# **Oregon's** Quality Rating and Improvement System

Program Name: .....

License Number:

# Quality Improvement

Plan for Center Based Child Care Programs Center



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#### Instructions for Completing the Quality Improvement Plan

Welcome to the heart of Oregon's QRIS—continuous quality improvement! Oregon's QRIS is a flexible, individualized approach which allows your program to move at its own pace, with a variety of supports available to help you on your journey of improvement. The Quality Improvement Plan is designed to be a simple and flexible process for identifying areas you would like to improve, developing goals, and creating action plans, all based on QRIS Standards and designed to lead your program to achieving star level ratings in Oregon's QRIS.

#### Step-by-Step Instructions

- 1. Reflect on your completed QRIS Self-Assessment.
- 2. Complete the outcome page of the QIP, including indicating the star level you would like to work toward, the domains in which you would like to increase quality, and the benefits to children, families, and staff.
- 3. One standard at a time, complete the Quality Goal page for the standard:
  - a. Check one of the two boxes to indicate if increasing quality in this area is the goal of your program or if your current level of quality is satisfactory. If you indicate your current level is satisfactory, move to the next standard.
  - b. If you indicate this area as a goal for your program, check the box indicating the level you would like to have your program perform: 3-, 4-, or 5-star.
  - c. Check off all statements that represent areas where you would like to make improvements. The star level you are hoping to achieve and your QRIS Self-Assessment should help guide this.
- 4. Complete the Action Plan page for the standard:
  - a. Based on information from the Quality Goal page, write a goal or statement of what you want to change in your program.
  - b. Write a brief statement clarifying why you want to create this change in your program.
  - c. List the steps you plan to take to reach the goal, including when you will complete each step.
  - d. Reflect on resources you will need to implement each step and achieve your goal. Check the appropriate boxes in the Resources section of the plan.

- e. If you plan to use support funds for this goal, check the box and provide a brief statement explaining what the funds will be used for. Although you do not need to include amounts or specific detail, you *must* indicate areas where you will be using support funds if you are requesting support funds.
- f. If you plan to receive help from your Quality Improvement Specialist, check the box and provide a brief statement telling what support might be needed. This is important consideration because your QI Specialist will be using your Quality Improvement Plan to guide their assistance.

If you plan to use other resources, check the box and name other resources you may be using.

Including a statement on why you want to create this change or improvement can be helpful. Next, outline the steps you will take to achieve the goal and when you will complete each step.

The final step is to identify resources you will need to complete your action plan. Identify if you will use support funds for this goal and briefly state what the funds will be used for. Also indicate in the resources section if you plan to use help from your Quality Improvement Specialist, available from your local CCRR, and state what they may be helping you with. There is also space to indicate if you will be using other resources and what those resources may be.

This process will be completed for each standard, keeping in mind that you may not need to or want to develop a goal and action plan for each standard.

#### Tips on Creating a Successful Goal

Using the criteria for setting SMART goals is an effective way to set yourself up for reaching your goals. The acronym stands for Specific, Measurable, Attainable, Relevant and Time-based. Taking the time to set SMART goals now is an efficient guiding process for reaching your QRIS goals.

**Specific, measurable, attainable and relevant:** Make your goal focused and well-defined rather than broad and general. Be as specific as possible for ease of measurement. Ask yourself, "Can I reach this goal?" Finally, make sure the goal is relevant to improving the quality of your program.

#### We will define SMART goals as:

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**Specific**—Ask yourself these types of questions while you formulate a goal: Is the goal clear; what do I want to accomplish; why am I doing this; who is involved; where will this take place; how will I accomplish this?

**Measurable**—Ask yourself the following questions: How much/many; how will I know when I've accomplished the goal? Having specific numbers helps quantify your goal.

Attainable—Is my goal realistic within the resources and time frame that I am giving myself or am I setting myself up for something that is too big to currently reach?

**Relevant**—Ask yourself the following types of questions: Is this meaningful; is the timing right; is this in line with my philosophy; is this applicable to quality program improvement?

**Time-bound**—Ask yourself the following types of questions: When do I expect to reach this goal; what steps will lead me to reaching the goal; what supports will I need along the way; how will I celebrate when I've completed the goal?

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Program Name:

Program License Number:

#### **QRIS** Program Outcome

The overall outcome for my program's participation in QRIS at this time is to achieve a 3-, 4-, or 5-star rating.

To do this I plan to (it may be helpful to come back and compete this as a summary after completing the other sections of your QIP):

Increase the quality in my program in the following QRIS Domains:	Maintain the current level of quality and move directly to portfolio documentation in the following QRIS Domains:
Children's Learning and Development	Children's Learning and Development
Health and Safety	Health and Safety
Personnel Qualifications	Personnel Qualifications
Family Partnerships	Family Partnerships
Administration and Business Practices	Administration and Business Practices

I plan to complete my Quality Improvement Plan by (Month/Year):

I plan to complete my Portfolio by (Month/Year):

#### The program is guided by a written statement of philosophy.

Increasing quality in this area is the goal of OR My current level of quality is satisfactory. I am ready to document this standard.		My goal is to have my program perform at a:
The program has a written philosophy that is available to staff, families, and visitors that states the program's values, beliefs, and program goals for:	The program's philosophy:	The program's philosophy is used to guide decisions, including decisions related to:
children families	explicitly ensures the inclusion of all children.	<ul> <li>curricular activities</li> <li>activities to promote partnerships with families</li> <li>professional development</li> </ul>
		hiring of staff, if applicable

#### The program is guided by a written statement of philosophy.

My Goal:	What I want to change:	Why I want to change this:
My Plan:	Steps I will take:	When I will complete each step:
Resources:	I will use support funds for:	I will use help from my QI Specialist. They could help by:

#### The program uses a curriculum that supports all children's learning and development.

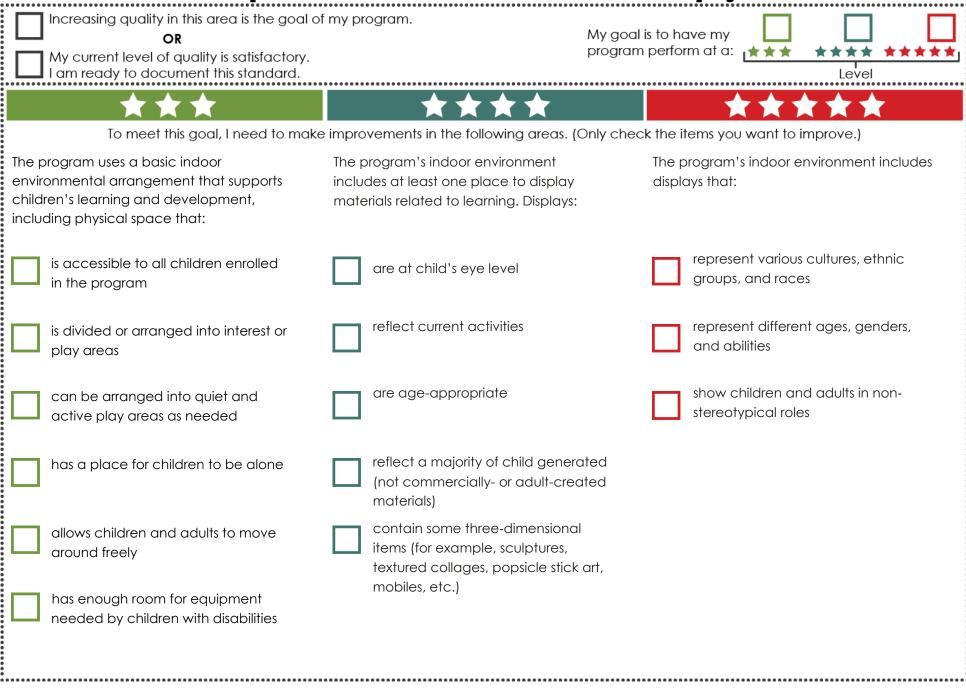
Increasing quality in this area is the goal of OR My current level of quality is satisfactory. I am ready to document this standard.	my program.	My goal is to have my program perform at a:	Level
The program uses a curriculum that supports all children's learning and development that:	N/A	N/A	
is based on theory and research			
produces positive child outcomes			
specifies outcomes for key areas of development			
specifies instructional details for care and education provider/teacher to follow			
specifies adult-child interaction details for care and education provider/ teacher to follow			
balances adult-directed and child- initiated activities			

