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**COMPLETE SPECIFICATION
STANDARD PATENT**

Application Number:

Lodged:

Invention Title: **METHOD AND APPARATUS FOR GATHERING AND EVALUATING
INFORMATION**



The following statement is a full description of this invention, including the best method of performing it known to us

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ABSTRACT

A continuous information gathering and evaluating system uses five highly coupled databases and software for gathering user input (respondent software), for evaluating input (evaluator software), and for administering the system (administrative software). The first database includes the categories of users for an organization. The second database stores information about each user. The third database includes all topics and issues of interest and queries for each combination of topic, issue, and respondent category. Responses to query statements are preferably collected using a 7 point Likert scale. The fourth database is the repository for the responses from users and appropriate statistics based on the responses. The fifth database includes authorization data and rules that determine how the process and system are implemented for a particular organization.



TITLE OF THE INVENTION

METHOD AND APPARATUS FOR
GATHERING AND EVALUATING INFORMATION

BACKGROUND OF THE INVENTION

5 **Field of the Invention**

This invention relates to a method and apparatus for gathering and evaluating qualitative inputs or feedback, including perceptions and opinions, from employees and customers.

Discussion of the Background

10 Leaders and managers use both quantitative and qualitative information to run their organization. Qualitative information from employees and customers is both difficult to gather and difficult to evaluate. However, qualitative information is often the most relevant input or feedback that a leader or manager needs.

15 Methods for gathering qualitative information from employees and customers range from very ad hoc (e.g. discussion over a cup of coffee, suggestion boxes, chat rooms, etc.) to standardized surveys. The ad hoc methods lack the consistency that is needed to make them reliable and repeatable. Each input must be evaluated separately - with no standards for comparison and no way to quantify the results. The value of most information gathered in an ad hoc method is
20 dependent on the skills of the leader or manager who happens to be listening or reading the input. Ad hoc methods often provide inputs from a very small, vocal group of employees or customers. When this occurs leaders and managers cannot determine if the perceptions and opinions reflect the views of a majority or just a

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few individuals. The ad hoc methods lack the efficiency that is essential to making them a consistently valuable source of critical, qualitative information.

5 More standardized methods, such as surveys, provide the much-needed consistency, but they are not efficient enough to make them a continuous source of qualitative information that is needed by leaders and managers. For example, surveys take considerable time to develop, distribute, collect, and analyze. Once the analysis is complete the results must be conveyed to the appropriate managers for action. All of this takes both effort (labor hours and funding) and time (actual calendar days) that is not available. Time delays from the start of survey
10 development until the appropriate manager has results significantly reduce the value of the information because it is too late. That is, when done right, a survey takes months and the information is quite often no longer important to the leaders and managers, or the information is too late to help. In addition, standard surveys cannot be used to identify trends in perceptions or opinions unless the same
15 questions, or cleverly worded questions that are similar, are asked on repetitive surveys. The repetition makes employees and customers lose interest and surveys of this type are most likely left unanswered.

20 What is not available is a method and system that allows leaders and managers to rapidly identify and gather qualitative information from employees and customers on topics and issues that are important to them at the time the information is gathered. Existing methods and systems do not allow leaders and manager to identify trends in employee and customer perception in an effective and efficient manner. The advent of computers and the Internet has provided some

efficiency in the distribution, collection and analysis of standardized surveys.

However, these technologies have not overcome the major impediments that make standard surveys ineffective for gathering and evaluating continuous, consistent and cost effective inputs from employees and customers. Below is a list of the

5 major steps in the development and use of standard surveys:

Step	Standard Survey Process	Computer and Internet Impact
	1 Determine that perceptions and opinions of employees and/or customers must be collected	None
	2 Determine what specific perceptions and opinions are needed	None
	3 Determine who should provide perceptions and opinions	None
10	4 Develop and approve a process or obtaining perceptions and opinions	None
	5 Develop a format for an instrument for obtaining perceptions and opinions	None
	6 Develop query statements or questions for obtaining perceptions and opinions	None
	7 Distribute the instrument for obtaining perceptions and opinions	Internet impact is potentially significant
	8 Collect and load data from each respondent	Significant impact of computers on electronic or machine readable responses; Internet impact on collection is potentially significant
15	9 Analyze data	Computer impact is significant on statistical computations; computer impact on interpreting results is minimal unless the formats for presentation are consistent
	10 Develop and distribute reports	Computer impact on standard reports is significant

Out of the ten steps listed above, the use of computers and the Internet has helped only in the collection and loading of the data (in the cases where the inputs are in electronic form or machine readable form, the analysis of the data, and the development and distribution of standard reports. The use of computers and the Internet has not helped in the majority of the steps listed above.

It would be desirable to overcome the time consuming process of identifying the information needed, translating the identified information into an instrument for gathering the information, selecting the people who are to provide the information, compiling or modifying distribution lists to reflect the selection of respondents, analysing (evaluating) the information and distributing the information to all the people who need it within an organization.

It would also be desirable to provide a method and system that:

Allows leaders and managers in an organization to obtain inputs from employees and customers on specific topics (products, activities or tasks, projects, programs, policies, benefits, etc.) in their organization at any time and with any frequency they desire;

Allows leaders and managers in an organization to obtain input from employees and customers on general issues (morale, adequacy of communications, customer satisfaction, level of team work, etc);

Allows leaders and managers to identify trends with respect to employee and customer perceptions and opinions on both specific topics and issues;

Allows leaders and managers to identify when employees and customers

perceive certain issues (e.g. inadequate communication) as very important with respect to specific topics (e.g. health benefits);

Allows leaders and managers to identify which groups of respondents are providing both positive and negative perceptions and opinions on specific topics and issues;

Allows all managers and leaders in an organization to rapidly evaluate inputs to help them gain a common view of the perceptions and opinions of employees and customers – thereby enhancing their ability to operate as a cohesive leadership team;

Provides leaders and managers at every level in the organization with critical, qualitative information they need to correct problems and make the organization more effective and efficient without having to wait for information and direction to flow down from a higher level leader or manager;

Allows employees and customers to pick the topics that are most important to them when they provide periodic input – thereby not subjecting them to many questions on lengthy surveys that are not relevant to them.

Ensures leaders and managers that the methods and techniques used to gather employee and customer input is consistent and reliable – without the normal time and effort needed to develop this confidence on individual survey instruments.

SUMMARY OF THE INVENTION

According to one aspect, the present invention provides a method for allowing management to gather qualitative information from a plurality of employees of an organization over a communications network, including the steps of:

identifying, and storing in a database connected to the communications network, a plurality of categories of employees of an organization from whom information is desired, and topics and issues for which information is desired;

assessing said database to formulate queries applicable to each combination of one of said plurality of categories, topics and issues;

assigning each of the plurality of employees of an organization to one of said plurality of categories;

receiving a selection of a desired topic from each of the plurality of employees;

presenting, via the communications network, a portion of the queries to each of the plurality of employees based upon said assigned categories, wherein said portion of the queries is relevant to said desired topic selected by each of the plurality of employees; and

gathering responses to said portion of the queries from each of the plurality of employees, said responses being gathered on a Likert scale and stored in said database;

wherein management can access said database to identify trends with respect to perceptions and opinions of the plurality of employees on specific topics and issues.

According to another aspect of the invention the present invention provides a system for allowing management to gather qualitative information from a plurality of employees of an organization, including:

a database server;

a plurality of end user computers; and

a communication network connected to said database server and said plurality of end user computers;

wherein said database server includes a database including:

a plurality of categories of employees of an organization;

a plurality of employees wherein each of said plurality of employees belongs to at least one of said plurality of categories;

a plurality of topics;

a plurality of issues, and a plurality of queries wherein each of said plurality of queries is applicable to at least one combination of one of said plurality of categories, topics and issues;

wherein said database server is configured to perform the steps of;

accepting a selection of a desired topic from one of said plurality of employees;

selecting a portion of said plurality of queries for presentation to said one of said plurality of employees based upon the category of said one of said plurality of employees, wherein said portion of said plurality of queries are relevant to said desired topic;

presenting said portion of said plurality of queries to said one of said plurality of employees; and

gathering responses to said portion of said plurality of queries, said responses being gathered on a Likert scale and stored in said database; and

5 wherein management can access said database to identify trends with respect to perceptions and opinions of said plurality of employees on specific topics and issues.

According to a further aspect, the present invention provides a method for gathering information from a plurality of users associated with an organization
10 over a communications network including the steps of:

(a) storing a plurality of categories of users from whom information is desired in a first database, the users being associated with the organization's processes, services and products;

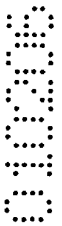
(b) storing a plurality of topics in a second database;

15 (c) assigning each of the plurality of users to at least one category, the at least one category being selected from the plurality of categories stored in the first database;



(d) presenting a plurality of topics to each of the plurality of users via the communications network, the topics presented to each user being applicable
20 to the at least one category to which the user has been assigned;

(e) receiving a selection of at least one desired topic from each of the users via the communications network;



25 (f) presenting at least one query to each of the users via the communications network, the at least one query presented to each user being relevant to a corresponding desired topic selected by the user;

(g) receiving a response to the at least one query from each of the users via the communications network;

(h) storing the response from each of the plurality of users in an electronic storage medium; and

30 (i) allowing a leader to review responses stored in the electronic storage medium, whereby the leader can obtain information relating to opinions and perceptions of the user.

According to a further aspect, the present invention provides a system for gathering information from a plurality of users associated with an organization over a communications network including:

a first database comprising storing a plurality of categories of users from whom information is desired in a first database, the users being associated with the organization's processes, services and products;

a second database comprising storing a plurality of topics; and

a server in communication with the first database, the second database and a communications network, the server configured to perform the steps of:

10 a) assigning each of the plurality of users to at least one category, the at least one category being selected from the plurality of categories stored in the first database;

b) presenting a plurality of topics to each of the plurality of users via the communications network, the topics presented to each user being applicable 15 to the at least one category to which the user has been assigned;

c) receiving a selection of at least one desired topic from each of the users via the communications network;

d) presenting at least one query to each of the users via the communications network, the at least one query presented to each user being 20 relevant to a corresponding desired topic selected by the user;


e) receiving a response to the at least one query from each of the users via the communications network;


f) storing the response from each of the plurality of users in an electronic storage medium based on the at least one category to which the user 25 has been assigned; and

g) allowing a leader to review responses stored in the electronic storage medium, whereby the leader can obtain information relating to opinions and perceptions of the user.

