Oregon's

Quality Rating and Improvement System

Program Name: ..... Butterfly House .....

License Number: .....

Quality Improvement Plan

for **Family Child Care** Programs



This document was made possible by Grant # S412A130030 from U.S. Department of Education. Its contents are solely the responsibility of the authors and do not necessarily represent the official views of the U.S. Department of Education.

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:

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

Program Name: Butterfly House

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): September/2020

I plan to complete my Portfolio by (Month/Year): Janary/2021

Quality Goal: Standard LD1

The program is guided by a written statement of philosophy.

☐ Increasing quality in this area is the goal of my program.

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: ☐ ★★★ ☐ ★★★★ ☒ ★★★★★ Level



To meet this goal, I need to make improvements in the following areas. (Only check the items you want to improve.)

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:

- ☑ children
- ☑ families

The program's philosophy:

- ☑ explicitly ensures the inclusion of all children.

The program's philosophy is used to guide decisions, including decisions related to:

- ☒ curricular activities
- ☒ activities to promote partnerships with families
- ☒ professional development
- ☒ hiring of staff, if applicable

My Action Plan: Standard LD1

The program is guided by a written statement of philosophy.

My Goal:

What I want to change:

I just need to document this standard.

Why I want to change this:

My Plan:

Steps I will take:

I will print a copy of my philosophy and place it in a binder sleeve in LD1.

When I will complete each step:

October

Resources:

☐ I will use support funds for:

No resources needed.

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

☐ I will use other resources, such as:

Quality Goal: Standard LD2

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

☐ Increasing quality in this area is the goal of my program.

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:





To meet this goal, I need to make improvements in the following areas. (Only check the items you want to improve.)

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		

My Action Plan: Standard LD2

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

My Goal:

What I want to change:

I just need to document that I am using an approved curriculum.

Why I want to change this:

My Plan:

Steps I will take:

I just need to check the box next to my approved curriculum in my portfolio.

When I will complete each step:

October

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:

I don't need resources for this standard.

Quality Goal: 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.

☐ Increasing quality in this area is the goal of my program.

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: ☐ ★★★ ☐ ★★★★ ☐ ★★★★★ Level



To meet this goal, I need to make improvements in the following areas. (Only check the items you want to improve.)

The program uses a basic indoor environmental arrangement that supports children's learning and development, including physical space that:

- ☐ is accessible to all children enrolled in the program
- ☐ is divided or arranged into interest or play areas
- ☐ can be arranged into quiet and active play areas as needed
- ☐ has a place for children to be alone
- ☐ allows children and adults to move around freely
- ☐ has enough room for equipment needed by children with disabilities

The program's indoor environment includes at least one place to display materials related to learning. Displays:

- ☐ are at child's eye level
- ☐ reflect current activities
- ☐ are age-appropriate
- ☐ reflect a majority of child generated (not commercially- or adult-created materials)
- ☐ contain some three-dimensional items (for example, sculptures, textured collages, popsicle stick art, mobiles, etc.)

The program's indoor environment includes displays that:

- ☐ represent various cultures, ethnic groups, and races
- ☐ represent different ages, genders, and abilities
- ☐ show children and adults in non-stereotypical roles

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:

☐ I will use other resources, such as:

Quality Goal: Standard LD4

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

[X] Increasing quality in this area is the goal of my program.

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: [ ] ★★★ [X] ★★★★ [ ] ★★★★★ Level

To meet this goal, I need to make improvements in the following areas. (Only check the items you want to improve.)

The program uses basic indoor furnishings that support children's learning and development, including:

- [ ] sufficient furnishings available for routine care
- [ ] sufficient furnishings available for play
- [ ] sufficient furnishings available for relaxation/comfort
- [ ] 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 uses indoor furnishings that support children's learning and development, including:

- [x] shelves or containers with toys, books, etc., labeled with words in the languages of all children in the classroom, as appropriate

The program uses indoor furnishings that support children's learning and development, including:

- [ ] shelves and/or containers with toys, books, etc., labeled with words in the languages of all the children in the program, as appropriate
- [ ] shelves and containers labeled with pictures

My Action Plan: Standard LD4

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:
I want to add Spanish and Russian labels to my shelves.	To reflect the languages of all the children in my program.