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	The program uses a curriculum that supports all children's learning and development.		
My Goal:	What I want to change:	Why I	want to change this:
	Steps I will take:	When	I will complete each step:
My Plan:			
<b>Kesources:</b>	I will use support funds for:	I will use help from my QI Specialist. They could help by:	I will use other resources, such as:

The program provides an appropriate indoor environment that supports children's learning and development and is accessible to all children enrolled in the program.



# My Action Plan: Standard LD3 The program provides an appropriate indoor environment that supports children's learning and development and is accessible to all children enrolled in the program.

My Goal:	What I want to change:	Why I want to change this:
My Plan:	Steps I will take:	When I will complete each step:
Resources:	I will use support funds for:	I will use help from my QI Specialist. They could help by:

#### The program provides appropriate indoor furnishings that support children's learning and development.

F		······································	<b>-</b>
Increasing quality in this area is the goal of <b>OR</b>	my program.	My goal is to have my program perform at a: $\pm \pm \pm$	
My current level of quality is satisfactory. I am ready to document this standard.		program perform at a: 📩 🗮 📩	Level
★★★	$\bigstar \bigstar \bigstar \bigstar$	***	
To meet this goal, I need to make	improvements in the following areas. (	Only check the items you want to impro	ove.)
The program uses basic indoor furnishings that support children's learning and development, including:	The program uses indoor furnishings the support children's learning and development, including:	at The program uses indoor fu support children's learning development, including:	-
sufficient furnishings available for routine care			
sufficient furnishings available for play	shelves or containers with toys, k etc., labeled with words in the languages of all children in the classroom, as appropriate	books, books, etc., labeled w the languages of all th the program, as appre	vith words in ne children in
sufficient furnishings available for relaxation/comfort		shelves and container with pictures	rs labeled
sufficient furnishings available for learning			
furnishings in good repair			
shelves or containers with toys, books, etc., organized and within the reach of children			
shelves or containers with toys, books, etc., labeled with words			
•			

	The program provides appropriate	indoor furnishings that support children's learning and development.
My Goal:	What I want to change:	Why I want to change this:
My Plan:	Steps I will take:	When I will complete each step:
Resources:	I will use support funds for:	I will use help from my QI Specialist. They could help by:

Oregon's QRIS Quality Improvement Plan: Center-Based Programs

#### The program provides an appropriate and well-maintained outdoor gross motor area with equipment that is

accessible to all children in the program. Increasing quality in this area is the goal of my program. My goal is to have my OR program perform at a: 1 🛧 🛧 My current level of quality is satisfactory. I am ready to document this standard. Level To meet this goal, I need to make improvements in the following areas. (Only check the items you want to improve.) Outdoor gross motor equipment Portable gross motor equipment for play: The program has: that: addresses a variety of skills (for is available to all children in the adequate space for indoor gross example, climbing, throwing, catching, program (portable gross motor motor activities when weather doesn't permit going outdoors balancing, pedaling, and steering) equipment may include: balls, sports equipment, tricycles, jump ropes, hula hoops, etc.) is appropriate for the ages and abilities of children

The pro	The program provides an appropriate and well-maintained outdoor gross motor area with equipment that is accessible to all children in the program.		
What I want to Mhat I want to	o change:		Why I want to change this:
Steps I will tak	e:		When I will complete each step:
	upport funds for:	I will use help from my QI Specialist. They could help by:	I will use other resources, such as:

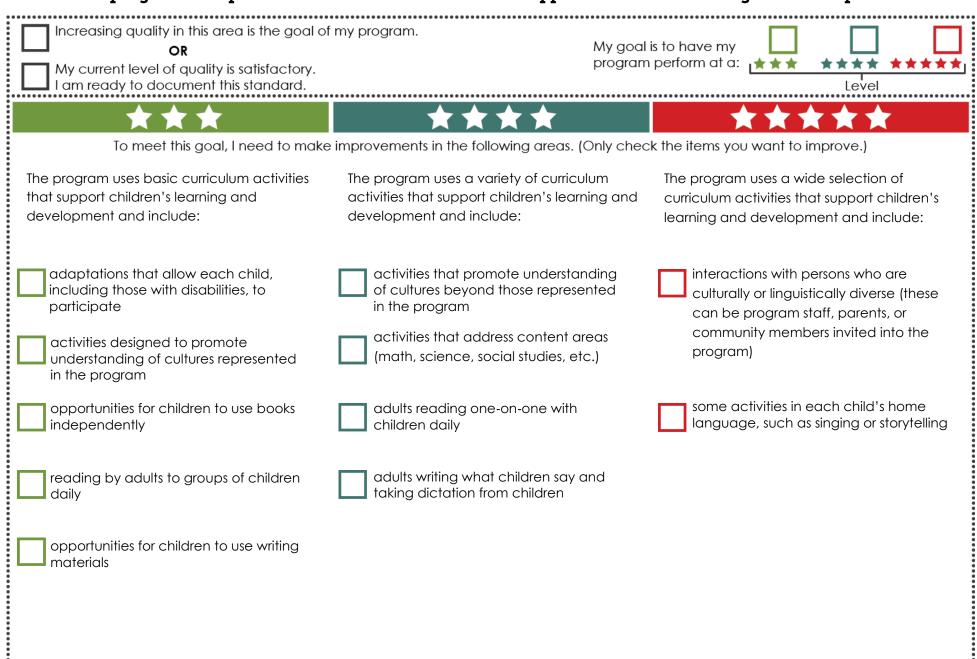
#### The program uses materials that support children's learning and development.

