send out updates as we prepare and roll out the NAMS system. You can also find updated information on our QOVF Member Dashboard in the new NAMS Section.

<https://www.qovf.org/member-dashboard/>

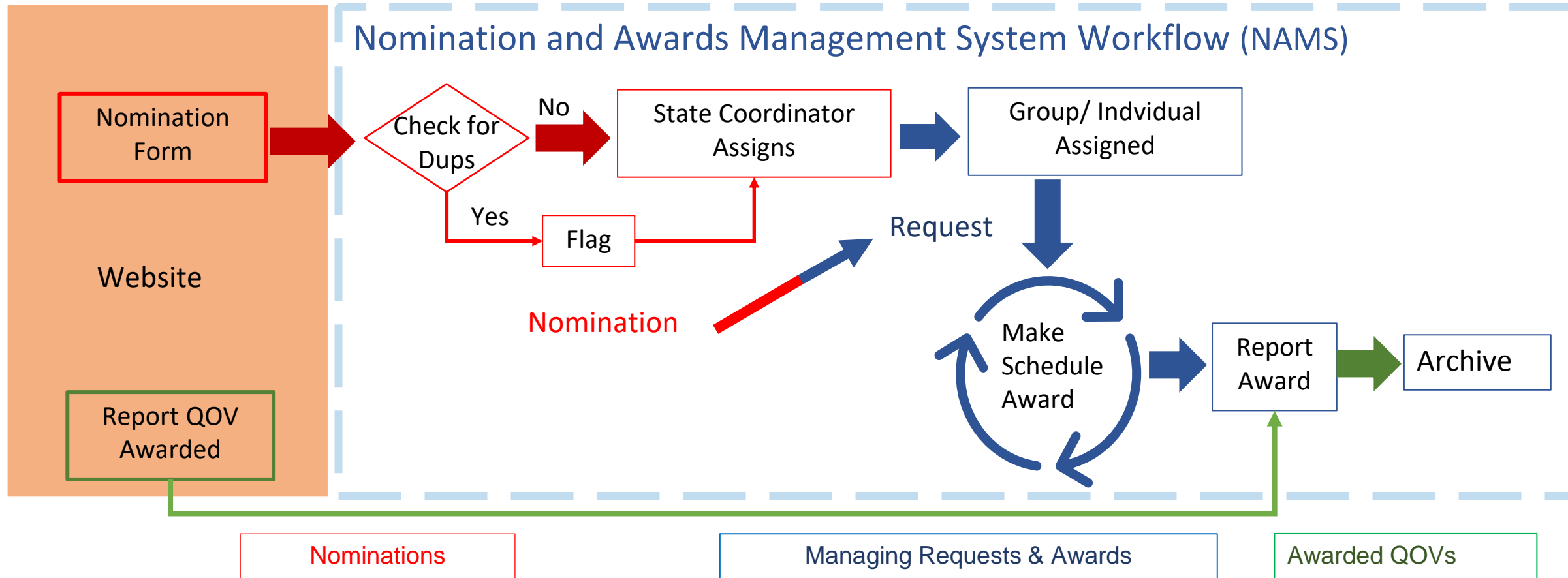
For questions, please contact your State Coordinator or the IT Team at nams.help@qovf.org.

NAMS Key Features

- Built for QOVF Ops
- Simple to Use
- Dashboard Status
- Easier to Manage
- Data Integrity & Security

- The nomination process will not change on the QOVF website.
 - Nominations will be entered through the same form on our QOVF website
 - The nominations will go into the NAMS program instead of the old system once the rollout is complete.
 - Quilts Awarded will be reported on same form
- NAMS will use a state dashboard for status of awards, number of quilts awarded, and other related data.
 - The dashboard is very visual,
 - Maps and use of color coding will give an overall visual snapshot of nominations and awards in your area.
 - Group Leaders will see their nominations in map and list views
- NAMS automatically checks for duplicate nominations with the ability to manually check as well.
- Easier to Use
 - Simple layout
 - Better search of past awards and compile data.
 - Improved sorting and filtering capabilities
 - Increased data integrity and protection for the information of our recipients, nominators and members.
 - Less reliance on emails and texts between groups and members to manage nominations and awards.