My Plan:

Steps I will take:	When I will complete each step:
1. I will make a spreadsheet with the words for each label in English, Spanish and Russian.	October
2. I will print it and ask Spanish and Russian-speaking parents to proofread my labels for accuracy.	November
3. I will copy and paste the label words in all 3 languages to my label stickers and print them.	November
4. I will stick the labels on and take pictures of them for my evidence.	December
5. I will write captions, print the pictures, and put them in sleeves in my portfolio.	December

Resources:

☐ I will use support funds for:

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

Maybe I can use her color printer?

☒ I will use other resources, such as:

I will ask my families to proof the language translations.

Quality Goal: Standard LD5

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.

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: ☐ ★★★ ☐ ★★★★ ☐ ★★★★★ 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 that:

- ☐ addresses a variety of skills (for example, climbing, throwing, catching, balancing, pedaling, and steering)
- ☐ is appropriate for the ages and abilities of children

Portable gross motor equipment for play:

- ☐ is available to all children in the program (portable gross motor equipment may include: balls, sports equipment, tricycles, jump ropes, hula hoops, etc.)

The program has:

- ☐ adequate space for indoor gross motor activities when weather doesn't permit going outdoors

My Action Plan: Standard LD5

The program provides an appropriate and well-maintained outdoor gross motor area with equipment that is accessible to all children 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:

☐ I will use other resources, such as:

Quality Goal: Standard LD6

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

[X] Increasing quality in this area is the goal of my program.

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: [ ] ★★★ [X] ★★★★ [ ] ★★★★★ Level



To meet this goal, I need to make improvements in the following areas. (Only check the items you want to improve.)

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

- [ ] support children's development (including cognitive, language, motor, social, and emotional)
- [ ] are accessible
- [ ] are in sufficient quantity
- [ ] are rotated periodically
- [ ] include a variety of books
- [ ] include writing utensils and materials
- [x] show people of various ethnic groups in non-stereotypical roles
- [x] represent the culture of the community
- [ ] provide opportunities for self-direction and choice
- [ ] represent two or more cultures
- [ ] show similarities in day-to-day routines and activities
- [ ] include some written materials in the children's home language(s)

My Action Plan: Standard LD6

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

My Goal:

What I want to change:

Showing people of various ethnic groups in non-stereotypical roles and respresenting the community with my materials.

Why I want to change this:

To earn 4 stars, but also because I want the children to feel that people like them and their families are welcome and that a lot of different kinds of people do important things in the community.

My Plan:

Steps I will take:	When I will complete each step:
1. I will order some of those figurine dolls and posters that show people with different ethnicities doing different jobs.	October
2. I'm not sure I understand about representing the community with my materials. Maybe the children's posters with their family pictures is ok? I will ask my QIS if this is ok or if she has some other ideas.	October
3. I will take pictures of the materials and make captions.	November
4. I will print the pictures and captions and put them in sleeves in my portfolio.	November

Resources:

[X] I will use support funds for:

1. Figurine dolls that show people with different ethnicities doing different jobs.
2. Posters showing people of various ethnic groups in non-stereotypical roles.

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

1. Explaining how I can represent the community with my materials.
2. Let me print my pictures in color on her printer.

[ ] I will use other resources, such as:

Quality Goal: Standard LD7

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

☐ Increasing quality in this area is the goal of my program.

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: ☐ ★★★ ☐ ★★★★ ☐ ★★★★★ Level



To meet this goal, I need to make improvements in the following areas. (Only check the items you want to improve.)

The program uses basic curriculum activities that support children's learning and development and include:

- ☐ adaptations that allow each child, including those with disabilities, to participate
- ☐ activities designed to promote understanding of cultures represented in the program
- ☐ opportunities for children to use books independently
- ☐ reading by adults to groups of children daily
- ☐ opportunities for children to use writing materials

The program uses a variety of curriculum activities that support children's learning and development and include:

- ☐ activities that promote understanding of cultures beyond those represented in the program
- ☐ activities that address content areas (math, science, social studies, etc.)
- ☐ adults reading one-on-one with children daily
- ☐ adults writing what children say and taking dictation from children

The program uses a wide selection of curriculum activities that support children's learning and development and include:

- ☐ interactions with persons who are culturally or linguistically diverse (these can be program staff, parents, or community members invited into the program)
- ☐ some activities in each child's home language, such as singing or storytelling

My Action Plan: Standard LD7

The program uses planned curriculum activities 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:

☐ I will use other resources, such as:

Quality Goal: Standard LD8

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

☐ Increasing quality in this area is the goal of my program.