The present invention attempts to address at least one of the problems of the prior art by advantageously providing a method and system that effectively and efficiently provides leaders and managers with timely, valuable, qualitative inputs from employees, customers, and other users.

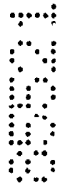
5 In one embodiment, the present invention provides a process and system that allows leaders and managers in an organization to continuously select and update the importance of topics and issues for which that they require perceptions and opinions. From this initial list, the process and system provides each user with a list of relevant topics, based on the respondent categories
10 thereto which the user belongs. The leaders and managers can set the number of topics and the frequency that an employee may respond. The process and system provides a set of queries that elicits the opinions and perceptions of the user for each topic chosen by the user. In some embodiments, the user is required to respond to queries for topics designated as mandatory by the leaders
15 and managers.

 In one embodiment, the process and system provide leaders and managers with the capability to rapidly evaluate inputs from thousands of employees and customers. The process and system automatically alert leaders and managers to both positive and negative trends in employee and customer
20 perceptions and opinions. The process and system provide leaders and managers with the capability to analyze specific topics or issues and determine which categories of respondents are providing positive, negative or specific responses.

 In one embodiment the system uses five highly coupled databases and software for gathering user input (respondent software), for evaluating input (evaluator software), and for administering the system (administrative software). The first database includes the categories of users for an organization. The second database stores information about each user, including name, password (if password protection is desired in a particular system), and category. The third
25 database includes all topics that are of interest to the leaders and managers and all issues that are associated with these topics. The list is dynamic and grows based on the needs of the leaders and managers and free text comments received from the employees and customers. The third database also contains
30

queries for each combination of topic, issue, and respondent category. To ensure consistency and rapid evaluation, all query statements are preferably "Seven Point Likert Statements" that range from "Strongly Disagree" to "Strongly Agree" in preferred embodiments. The fourth database is the repository for the responses from users and appropriate statistics based on the responses. The dates of the responses and the category of the respondents are also stored. The fifth database includes authorization data and rules that determine how the process and system are implemented for a particular organization. It is important to note that while these databases are described as separate, the databases could also be parts of a single database.

In the embodiment, the respondent software automatically links each employee with the appropriate topics for which they are supervisors, performers or customers. Respondents can then choose the topics that are of most interest to them. The evaluator software allows leaders and managers to review all the topics for which they have permission. The software automatically identifies trends in topics and issues and allows the evaluator to "drill down" in detail to identify the most relevant issues for a topic and which respondent categories are providing positive and negative inputs. The process and system are preferably implemented on an



organization's Intranet or the Internet.

BRIEF DESCRIPTION OF THE DRAWINGS

The aforementioned advantages and features of the present invention will be more readily understood with reference to the following detailed description and the accompanying drawings in which:

5 Figure 1 is a block diagram of an information gathering system according to a preferred embodiment of the present invention.

Figure 2 is a view of a login window of the system of Figure 1.

Figure 3 is a view of a registration window of the system of Figure 1.

10 Figure 4 is a view of a respondent category selection window of the system of Figure 1.

Figure 5 is a view of a profile window of the system of Figure 1.

Figure 6 is a view of an activity selection window of the system of Figure 1.

15 Figure 7 is a view of a hot topic specification window of the system of Figure 1.

Figure 8 is a view of a topic selection window of the system of Figure 1.

Figure 9 is a view of a query window of the system of Figure 1.

Figure 10 is a view of a selection window of the system of Figure 1.

20 Figure 11 is a view of a summary window of the system of Figure 1.

Figure 12 is a view of an evaluation options window of the system of

Figure 1.

Figure 13 is a view of a participant category evaluation window of the system of Figure 1.

Figure 14 is a view of an issue evaluation window of the system of Figure 1.

5 Figure 15 is a view of a trend analysis window of the system of Figure 1.

Figure 16 is a view of a query analysis window of the system of Figure 1.

Figure 17 is a view of a trend summary window of the system of Figure 1.

DETAILED DESCRIPTION

10 In the following detailed description, a plurality of specific details, such as specific issues and topics and types of communications networks, are provided in order to provide a through understanding of the present invention. The details discussed in connection with the preferred embodiments should not be understood to limit the present invention.

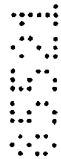
15 Figure 1 illustrates an information gathering and evaluating system 100 according to a preferred embodiment of the present invention. The system 100 comprises a database server 110, which includes a server 120 and a database 130. The database server 110 is connected to a communications network 140. In preferred embodiments, the communications network is the Internet or an organization's intranet. However, any communications network can be used. The
20 communications network may also comprise a combination of networks, such as a LAN for local users and the Internet for remote users. Also connected to the communications network are a plurality of end user computers 150-152.

The database 130 includes five highly coupled databases. The first database includes the categories of users for an organization. An example of a portion of a category database for a school system is provided in Table 1 below:

TABLE 1
List of User Categories and Subcategories for a School System

5	Superintendent
	Associate Superintendents
	Associate Superintendent of Instruction
	Associate Superintendent of Management
10	Associate Superintendent of School Services
	Area Associate Superintendents
	Area 1 Associate Superintendent
	Area 2 Associate Superintendent
	Area 3 Associate Superintendent
15	Division Directors
	Director of Curriculum and Staff Development
	Director of Student Services
	Director of Planning and Assessment
	Director of Personnel
20	Director of Finance
	Director of Risk Mgt and Security
	Director of Information Services
	Director of Transportation
	Director of Maintenance Staff
25	Director of Food Services
	Division Supervisors and Managers
	Curriculum Supervisors
	Science Curriculum Supervisor
	Math Curriculum Supervisor
30	Social Studies Curriculum Supervisor
	English Curriculum Supervisor
	Foreign Language Curriculum Supervisor
	Fine Arts Curriculum Supervisor
	Vocational and Career Curriculum Supervisor
	Building Trades Curriculum Supervisor
35	Supervisor of Title 1
	Administrative Coordinator of Head Start

- Administrative Coordinator of Instruction Support Team
- Supervisor of Gifted Education & Special Programs
- Supervisor of Alternative Education & Summer Schedule
- Supervisor of Adult Education Program
- 5 Supervisor of Vocational and Career Education
- Supervisor of Instructional Technology
- Supervisor of Multicultural Education
- Supervisor of Guidance
- Special Education Supervisors
- 10 PACE Principals
- Supervisor of Testing and Assessment
- Supervisor of Facilities & Real Property Planning
- Supervisor of Benefits
- Supervisor of Classified Personnel
- 15 Supervisor of Elementary Personnel
- Supervisor of Secondary Personnel
- Director of Data Processing
- Supervisor of Budget
- Supervisor of Fiscal Operations
- 20 Supervisor of Financial Services
- Construction Management
- Director of Construction
- Project Managers
- Supervisor of Media Production
- 25 Supervisor of Community Relations
- Plant Operations Management
- Supervisor of Plant Operations
- Custodial Managers
- Supervisor of Supply Services
- 30 Supervisor of Purchasing
- Division Staff
- Clerical Staff
- Adult Education Staff
- Alternative Education and Summer School Staff
- 35 Title 1 Staff
- Curriculum Staff
- Gifted Education and Special Programs Staff
- Head Start Staff
- Multicultural Education Staff
- 40 Organizational Staff Development Team Members
- Instructional Support Team Members
- Special Education Staff
- Administrative Coordinator of Adult Education
- Administrative Coordinator for Guidance



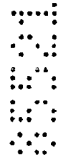
Student Services Staff
 Testing and Assessment Staff
 Facilities and Real Property Planning Staff
 Grants Coordinator(s)
 5 Benefits Staff
 Personnel Staff
 Budget Staff
 Finance Staff
 Construction Staff
 10 Media Production Staff
 Community Relations Staff
 Food Services Staff
 Transportation Staff
 Supply Services Staff
 15 Purchasing Staff
 Maintenance Staff
 Custodial Services Staff
 Training and Safety Staff
 Vehicle Maintenance Staff
 20 School Administrators
 Principals
 Principals - Elementary
 Principals - Middle/Intermediate
 Principals - Secondary
 25 Assistant Principals
 Assistant Principals (D) - Discipline
 Assistant Principals (S) - Science
 Assistant Principals (M) - Math
 Assistant Principals (E) - English
 30 Assistant Principals (SS) - Social Studies
 Assistant Principals (LA) - Language Arts
 Assistant Principals (FA) - Fine Arts
 Assistant Principals (FL) - Foreign Language
 Assistant Principals (VC) - Vocational & Career Ed
 35 Assistant Principals (BT) - Building Trades
 Assistant Principals (SE) - Special Education
 Assistant Principals (H&PE) - Health and Physical Education
 Assistant Principals (1st) - 1st Grade
 Assistant Principals (2nd) - 2nd Grade
 40 Assistant Principals (3rd) - 3rd Grade
 Assistant Principals (4th) - 4th Grade
 Assistant Principals (5th) - 5th Grade
 Assistant Principals (6th) - 6th Grade

Administrative Assistants
 Administrative Assistants (D) - Discipline
 Athletic Director

5 Non-Academic School Staff
 Non-Academic School Staff Managers
 Psychological Support Services Providers
 School Clerical Staff
 School Maintenance/Facility Staff
 Custodial Staff Manager
 10 Custodial Staff
 Food Service Staff
 Security Staff
 Athletic Activity Staff
 Medical Staff
 15 Library Staff
 Printed Media
 Film Library Staff
 Academic Staff

20 Academic Department Chairs
 Mathematics Department Chair
 English Department Chair
 Science Department Chair
 Social Studies Department Chair
 Language Arts Department Chair
 25 Fine Arts Department Chair
 Foreign Language Department Chair
 Vocational and Career Education Department Chair
 Building Trades Department Chair
 Health and PE Department Chair
 30 Special Education Department Chair

Teachers
 Mathematics Teachers
 English Teachers
 Science Teachers
 35 Social Studies Teachers
 Language Arts Teachers
 Fine Arts Teachers
 Foreign Language Teachers
 Vocational and Career Education Teachers
 40 Building Trades Teachers
 Health and PE Teachers
 Special Education Teachers



- 1st Grade Teachers
- 2nd Grade Teachers
- 3rd Grade Teachers
- 4th Grade Teachers
- 5 5th Grade Teachers
- 6th Grade Teachers
- Adult Education Teachers
- Multicultural Education Teachers
- Homebound Teachers
- 10 Gifted and Talented Teachers
- Head Start Teachers
- Summer School Teachers
- Title 1 Teachers
- Alternative Education Teachers