Nomination and Awards Management System Workflow

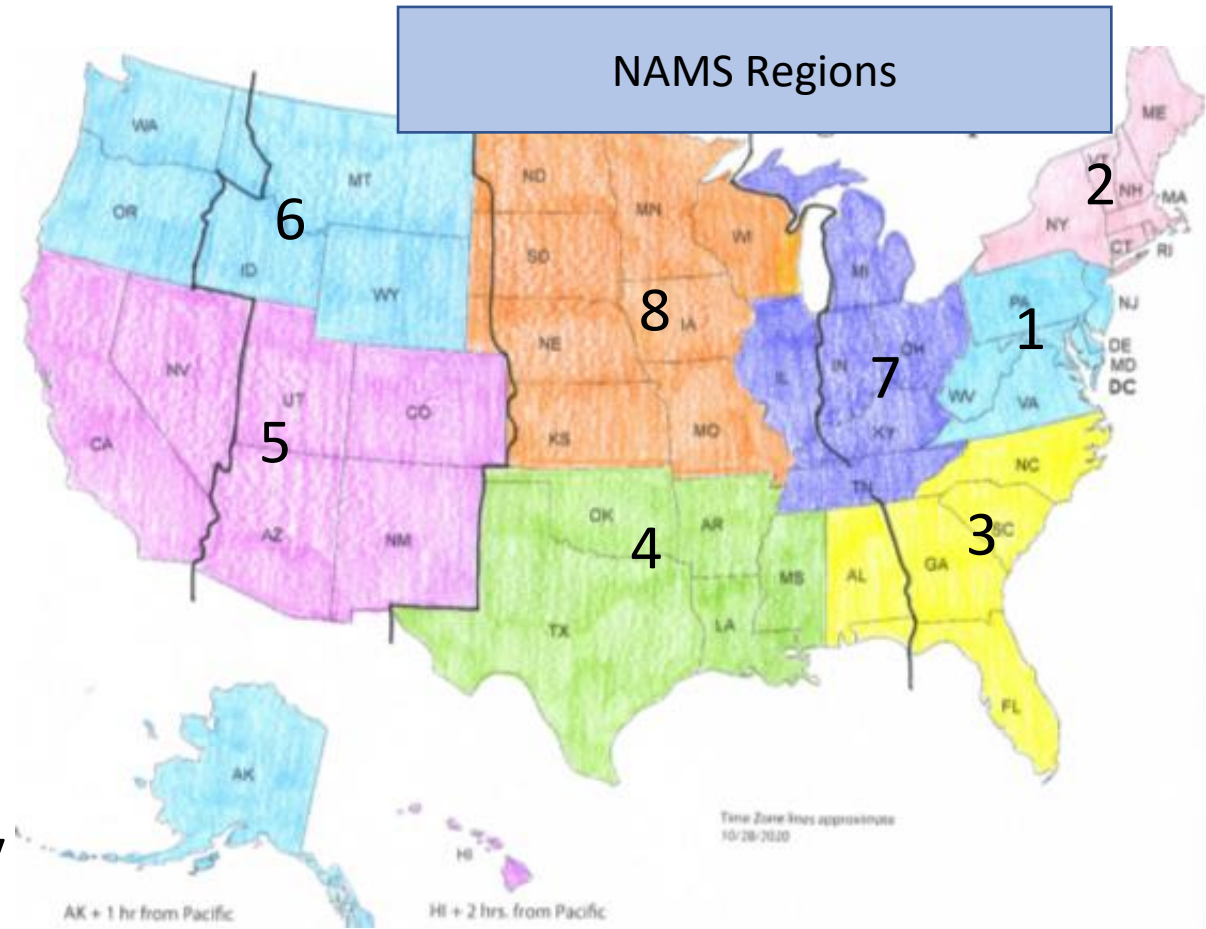


Roles & Permissions

Permissions	Member	GL	SC/DC	RC
Access individual requests	Only those assigned to user	Those assigned to their group	Those assigned to their state/district	All records for the region
Access requests from neighboring groups or states	To read only	To read only	Yes – with permission	Yes
Edit fields in an individual record	Limited	Yes – for their group	Yes – for state(s)	Yes
Edit recipient's address	No	Yes -Via Re-route	Yes -Via Re-route	Yes -Via Re-route
Add activity notes	Yes	Yes	Yes	Yes
Assign a request	No	Can re-route a request to SC for re-assignment	Yes	Yes
Export Requests	No	No	Yes	Yes

NAMS Transition – How?

