Multi-Objective Decision Analysis (MODA) evaluation instructions

9/30/2014

Overview

Between Community Advisory Group Meetings #5a and #5b, advisory group members will individually complete a Multi-Objective Decision Analysis (MODA) evaluation. This document provides step-by-step instructions for how to complete the MODA evaluation using Transparent Choice, an online software platform used for complex decision-making.

The software reflects both the final list of narrowed route options as well as final evaluation factor weightings validated at Meeting #5a.
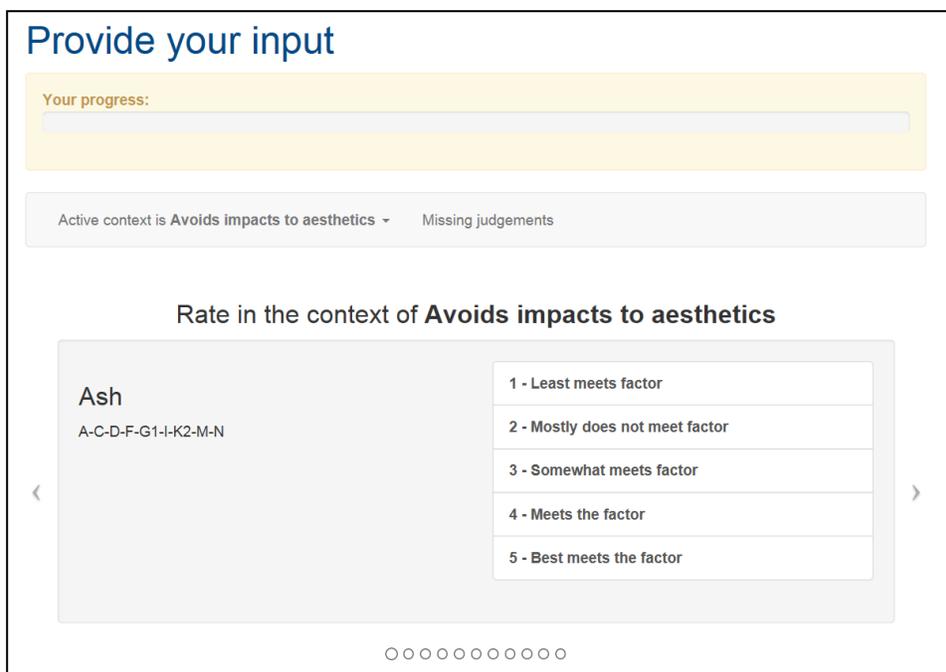
Timeline

Community Advisory Group members will be emailed a link to access the software by 10 a.m. on Thursday, Oct. 2 and must submit their input by **10 a.m. on Monday, Oct. 6**. Results will be compiled and discussed at Meeting #5b on Wednesday, Oct. 8.

Note: The MODA evaluation may take one hour or more to complete. The software will save your scores if you wish to close the evaluation and come back to it later via the same link.

Instructions for using Transparent Choice

1. **Follow the link sent via email.**
   The unique link provided to each advisory group member will direct you to the first evaluation page. An example is shown below.

Note: The software will present each evaluation factor and ask you to score each of the route options for that evaluation factor.

2. **Score each route option for how well it meets each evaluation factor.**
Scoring is on a scale of 1 to 5, where **1** indicates that route option **least** meets the factor and **5** indicates that it **best** meets the factor. If you assign a higher (better) score, that indicates that you believe the route option is either less negatively affected or more protected, depending upon the evaluation factor. To select a score, click on one of the five boxes. Please select a score on each evaluation page.

> **Note: You must select a score on each evaluation page (i.e. complete the full evaluation) in order for your input to be considered. Incomplete evaluations will not be included in the final results reported to the advisory group.**

More information on how to use the 5-point scale
This 5-point scoring system was also used for the blind evaluation. For example, for the evaluation factor "Avoids sensitive community land uses," if a route has a **low** number of adjacent parks, schools, and religious institutions, it would score **higher** – receiving 4 or 5 points out of the possible 5 because it meets the evaluation factor well. If a route has a **high** number of parks, schools, and religious institutions, it would receive a **lower** score (a score of 1 or 2) because it does not meet that evaluation factor. (See the optional worksheet for additional guidance on how to score using each factor.)

Note: The same score can be applied to multiple routes. For example, two or three routes might receive a 5 if they all best meet the factor.

Moving to the next evaluation page
For each evaluation factor, once you have selected a score for a route option, the software will automatically move to the next route option. Once all route options within that evaluation factor are scored, the software will alert you that you have completed all evaluations for that factor. Click "OK" and you will automatically move to the next evaluation factor and cycle through the route options again. If you would like to skip an evaluation page and come back to it later, you can do so by using the left and right arrows (highlighted in the image below).