- 15 Head Guidance Counselor
- Guidance Counselors
- Extra-curricular Activities Sponsors
- Coaches
- Assistant Coaches

- 20 Students
- Mathematics Students
- English Students
- Science Students
- 25 Social Studies Students
- Language Arts Students
- Fine Arts Students
- Foreign Language Students
- Vocational and Career Education Students
- 30 Building Trades Students
- Health and PE Students
- Special Education Students
- 1st Grade Student
- 2nd Grade Student
- 3rd Grade Student
- 35 4th Grade Student
- 5th Grade Student
- 6th Grade Student
- Adult Education Students
- Multicultural Education Students
- 40 Gifted and Talented Students
- Homebound Students
- Head Start Students
- Summer Students



5 Title 1 Students
 Alternative Education Students
 Athletes
 Extra-curricula Students
 Students Using Psychological Support Services

Volunteers
 Athletic Booster Club Member

Community
 Parents

10 Mathematics Parents
 Science Parents
 English Parents
 Social Studies Parents
 Language Arts Parents
 15 Fine Arts Parents
 Foreign Language Parents
 Vocational and Career Education Parents
 Building Trades Parents
 Special Education Parents
 20 Health and PE Students
 1st Grade Parent
 2nd Grade Parent
 3rd Grade Parent
 4th Grade Parent
 25 5th Grade Parent
 6th Grade Parent
 EWS Administrator
 RESA VII Trial User Groups
 Superintendents
 30 RESA Board Members
 Gear Up Site Coordinators
 Gear Up County Contacts
 Staff Development Coordinators
 Staff Development Council Members
 35 PDS Group
 Student Teachers
 PDS Evaluator



The database includes three "levels" of user categories. The highest, or top, level category includes categories such as School Administrators. The next level category includes subcategories such as Principals, while the third level category involves a still further subcategory such as Elementary School Principals. Not all top level categories have subcategories. For example, the Community group in Table 1 has no subcategories. Inclusion in a low level category automatically results in inclusion in all upper level categories. Thus, a user who is part of the elementary school principal category is automatically a part of the principal and school administrator categories. This is not true in the reverse direction, however. Furthermore, it is possible to be part of a category without being a part of any of its subcategories. For example, it is possible for a user to be a part of the Volunteers category without being part of its only subcategory, Athletic Booster Club Members. This would be the case for a user such as a user who volunteers to help younger children learn to read after school.

The selection of user categories and subcategories is made in light of the desired level of focus. As will be further discussed below, each issue may have multiple queries, some of which may be generated for specific categories or subcategories of users. The decision as to how focused the respondent categories are will depend in part upon the need or desirability of tailoring questions for specific groups and in part upon the need or desirability of analyzing responses, even if the responses are to general questions, among a specific set of respondents. For example, one issue applicable to a school environment is school safety. A general question that may be asked of all respondents is "I always feel safe when I

am in the school or on the grounds." Although the query may not be directed towards a specific group, it may be very desirable to analyze the responses by user categories such as students and teachers, and subcategories such as high school students vs. elementary school students, etc. In some embodiments of the invention, it is possible to gather responses for certain issues from certain categories and/or subcategories of respondents. Thus, if absenteeism is believed to be an issue only for high schools, then queries may be directed at only of high school teachers and students, rather than including all subcategories of teachers and students. In preferred embodiments of the invention, the respondent category database is dynamic; that is, categories and subcategories are added or deleted as perceived needs change.

The second database stores information about each user, including name, password (if password protection is desired in a particular system), and category. The categories may be freely selected by the users, or the categories for each user may be predefined. This database may store other information as well, such as addresses, identification numbers, etc.

The third database includes all topics that are of interest to the leaders and managers and all issues that are associated with these topics. A topic is some element of an organization that is of interest to leaders and managers. Topics can be an organizational process or functional area (e.g. clerical support), a specific program or project (e.g., a Head Start program in elementary schools), or any unique combination of activities in an organization. Topics are unique and do not overlap. Issues are areas within an organization that overlap one or more topics.

For example, "morale" is an issue that is of interest across most functional areas and on most major programs and projects. In preferred embodiments, an issue cannot belong to a single topic; rather, it is a topic unto itself. The set of issues that are applicable to each specific topic varies among topics.

5 A partial list of topics and issues that may be of interest in a school system is presented in Table 2 below:

Table 2

Partial List of Topics and Issues of Interest in a School System

<u>Topic</u>	<u>Issue</u>
10 instruction	absenteeism class participation communication customer satisfaction discipline effectiveness efficiency environment evaluation morale parent involvement participation resources student motivation substitute teachers work load worker background
Clerical Support	communication customer background customer satisfaction management morale policies & procedures team work

work load
 worker background

General Achievement Testing

appropriateness
 effectiveness
 positive impacts
 negative impacts
 validity
 timing
 quantity

In preferred embodiments, each issue is applicable to more than one topic. Said another way, if an area of interest that might be classified as an issue is applicable to only one topic, then that area of interest is made a topic unto itself, rather than being classified as an issue relevant to a topic. The list of topics and issues is preferably dynamic and grows based on the needs of the leaders and managers and free text comments received from the employees and customers.

The third database also contains queries for each combination of topic, issue, and respondent category. The query statements are preferably either very positive or very negative statements about the topic and its related issues. An exemplary partial listing of queries for the General Achievement Testing topic of Table 2 is presented below in Table 3:

Table 3

Sample Partial List of Query Statements for Elementary and Secondary Schools

Topics	Issues	Respondent Category	Query Statements
General Achievement Testing	appropriateness	teacher, administrators	State mandated tests to assess the quality of a schools teaching are a good idea.
			I don't think state mandated tests to assess how well schools teach is a good idea.

			State mandated tests that are used to accredit schools help keep the quality of education high.
			I support mandated testing to ensure each school maintains high standards.
effectiveness	parents		State and County mandated tests are valid measures of what my child has learned.
			My experience indicates that State and County mandated tests are good measures - they help identify what our children have learned.
			State and County mandated tests are very useful ways to identify what I have learned at our school.
			State and County mandated tests are not valid measures of what our children learned at our school.
effectiveness	students		State and County mandated tests are valid measures of what I have learned.
			My experience indicates that State and County mandated tests are good measures - they help identify what I have learned.
			State and County mandated tests are very useful ways to identify what I have learned at our school.
			State and County mandated tests are not valid measures of what I have learned at our school.
positive impacts	teacher, administrators		I think state mandated tests that measure student learning help motivate our students.
			Students see state mandated tests that will determine if they can move to the next grade and eventually graduate from high school as a real motivator.
			State mandated tests that determine if a student moves on or is held back do not help motivate our students.
			State mandated tests that measure what students have learned are a definite asset in our move to improve the quality of our education system.
			I believe that state mandated tests that determine what our students are learning will help us raise the quality of education at our school.
			State mandated tests that attempt to determine what students have learned do not help improve the quality of education at our school.
Positive impacts	students		I think state mandated tests that measure learning help motivate me to learn more.
			I see state mandated tests that determine if I can move to the next grade and eventually graduate from high school as a real motivator.
			State mandated tests that determine if I move on or am held back do not motivate me to learn.
			State mandated tests that measure what I have learned are a definite asset in our school's move to improve the quality of our education system.
			I believe that state mandated tests that determine what I am learning will help raise the quality of education at our school.
			State mandated tests that attempt to determine what I have learned do not help improve the quality of education at our school.

The fourth database is the repository for the responses from users. In order to facilitate analysis, responses are preferably gathered according to a uniform scale oriented along the same direction. In highly preferred embodiments, the responses are gathered in the form of 7 point Likert scale. The reliability of a 7 point Likert scale is well established. As discussed above, the queries are positive or negative statements about the topic/issue. Respondents use the scale to record their agreement or disagreement with the query statements. Therefore, when a respondent "strongly agrees," "agrees," or "mildly agrees," with a very positive statement (a 7, 6, or 5, respectively, on a 7 point Likert scale), the response is placed in the positive set of responses. Likewise, when the respondent "strongly disagrees," "disagrees," or "mildly disagrees" (a 1, 2, or 3, respectively, on a 7 point Likert scale), the response is placed in the negative set of responses. (A 4 on the Likert scale corresponds to no opinion.) The placement of responses is reversed when the query statement is very negative. That is, disagreeing with a negative statement is viewed as a positive perception or opinion.

In some embodiments, the raw responses are stored. That is, a separate entry in the database is made indicating the respondent category, the date of the response, the query and the response itself. Those of skill in the art will appreciate that the storage requirements for such a scheme can be impractically large. Therefore, in embodiments with large numbers of users, statistical information rather than raw numbers, may be stored. Statistical information includes information such as the percentages of positive and negative responses and the

total number of responses for each query statement, along with an indication of which respondent category the respondents belong to and the date of the response. In such embodiments, the statistical information may be generated in a batch process scheduled to run overnight.

5 The fifth database includes authorization data and rules that determine how the process and system are implemented for a particular organization. The rules preferably vary by organization. Rules address such issues as whether users who are providing opinions must respond to all topics, are completely free to choose topics, or a mix of the two wherein certain topics must be replied to while replies
10 to others are optional. Exemplary rules will be set forth below in connection with the operational description of preferred embodiments.

 It is important to note that the division of databases discussed above is but one possible division. For example, one of the five databases discussed above includes topics, issues and queries. Those of skill in the art will recognize that
15 these could also be separated into different databases. Alternatively, one or more of the databases described above could be combined into a single database. It is not important whether the information in the databases described above resides in one or more separate files or on one or more separate data storage devices; rather, it is the logical interrelationships between the information that is important.

20 In operation, users of the continuous feedback system perform seven major tasks. Not all tasks are performed by all categories of users. The seven tasks are as follows:

1. Registration

2. Log-In
3. Prioritization of Topics and Issues
4. Provide Perceptions and Opinions
5. Evaluation of Responses
- 5 6. Generation of Reports
7. System Administration

Each of these tasks will be discussed in detail below. Rules applicable to each task in preferred embodiments will also be discussed.