- Phased plan to migrate from Trello to NAMS
- Migration will be by individual State
- Full transition will take approximately 8 weeks.
 - Individual State transition includes a 3 day blackout
 - Users will be removed from Trello to allow migration of requests. NAMS account activated when data migration is completed.
- NAMS records will be updated with active Trello card information when they are transitioned.



Regional/State List Breakout

REGION	STATE	TRANS Date
Mid-Atlantic	DE	
Mid-Atlantic	DC	
Mid-Atlantic	MD	
Mid-Atlantic	NJ	
Mid-Atlantic	PA	
Mid-Atlantic	VA	
Mid-Atlantic	WV	
NorthEast	CT	
NorthEast	ME	
NorthEast	MA	
NorthEast	NH	
NorthEast	NY	
NorthEast	RI	
NorthEast	VT	
SouthEast	FL	
SouthEast	GA	
SouthEast	NC	
SouthEast	SC	
SouthEast	AL	
Southern	AR	
Southern	LA	
Southern	MS	
Southern	OK	
Southern	TX	

REGION	STATE	TRANS Date
SouthWest	AZ	
SouthWest	CA	
SouthWest	HI	
SouthWest	NM	
SouthWest	UT	
SouthWest	CO	
SouthWest	NV	
Pacific Northwest	AK	
Pacific Northwest	ID	
Pacific Northwest	MT	
Pacific Northwest	OR	
Pacific Northwest	WA	
Pacific Northwest	WY	
Great Lakes	IL	
Great Lakes	IN	
Great Lakes	KY	
Great Lakes	MI	
Great Lakes	OH	
Great Lakes	TN	

REGION	STATE	TRANS Date
North Central	IA	
North Central	KS	
North Central	MN	
North Central	MO	
North Central	NE	
North Central	ND	
North Central	SD	
North Central	WI	

Master Transition Schedule

- Plan shifted from Regional concept to state-by-state
 - State Coordinators can sign up for State NAMS Transition Week. Go when you are ready within the general roll out phase
- NAMS Limited roll out with 10 pre-selected states 1 Nov - 30 Dec 2022
- General roll out 2 Jan – 3 Mar 2023
 - 5 States per week x 9 weeks
 - State Coordinators must attend coordinator class prior to transition
 - Just in time Training Classes begin Dec 27, 2022
 - New group and coordinator classes every week through transition
 - Members training no more that two weeks prior to scheduled transition. SC managed
 - All states transitioned by 3 Mar 2023
 - Mentors available upon request.

Preparing for a Smooth Transition

1. State Coordinators assign all Trello records to a QOVF registered group

- This will allow records to be assigned to same group/individual in NAMS
- Two ways to assign:
 - A. Create a Trello List on current board for each Group and place requests on the list. Be sure that the List name matches registered name of the Group.
 - B. Label each card in Trello with Group name label

2. SC will validate Trello Users that will be transitioning to NAMS

- A. Transition Team will provide a member spreadsheet of Trello users for the SC with instructions
- B. Ensure Individuals QOVF membership is current i.e. their membership has not expired. (provided in Trello User spreadsheet)

Who will Transition to NAMS?

- All current Trello users who meet below criteria will be transitioned to NAMS.
- Current QOVF members in good standing
 - Membership not expired
 - NAMS role has been established
 - Designated by GL & SC
 - With a signed Data Protection Agreement (DPA)
- Group Leaders or their designated users
 - Group must be registered and in good standing (not expired)
 - Group members
 - Up to 3 individuals per group during the transition (more later)
- Future access to NAMS?
 - After Transition is complete, more members can be granted access via GL/SC request procedure.