Increasing quality in this area is the goal of <b>OR</b>	Myg	goal is to have my
My current level of quality is satisfactory. I am ready to document this standard.	proç	gram perform at a: ★★★ ★★★★★★ Level
$\bigstar\bigstar\bigstar$	$\bigstar \bigstar \bigstar \bigstar$	$\bigstar \bigstar \bigstar \bigstar \bigstar$
To meet this goal, I need to mak	e improvements in the following areas. (Only a	check the items you want to improve.)
The program uses materials that support childre	en's learning and development. These materic	als:
support children's development (including cognitive, language, motor, social, and emotional)	show people of various ethnic groups in non-stereotypical roles	in represent two or more cultures
are accessible	represent the culture of the community	show similarities in day-to-day routines and activities
are in sufficient quantity	provide opportunities for self-direction and choice	include some written materials in the children's home language(s)
are rotated periodically		
include a variety of books		
include writing utensils and materials		

	The program uses mat	erials that support children's learning and development.
My Goal:	What I want to change:	Why I want to change this:
My Plan:	Steps I will take:	When I will complete each step:
Ę		
Resources:	I will use support funds for:	I will use help from my QI Specialist. They could help by:

Oregon's QRIS Quality Improvement Plan: Center-Based Programs

#### The program uses planned curriculum activities that support children's learning and development.



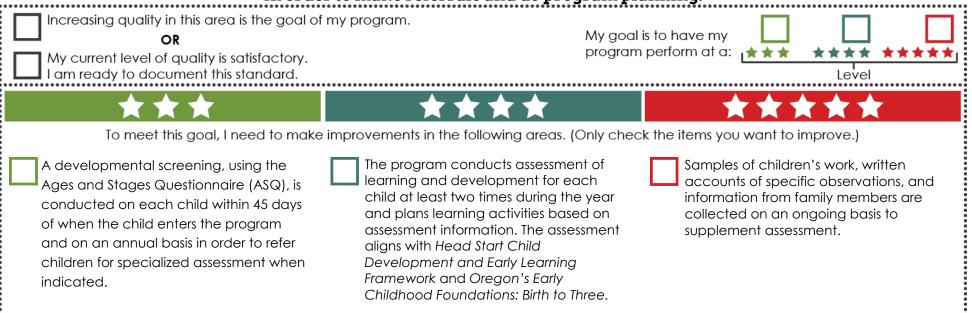
The program uses planned c	irriculum activities that support children's learning and development.
What I want to change:	Why I want to change this:
Steps I will take:	When I will complete each step:
I will use support funds for:	I will use help from my QI Specialist. They could help by:

#### The program uses daily routines that support children's learning and development.

Increasing quality in this area is the goal of OR My current level of quality is satisfactory. I am ready to document this standard.	My god	al is to have my Im perform at a:
To meet this goal, I need to make	improvements in the following areas. (Only che	eck the items you want to improve.)
The program uses basic daily routines, including:	The program uses a variety of daily routines, including:	The program uses a wide selection of daily routines, including:
child-initiated activities balanced with adult-directed activities	whole-group activities (gatherings such as circle time) that are held for short periods of time appropriate for the ages and individual needs of children	extended blocks of time for children to engage in sustained interactions and explorations with adults and peers
one-on-one activities	many opportunities for children to be part of self-selected small groups	few whole-group transitions
activities that are done in small groups of children		minimal waiting time
daily planned activities for outdoor play, or similar activities indoors when weather or air quality does not permit outdoor play		planning for outdoor activities

	The program uses daily routines that support children's learning and development.				
My Goal:	What I want to change:	W	Vhy I want to change this:		
My Plan:	Steps I will take:	Ν	Vhen I will complete each step:		
Resources:	I will use support funds for:	They could help by:	I will use other resources, such as:		

# The program uses information from screening and assessment to measure children's learning and development in order to make referrals and do program planning.



Note: This indicator is not applicable for school-age children.

# My Action Plan: Standard LD9 The program uses information from screening and assessment to measure children's L&D in order to make referrals and do program planning. Why I want to change this: What I want to change:

I will use support funds for:

Goal:

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My Plan:

Resources

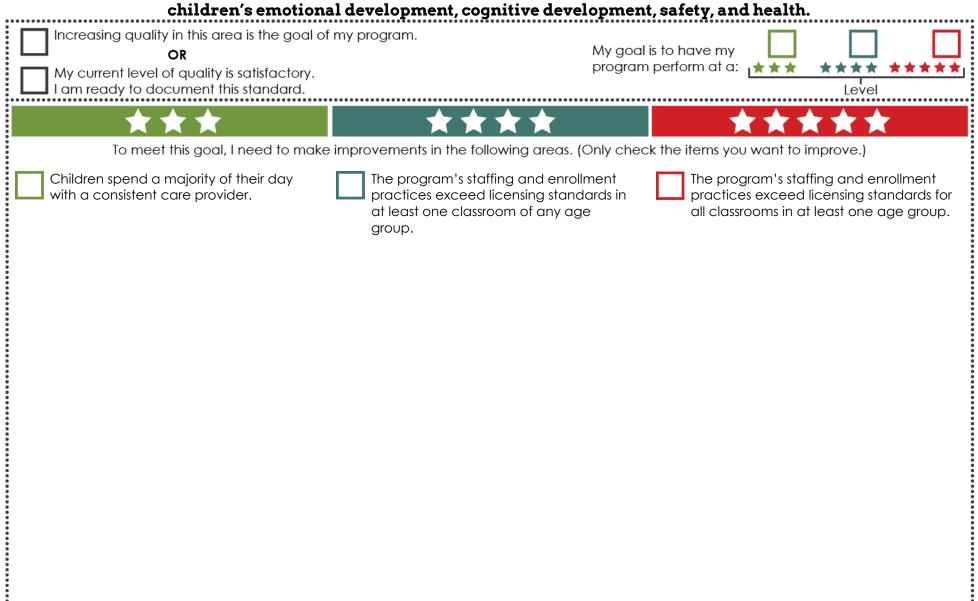
Steps I will take:

I will use help from my QI Specialist. They could help by:

I will use other resources, such as:

When I will complete each step:

# Group size, child-staff ratios, and staffing patterns are appropriate for the children's age and positively affect children's emotional development, cognitive development, safety, and health.



	Group size, child-staff ratios, and staffing patterns are appropriate for the children's age and positively affect children's emotional development, cognitive development, safety, and health.				
My Goal:	What I want to change:	Why I want to change this:			
My Plan:	Steps I will take:	When I will complete each step:			
Resources:		I will use help from my QI Specialist. They could help by:			

#### Quality Goal: Standard LD11 The program facilitates and supports appropriate adult-child interactions in the areas of social and emotional support, organization and management of children's behavior, and instructional support. Increasing quality in this area is the goal of my program. My goal is to have my OR program perform at a: 1 🛧 🛧 🛊 My current level of quality is satisfactory. I am ready to document this standard. Level To meet this goal, I need to make improvements in the following areas. (Only check the items you want to improve.) Adults who interact with children: The program has a written policy for adult-The program has a written policy for adultchild interactions that support children's child interactions that support children's social and emotional needs and that learning, language, and concept specifically encourage adults to: development and that specifically encourage adults to: use open-ended questions to engage make use of appropriate emotional provide feedback on children's ideas, in frequent conversations with children support, classroom organization, comments, and work and instructional support be in close physical proximity to children use repetition and extension join children's activities use self-talk and parallel talk use positive comments and use scaffolding to help children encouragement with children understand concepts, answer questions, or complete activities acknowledge and validate children's emotions focus interactions on children's activities and interests

# My Action Plan: Standard LD11 The program facilitates and supports appropriate adult-child interactions in the areas of social and emotional support, organization and management of children's behavior, and instructional support.

