



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.

Self-Assessment tools:

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.

Quality Action Planning:

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.

June 22, 2015

Quality Standard 1: Program Curriculum, Learning Environments/Interactions

What changes need to be made?

Plan of action

Person responsible: _____

Time frame for Completion: _____

June 22, 2015

Quality Standard 2: Child Outcomes

What changes need to be made?

Plan of action

Person responsible: _____

Time frame for Completion: _____

June 22, 2015

Quality Standard 3: Professional Development/Ongoing Training

What changes need to be made?

Plan of action

Person responsible: _____

Time frame for Completion: _____

June 22, 2015

Quality Standard 4: Family Engagement/Partnership

What changes need to be made?

Plan of action

Person responsible: _____

Time frame for Completion: _____

June 22, 2015

Quality Standard 5: Program Administration

What changes need to be made?

Plan of action:

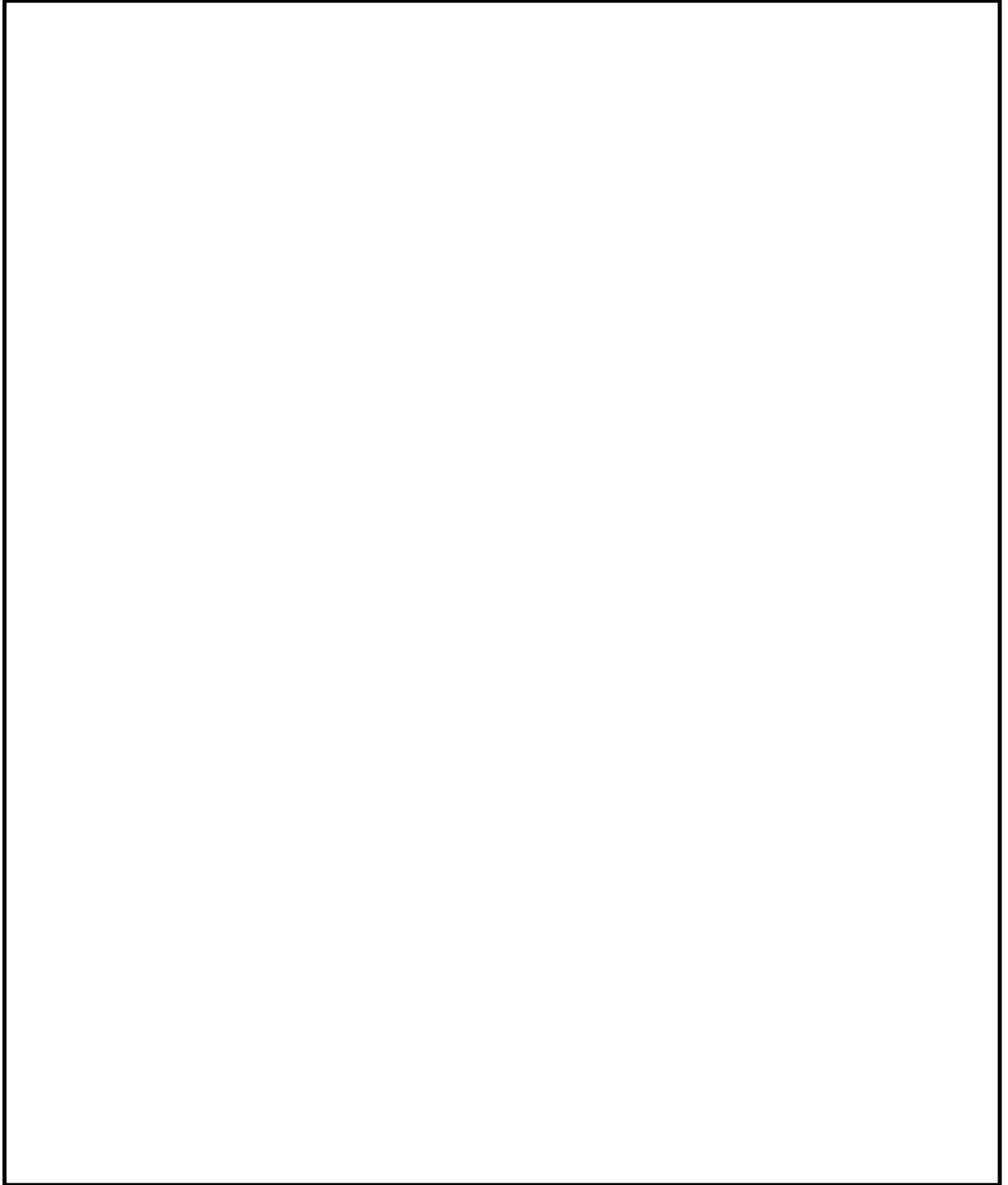
Person responsible: _____

Time frame for Completion: _____

June 22, 2015

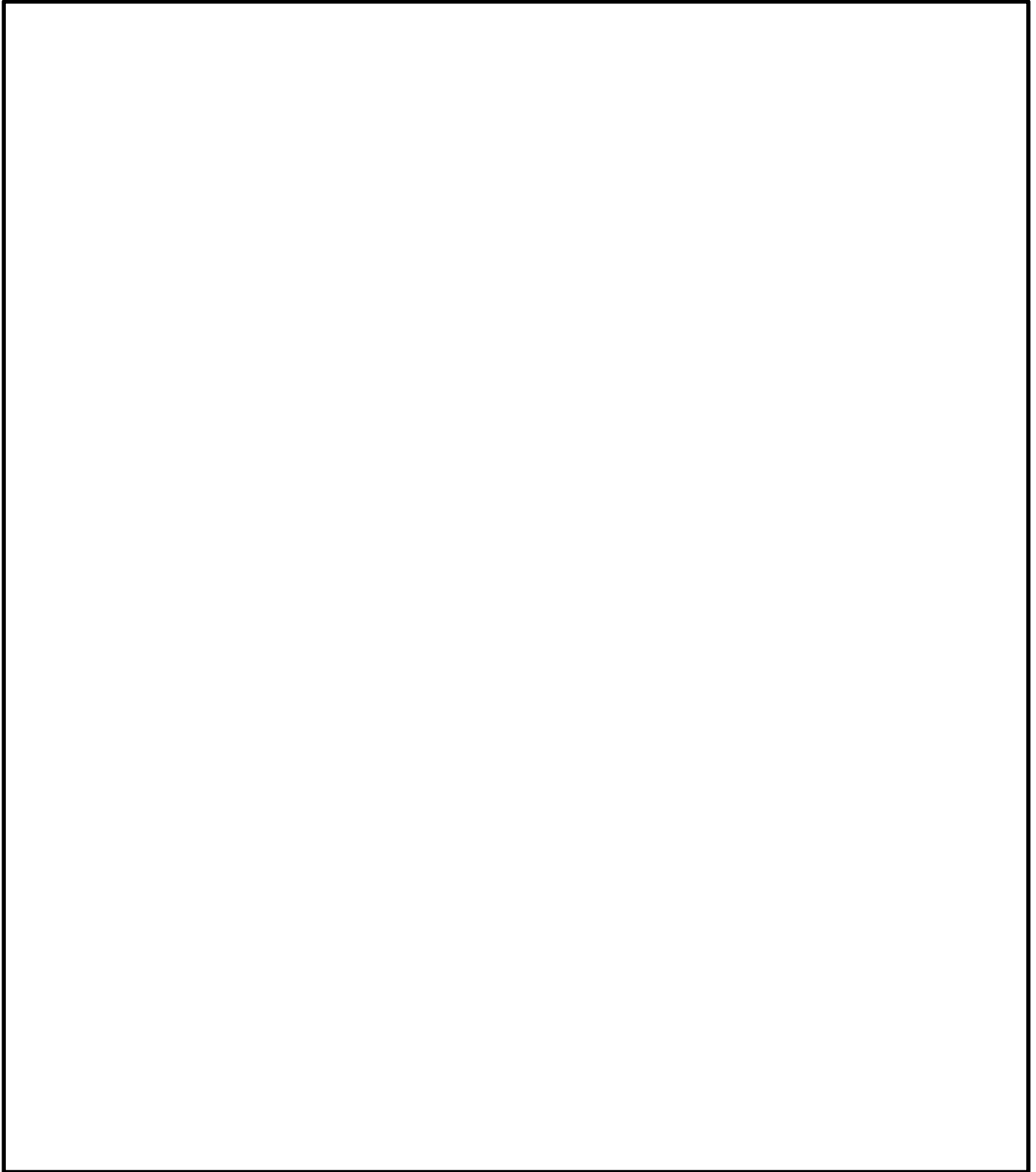
ERS/Subscale/Items Identified in Self-Assessment

What changes need to be made?