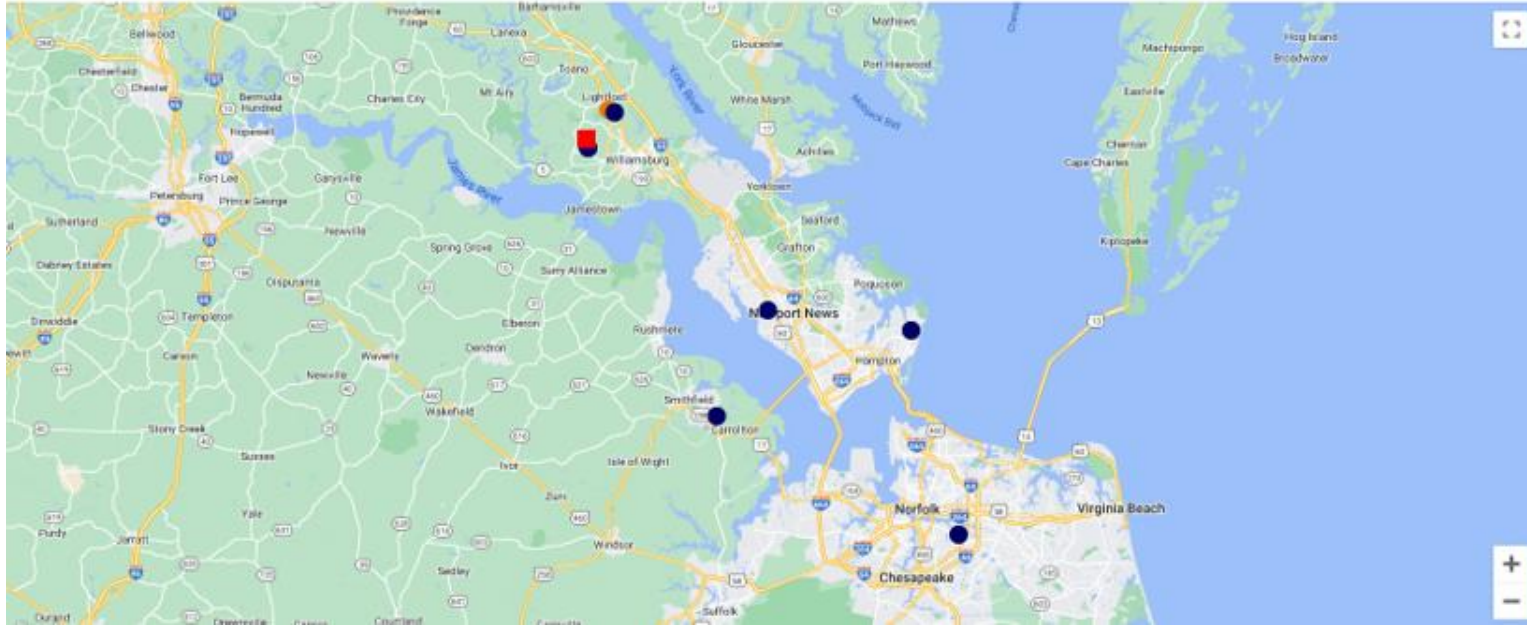
Individual State Transition Schedule

- One month prior to NAMS launch
 - Trello users list to SC for validation of membership and transition to NAMS
 - Schedule of NAMS Training classes for State members sent to State Coordinator for dissemination
- Two weeks prior – SC returns validated Trello user list to NAMS Transition team
 - SC completes active card assignment in Trello to a Group
- Transition timeline to NAMS
 - You will receive 4 emails regarding the migration of Trello records to NAMS.
 - eMail #1 – One week prior to migration, with a reminder to enter any last updates or complete work in Trello, now.
 - eMail #2 – One day prior to migration you will receive an email reminding you again that your access to Trello will end soon.
 - eMail #3 – 1-2 hours prior to blackout starting you will get a final notice email asking you to sign out of Trello.
 - Email #4 – You will be notified when the migration is complete, and you can now access NAMS. A link to NAMS will be included.
 - The actual migration of data will require approximately three days. Your State Coordinator will have first access to NAMS. They will be given 24 hours to verify all the state's data made the migration and to make assignments as needed.