10 **Registration:** Upon startup, a user is presented with a Login window 200 as shown in Figure 2. A user who has not yet registered clicks on the "here" hypertext 210, at which point the user is presented with the Registration window

300. The Registration window 300 includes dialog boxes 310-360 in which a new user may enter the appropriate registration information including first name, last name, email address, a user name and a password. The following

15 actions/responses and business rules define this process in preferred embodiments:

System action - the system will present a user with a screen that allows him or her to self-assign a user name and password

User activity - enter a user name and password

System response - the system will accept or reject a user name; if a name is

20 accepted it will store the name and password in the respondent database

Rule - The system will either accept a user name if it matches a name on a list provided by the using organization or accept all user names for later validation if there is no list provided by the using organization

Once the requested identification information has been entered, the user is presented with the Respondent Category Selection window 400 as shown in Figure 4. The user may indicate, in one or more checkboxes 410, the categories to which the user belongs. In some embodiments, the user is allowed to select whatever categories he or she desires. In such embodiments, the user's selections may be compared to a list of appropriate categories provided by leaders and modified to match the list as required. In other embodiments, such a list may be provided beforehand and used by the system to reject selections made by the user. Of course, if such a list is provided in advance, it is possible to have the system automatically perform this step; however, there is some value in having the user perform this process in any event as there is an educational value to being exposed to the various categories. As discussed above, checkboxes 410 are preferably provided for each entry in Table 1, regardless of its level in Table 1. Preferably, a user is automatically entered in all higher level categories upon the selection of a lower level category. Upon selection of appropriate categories, the Registration process is complete.

The following actions/responses and business rules define this process in preferred embodiments:

- System action* - the system presents a user with a screen that allows him or her to record the user categories to which he or she belongs (see Figure 4)
- User activity* - the user will check all categories to which he or she belongs
- System response* - the system will either accept or reject categories for this user; if a category is accepted it is stored in the respondent database with this user's data

Rule – accept categories for each user if they match a list provided for each user by the using organization or accept categories for later validation if there is no list provided by the using organization; else reject and require user to re-select categories.

5 Login: Registered users must log in each time the system is used. Upon accessing the system, a user is presented with Login window 200 as discussed above. The user types the appropriate user name and password at dialog boxes 220 and 230 and clicks on the Login button 240. If the user name and password information are correct, the user is presented with the Profile window 500 of Figure 5 in one preferred embodiment. The following actions/responses and

10 business rules define this process in preferred embodiments:

System action – the system presents users with a screen that has a button 510 that allows them to enter or modify their user categories (option 1) or select a single user category from their profile for this session (option 2) (see Figure 5)

15 Option 1

User activity– the user will click the "button" if his or her user category data was not entered at registration or has changed

System response– the system provides the user with a screen that allows the user to enter user category data (same screen used during registration)

20 *User activity*– the user checks all categories to which they belong

System response – the system either accepts or rejects new user categories; store data in respondent category database

Rules- the organization establishes rules on when and under what circumstances users may change their user profile (respondent categories); the rules from the register function for accepting or rejecting user categories apply here also

Option 2

5 *User activity*- select the user category they are using for this session

System response - the system provides a main menu with options that are appropriate for the user category selected.

10 After the profile selection, the user may then select an activity which he wishes to perform. This is preferably accomplished through the Activity Selection window 600 of Figure 6. This window 600 provides a listing 610 of activities. In preferred embodiments, only those activities for which a user is authorized are presented in the listing 610.

15 Prioritization of Topics and Issues: One of the most important activities is the prioritization of topics and issues. If the user selects the "Specify Hot Topics" activity from listing 610 (topic prioritization is performed by specifying a topic as hot in preferred embodiments), the user is presented with the Hot Topic Specification window 700 of Figure 7. This window contains a listing 710 of all topics in Table 2. The user clicks on any topic in listing 710. Upon selection of a topic, that topic is designated as a hot topic. Designation of a topic as a hot topic
20 may have one or more consequences as specified in the business rules database.

Among the possible consequences are 1) that the topic may be displayed more prominently than non-hot topics, either by being marked by a special character or

being displayed at the top of the list of available topics; and 2) that a user may be forced to provide opinions for a designated hot topic before being allowed to provide opinions on other topics. In preferred embodiments, a single individual is designated with the authorization to select and deselect hot topics - this individual
5 may be the senior person in the organization or someone designated by the senior person.

The following actions/ responses and rules define the Hot Topic Specification process in preferred embodiments:

User activity - the user selects Prioritize HOT Topics from listing.

10 *System response* - the system provides a screen with a list of topics for which user is authorized to mark as "hot topics"; obtain authorized list from authorization table in the business rule database

Rule - the senior person in the organization delegates authorization; this delegation is maintained in business rule database

15 *User activity* - the user selects new "hot topics" and de-select existing "hot topics" by highlighting each topic on the list

System response - the system will add and remove topics from the "hot topics" list

A user may also select "Prioritize Issues" from the listing 610. In this situation, each topic is assigned a topic owner. The topic owner has the sole
20 authority to prioritize issues (as listed in Table 2) in preferred embodiments. In preferred embodiments, issues are prioritized by assigning a percentage of queries to each issue in the topic.

The following actions/responses and business rules define this process in

preferred embodiments:

User action - the user selects "Prioritize Issues" from listing 610.

System response- the system ensures the user is authorized to prioritize issues; then provides a screen with a list of all issues in the database for authorized user to

5 prioritize

Rule- only the topic owner may set the percentages of query statements for each issue in a topic

User activity- the user enters the percentage of query statements that are to be selected from the database for each issue associated with a topic

10 *Rule* - the user may enter any percentage for an issue between 1% and 100%; however, the total for all issues that are selected for prioritization may not exceed 100%

System response - the system will store the data in the business rule database; later, the system provides the appropriate percentages to the software function that
15 randomly selects the query statements from the database for each topic for every respondent. Note: this percentage will be used to ensure that whenever an issue is associated with a topic, that the appropriate percentage of queries related that issue are presented to each respondent who selects that topic

Provide Perceptions and Opinions: Referring now back to Figure 6, another
20 important task a user may perform is to provide perceptions and opinions. If this activity is selected from listing 610 (recall that not all activities in listing 610 may be presented for all users), the user is presented with the Topic Selection window 800 of Figure 8, which lists topics from which the user may select topics for which

to provide opinions. Upon selection of topics, the user is presented with the Query window 900 of Figure 9. The Query window 900 provides a plurality of queries 910. The user clicks on a button corresponding to a response based on a 7 point Likert scale for each query 910.

5 The following actions/responses and business rules define this process in preferred embodiments:

User activity - the respondent selects "voice your opinions" from listing 610

System response - the system provides a list of topics that are appropriate for the respondent's user category chosen above - separate topics listed for each of three
10 roles (customer, performer and supervisor) that a respondent might play

Rules - the system will mark all "hot topics" (selected by a senior person as discussed above) that are appropriate for this respondent's user category and place them at the top of the list of topics from which the respondent may choose

User activity - the respondent selects a topic for which he or she will provide
15 feedback

Rules - organizations establish if a respondent must select at least one or more "hot topics" before selecting a topic that is not listed as a "hot topic"

System response - the system provides a set of query statements on a "point and click" response screen (see Figure 9). Query statements are chosen random
20 randomly from the issues - matching the percentages by issue if the topic owner has specified a percentage for one or more issues. The percentages are stored in the business rule database.

Rules - the number of query statements for each topic is determined by the organization; they may change this as often as they deem desired.

User activity - the respondent chooses a response for each query statement from the 7 options that range from "strongly disagree" to "strongly agree;" respondent may select "n/a" which stands for "not applicable." After reviewing the responses the user may choose to respond to another topic, select an additional respondent category and repeat the process starting with select topic, or log-off.

Rules - the organization determines how many topics a respondent may provide feedback on during each time period. This rule will apply to the number of topics for each role (respondent category) a user may belong to. That is, a user may respond to the chosen number of topics for each category he or she belongs to.

Perform Evaluation: This is one of the most important functions that is performed using the system. Upon selecting "perform evaluations" from listing 610, the user is presented with a Selection Window 1000 as shown in Figure 10. The window 1000 includes a listing 1010 of all topics and issues in Table 2. The user may select any topic or issue which they are authorized to evaluate. In preferred embodiments, all levels of leadership/management are authorized to select topics and issues for evaluation. It is believed that one of the many benefits provided by the present invention is that a continuous feedback process will allow lower level leaders and managers to quickly spot many problems as they arise and take appropriate action before they become serious enough to attract the attention of more senior leaders/managers.

If a topic is selected for analysis, a Summary window 1100 including a

summary graph 1110 for that topic is presented as shown in Figure 11. The summary graph 1110 shows all responses for all issues associated with the selected issue (in this case, the General Achievement Testing issue). The responses are divided temporally between current responses (less than 15 days old), responses
5 between 15 and 45 days old, and response greater than 45 days old. The selection of these time periods is variable depending upon the needs of the organization.

If a more detailed analysis is provided, the user is then provided with the Evaluation Options window 1200 of Figure 12. The user may select to evaluate the responses by participant category or issues, and may choose whether to evaluate all
10 ratings, negative ratings only, positive ratings only, or a specific rating number from the Likert scale. The user may also choose the time period of the data to be reviewed (e.g., current, etc.).

If the user chooses to evaluate responses by participant category, the Participant Category Evaluation window 1300 of Figure 13 is displayed. This
15 window 1300 includes a listing 1310 of responses (positive and negative) for all issues associated with the topic by participant category (the lowest categories listed in Table 1). The total numbers of query responses for each category is shown. This technique allows an evaluator to determine whether satisfaction or dissatisfaction is more prevalent among some groups rather than others.

If, on the other hand, the user chooses to analyze the data by issue, the Issue
20 Evaluation window 1400 of Figure 14 is displayed. Window 1400 includes a listing, by each issue in the topic, of the responses from all respondents (in Figure 14, the user has chosen to analyze negative responses only by issue). This allows

an evaluator to determine whether a specific issue is of particular concern for a given topic.

The user is also given the opportunity in window 1200 to specify trend analysis. In this case, a Trend Analysis window 1500 as shown in Figure 15 is displayed to the user. This window 1500 shows the trend of the responses (in this case, the percentages of positive responses) over the previously discussed time periods. Thus, for example, there is a trend towards a perceived improvement in the effectiveness of general achievement testing over the time periods indicated in Figure 15. Trend analysis helps leaders and managers quickly spot progress in addressing issues for issues applicable to a given topic.

In addition to the analyses described above, analysis for specific queries is also possible as shown in the Query Analysis window 1600 of Figure 16. The window 1600 will include a listing 1610 of each query and a total of each desired point on the Likert scale in preferred embodiments. A summary window such as the Trend Summary window 1700 of Figure 17 is also provided in preferred embodiments. In some embodiments, the system will automatically alert a user (preferably a user with leadership responsibility for a topic and/or issue, that a significant trend has developed. Significance can be measured by percentages; the threshold is preferably set by the user to be alerted. Thus, for example, the system can automatically alert (e.g., by sending email or posting a message on the first window the user sees upon logging on to the system) a leader to a drop of fifteen percent or more in the percentage of users currently providing positive comments on the topic of general achievement testing, measure with respect to old data (>45

days old) and/or newer data (14-45 days old).