My Goal:	What I want to change:	Why I want to change this:
	Steps I will take:	When I will complete each step:
My Plan:		
Resources:	I will use support funds for: I will use help from my QI Speci They could help by:	

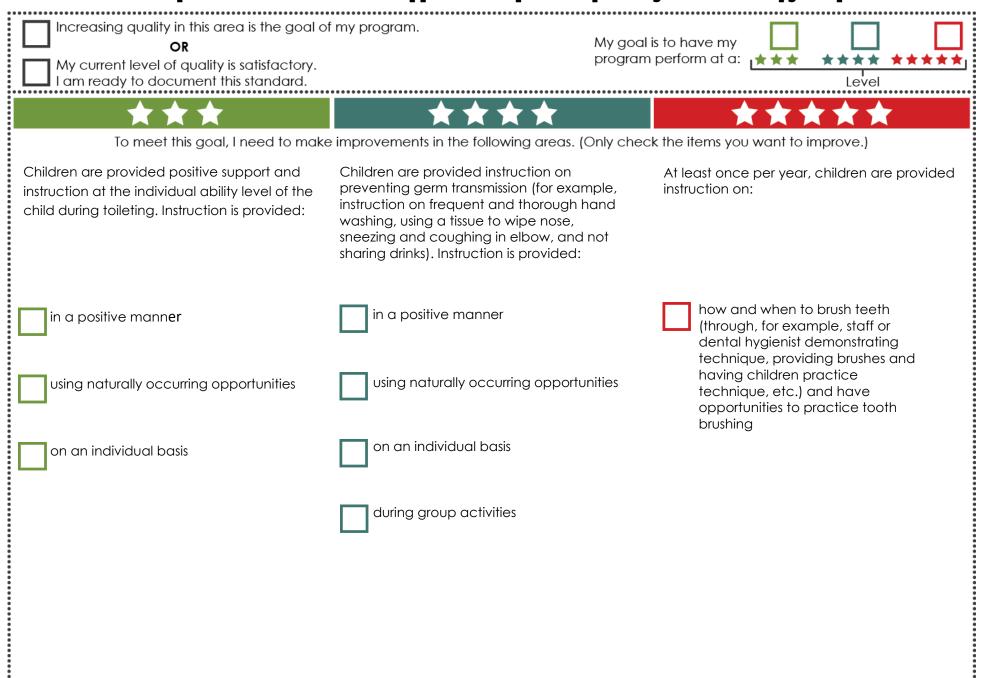
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#### The program facilitates and supports children's positive social and emotional development.

Increasing quality in this area is the goal of OR My current level of quality is satisfactory. I am ready to document this standard. To meet this goal, I need to make	my program. $\star \star \star \star$ improvements in the following areas. (	rm at à: ★ ★ 🛧	Level
The program has a written policy on behavior management that encourages the use of:	The program provides direct instruction support on children's social skills, inclu	Its who interact with	n children:
clear expectations	empathy	make use of appro interactions that su positive social and development	pport children's
proactive and preventative strategies	self-regulation	development	
redirection of misbehavior	problem solving		

The program facilitates and supports children's positive social and emotional development.				
What I want to change:	Wh	y I want to change this:		
Steps I will take:	Wh	en I will complete each step:		
I will use support funds for:	I will use help from my Ql Specialist. They could help by:	I will use other resources, such as:		

#### Children are provided instruction and support to independently manage health and hygiene practices.



Children are provided instruction and support to independently manage health and hygiene practices.				
What I want to c	hange:		Why I want to change this:	
Steps I will take:			When I will complete each step:	
Resource	port funds for:	I will use help from my QI Specialist. They could help by:	I will use other resources, such as:	

#### Children are provided instruction and support on safety rules and expectations.

Increasing quality in this area is the goal of OR My current level of quality is satisfactory. I am ready to document this standard.	my program.	My goal is to have my program perform at a:	
$\bigstar \bigstar \bigstar$	$ \bigstar \bigstar \bigstar \bigstar $		
To meet this goal, I need to make	improvements in the following areas. (	Only check the items you war	it to improve.)
The program has a set of safety rules for children:	Program personnel teach safety rules expectations that apply both in the p and in the community, using both:		
posted in a visible place	formal instruction		
	naturally occurring opportunities		

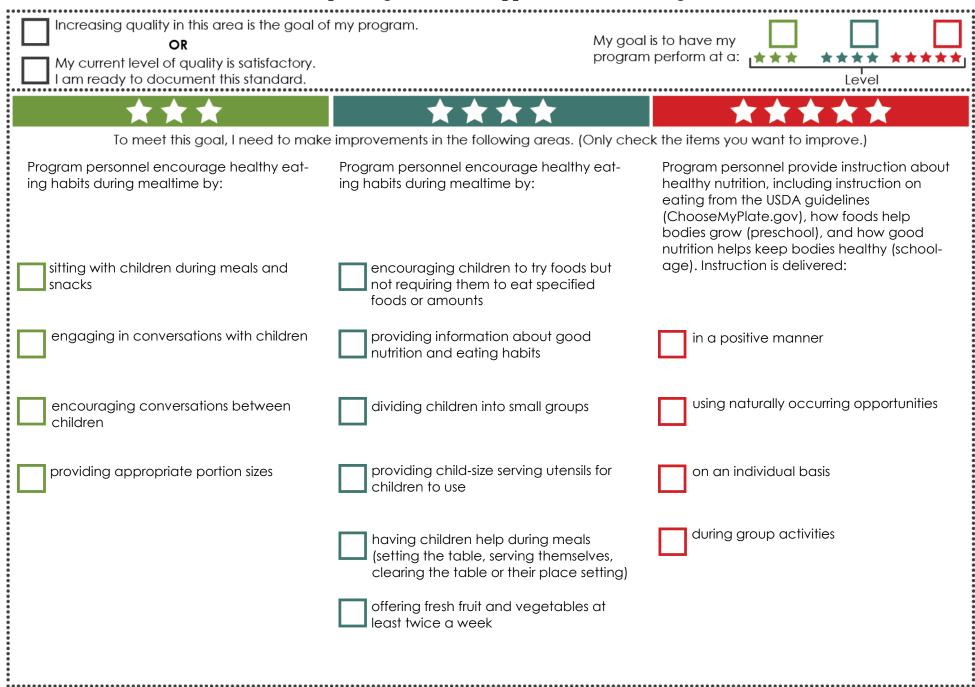
My	Action	Plan:	Standar	d HS2
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#### Children are provided instruction and support on safety rules and expectations.

My Goal:	What I want to change:	Why I want to change this:
My Plan:	Steps I will take:	When I will complete each step:
Resources:	I will use support funds for:	I will use help from my QI Specialist. They could help by:

Oregon's QRIS Quality Improvement Plan: Center-Based Programs

#### Healthy eating habits are supported and encouraged.



#### Healthy eating habits are supported and encouraged.

My Goal:	What I want to change:	Why I want to change this:
My Plan:	Steps I will take:	When I will complete each step:
Resources:	I will use support funds for:	I will use help from my QI Specialist. They could help by:

Oregon's QRIS Quality Improvement Plan: Center-Based Programs

#### Healthy fitness habits are supported and encouraged.

Increasing quality in this area is the goal o OR My current level of quality is satisfactory. I am ready to document this standard. To meet this goal, I need to make	f my program.	My goal is to have my program perform at a:	Level
Program personnel use natural opportunities to:	Program personnel provide instruction		
increase physical activity	on the importance of physical ac	tivity	
plan daily moderate-to-vigorous physical activity.			

