

Quality Assurance & Planning System

# **PLANNING & ANALYSIS MEETINGS / SELF ASSESSMENT**

# PLANNING & ANALYSIS MEETINGS (PAM)

- ✕ Planning & Analysis Meetings serve as a forum for Ongoing Monitoring & Self Assessment. Meetings are held at least quarterly.
  - + Formally review the program's Five Year Goal Plan & related progress/updates
  - + Review & discuss ongoing monitoring summaries/data from managers
  - + Review & discuss relevant Community Assessment data (i.e., survey results, community data & information relevant to program goals, etc.)
  - + Conduct ongoing Self Assessment
    - ✕ Are we meeting program goals; are we following procedures; are we meeting Performance Standards

# UPDATE ON PAM / SELF ASSESSMENT

- ✘ The ‘Quality Assurance & Planning System’ (our system for quarterly Planning & Analysis Meetings & Self Assessment) has given us a structured, scheduled forum for ensuring goal plan progress/updates, information/data sharing, data analysis, and goal development.
- ✘ We are more on target
- ✘ We are more focused – “Does this fit with our program’s goals and objectives?”



# SELF ASSESSMENT PROCESS OVERVIEW

- ✘ For the last several program years, BCHS integrated Self Assessment into the quarterly Planning & Analysis Meetings (PAM) in two separate phases.
- ✘ In 2016-17, Phase One occurred in December and March during Planning & Analysis Meetings where data and quarterly reports from program areas were examined. Small group work led to identification of trends, issues and concerns.

# SELF ASSESSMENT PROCESS OVERVIEW (CONT)

- ✘ In Phase Two engaged ALL BCHS staff during the final Direct Service Team meeting in May 2017. Staff were asked to discuss and complete as a group a staff survey to seek input on various topics from each program area and to serve as a reflection of the completed year. A second portion of the meeting was dedicated to data analysis of individual classrooms/centers. Teams were asked to identify positive and negative trends in their data.

# SELF ASSESSMENT RESULTS

- ✘ Using the information derived from each PHASE of the Self Assessment process, an Action Plan was developed (as per federal grant requirements) that included areas identified as needing improvement, time frame, and link to the program's Goal Plan.



# SELF ASSESSMENT 2017-18

---

- ✖ It is our intent to conduct Self Assessment activities in the same fashion for the 2017-18 program year.
- ✖ Integrate Self Assessment activities in the Planning & Analysis Meeting (PAM) process.
- ✖ Include all staff in providing feedback