The following actions/responses and business rules define this process in preferred embodiments:

User activity - the evaluator selects "perform evaluations" from listing 610

5 *System response* - the system provides a screen with either a list of topics and a list of issues the specific evaluator is authorized to evaluate; list will identify positive and negative trends for each topic and issue

Rule - the organization assigns each topic and issue to an "owner;" this authorization is stored in the business rule database. An owner may authorize
10 additional users to evaluate the topics and issues they own; these authorizations are stored in the business rule database

User activity - the evaluator selects topic (option 1) or issue (option 2) by either clicking on the topic/issue

Option 1

15 *System response* - the system provides a screen with a summary graph (histogram), reflecting the 7 potential Likert scale responses, that shows the results of all responses on this topic; also provide a summary of positive (the three blocks on the histogram with the highest ratings - 5,6,&7) and negative responses (the three blocks on the histogram with the lowest ratings - 1,2,&3) (see Figure 11)

20 *User activity* - the evaluator reviews responses; if desired, evaluator selects: detailed analysis (option 1a), review trend summary by double clicking on the "trend icon" at the end of the summary (option 1b), return to previous menu that

allows user to select a new topic or issue to evaluate (option 1c), or print the selected information (Option 1d).

Option 1a

5 *System response* – the system provides the evaluator with a menu that allows him or her to analyze the responses by: issue, respondent category, time period in which responses were received, or the specific response level on the 7 point scale (see Figure 12)

10 *User activity* (option 1a) – the evaluator selects: a) issue or respondent user category; b) type of ratings (all ratings, all positive ratings, all negative ratings, or specific ratings), and c) age of data desired (one of three periods for which data is stored)

System response – the system provides a screen that shows the percentage of responses for each issue that falls in the response level chosen (see Figures 13, 14 and 15)

15 *User activity* – the evaluator reviews the information; evaluator can: print the screen (options 1a1), double click on any bar in the histogram to show specific query responses that provide that the data for that bar (option 1a2), or return to the previous menu for choosing the type of detailed analysis (option 1a3).

Option 1a-1

20 *System response*– the system captures the page and sends it to the default printer

Option 1a-2

System response – the system provides a screen that lists the specific query statements that were answered to provide the data in the bar that is double clicked;

the list provides the total number of times each query statement was answered at each level on the 7 point Likert scale

Option 1a-3

System Response - the system returns to the detailed analysis menu

5 Option 1b

System Response - the system provides a summary of the positive or negative trend data (see Figure 17)

10 *User activity* - the evaluator can return to the list of "topics to evaluate" by clicking on the "close window" option, or the evaluator may "view the summary graph" by clicking on that option (this takes the user to the same graph described in option 1a above)

Option 1c

System Response - the system will return the user to the menu that allows him or her to select additional topics or issues to evaluate

15 Option 1d

System response- the system captures the page and sends it to the default printer

Option 2

System response - this response and all subsequent system actions and responses are identical to those for Option 1 with the topics and issues interchanged.

20 *User activity* - this activity and subsequent user activities are identical to those for Option 1 with the topics and issues interchanged.

Rules - the rules are the same as for Option 1 with the topics and issues interchanged.

Generation of Reports: The system also provides the ability to generate customized reports. In preferred embodiments, customized reports comprise a selection of the analyses discussed above. The reports may be generated automatically at fixed intervals and/or may be generated upon request by an evaluator.

5

The following actions/responses and business rules define this process in preferred embodiments:

User activity - the user selects Generate Standard Reports from the main menu

System response - the system provides the user with a menu that contains all the customized reports available to the user

10

Rules - the organization determines which customized reports they need and who has the authority to generate each report; this data is stored in the business rule database.

User activity - selects the report desired

15

System response - the system: 1) extracts responses for all queries that are relevant to the requested report, 2) stores relevant queries for each report in a table for that report in the response database, 3) performs statistical analysis, and 4) inserts the results into the report template.

15

System response - the system will provide an options menu on what to do with the report

20

User activity - the user selects one or more from the options menu: print the report (option 1), store the report as a Microsoft Word document (option 2), email the report (option 3), and/or insert the report in another document (option 4).

Option 1

System response - the system captures the document and sends it to the default printer

Option 2

5 *System response* - the system asks the user to specify a storage location

User Activity - the user selects the storage device, file and folder as appropriate

Option 3

10 *System response* - the system checks to see if there is an Internet connection; if there is none it informs the user and allows him or her to establish a connection; if there is one the system provides the computers default email menu

User Activity - the user provides email address and any message if desired. The user then attaches the report; if the report has not been stored the user must do this before attaching it to the email. The user then clicks on the email send button.

Option 4

15 *System response* - the system asks the user for the document that the report should be inserted into by specifying the file name and path

User activity - the user specifies the file name and path

20 *System response* - the system ensures that the document can accept a Microsoft Word document; if so it asks the user to specify the page in the document where the report is to be inserted; the system inserts the report in the documents and asks the user to "save" the document; if the document cannot accept a Microsoft Word document the system informs the user and allows him or her to return to the previous menu.

System Administration: This task comprises tasks associated with adding and removing queries, users, topics, issues, etc. to and from the system. The mechanics of these tasks will vary depending upon the specific application and will not be discussed in detail herein.

5 As discussed above, the system is intended to be used continuously. That is, users provide input in the form of responses to queries many times. For example, students, teachers and other users in a school system embodiment may answer queries daily, weekly, bi-weekly, or at some other periodic rate. In preferred embodiments, each time a user logs on and indicates that they wish to provide feedback, a new set of queries is selected from the database for each topic selected by the user. In preferred embodiments, between six and twelve queries are presented for each topic. These queries are spread among the issues applicable to the topic in the proportions selected by the topic owner. In some embodiments, queries are selected such that there is at least one query for each issue applicable to the topic. Because the database of queries for each topic is large (e.g., 80-400 per topic), the user will be presented with new questions each time he or she selects a given topic. Thus, although the user is providing opinions continuously, the user will not become disinterested by seeing the same questions each time they log on.

10
15
20 Obviously, numerous modifications and variations of the present invention are possible in light of the above teachings. It is therefore to be understood that within the scope of the appended claims, the invention may be practiced otherwise than as specifically described herein.

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- Comprises/comprising and grammatical variations thereof when used in this specification are to be taken to specify the presence of stated features, integers, steps or components or groups thereof, but do not preclude the presence or addition of one or more other features, integers, steps, components
- 5 or groups thereof.

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THE CLAIMS DEFINING THE INVENTION ARE AS FOLLOWS:

1. A method for allowing management to gather qualitative information from a plurality of employees of an organization over a communications network, including the steps of:
 - 5 identifying, and storing in a database connected to the communications network, a plurality of categories of employees of an organization from whom information is desired, and topics and issues for which information is desired;
accessing said database to formulate queries applicable to each combination of one of said plurality of categories, topics and issues;
 - 10 assigning each of the plurality of employees of an organization to one of said plurality of categories;
receiving a selection of a desired topic from each of the plurality of employees;
presenting, via the communications network, a portion of the queries to each of the plurality of employees based upon said assigned categories, wherein said portion of the queries is relevant to said desired topic selected by each of the plurality of employees; and
 - 15 gathering responses to said portion of the queries from each of the plurality of employees, said responses being gathered on a Likert scale and stored in said database;
 - 20 wherein management can access said database to identify trends with respect to perceptions and opinions of the plurality of employees on specific topics and issues.
2. The method of claim 1, further including the step of:
 - 25 repeating each of said presenting and gathering steps at least once, wherein different portions of said queries are presented to each of the plurality of employees upon each repetition of said presenting step.
3. The method of claim 1, further including the step of:
 - 30 displaying all responses for a given topic in a format in which a first axis represents a value on said Likert scale and a second axis represents a number of responses.
4. The method of claim 3, wherein said format is a histogram.

5. The method of claim 3, wherein said format is a bar graph.
6. The method of claim 3, wherein responses are segregated temporally.
7. The method of claim 3, wherein each point on said first axis corresponds to a single point on said Likert scale.
- 5 8. The method of claim 3, wherein each point on said first axis corresponds to a combination of points on said Likert scale.
9. The method of claim 1, further including the step of:
displaying all responses for a given topic in a format in which a first axis represents a category of employees and a second axis represents a number of responses in a portion of said Likert scale.
- 10 10. The method of claim 9, wherein said portion is a positive portion.
11. The method of claim 9, wherein said portion is a negative portion.
12. The method of claim 1, wherein said Likert scale is a seven point Likert scale.
13. The method of claim 1, wherein all of said plurality of issues are applicable to at least two of said plurality of topics.
- 15 14. The method of claim 1, wherein one of the plurality of employees is assigned to at least two of said plurality of categories.
- 15 15. The method of claim 1, wherein one of the plurality of employees is assigned to one of said plurality of categories according to a selection received from said one of the plurality of employees.
- 20 16. The method of claim 1, wherein one of the plurality of employees is assigned to one of said plurality of categories based on a predetermined selection.
17. The method of claim 1, wherein a portion of the queries presented to one of the plurality of employees correspond to a topic selected by a topic owner.
- 25 18. The method of claim 1, further including the steps of:
accepting an input indicative of a topic for which responses are to be displayed;
and
displaying responses from all of the plurality of employees who responded to queries related to said topic.
- 30 19. The method of claim 1, further including the steps of:

accepting an input indicative of an issue for which responses are to be displayed;
and
displaying responses from all of the plurality of employees who responded to queries for issues related to said topic.

- 5 20. The method of claim 1, further including the steps of:
accepting a designation of one of the plurality of employees as an owner of at least one topic;
accepting a specification by said topic owner of a number of queries for each issue comprising said at least one topic;
10 presenting said number of queries for each issue comprising said at least one topic, wherein said number of queries is based upon said specification by said topic owner.

21. The method of claim 1, further including the steps of:
accepting a first input indicative of one of said plurality of categories for which responses are to be displayed;
15 accepting a second input indicative of a selection from the group consisting of topics and issues; and
displaying the number of responses corresponding to each possible response from said Likert scale for each query responded to by the plurality of employees corresponding to the selections made in said accepting steps.
20

22. The method of claim 1, further including the steps of:
identifying, and storing in the database, at least one category of non-employees from whom information is desired;
accessing said database to formulate a second set of queries applicable to each combination of the at least one category of non-employees, the topics, and the issues;
25 assessing at least one non-employee to the at least one category of non-employees;
receiving a selection of a desired topic from the at least one non-employee; and

presenting, via the communication method, a second portion of the second set of queries to the at least one non-employee, wherein the second portion is relevant to the desired topic selected by the at least one non-employee;

5 wherein the gathering step further includes gathering responses to the second portion by the non-employee.