## My Action Plan: Standard HS4

	Healthy fitness habits are supported and encouraged.		
My Goal:	What I want to change:	Why I want to change this:	
My Plan:	Steps I will take:	When I will complete each step:	
Resourc	I will use support funds for:	I will use help from my QI Specialist. They could help by:	

#### Quality Goal: Standard HS5

#### Program personnel collaborate with health and related service professionals to address the individual health needs of children as applicable. Increasing quality in this area is the goal of my program. My goal is to have my OR program perform at a: 🕁 🛧 My current level of quality is satisfactory. I am ready to document this standard. Level To meet this goal, I need to make improvements in the following areas. (Only check the items you want to improve.) The program's policy indicates Program personnel consult and N/A willingness to include children with collaborate with health care and special health needs (temporary or related service professionals to meet ongoing) and to make the necessary children's special health care needs, exceptions and accommodations as applicable

#### My Action Plan: Standard HS5

	Program personnel collaborate with health and related service professionals to address the individual health needs of children as applicable.		
My Goal:	What I want to change:	Why I want to change this:	
	Steps I will take:	When I will complete each step:	
My Plan:			
Resources:	I will use support funds for:	I will use help from my QI Specialist. They could help by:	

#### 40 Quality Goal: Standard HS6 Program uses screen time appropriately. Screen time includes all electronic media such as television, video/DVD, electronic games, computers, tablets, smart phones, or any other screened electronic devices. Increasing quality in this area is the goal of my program. My goal is to have my OR program perform at a: 1 🛧 🛧 🖠 My current level of quality is satisfactory. I am ready to document this standard. Level To meet this goal, I need to make improvements in the following areas. (Only check the items you want to improve.) Appropriate screen time use means: N/A Appropriate screen time use means: program uses screen time intentionally parents are informed if electronic media are used in the program screen content is appropriate for ages screen time is related to instructional of children, nonviolent, and culturally aoals (that is, supports and extends children's current interests and sensitive experiences, discussed with children) at least one alternative activity is available while electronic media is screen media is free of advertisement used and brand placement program's use of screen viewing encourages active child involvement screen time is limited to no more than one hour per day

electronic media is not on during nonviewing time and is not allowed during meals or snack time

no screen time is allowed for children younger than two years of age

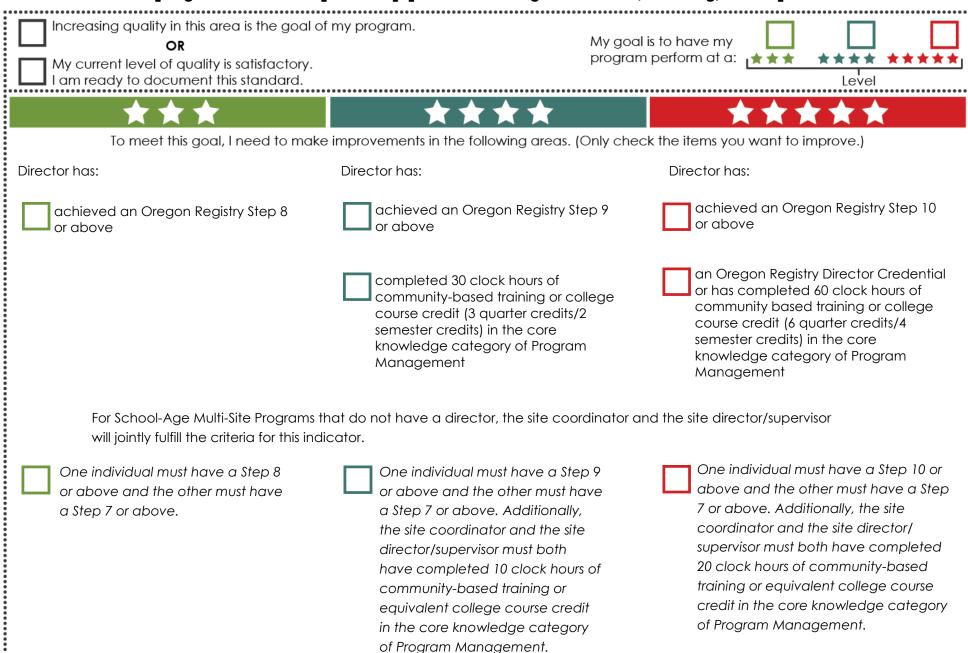
adults do not use electronic media for personal use during the care day

#### My Action Plan: Standard HS6

]	Program uses screen time appropriately.*Screen time includes all electronic media such as television, video/DVD, electronic games, computers, tablets, smart phones, or any other screened electronic devices.		
My Goal:	What I want to change:	Why I want to change this:	
Τ.	Steps I will take:	When I will complete each step:	
es: My Plan:	I will use support funds for:	I will use help from my QI Specialist.	
Resource			

## Quality Goal: Standard PQ1

#### The program's leader is presently qualified through education, training, and experience.



#### My Action Plan: Standard PQ1

## The program's leader is presently qualified through education, training, and experience.

My Goal:	What I want to change:	Why I want to change this:
My Plan:	Steps I will take:	When I will complete each step:
Resources:	I will use support funds for:	I will use help from my QI Specialist. They could help by:

# Quality Goal: Standard PQ2 The program's head teacher(s) and teacher(s) are presently qualified to serve in their positions

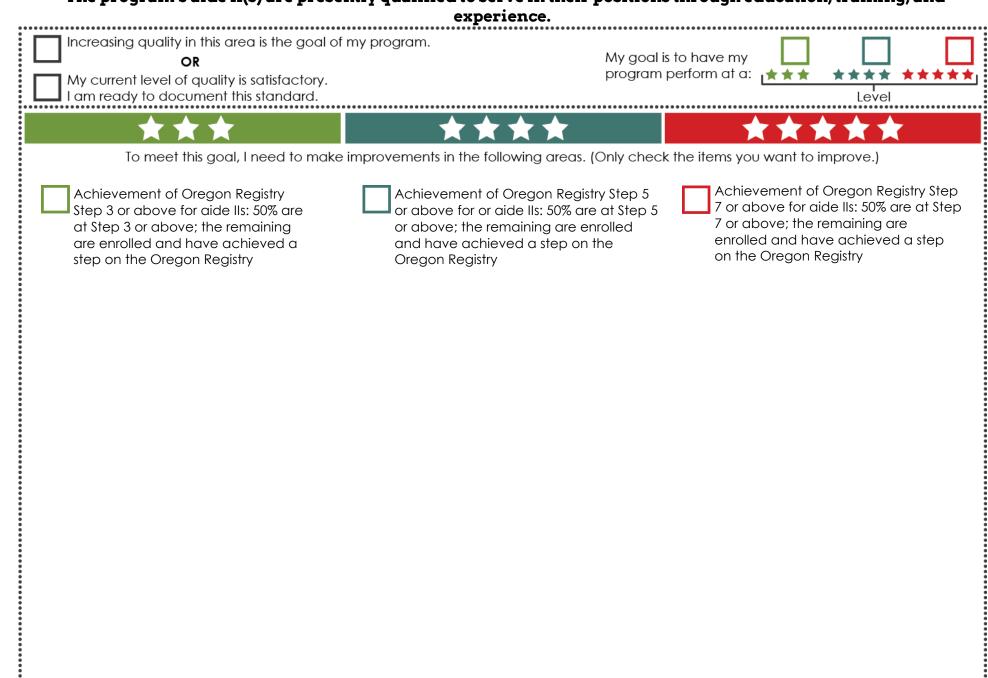


#### My Action Plan: Standard PQ2

Т	The program's head teacher(s) and teacher(s) are presently qualified to serve in their positions through education, training, and experience.			
My Goal:	What I want to change:	Why I want to change this:		
My Plan:	Steps I will take:	When I will complete each step:		
Resources:		I will use help from my QI Specialist. They could help by:		