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June 22, 2015

Plan of action:



Person responsible: _____

Time frame for Completion: _____

June 22, 2015

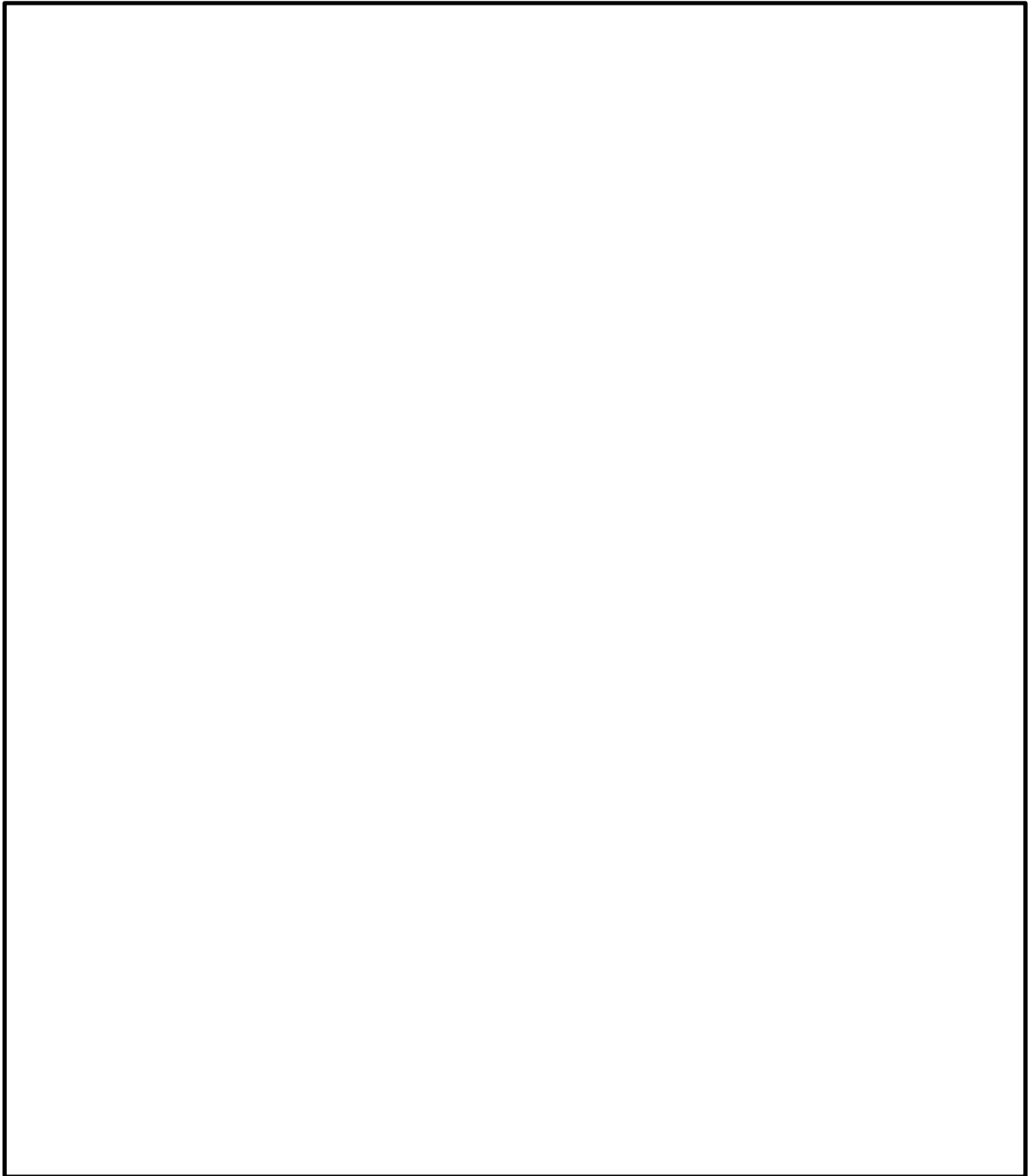
CLASS Dimensions/Indicators Identified in Self-Assessment

What changes need to be made?