23. The method of claim 22, wherein the non-employee is a customer.

24. A system for allowing management to gather qualitative information from a plurality of employees of an organization, including:

10 a database server;
a plurality of end user computers; and
a communication network connected to said database server and said plurality of end user computers;

wherein said database server includes a database including:

15 a plurality of categories of employees of an organization;
a plurality of employees wherein each of said plurality of employees belongs to at least one of said plurality of categories; a plurality of topics;

20 a plurality of issues; and a plurality of queries wherein each of said plurality of queries is applicable to at least one combination of one of said plurality of categories, topics and issues;

wherein said database server is configured to perform the steps of:

accepting a selection of a desired topic from one of said plurality of employees;

25 selecting a portion of said plurality of queries for presentation to said one of said plurality of employees based upon the category of said one of said plurality of employees, wherein said portion of said plurality of queries are relevant to said desired topic;

presenting said portion of said plurality of queries to said one of said plurality of employees; and

gathering responses to said portion of said plurality of queries, said responses being gathered on a Likert scale and stored in said database; and

wherein management can access said database to identify trends with respect to perceptions and opinions of said plurality of employees on specific topics and issues.

25. The system of claim 24, wherein said database server is further configured to perform the step of:

5 repeating each of said accepting, selecting, presenting and gathering steps for each of said plurality of employees.

26. The system of claim 24, wherein all issues are applicable to at least two topics.

27. The system of claim 24, wherein said Likert scale is a seven point Likert scale.

28. The system of claim 24, wherein said database server is further configured to perform the steps of:

10 accepting a designation of said one of said plurality of employees as an owner of at least one topic;

accepting a specification by said topic owner of a number of queries for each issue comprising said at least one topic; and

15 presenting said number of queries for each issue including said at least one topic, wherein said number of queries presented is based upon said specification by said topic owner.

20 29. The system of claim 24, wherein the database further includes at least one second category of non-employees from whom information is desired and a second set of queries applicable to at least one combination of an issue, a topic, and the at least one second category, wherein the database server is further configured to perform the steps of:

accepting a selection of a desired topic from a non-employee assigned to the at least one second category;

25 selecting a second portion of the second set of queries for presentation to the non-employee based upon the at least one second category, wherein the second portion is relevant to the desired topic selected by the non-employee;

presenting the second portion of the second set of queries to the non-employee;

and

30 gathering responses to the second portion of the second set of queries.

30. The system of claim 29, wherein the non-employee is a customer.

31. A method for gathering information from a plurality of users associated with an organization over a communications network including the steps of:

5 (a) storing a plurality of categories of users from whom information is desired in a first database, the users being associated with the organization's processes, services and products;

(b) storing a plurality of topics in a second database;

(c) assigning each of the plurality of users to at least one category, the at least one category being selected from the plurality of categories stored in the first database;

10 (d) presenting a plurality of topics to each of the plurality of users via the communications network, the topics presented to each user being applicable to the at least one category to which the user has been assigned;

(e) receiving a selection of at least one desired topic from each of the users via the communications network;

15 (f) presenting at least one query to each of the users via the communications network, the at least one query presented to each user being relevant to a corresponding desired topic selected by the user;

(g) receiving a response to the at least one query from each of the users via the communications network;

20 (h) storing the response from each of the plurality of users in an electronic storage medium; and

(i) allowing a leader to review responses stored in the electronic storage medium, whereby the leader can obtain information relating to opinions and perceptions of the user.

25 32. The method of Claim 31, wherein the response from each of the plurality of users is obtained using a Likert scale.

33. The method of Claim 31, wherein the Likert scale is a seven point Likert scale.

34. The method of Claim 31, wherein the leader is allowed to review all of the responses stored in the electronic storage medium.

35. The method of Claim 31, wherein the leader is allowed to review less than all of the responses stored in the electronic storage medium.
36. The method of Claim 31, wherein steps (d) through (h) are repeated a plurality of times for users associated with the organization, whereby the leader can identify trends
5 with respect to perceptions and opinions of the plurality of users.
37. The method of Claim 31, further including the step of accepting from a leader a designation of a topic as a hot topic.
38. The method of Claim 37, wherein the plurality of topics are presented in a list and a topic designated as a hot topic is displayed higher on the list than topics that are not
10 designated as hot topics.
39. The method of Claim 37, wherein the plurality of topics are presented in a list and a topic designated as a hot topic is marked by a special character when presented on the list.
40. The method of Claim 37, wherein a user is forced to respond to at least one
15 query corresponding to the hot topic.
41. The method of Claim 31, wherein a plurality of issues are associated with each topic, and a plurality of queries are associated with each issue.
42. The method of Claim 41, further including the step of accepting from a leader assigned to a topic a prioritization of issues associated with the topic to which the leader
20 is assigned.
43. The method of Claim 42, wherein the prioritization of issues is accomplished by accepting from the leader an assignment of a percentage of queries for each issue associated with the topic to which the leader is assigned.
44. The method of Claim 31, wherein the at least one query presented to each user
25 is based one at least one category to which the user has been assigned.
45. A system for gathering information from a plurality of users associated with an organization over a communications network including:
30 a first database comprising storing a plurality of categories of users from whom information is desired in a first database, the users being associated with the organization's processes, services and products;

a second database comprising storing a plurality of topics; and
a server in communication with the first database, the second database and a communications network, the server configured to perform the steps of:

(a) assigning each of the plurality of users to at least one category, the at least
5 one category being selected from the plurality of categories stored in the first database;

(b) presenting a plurality of topics to each of the plurality of users via the
communications network, the topics presented to each user being applicable to the at
least one category to which the user has been assigned;

(c) receiving a selection of at least one desired topic from each of the users via
10 the communications network;

(d) presenting at least one query to each of the users via the communications
network, the at least one query presented to each user being relevant to a
corresponding desired topic selected by the user;

(e) receiving a response to the at least one query from each of the users via the
15 communications network;

(f) storing the response from each of the plurality of users in an electronic storage
medium based on the at least one category to which the user has been assigned; and

(g) allowing a leader to review responses stored in the electronic storage
20 medium, whereby the leader can obtain information relating to opinions and perceptions
of the user.

46. The system of Claim 45, wherein the response from each of the plurality of users
is obtained using a Likert scale.

47. The system of Claim 45, wherein the Likert scale is a seven point Likert scale.

48. The system of Claim 45, wherein the leader is allowed to review all of the
25 responses stored in the electronic storage medium.

49. The system of Claim 45, wherein the leader is allowed to review less than all of
the responses stored in the electronic storage medium.

50. The system of Claim 45, wherein the server is configured to repeat steps (b)
through (f) a plurality of times for users associated with the organization, whereby the

leader can identify trends with respect to perceptions and opinions of the plurality of users.

51. The system of Claim 45, wherein the processor is further configured to perform the step of accepting from a leader a designation of a topic as a hot topic.

5 52. The system of Claim 51, wherein the plurality of topics are presented in a list and a topic designated as a hot topic is displayed higher on the list than topics that are not designated as hot topics.

53. The system of Claim 51, wherein the plurality of topics are presented in a list and a topic designated as a hot topic is marked by a special character when presented on
10 the list.

54. The system of Claim 51, wherein the server is configured to require a user is to respond to at least one query corresponding to the hot topic before presenting the user with any query not related to a hot topic.

15 55. The system of Claim 45, wherein a plurality of issues are associated with each topic, and a plurality of queries are associated with each issue.

56. The system of Claim 55, wherein the server is further configured to perform the step of accepting from a leader assigned to a topic a prioritization of issues associated with the topic to which the leader is assigned.

20 57. The system of Claim 56, wherein the prioritization of issues is accomplished by accepting from the leader an assignment of a percentage of queries for each issue associated with the topic to which the leader is assigned.

58. The system of Claim 45, wherein the at least one query is based on the at least one category to which such user has been assigned.

25 59. The system of Claim 45, wherein the organization is a school system and wherein the users include principals, superintendents, staff members, teachers students and parents.

60. The system of Claim 45, wherein the organization is business and the users include managers, employees, and customers.

- 61. A method for allowing management to gather qualitative information from a plurality of employees of an organisation over a communications network substantially as hereinbefore described with reference to the accompanying drawings.
- 62. A system for allowing management to gather qualitative information from a plurality of employees of an organisation substantially as hereinbefore described with reference to the accompanying drawings.
- 63. A method for gathering information from a plurality of users associated with an organisation over a communications network substantially as hereinbefore described with reference to the accompanying drawings.
- 64. A system for gathering information from a plurality of users associated in an organisation over a communications network substantially as described with reference to the accompanying drawings.

DATED this 30th day of January 2006

ROBERT J MIGHT

15
20

WATERMARK PATENT & TRADE MARK ATTORNEYS
290 BURWOOD ROAD
HAWTHORN VICTORIA 3122
AUSTRALIA

9
8
7
6
5
4
3
2
1

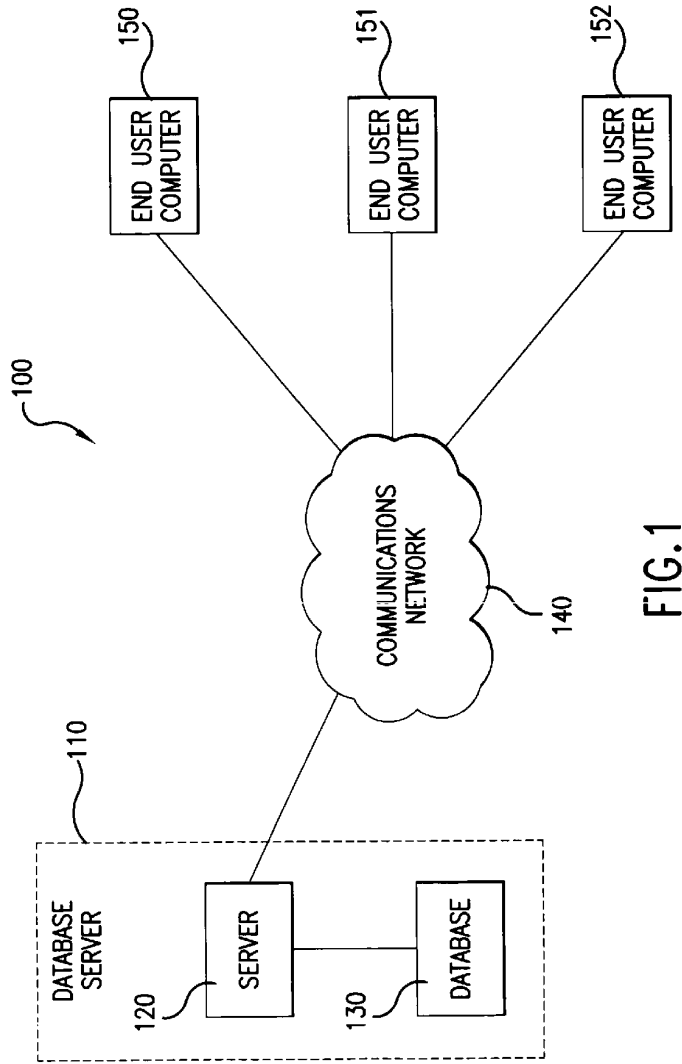


FIG.1

30000 0000

200

EWS

WELCOME

Please Login



Early Warning System

User Name: 220

Password: 230

240

210

If you have not registered, you can do so here.
If you have forgotten your password or any other information please e-mail the Administrator.