#### Quality Goal: Standard PQ3

#### The program's aide II(s) are presently qualified to serve in their positions through education, training, and



My Action Plan: Standard PQ3 The program's aide II(s) are presently qualified to serve in their positions through education, training,

and experience.		
My Goal:	What I want to change:	Why I want to change this:
an:	Steps I will take:	When I will complete each step:
My Plan:		
Resources:	I will use support funds for:	I will use help from my QI Specialist. They could help by:

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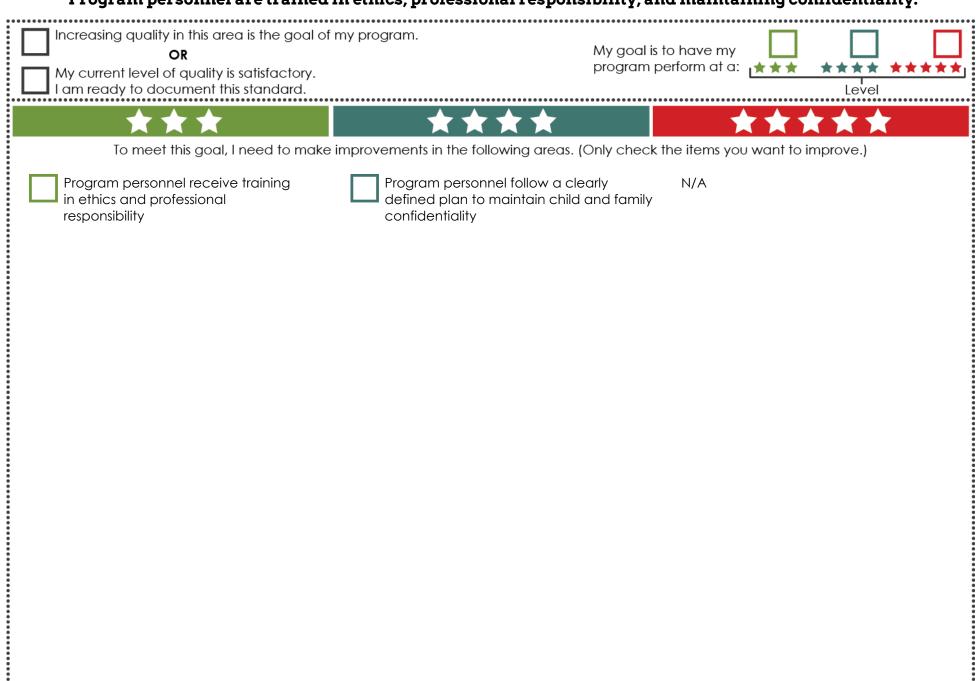
48 Quality Goal: Standard PQ4 Program personnel continue to advance their knowledge and skills through participation in training and/or college course credits annually that are part of a professional development plan that will lead to advancement, up to Step 10, on the Oregon Registry. Increasing quality in this area is the goal of my program. My goal is to have my OR program perform at a: 🙀 🛧 🖈  $\star \star \star$ My current level of quality is satisfactory. I am ready to document this standard. Level ...... To meet this goal, I need to make improvements in the following areas. (Only check the items you want to improve.) 75% of directors, head teachers, 75% of directors, head teachers, 75% of directors, head teachers, teachers, and aide IIs receive 24 or teachers, and aide IIs receive 18 or teachers, and aide IIs receive 20 or more clock hours of training and/or more clock hours of training and/or more clock hours of training and/or equivalent college course credits equivalent college course credits equivalent college course credits annually annually annually

#### My Action Plan: Standard PQ4

What I want to change:	Why I want to	o change this:
Steps I will take:	When I will co	omplete each step:
My Plan:		
I will use support funds for:	I will use help from my QI Specialist. They could help by:	I will use other resources, such as:

## Quality Goal: Standard PQ5

#### Program personnel are trained in ethics, professional responsibility, and maintaining confidentiality.



#### My Action Plan: Standard PQ5

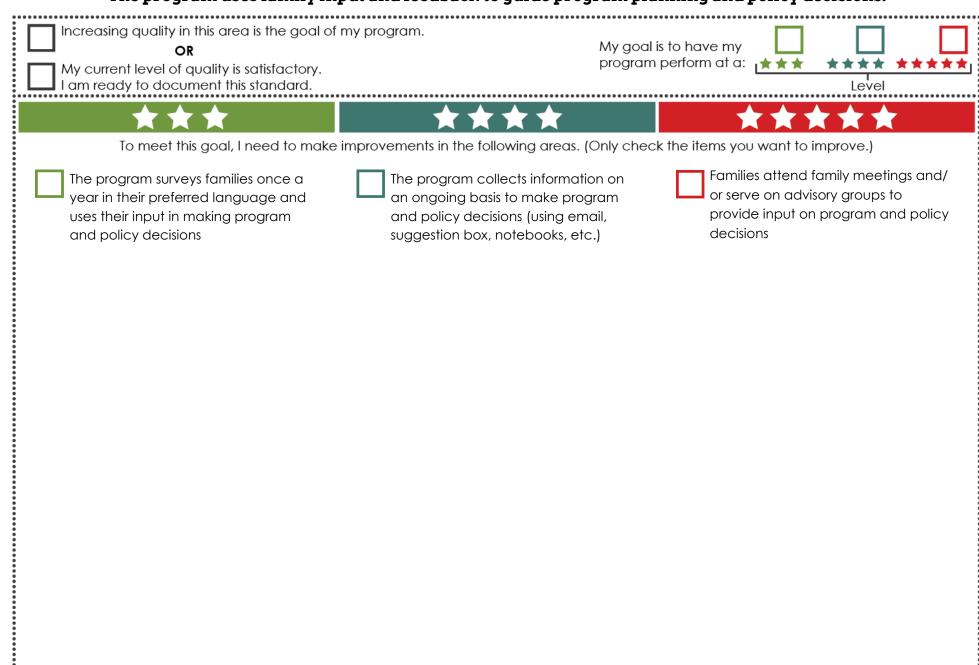
Program personnel are trained in ethics, professional responsibility, and maintaining confidentiality.