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June 22, 2015

Plan of action:



Person responsible: _____

Time frame for Completion: _____

June 22, 2015

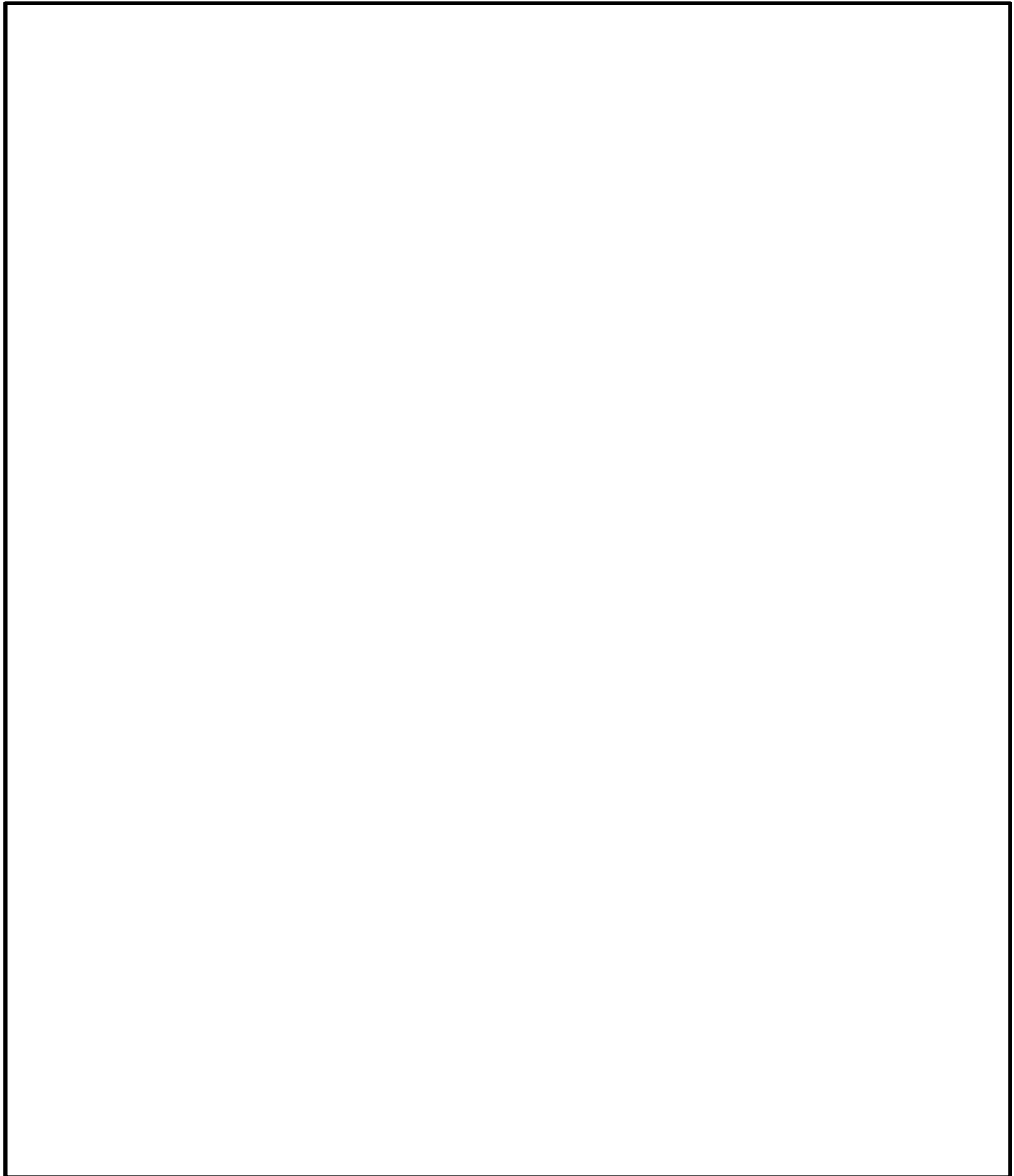
Go NAP SACC Goals Identified in Self-Assessment

What changes need to be made?

A large, empty rectangular box with a black border, intended for the user to write their response to the question 'What changes need to be made?'. The box occupies most of the page's vertical space below the question.

June 22, 2015

Plan of action:



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