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: ☐ ★★★ ☐ ★★★★ ☐ ★★★★★ Level



To meet this goal, I need to make improvements in the following areas. (Only check the items you want to improve.)

The program uses basic daily routines, including:

- ☐ child-initiated activities balanced with adult-directed activities
- ☐ one-on-one activities
- ☐ activities that are done in small groups of children
- ☐ daily planned activities for outdoor play, or similar activities indoors when weather or air quality does not permit outdoor play

The program uses a variety of daily routines, including:

- ☐ 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
- ☐ many opportunities for children to be part of self-selected small groups

The program uses a wide selection of daily routines, including:

- ☐ extended blocks of time for children to engage in sustained interactions and explorations with adults and peers
- ☐ few whole-group transitions
- ☐ minimal waiting time
- ☐ planning for outdoor activities

My Action Plan: Standard LD8

The program uses daily routines 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:

☐ I will use other resources, such as:

Quality Goal: Standard LD9

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

☐ Increasing quality in this area is the goal of my program.

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: ☐ ★★★ ☐ ★★★★ ☐ ★★★★★ Level



To meet this goal, I need to make improvements in the following areas. (Only check the items you want to improve.)

☐ A developmental screening, using the Ages and Stages Questionnaire (ASQ), is conducted on each child within 45 days of when the child enters the program and on an annual basis in order to refer children for specialized assessment when indicated.

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

☐ The program conducts assessment of learning and development for each child at least two times during the year and plans learning activities based on assessment information. The assessment aligns with *Head Start Child Development and Early Learning Framework* and *Oregon's Early Childhood Foundations: Birth to Three*.

☐ Samples of children's work, written accounts of specific observations, and information from family members are collected on an ongoing basis to supplement assessment.

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.

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:

☐ I will use other resources, such as:

Quality Goal: Standard LD10

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.

☐ Increasing quality in this area is the goal of my program.

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: ☐ ★★★ ☐ ★★★★ ☐ ★★★★★ Level



To meet this goal, I need to make improvements in the following areas. (Only check the items you want to improve.)

☐ Children spend a majority of their day with a consistent care provider.

☐ The program's staffing and enrollment practices exceed licensing standards in at least one classroom of any age group.

N/A

My Action Plan: Standard LD10

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 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 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.

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: ☐ ★★★ ☐ ★★★★ ☐ ★★★★★ Level



To meet this goal, I need to make improvements in the following areas. (Only check the items you want to improve.)

The program has a written policy for adult-child interactions that support children's social and emotional needs and that specifically encourage adults to:

- ☐ use open-ended questions to engage in frequent conversations with children
- ☐ be in close physical proximity to children
- ☐ join children's activities
- ☐ use positive comments and encouragement with children
- ☐ acknowledge and validate children's emotions
- ☐ focus interactions on children's activities and interests

The program has a written policy for adult-child interactions that support children's learning, language, and concept development and that specifically encourage adults to:

- ☐ provide feedback on children's ideas, comments, and work
- ☐ use repetition and extension
- ☐ use self-talk and parallel talk
- ☐ use scaffolding to help children understand concepts, answer questions, or complete activities

Adults who interact with children:

- ☐ make use of appropriate emotional support, classroom organization, and instructional support

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:

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:

☐ I will use other resources, such as:

Quality Goal: Standard LD1 2

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

[X] Increasing quality in this area is the goal of my program.

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: [ ] ★★★ [X] ★★★★ [ ] ★★★★★ Level



To meet this goal, I need to make improvements in the following areas. (Only check the items you want to improve.)

The program has a written policy on behavior management that encourages the use of:

- [ ] clear expectations
- [ ] proactive and preventative strategies
- [ ] redirection of misbehavior

The program provides direct instruction and support on children's social skills, including:

- [x] empathy
- [x] self-regulation
- [x] problem solving

Adults who interact with children:

- [ ] make use of appropriate adult-child interactions that support children's positive social and emotional development

My Action Plan: Standard LD12

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

My Goal:

What I want to change:

I think that I help children a lot with empathy, self-regulation, and problem solving, but I'm not sure how/if I explicitly teach them how to do those things in a way I could put in a written statement.