My Goal:	What I want to change:		Why I want to change this:
	Steps I will take:		When I will complete each step:
My Plan:			
Resources:	I will use support funds for:	I will use help from my Ql Specialist. They could help by:	I will use other resources, such as:

Oregon's QRIS Quality Improvement Plan: Center-Based Programs

## Quality Goal: Standard FP1

#### The program uses family input and feedback to guide program planning and policy decisions.

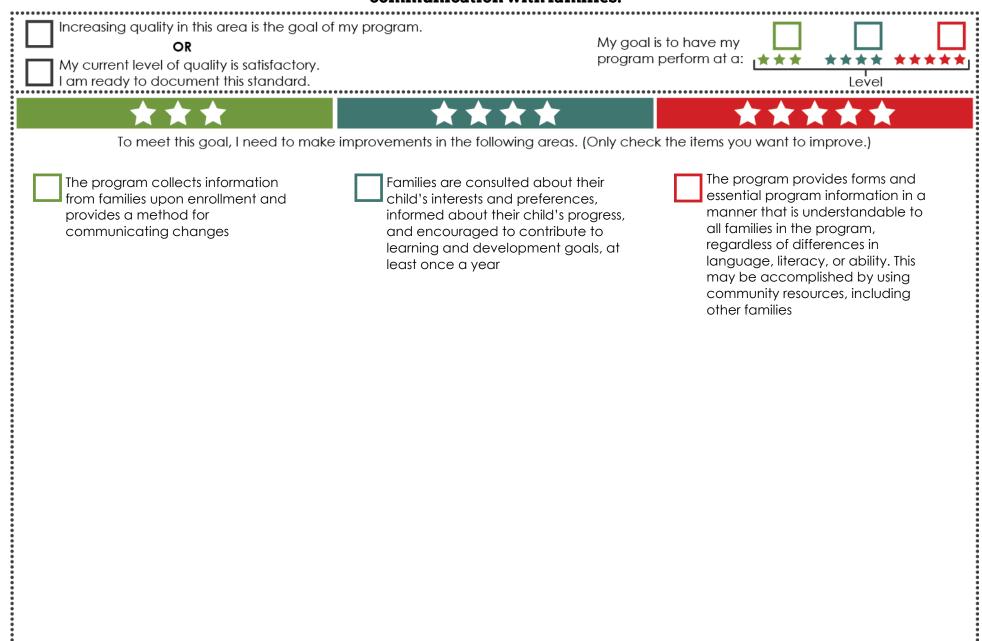


## My Action Plan: Standard FP1

The program uses family input and feedback to guide program planning and policy decisions.		
What I want to change:	Why I want to change this:	
Steps I will take:	When I will complete each step:	
My Plan:		
I will use support funds for:	I will use help from my QI Specialist. They could help by:	

#### Quality Goal: Standard FP2

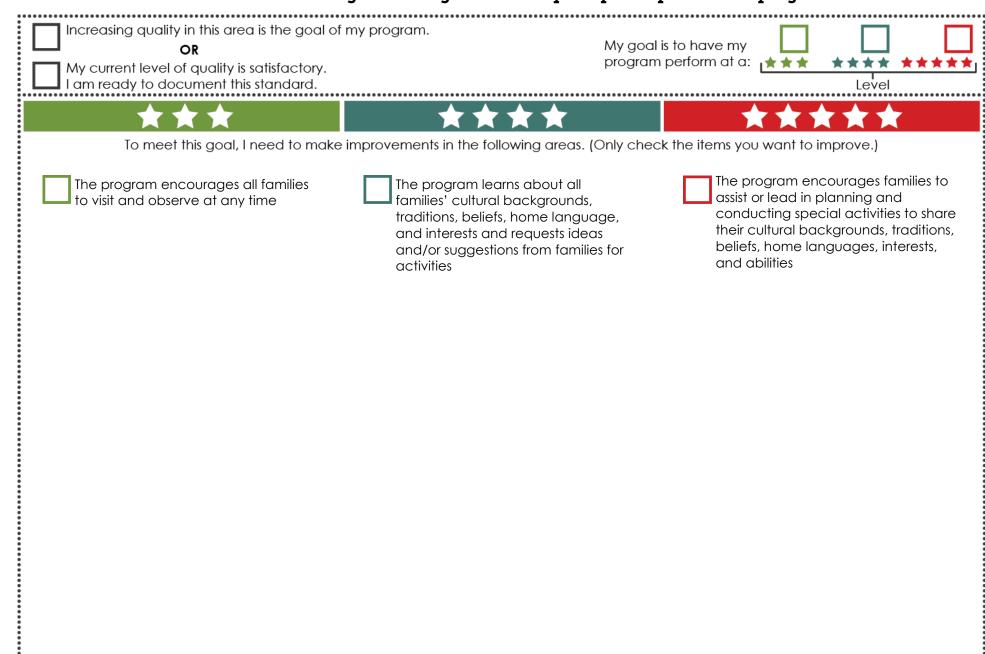
The program meets the individual needs of children through mutually respectful, two-way communication with families.



	My Action Plan: Standard FP2 The program meets the individual needs of children through mutually respectful, two-way communication with families.		
My Goal:	What I want to change:	Why	I want to change this:
	Steps I will take:	Whe	n I will complete each step:
My Plan:			
Resources:	I will use support funds for:	I will use help from my QI Specialist. They could help by:	I will use other resources, such as

## Quality Goal: Standard FP3

#### Families are encouraged to be regular and frequent participants in the program.

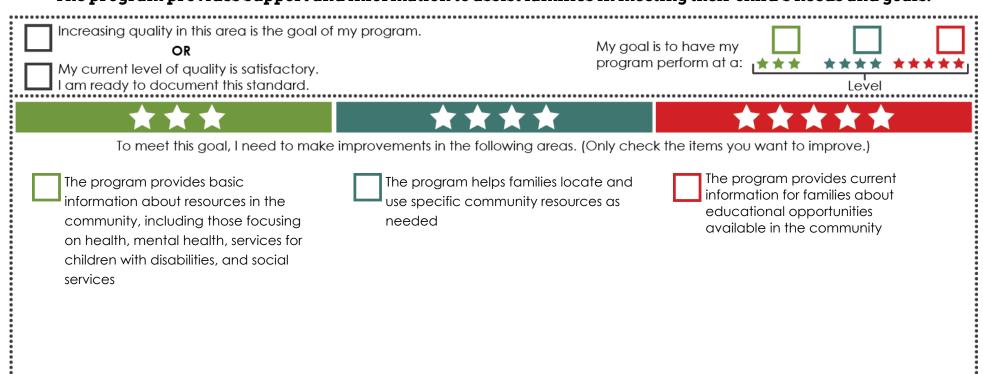


## My Action Plan: Standard FP3

	Families are encouraged to be regular and frequent participants in the program.		
My Goal:	What I want to change:	Why I want to change this:	
My Plan:	Steps I will take:	When I will complete each step:	
Resources:	I will use support funds for:	They could help by:	

## Quality Goal: Standard FP4

#### The program provides support and information to assist families in meeting their child's needs and goals.



## My Action Plan: Standard FP4

	The program provides support and information to assist families in meeting their child's needs and goals.		
My Goal:	What I want to change:	Why I want to change this:	
My Plan:	Steps I will take:	When I will complete each step:	
Resources:	I will use support funds for:	I will use help from my QI Specialist. They could help by:	

Oregon's QRIS Quality Improvement Plan: Center-Based Programs

## Quality Goal: Standard AB1

#### The program follows sound business practices, policies, and procedures that support financial sustainability.

Increasing quality in this area is the goal of OR My current level of quality is satisfactory. I am ready to document this standard. To meet this goal, I need to make		My goal is to have my program perform at a: *** Only check the items you want to	Level
The program maintains business records that include:	The program's business practice include planning activities such business projections, a business p a budget, etc.	as	