A quick look at NAMS screens

Requests Map: Patriots Triangle QOV

Map Key: ● Recipient ● Recipient (Invalid Addr) ■ Group





Group Views

Map View with requests plotted

Request List: Patriots Triangle QOV


<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	EntryID	Nominee	Submitted	City	County	State	Assigned State	Status
Total Records: 9				Filters:							
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	89792	Wallace, Test2	2/14/2022	Williamsburg	James City	Virginia		Assigned
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	89954	John, Snapper...	5/2/2022	Chesapeake	Chesapeake	Virginia		Award Ready
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	90085	Roosevelt, Teddy	7/3/2022	Williamsburg	James City	Virginia		Award Ready
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	3102	Sivongsa, Bounpone	7/31/2017	Hampton		Virginia		Assigned
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	4220	Putnam, Ray	8/17/2017	Smithfield		Virginia		Award Ready
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	89782	Wallace, Les	12/10/2021	Williamsburg	James City	Virginia		Assigned
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	90010	Diver, Gary	5/3/2022	Allentown	Lehigh	Pennsylvania	Virginia	Assigned
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	90086	Smith, Maggie	7/4/2022	Williamsburg	James City	Virginia		Assigned
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	90119	Nominator, Testor	8/10/2022	Newport News		Virginia		Assigned

Individual Request Record – Assigned (upper half)

NAMS by QOV Training & Development Requests Search   Sign Out

← List Hold → Re-route → Award Ready → Award → Cancel → ← → ×

Teddy Roosevelt EntryID: 90085 Submitted On: 7/3/2022 Status: Award Ready Group: Patriots Triangle QOV Completed: 7/18/2022

 **Medical Priority**

Recipient Details Less

First Name	Teddy	<input checked="" type="checkbox"/>
Last Name	Roosevelt	<input checked="" type="checkbox"/>
Sex	Male	<input checked="" type="checkbox"/>
Email	ptgov@cox.net	<input checked="" type="checkbox"/>
Phone	(703) 456-8765	<input checked="" type="checkbox"/>
Address	118 Neighbors Dr Williamsburg, Virginia 23188	
County	Southern Cross	<input checked="" type="checkbox"/>
Current Status	Veteran	<input checked="" type="checkbox"/>
Discharge Status	Honorable Conditions	<input checked="" type="checkbox"/>
Branch	Army (including activated Army National Guard/Reservists)	<input checked="" type="checkbox"/>
Rank	O-6	<input checked="" type="checkbox"/>
Dates Of Service	1923-1938	<input checked="" type="checkbox"/>
Where Served	Other (comment required)	<input checked="" type="checkbox"/>
Duty Stations	Testing #2 of multiple entries.	<input checked="" type="checkbox"/>

Activity/Notes Less

Add comments, questions, and any other notes about this request.

Add Note

Les Wallace on 8/15/2022 9:18 AM
Updated task#257, Testing tasks 1, to Testing tasks 1

Les Wallace on 8/15/2022 9:18 AM
Task #257, Testing tasks 1, has been marked incomplete.

Les Wallace on 8/15/2022 9:18 AM
Task #257, Testing tasks 1, has been completed.

Les Wallace on 8/15/2022 9:18 AM
Task #257, Testing tasks 1, has been marked incomplete.

Les Wallace on 8/15/2022 9:18 AM
Task #257, Testing tasks 1, has been completed.

Les Wallace on 8/15/2022 9:17 AM
Task #258, Something to do, has been marked incomplete.

Les Wallace on 8/15/2022 9:17 AM
Task #258, Something to do, has been completed.

Individual Request Record – Assigned (lower half) Nominator & Checklist Info

← List Hold → Re-route → Award Ready → Award → Cancel →

Teddy Roosevelt EntryID: 90085 Submitted On: 7/3/2022 Status: Award Ready Group: Patriots Triangle QOV Completed: 7/18/2022

Additional Comment: **Nominator detail did not transfer.**

Nominator Details Less

First Name: **Clyde**

Last Name: **Harrow**

Email: **ptgov@cox.net**

Phone: **(703) 567-8765**

Checklist (0%) Less

257: Testing tasks 1

- Breiner, Elaine
- Coulter, Carol
- Garvey, Dassa
- Goins, Carolyn

Do this...

