

Select team

Who will you include on your team?

Administrator:

Program Staff:

Other:

Prepare for data collection

How many observations will you schedule?

How long will each observation last?

Which offerings will you choose?

When will you conduct observations?

When will you train your team?

Date:

Time:

Location:

How will you introduce the PQA and program self assessment to your staff?

Which resources will you use?
(www.cypq.org/takeitback)

Train team

IMPORTANT DATES

Scores Reporter/ Check-in Webinar:

Scores Due:

Improvement Plans Due:

Observe and take notes

How will you ensure objectivity and completeness of notes?

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

Team-based scoring meeting

Plan for Improvement

Planning with Data workshop:

Date:

Time:

Location:

Who will attend:

Other data (if any) to include:

Enter Scores

Who will enter scores?

By what date?