Why I want to change this:

I think I can do a better job of teaching these skills and I know the children could use a lot of help in these areas.

My Plan:

Steps I will take:	When I will complete each step:
1. I will learn more about how people teach empathy, self-regulation, and problem solving to children by asking the people in my network, my QIS, looking online, and seeing if there are any webinars about this.	October
2. If I get some good ideas, I will try them out.	November
3. If I think they are effective, I will write up a statement for my parent handbook about how I approach this, print it, and put in a sleeve for my portfolio.	December

Resources:

[X] I will use support funds for:

Maybe some curriculum or materials or to register for a class or webinar about teaching these things to children.

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

giving me ideas for specifically teaching these things or helping me find resources to learn more about it.

[X] I will use other resources, such as:

I'm not sure yet. Maybe a book or curriculum, maybe my friends that work with kids. Definitely the internet.

Quality Goal: Standard HS1

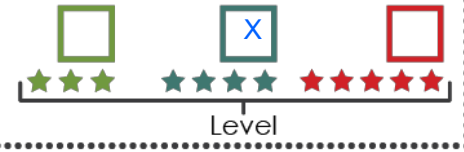
Children are provided instruction and support to independently manage health and hygiene practices.

[X] Increasing quality in this area is the goal of my program.

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:



To meet this goal, I need to make improvements in the following areas. (Only check the items you want to improve.)

Children are provided positive support and instruction at the individual ability level of the child during toileting. Instruction is provided:

- [x] in a positive manner
- [x] using naturally occurring opportunities
- [x] on an individual basis

Children are provided instruction on preventing germ transmission (for example, instruction on frequent and thorough hand washing, using a tissue to wipe nose, sneezing and coughing in elbow, and not sharing drinks). Instruction is provided:

- [ ] in a positive manner
- [ ] using naturally occurring opportunities
- [ ] on an individual basis
- [ ] during group activities

At least once per year, children are provided instruction on:

- [ ] how and when to brush teeth (through, for example, staff or dental hygienist demonstrating technique, providing brushes and having children practice technique, etc.) and have opportunities to practice tooth brushing

My Action Plan: Standard HS1

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

My Goal:

What I want to change:

I know that I provide toilet training support, but I'm not sure that I provide toilet training instruction.

Why I want to change this:

I think the kids will have more success with more instruction and they will feel good and the parents will be happy. Also, I want to feel more like an expert in this area so that I can help model for parents how to be positive about it and be a team together to help their child.

My Plan:

Steps I will take:	When I will complete each step:
1. I will learn more about best ways to provide toileting instruction by asking the people in my network, my QIS, and looking for resources online..	October
2. I will get some picture books for children about toileting so we can talk about it during circle time.	November
3. I will write up a new policy for my handbook about how I handle toileting including information about how I can support parents efforts and how I do instruction based on what I learned.	December
4. I will print my new handbook toileting policy and put it in a sleeve in my portfolio.	December

Resources:

[X] I will use support funds for:

picture books about toileting.

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

connecting me to good resources on toileting instruction.

[X] I will use other resources, such as:

maybe I will find more resources through the internet or through my network.

Quality Goal: Standard HS2

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

☐ Increasing quality in this area is the goal of my program.

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: ☐ ★★★ ☐ ★★★★ ☐ ★★★★★ Level



To meet this goal, I need to make improvements in the following areas. (Only check the items you want to improve.)

The program has a set of safety rules for children:

☐ posted in a visible place

Program personnel teach safety rules and expectations that apply both in the program and in the community, using both:

☐ formal instruction

☐ naturally occurring opportunities

N/A

My Action Plan: Standard HS2

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:

☐ I will use other resources, such as:

Quality Goal: Standard HS3

Healthy eating habits are supported and encouraged.

☐ Increasing quality in this area is the goal of my program.

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: ☐ ★★★ ☐ ★★★★ ☐ ★★★★★ Level

To meet this goal, I need to make improvements in the following areas. (Only check the items you want to improve.)