Add

Activity/Notes Less

Add comments, questions, and any other notes about this request.

Add Note

Les Wallace on 8/15/2022 9:18 AM
Updated task#257, Testing tasks 1, to Testing tasks 1

Les Wallace on 8/15/2022 9:18 AM
Task #257, Testing tasks 1, has been marked incomplete.

Les Wallace on 8/15/2022 9:18 AM
Task #257, Testing tasks 1, has been completed.

Les Wallace on 8/15/2022 9:18 AM
Task #257, Testing tasks 1, has been marked incomplete.

Les Wallace on 8/15/2022 9:18 AM
Task #257, Testing tasks 1, has been completed.

Les Wallace on 8/15/2022 9:17 AM
Task #258, Something to do, has been marked incomplete.

Les Wallace on 8/15/2022 9:17 AM
Task #258, Something to do, has been completed.

State Coordinator Dashboard

NAMS by QOV Training & Development

[Dashboard](#) [Requests](#) [Search](#)   [Sign Out](#)

Dashboard Map

Statistics for USA, Regions, and States.

Mid-Atlantic > Virginia

Ongoing Requests

Total requests	41
● <9 months	38
● >9 to <24 months	1
● >24 months	2

Awarded Requests

Total awarded	485
Current Month	0
Current Year	30

[Simple Export to CSV](#)

[Full Export to CSV](#)



State Coordinator New Nomination Assignment View

← List Hold → Re-route → Award Ready → Award → Duplicate → Cancel →

Tess Testor EntryID: 90114 Submitted On: 8/4/2022 Status: Received Group: Unassigned

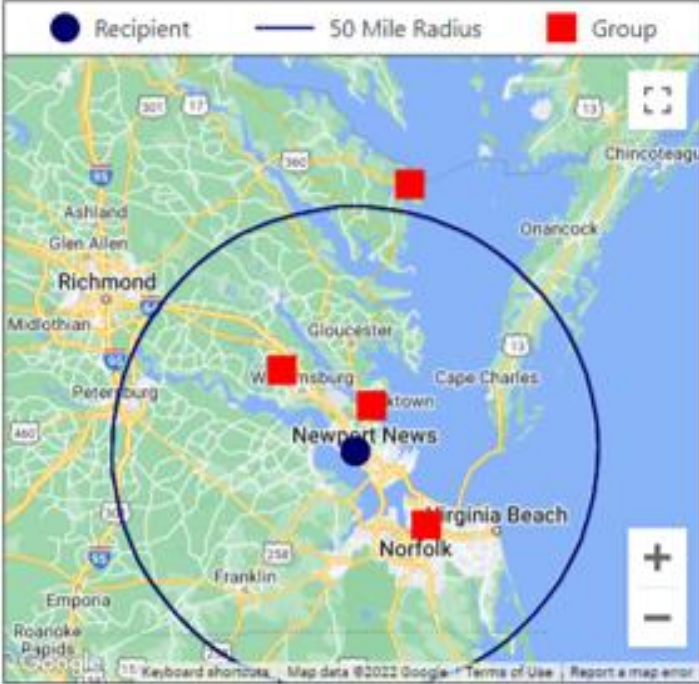
Medical Priority

Recipient Details Less

First Name	Tess	<input checked="" type="checkbox"/>
Last Name	Testor	<input checked="" type="checkbox"/>
Sex	Female	<input checked="" type="checkbox"/>
Email	my2email@noname.com	<input checked="" type="checkbox"/>
Phone	(703) 675-4360	<input checked="" type="checkbox"/>
Address	141 Milstead Rd Newport News, Virginia 23606	
Current Status	Veteran	<input checked="" type="checkbox"/>
Discharge Status	Honorable Conditions	<input checked="" type="checkbox"/>
Branch	Navy	<input checked="" type="checkbox"/>
Rank	W-3	<input checked="" type="checkbox"/>
Dates Of Service	1972-1990	<input checked="" type="checkbox"/>
Where Served	Persian Gulf War (1990-1991), Cold War (1947-1991)	<input checked="" type="checkbox"/>
Duty Stations	Testing duplicate flag.	<input checked="" type="checkbox"/>
Additional	compare with 90112. Changed email,	<input checked="" type="checkbox"/>

