Quality Action Plan

Program_____Director_____

Program Address_____Date_____

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 NAPSACC), the Environment Rating Scales (ERS) *self-assessment*, or the CLASS *self-assessment* to identify goals for improvement.

<u>Quality Action Planning:</u>
Programs pursuing a Step rating including an observation must choose either the ERS or CLASS observation tool. The Quality Action Plan is used to identify specific goals for quality improvement within the chosen observation tool. (Programs may earn points for defining both ERS and CLASS goals in their Quality Action Plan, even if an observation is not selected for rating.)

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

Quality Standard 1: Program Administration

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 and Training

What changes need to be made?

Plan of action

Person responsible: _____   Time frame for Completion: _____

Quality Standard 4: Family Engagement and Partnerships

What changes need to be made?

Plan of action

Person responsible: _____   Time frame for Completion: _____

Quality Standard 5: Learning Environments and Program Curriculum

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/Domains Identified in Self-Assessment

What changes need to be made?

Plan of action:

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

Go NAPSACC Goals Identified in Self-Assessment

What changes need to be made?

Plan of action:

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