You are Visitor Number

0	0	0	3	6	3	7
---	---	---	---	---	---	---

Since May 11, 1999.

FIG.2

WWW.EWS

300

EWS
Early Warning System

WELCOME
*Please Fill All
Registration Information*

Enter Your First Name: 310

Enter Your Last Name: 320

Enter Your Email Address: 330

Enter A User Name: 340

Enter Your Password (max 10 characters): 350

Confirm Password: 360

Address <http://www.imeva.com/ews/demo/register.cfm>

FIG.3

www.ews.org

400

EWS
Early Warning System

410

Welcome to EWS, division_staff!

Please select the categories (if any) that pertain to you. The ones you select will determine which topics you will be allowed to give your opinion on. Please select your categories wisely, and do not hesitate to contact the Administrator if you have any problems.

Division Staff

- Clerical Staff
- Adult Education Staff
- Alternative Education and Summer School Staff
- Title 1 Staff
- Curriculum Staff
- Gifted Education and Special Programs Staff
- Head Start Staff
- Multicultural Education Staff
- Organizational Staff Development Team Members
- Instructional Support Team Members
- Special Education Staff
- Administrative Coordinator of Adult Education
- Administrative Coordinator for Guidance
- Student Services Staff
- Testing and Assessment Staff
- Facilities and Real Property Planning Staff

Done Local intranet

FIG.4

www.ews.ca

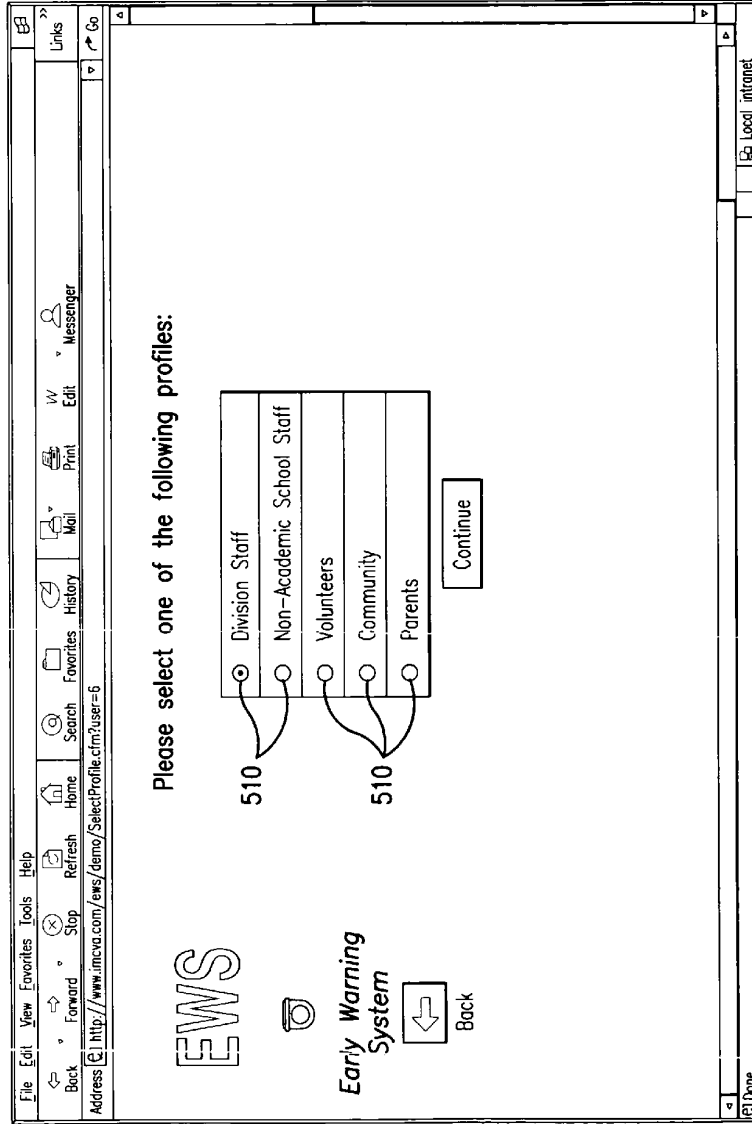


FIG.5

WWW.EDU

6/17

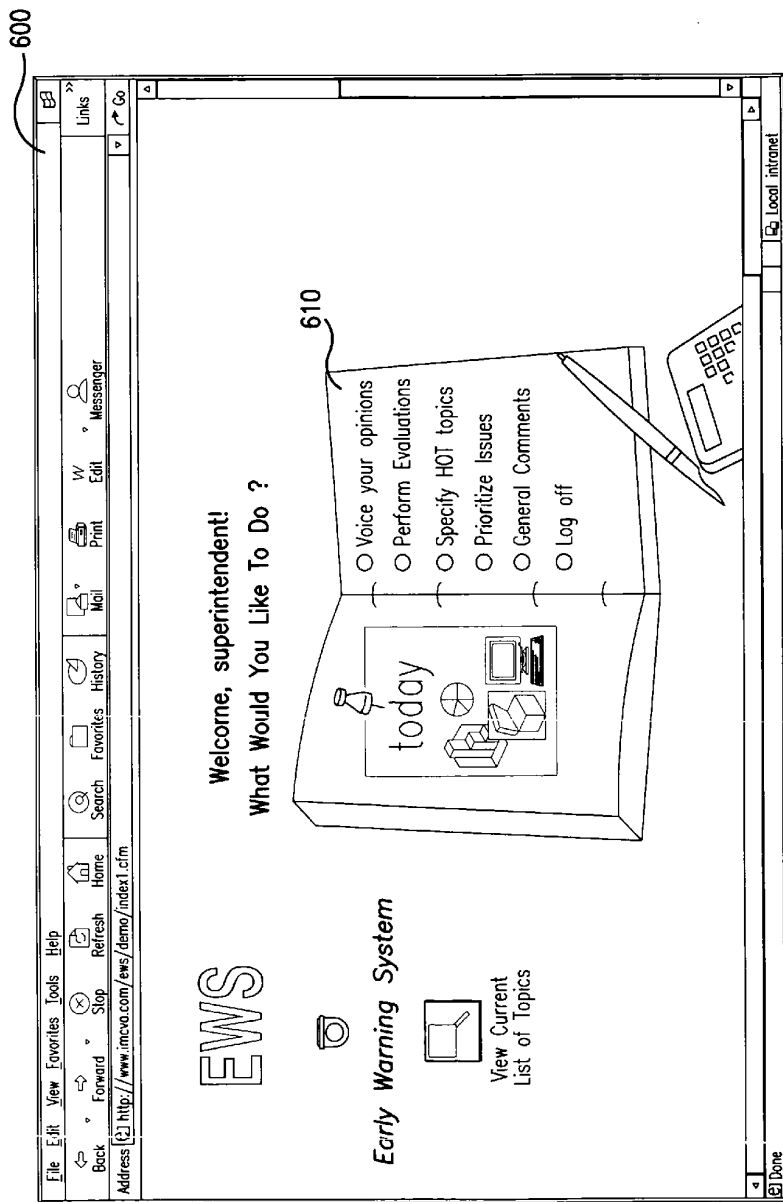


FIG.6



7/17

700

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Mail Print Edit Messenger

Address http://www.irnevva.com/ews/demo/Profiles.cfm

EWS

Early Warning System

Main Menu

Back

Exit EWS

Please Select The Topics You Would Most Like Feedback On

the * denotes topics of HOT interest to school officials selecting those topics will take away their important status

No Change

No Hot Topics

1999-2000 Harrison County School Satisfaction Survey *

1999-2000 Harrison County School Satisfaction Survey—Lost Creek Elem. *

Consolidation *

EWS Evaluation *

RESA VII Evaluation *

1999-2000 Harrison County School Satisfaction Survey—Norwood Elem.

1999-2000 Harrison County School Satisfaction Survey—United Tech. Center

Academic Staff Development Services

Adult Education Program

Alternative Education and Summer School Program

Assessment/Evaluation Services

Attendance Enforcement

Benefit Services

Building Trades Instruction

hold Ctrl key to select multiple topics

FIG.7

800 800 800

800

File Edit View Favorites Tools Help
Back Forward Stop Refresh Home Search Favorites History Mail Print Edit Messenger
Address <http://www.imcva.com/ews/demo/categories.cfm> Links Go

EWS

Early Warning System

Main Menu Exit EWS

The Topics below are those which pertain to you.
Please choose those that have been a significant part
of your role the week of 09-25-2000 to 09-29-2000
the ◊ denotes topics of HOT interest to school officials

Supervisor Topics

- Consolidation ◊
- EWS Evaluation ◊
- Academic Staff Development Services
- Adult Education Program
- Alternative Education and Summer School Program

Go To Statements...

More Topics...

Performer Topics


- Consolidation ◊
- Academic Staff Development Services
- Adult Education Program
- Assessment/Evaluation Services

Local intranet Done


FIG.8




EWS



Early Warning System



Main Menu



Back

Your Opinions (and Comments), Please...