Program personnel encourage healthy eating habits during mealtime by:

- ☐ sitting with children during meals and snacks
- ☐ engaging in conversations with children
- ☐ encouraging conversations between children
- ☐ providing appropriate portion sizes

Program personnel encourage healthy eating habits during mealtime by:

- ☐ encouraging children to try foods but not requiring them to eat specified foods or amounts
- ☐ providing information about good nutrition and eating habits
- ☐ dividing children into small groups
- ☐ providing child-size serving utensils for children to use
- ☐ having children help during meals (setting the table, serving themselves, clearing the table or their place setting)
- ☐ offering fresh fruit and vegetables at least twice a week

Program personnel provide instruction about healthy nutrition, including instruction on eating from the USDA guidelines (ChooseMyPlate.gov), how foods help bodies grow (preschool), and how good nutrition helps keep bodies healthy (school-age). Instruction is delivered:

- ☐ in a positive manner
- ☐ using naturally occurring opportunities
- ☐ on an individual basis
- ☐ during group activities

My Action Plan: Standard HS3

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:

☐ I will use other resources, such as:

Quality Goal: Standard HS4

Healthy fitness habits are supported and encouraged.

☐ Increasing quality in this area is the goal of my program.

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:

☐ ★★★ ☐ ★★★★ ☐ ★★★★★

Level



To meet this goal, I need to make improvements in the following areas. (Only check the items you want to improve.)

Program personnel use natural opportunities to:

☐ increase physical activity

☐ plan daily moderate-to-vigorous physical activity.

Program personnel provide instruction:

☐ on the importance of physical activity

N/A

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:

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 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.

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: ☐ ★★★ ☐ ★★★★ ☐ ★★★★★ 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 willingness to include children with special health needs (temporary or ongoing) and to make the necessary exceptions and accommodations

☐ Program personnel consult and collaborate with health care and related service professionals to meet children's special health care needs, as applicable

N/A

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:

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:

☐ I will use other resources, such as:

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.

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: ☐ ★★★ ☐ ★★★★ ☐ ★★★★★ 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:

- ☐ parents are informed if electronic media are used in the program
- ☐ screen content is appropriate for ages of children, nonviolent, and culturally sensitive
- ☐ at least one alternative activity is available while electronic media is used
- ☐ program's use of screen viewing encourages active child involvement
- ☐ electronic media is not on during non-viewing 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

N/A

Appropriate screen time use means:

- ☐ program uses screen time intentionally
- ☐ screen time is related to instructional goals (that is, supports and extends children's current interests and experiences, discussed with children)
- ☐ screen media is free of advertisement and brand placement
- ☐ screen time is limited to no more than one hour per 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:

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:

☐ I will use other resources, such as:

Quality Goal: Standard PQ1

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

[X] Increasing quality in this area is the goal of my program.

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:

★★★	★★★★	★★★★★
[ ]	[X]	[ ]

Level



To meet this goal, I need to make improvements in the following areas. (Only check the items you want to improve.)

Provider has:	Provider has:	Provider has:
[x] achieved an Oregon Registry Step 7.5 or above	[x] achieved an Oregon Registry Step 8.5 or above	[ ] achieved an Oregon Registry Step 9 or above
	[x] completed 30 clock hours of community-based training or college course credit (3 quarter credits/2 semester credits) in the core knowledge category of Program Management	[ ] an Oregon Registry Director Credential or has completed 60 clock hours of community based training or college course credit (6 quarter credits/4 semester credits) in the core knowledge category of Program Management

My Action Plan: Standard PQ1

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

My Goal:

What I want to change:

I need to get on the ORO registry and see how far along my steps will be and I need to take 30 hours of community based Program Management training.

Why I want to change this:

I want to be a 4-star program and I want to keep learning.

My Plan:

Steps I will take:	When I will complete each step:
1. I need to get on the ORO registry. I will check their website to see what to do and I will order transcripts from my previous college classes.	October
2. I will start taking all of the program management webinars and making sure they are submitted to ORO.	December

Resources:

- [X] I will use support funds for: costs for classes/webinars.
- [X] I will use help from my QI Specialist. They could help by: explaining how the ORO system works and help me find classes and webinars.
- [ ] I will use other resources, such as:

Quality Goal: Standard PQ2

(This standard refers to head teacher(s) and teacher(s) and is not applicable to Family child care programs.)

☐ Increasing quality in this area is the goal of my program.

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:

☐ ★★★ ☐ ★★★★ ☐ ★★★★★

Level



To meet this goal, I need to make improvements in the following areas. (Only check the items you want to improve.)