Assign Group/Person to Request Less

● Recipient — 50 Mile Radius ■ Group



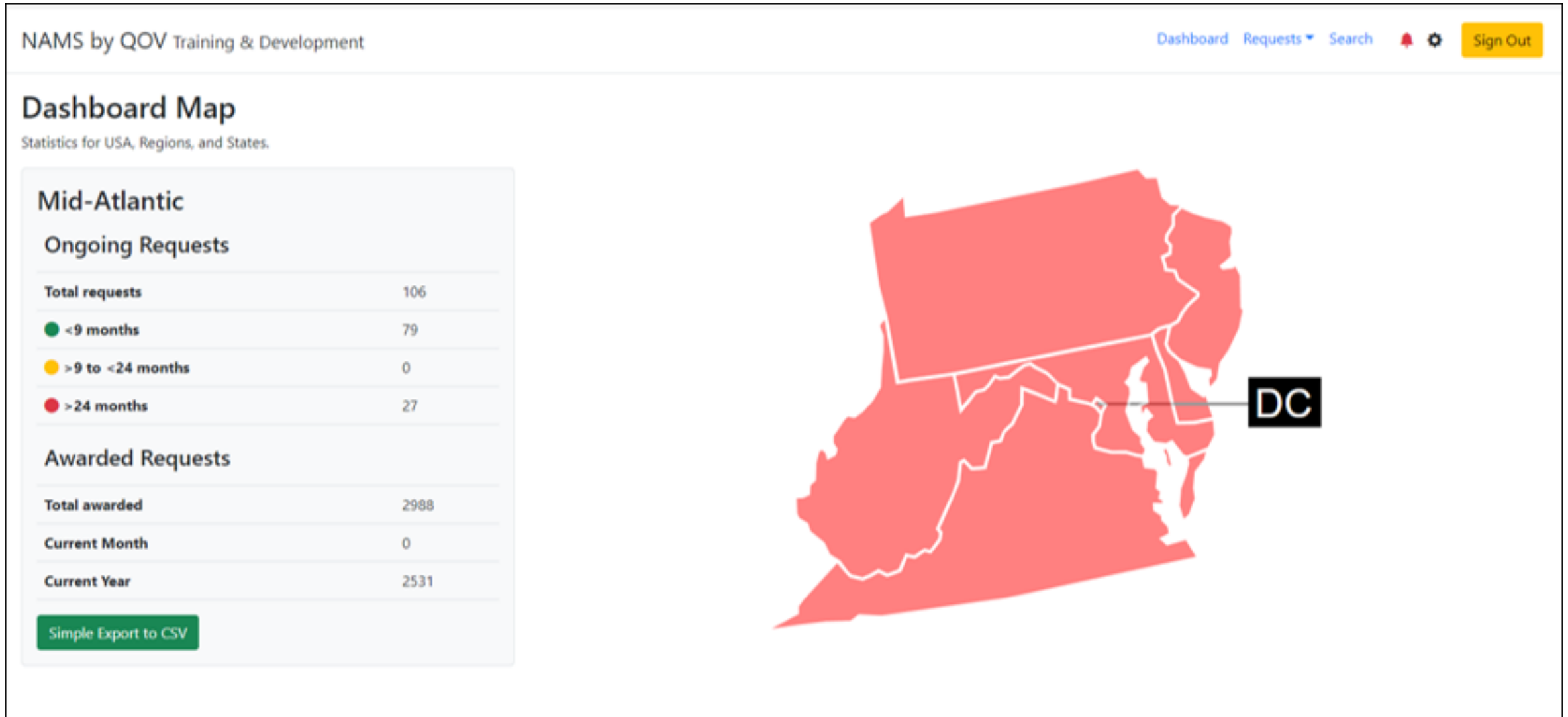
Select Group

- Piecemakers of Virginia**
Seaford, VA 23696
- Les Wallace**
Williamsburg, VA 23188
- Patriots Triangle QOV**
Williamsburg, VA 23188
- John Woodcock**
Chesapeake, VA 23325
- Northern Neck Patriotic Piecers**
Reedville, VA 22539
- Other:**

Confirm Assignment >

Activity/Notes Less

NAMS Executive and Region View



NAMS Executive National View

NAMS by QOV

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[Sign Out](#)

Dashboard Map

This is where admins can get statistics for the USA, Regions, and States.