Topic: Benefit Services	Strongly Disagree	Disagree	Mildly Disagree	Neutral	Mildly Agree	Agree	Strongly Agree	N/A
There is too much to do for the number of people doing it in benefits services	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
There is a clear set of procedures for my job in this area	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
I constantly need to find ways to improve morale	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
People complain about not having enough time to get work done in benefits services	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
I feel certain that the people I supervise in benefits services are happy	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Communication among the people working in benefits services is very good.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

Document Done

900

910

FIG.9

3000 0000

10/17

1000

File Edit View Favorites Tools Help
 Back Forward Stop Refresh Home Search Favorites History Mail Print Edit Messenger
 Address http://www.imcva.com/ews/demo/SelectStatement.cfm

EWS

Early Warning System

Main Menu
 Exit EWS

the ☺, ☹ denote topics of HOT interest to school officials
 the ☺, ☹ denote topics with a significant change (positive or negative) in
 ratings since the last time period. Click on these to view a brief report

Topics that you are authorized to evaluate

- 1999-2000 Harrison County School Satisfaction Survey. ⚡
- 1999-2000 Harrison County School Satisfaction Survey—Lost Creek Elementary. ⚡
- Consolidation. ⚡
- EWS Evaluation. ⚡
- RESA VII Evaluation. ⚡
- 1999-2000 Harrison County School Satisfaction Survey—Norwood Elementary.
- 1999-2000 Harrison County School Satisfaction Survey—United Tech. Center.
- Academic Staff Development Services. ☺
- Adult Education Program. ☺
- Alternative Education and Summer School Program.
- Assessment/Evaluation Services. ☹
- Attendance Enforcement.
- Benefit Services.
- Building Trades Instruction.
- Clerical Support at District/Division Office.

Select
 More Topics...

Local intranet

FIG.10

3000 3000

11/17

1100

EWS
Early Warning System

File Edit View Favorites Tools Help
Back Forward Stop Refresh Home Search Favorites History Mail Print Edit Messenger
Address http://www.inova.com/ews/sec_of_state/EWSGraphPt.cfm

Ratings For

General Achievement Test
166 out of 2662 total responses are current
Age of Data: 45+ Days 15-45 Days Current

Detailed Analysis

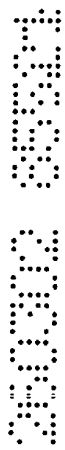
Very Poor (1)	12.4%	16.9%	12%
Poor (2)	14.8%	16.9%	17.5%
Somewhat Poor (3)	14.5%	13.9%	17.5%
Average (4)	15.4%	15.1%	11.4%
			14.9%

Negative Response Summary (1-3)

45+ Days old	15-45 Days old	Current
41.7%	47.7%	41%

Local intranet

FIG.11



12/17

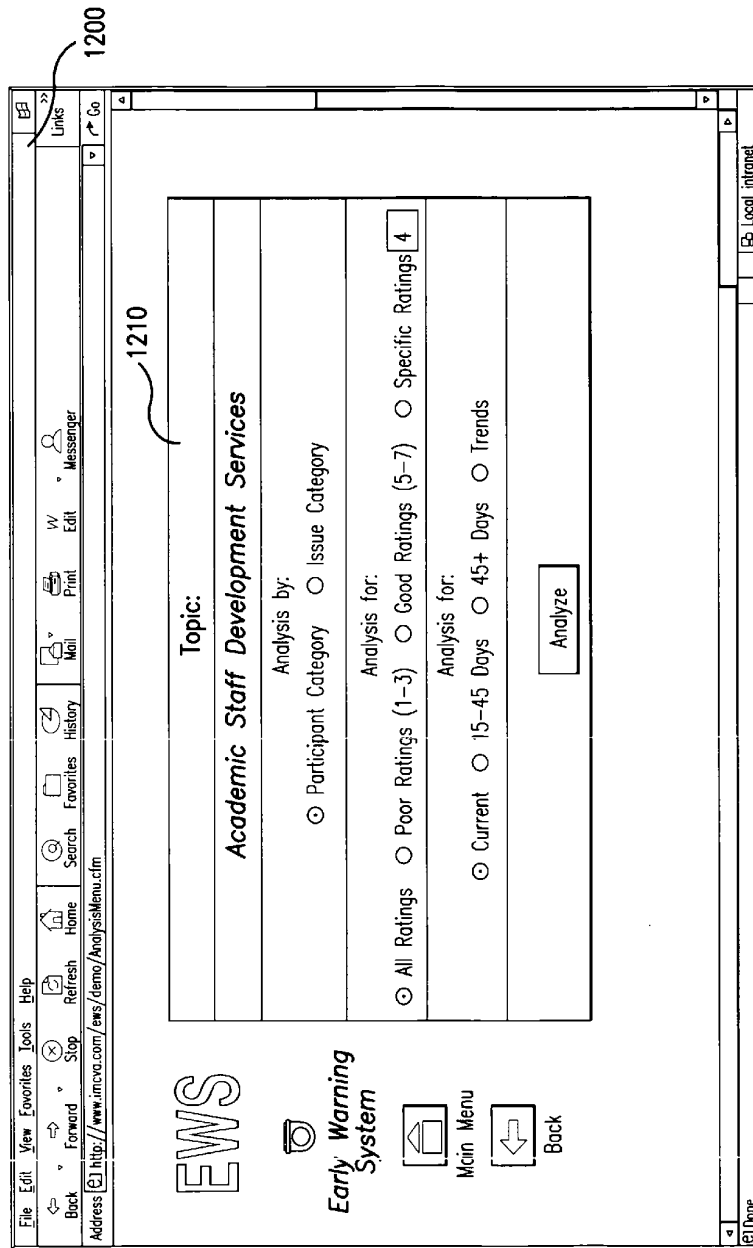


FIG.12

1300



File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Mail Print Edit Messenger

Address http://www.inva.com/ews/sec_of_state/DetailBranch.cfm

EWS
Early Warning System

Main Menu Change Topic Exit EWS

Analysis of Redistricting by Participant Category (Current)

(Percentages)

	Negative	Neutral	Positive
County Administrator (count: 6)	33.3%	0%	66.7%
Candidate (count: 6)	33.3%	0%	66.7%
County Commissioner (count: 6)	40%	0%	60%
Circuit Clerk (count: 6)	33.3%	16.7%	50%
County Clerk (count: 8)	16.7%	0%	83.3%
Deputy Circuit Clerk (count: 6)	66.7%	0%	33.3%
Deputy County Clerk (count: 8)	63.5%	12.5%	24%
Voter (count: 6)	16.7%	0%	83.3%

Back To Analysis Menu

Response Summary

Negative 38.3% 5.8% 55.9%

Total Responses (Current): 52

Done Local intranet

FIG.13

3300 3331

1400

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Mail Print Edit Messenger

Address http://www.imcva.com/ews/sec_of_state/DetailBranch.cfm

EWS

Early Warning System

Main Menu

Change Topic

Exit EWS

Analysis of Gen. Ach. Test Negative Responses (1-3) by Issue Type (15-45 Days Old)

Appropriateness 7.7%

Effectiveness 25%

Pos. Imp. 15.4%

[Back To Analysis Menu](#)

Negative Response Summary (1-3)

48.1%

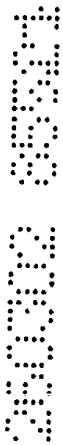
Total Responses 15-45 Days Old: 52

1410

1400

Done Local intranet

FIG.14



1500

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Mail Print Messenger

Address http://www.imeva.com/ews/sec_of_state/detailBranch.cfm

EWS

Early Warning System

- Main Menu
- Change Topic
- Exit EWS

Analysis of Gen. Ach. Test

Positive Responses (5-7) by Issue Type Trend Analysis

Age of Data: 15-45 Days Current

Appropriateness	<input type="checkbox"/> 5.4%
Effectiveness	<input checked="" type="checkbox"/> 22.8%
Pos. Inp.	<input checked="" type="checkbox"/> 26.9%

[Back To Analysis Menu](#)

Positive Response Summary (5-7)

43.8%
38.5%
55.8%

Total Responses 45+ Days Old: 728
Total Responses 15-45 Days Old: 52
Total Current Responses: 52

Done Local intranet

FIG.15



1600

File Edit View Favorites Tools Help
 Back Forward Stop Refresh Home Search Favorites History Mail Print Edit Messenger
 Address http://www.imcva.com/ews/sec_of_state/ViewStatements.cfm?topic=7&issue=1&score=567&age=45

EWS
Early Warning System

Statements and Good Ratings for
Topic: Redistricting
Issue: Accountability
(Over 45 Days Old) 1610

Statement	5's	6's	7's
A greater emphasis needs to be placed on making sure that the people responsible for redistricting are being held accountable for their work.	5	4	2
No one really cares about whether or not the districts are divided correctly since no one is held accountable.	7	4	3
The people working on redistricting are held accountable if the districts are not divided correctly.	3	9	2
Total Responses in category:			15 17 7

Rating Legend

1. Very Poor
2. Poor
3. Somewhat Poor
4. Average
5. Somewhat Good
6. Good
7. Very Good

Done Local intranet

16/17

FIG.16

2000 0000

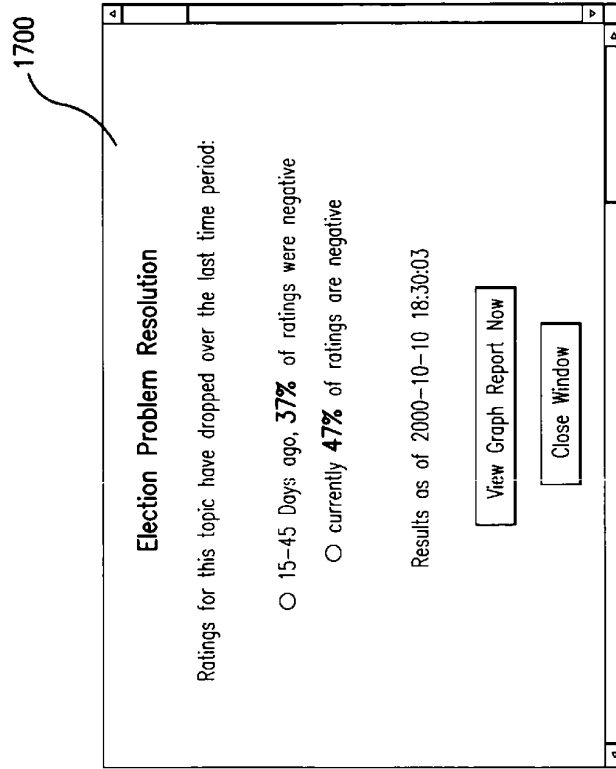


FIG. 17