Quality Action Plan

Program_____ **Director**_____

Program Address_____

Date_____ **Coach/Program Designee**_____

Instructions:

The Quality Action Plan document is a tool to outline actions needed to reach the identified goals as programs work through the Step Up to Quality process. A coach can help identify areas of development or improvement. This allows programs to:

1. **monitor their progress, taking each task step-by-step;**
2. **provide the team with guidance in all quality standard areas;**
3. **prioritize action items and identify individual roles and responsibilities; and**
4. **create a timeline to complete tasks and reach goals.**

<u>Self-Assessment tools</u>:
Programs may use the Nutrition and Physical Activity *Self-Assessment* for Child Care (Go NAP SACC), the Environment Rating Scales (ERS) *self-assessment*, or the CLASS *self-assessment* to identify goals for improvement.

<u>Quality Action Planning</u>:
Child care centers and preschool classrooms may choose either the ERS or CLASS to identify specific goals for quality improvement. Family Child Care Homes I and II will use the Family Child Care Environment Rating Scales (FCCERS) to specify goals. Programs may earn points for defining the ERS or CLASS goals in their Quality Action Plan.

Completed Quality Action Plans should be kept on file at the program for on-site review.

Quality Standard 1: Program Curriculum, Learning Environments/Interactions

What changes need to be made?

Plan of action

Person responsible: _____ **Time frame for Completion: _____**

Quality Standard 2: Child Outcomes

What changes need to be made?

Plan of action

Person responsible: _____ Time frame for Completion: _____

Quality Standard 3: Professional Development/Ongoing Training

What changes need to be made?

Plan of action

Person responsible: _____ Time frame for Completion: _____

Quality Standard 4: Family Engagement/Partnership

What changes need to be made?

Plan of action

Person responsible: _____ **Time frame for Completion: _____**

Quality Standard 5: Program Administration

What changes need to be made?

Plan of action:

Person responsible: _____ Time frame for Completion: _____

ERS/Subscale/Items Identified in Self-Assessment

What changes need to be made?

Plan of action:

Person responsible: _____ Time frame for Completion: _____

CLASS Dimensions/Indicators Identified in Self-Assessment

What changes need to be made?

Plan of action:

Person responsible: _____ Time frame for Completion: _____

Go NAP SACC Goals Identified in Self-Assessment

What changes need to be made?

Plan of action:

Person responsible: _____ Time frame for Completion: _____