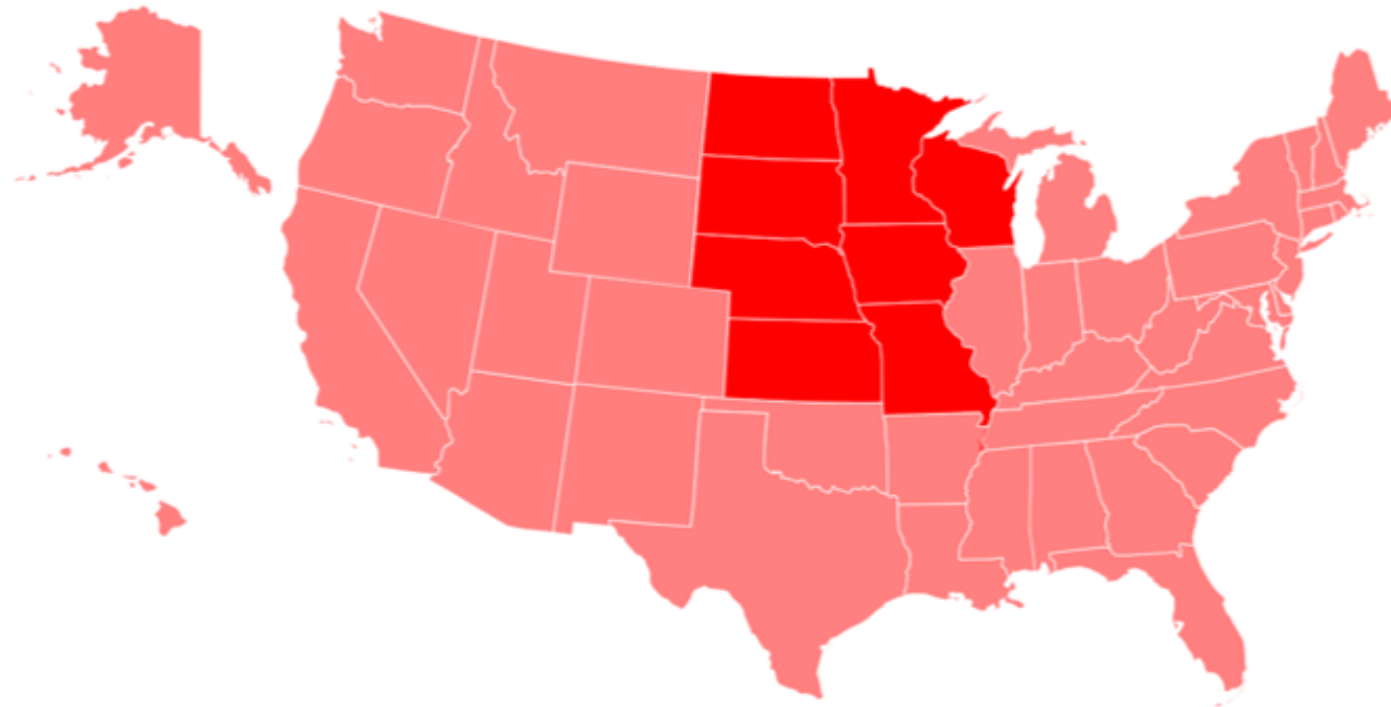
United States

Ongoing Requests

Total requests	21121
● <9 months	36
● >9 to <24 months	0
● >24 months	21085

Awarded Requests

Total awarded	18573
Current Month	5
Current Year	15332



Stay Informed - Follow Transition

- Information and schedules will be posted to the Member Dashboard of the Website. We recommend you visit it often.

<https://www.govf.org/member-dashboard/>

Will be updated regularly through the transition period.

Resources that will be added to the member dashboard when available:

- NAMS User Guide
- Training materials two levels
 - Coordinators (RC, SC, DC)
 - Group Members (GL and Members)
- FAQs