

Youth PQA Self-Assessment Plan

Please reference the Planning for Self-Assessment Tips to guide you through completing this document.

Team Selection

Who will you include on your team?

Assessment Lead Staff:

Program Staff:

Program Staff:

Other (board member, parent, youth, community member, funder, staff, etc.):

Data Collection Preparation

How many observations will you schedule?

How long will each observation last?

Which programs will you choose?

When will you conduct observations?

Who will observe which staff?

When will you train your team?

Date:

Time:

Location:

How will you introduce the PQA Self-Assessment to your entire staff?

Resources: (agenda and materials, online Intro, etc.)

Team Training

When and where will you have your scoring meeting?
(Plan for 3 hours.)

IMPORTANT DATES:

Scores Reporter Tutorial:

Scores Due:

Entering Scores

Who will enter scores?

By what date?

Team-Based Scoring Meeting

Observation and Note-Taking

How will you ensure notes are objective and complete?

Improvement Planning

Planning With Data Workshop

Date:

Time:

Location:

Who will attend:

Other data to include (NYOI, Attendance, Program Surveys, etc.):