PQA Self Assessment Tips

...your road map to a quality experience.

Team Selection

- Assessment Leader
  - site manager, administrator, director, or site staff member
- Team Members
  - at least two program staff
  - Volunteers
  - Parents
  - Youth
  - Additional Program Staff
- DO NOT include only administrative staff.

Team Training

- Self Assessment team leader and those conducting observations should attend Youth PQA Basics Live or Online.
- Self-assessment team Members may also attend Youth PQA Basics Live or Online, or can be trained by the Self Assessment Leader.
- All staff should be familiar with the Youth PQA. An introductory course is available online for all staff.
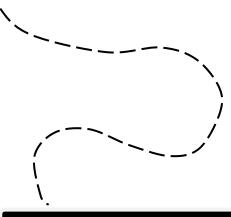
Data Collection Preparation

- Schedule observations of academic enrichment, social or cultural activities and other offerings. Avoid homework help, open gym, unstructured computer time, etc.
- Notify program staff and youth of scheduled observation times.
- Rearrange schedules to allow program staff to observe each other.

The result of your hard work is a better experience for your students!

Observation and Note-Taking

- Observe a total of at least one hour of programming.
- Bring the back page of the PQA as a reference for the things you should be looking for.
- Do not take notes directly on a PQA form.
- Notes should include quotes, actions, and other factual information.
- Try to see multiple items in every interaction and cross-reference constantly.
- Keep in mind you will be relying on your notes to scores the items.

Team-Based Scoring Meeting

- Involve Program Staff.
- Plan more time that you think you'll need and schedule it as close to the observations as possible.
- Discuss each item and row as a team; the conversation is the most important part of self-assessment.
- Have each team member present their evidence from their observation notes.
- Together, select the best score for each item. Look to a preponderance of evidence, but favor higher scores.
- No 2s or 4s.
- Note contentious items as potential areas to focus on in your Improvement Plan.

Entering Scores

- Go to www.cypq.org
- Enter scores by the date requested by your Network Lead.

Remember: It's all about the **CONVERSATION**!