Progress in the MODA evaluation is indicated in two ways:
- The top orange bar indicates overall progress in completing the MODA evaluation
- The green circles at the bottom indicate progress in scoring the routes using that evaluation factor
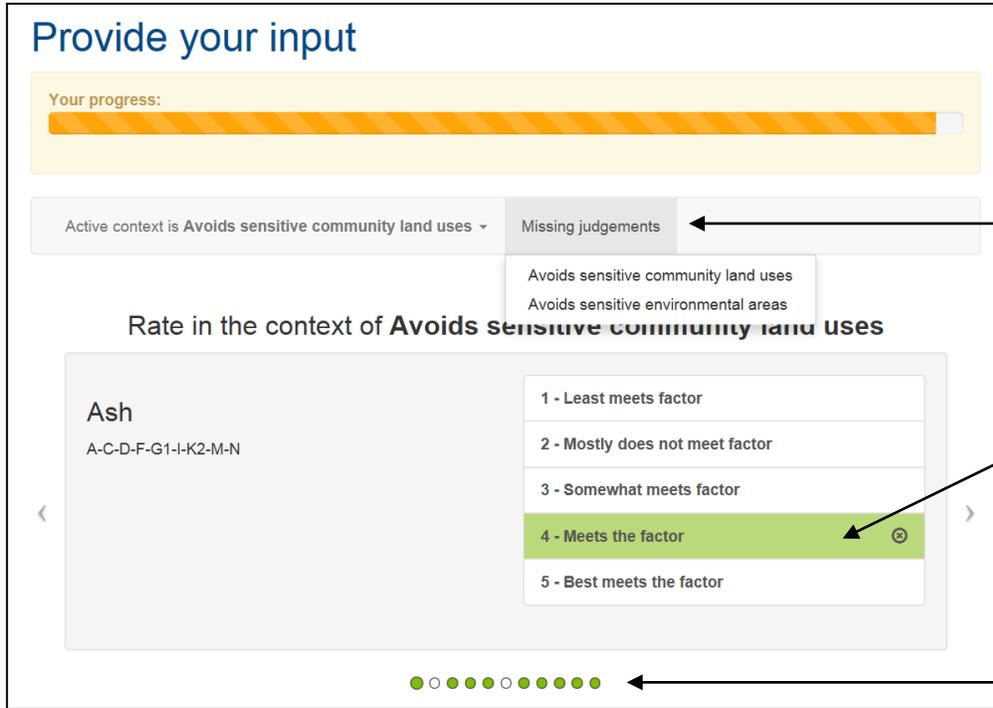

Overall progress within the MODA evaluation

Use the left and right arrows (highlighted in yellow) to toggle through evaluation pages. You can skip an evaluation page by using the right arrow, or go back to it by using the left arrow.

Progress within the evaluation factor

Reviewing evaluation pages

Once you have cycled through each route option for all the evaluation factors, you will receive a message indicating that you have finished the evaluations. You can toggle through evaluation pages to review your evaluations, provide any missing evaluations and, if necessary, change previous evaluations. As a reminder, you must select a score for each.
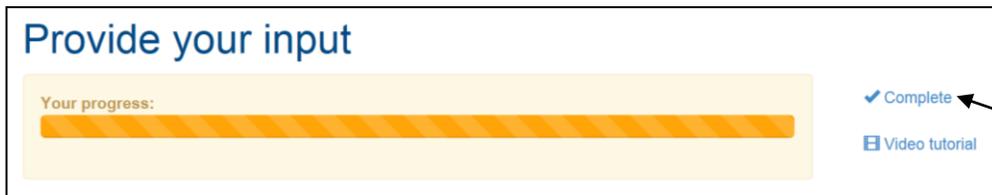

If you skipped any evaluation pages, click on "Missing judgments" to navigate to the evaluation factor(s) that are missing evaluations.

A score highlighted in green indicates it has already been selected. To change your evaluation, click on another score.

If you have skipped an evaluation page, the circle for that page will remain white. Click on the white circle to jump to that page.

3. **Click "Complete" to submit your input.**
   Once you have selected a score on each of the evaluation pages, the overall progress bar will indicate that 100% of your evaluations are complete. Submit your input by clicking the "Complete" button in the top right-hand corner of the screen.

Click "Complete" to submit your input.

Questions?

If you have any questions while completing the evaluation, please contact Penny Mabie at pmabie@enviroissues.com or Dana Olson at dolson@enviroissues.com.