## My Action Plan: Standard AB1

	The program follows sound business <b>j</b>	practices, policies, and procedures that support financial sustainability.
My Goal:	What I want to change:	Why I want to change this:
My Plan:	Steps I will take:	When I will complete each step:
Ž		
Resources:	I will use support funds for:	I will use help from my QI Specialist. They could help by:

Oregon's QRIS Quality Improvement Plan: Center-Based Programs

## Quality Goal: Standard AB2

#### The program assures a professional working climate.

Increasing quality in this area is the goal of OR My current level of quality is satisfactory. I am ready to document this standard.	my program.	My goal is to have my program perform at a:	
To meet this goal. I need to make	improvements in the following areas. (	Only check the items you want to	improve.)
The program has written personnel policies addressing:	Space away from children is pro for planning, administrative activ	N/A	
scheduling	relaxation, and personal care.		
preparation and planning time			
meals and breaks			
<ul> <li>procedures for program planning and establishing routines</li> <li>guidance and discipline</li> </ul>			
professional ethics			
grievance procedures written job descriptions for each employee			

..................

#### My Action Plan: Standard AB2

#### The program assures a professional working climate.

My Goal:	What I want to change:	Why I want to change this:
My Plan:	Steps I will take:	When I will complete each step:
Resources:	I will use support funds for:	I will use help from my QI Specialist. They could help by:

## Quality Goal: Standard AB3

#### Personnel are evaluated on their performance.

Increasing quality in this area is the goal <b>OR</b> My current level of quality is satisfactory. I am ready to document this standard. To meet this goal, I need to mal		My goal is to have my program perform at a:
Employees are evaluated using a:	Employees are evaluated using a:	Employees are evaluated using:
personnel performance rating tool	self-assessment	observations of adult-child interactions
Family Survey		
Evaluation includes:		
adherence to program procedures		
adult-child interactions		
interactions with families		
interactions with staff and other professionals		
professionalism		
adherence to ethical standards		

### My Action Plan: Standard AB3

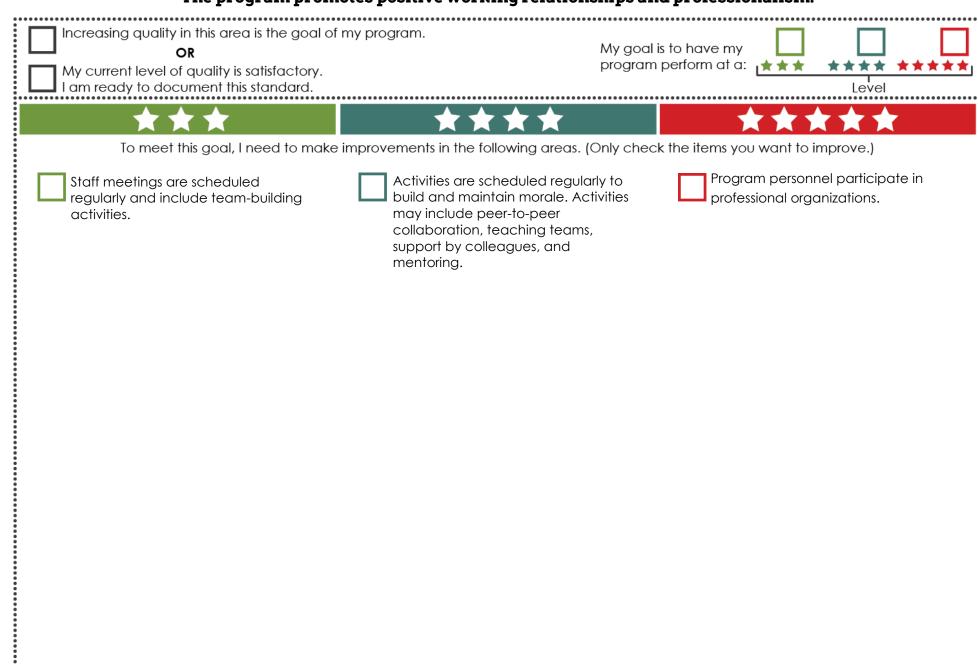
#### Personnel are evaluated on their performance.

My Goal:	What I want to change:	Why I want to change this:
My Plan:	Steps I will take:	When I will complete each step:
Resources:	I will use support funds for:	I will use help from my QI Specialist. They could help by:

Oregon's QRIS Quality Improvement Plan: Center-Based Programs

## Quality Goal: Standard AB4

#### The program promotes positive working relationships and professionalism.



## My Action Plan: Standard AB4

	The program promotes positive working relationships and professionalism.		
My Goal:	What I want to change:	Why I want to change this:	
My Plan:	Steps I will take:	When I will complete each step:	
Resources:		I will use help from my QI Specialist. They could help by:	

## Quality Goal: Standard AB5

A comprehensive program evaluation process is developed and performed on an annual basis. The evaluation examines the program's policies and procedures, care and education environment, curriculum, and administration and business practices. Increasing quality in this area is the goal of my program. My goal is to have my OR program perform at a: 🕁 🛧 My current level of quality is satisfactory. I am ready to document this standard. Level To meet this goal, I need to make improvements in the following areas. (Only check the items you want to improve.) Sources for the program evaluation include Sources for the program evaluation include Sources for the program evaluation information from three of the five sources information from four of the five sources include information from five of the five listed. listed. sources listed. Evaluation sources I will improve on include: rating scales or evaluation instruments family input/Family Survey (for example, ECERS-R/FCCERS-R, and Preschool Program Quality Assessment) outside evaluators program personnel feedback/input child outcome data from assessments (self-evaluation)

# My Action Plan: Standard AB5

A	comprehensive program evaluation process policies and procedures, care and ed	is developed and performed on an annual basis. The evaluation examines the program's ucation environment, curriculum, and administration and business practices.
My Goal:	What I want to change:	Why I want to change this:
My Plan:	Steps I will take:	When I will complete each step:
Resources:	I will use support funds for:	I will use help from my QI Specialist. They could help by:

Oregon's QRIS Quality Improvement Plan: Center-Based Programs

## Quality Goal: Standard AB6

#### Benefits are offered to encourage retention.

Increasing quality in this area is the goal on <b>OR</b> My current level of quality is satisfactory. I am ready to document this standard. To meet this goal, I need to make		★★ owing areas. (0	My goal is to have my program perform at a: Doly check the items yo	Level
Program offers <b>one</b> of the benefits listed below:	Program offers <b>two</b> of th below:	ne benefits liste	d Program o listed belo	offers <b>three</b> of the benefits ow:
	rance (medical, dental, Ipplemental)	paid ti persor	me off (vacation, sick, al)	
	option	financ educc	ial supports for training tion	and/or
free or disc	ounted child care		nembership to a profess zation (NAEYC/OAEYC,	

## My Action Plan: Standard AB6

#### Benefits are offered to encourage retention.

My Goal:	What I want to change:	Why I want to change this:
My Plan:	Steps I will take:	When I will complete each step:
Resources:	I will use support funds for:	I will use help from my QI Specialist. They could help by:

Oregon's QRIS Quality Improvement Plan: Center-Based Programs

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