N/A	N/A	N/A

My Action Plan: Standard PQ2

(This standard refers to head teacher(s) and teacher(s) and is not applicable to Family child care programs.)

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:

☐ I will use other resources, such as:

Quality Goal: Standard PQ3

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

☐ Increasing quality in this area is the goal of my program.

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: ☐ ★★★ ☐ ★★★★ ☐ ★★★★★ Level



To meet this goal, I need to make improvements in the following areas. (Only check the items you want to improve.)

☐ Achievement of Oregon Registry Step 3 or above for assistant IIs: 50% are at Step 3 or above; the remaining are enrolled and have achieved a step on the Oregon Registry

☐ Achievement of Oregon Registry Step 5 or above for or assistant IIs: 50% are at Step 5 or above; the remaining are enrolled and have achieved a step on the Oregon Registry

☐ Achievement of Oregon Registry Step 7 or above for assistant IIs: 50% are at Step 7 or above; the remaining are enrolled and have achieved a step on the Oregon Registry

My Action Plan: Standard PQ3

The program's assistant 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:

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:

☐ I will use other resources, such as:

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.

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: ☐ ★★★ ☐ ★★★★ ☐ ★★★★★ Level



To meet this goal, I need to make improvements in the following areas. (Only check the items you want to improve.)

☐ Providers and assistant IIs receive 18 or more clock hours of training and/or equivalent college course credits annually.

☐ Providers and assistant IIs receive 20 or more clock hours of training and/or equivalent college course credits annually.

☐ Providers and assistant IIs receive 24 or more clock hours of training and/or equivalent college course credits annually.

My Action Plan: 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.

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:

☐ I will use other resources, such as:

Quality Goal: Standard PQ5

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

☐ Increasing quality in this area is the goal of my program.

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:

☐ ★★★ ☐ ★★★★ ☐ ★★★★★

Level



To meet this goal, I need to make improvements in the following areas. (Only check the items you want to improve.)

☐ Program personnel receive training in ethics and professional responsibility

☐ Program personnel follow a clearly defined plan to maintain child and family confidentiality

N/A

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:

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:

☐ I will use other resources, such as:

Quality Goal: Standard FP1

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

[X] Increasing quality in this area is the goal of my program.

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: [ ] ★★★ [X] ★★★★ [ ] ★★★★★ Level



To meet this goal, I need to make improvements in the following areas. (Only check the items you want to improve.)

- [x] The program surveys families once a year in their preferred language and uses their input in making program and policy decisions
- [x] The program collects information on an ongoing basis to make program and policy decisions (using email, suggestion box, notebooks, etc.)
- [ ] Families attend family meetings and/or serve on advisory groups to provide input on program and policy decisions

My Action Plan: Standard FP1

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

My Goal:

What I want to change:

I want to start doing the survey for feedback from families, making changes based on what they say, and having an ongoing feedback system.

Why I want to change this:

I really want to know what families think is good and also I want to know when there is a problem before it becomes a bigger issue.

My Plan:

Steps I will take:	When I will complete each step:
1. I will make copies of the parent survey and give it to my families, collect it and tally the results.	October
2. I will see what families would like me to improve and make a change based on that.	November
3. I will start a weekly feedback form for families to return to a drop box.	November
4. I will see what families suggest in the drop box and make a change based on that.	December
5. I will write a description of the feedback I got from the parent survey and the change I made and also another written description about the feedback I got from the drop box and another change I made based on that. I will print it out and put it in a portfolio sleeve.	December

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 FP2

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

☐ Increasing quality in this area is the goal of my program.

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:





To meet this goal, I need to make improvements in the following areas. (Only check the items you want to improve.)

☐ The program collects information from families upon enrollment and provides a method for communicating changes

☐ Families are consulted about their child's interests and preferences, informed about their child's progress, and encouraged to contribute to learning and development goals, at least once a year

☐ The program provides forms and essential program information in a manner that is understandable to all families in the program, regardless of differences in language, literacy, or ability. This may be accomplished by using community resources, including other 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:

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:

☐ I will use other resources, such as:

Quality Goal: Standard FP3

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

☐ Increasing quality in this area is the goal of my program.

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: ☐ ★★★ ☐ ★★★★ ☐ ★★★★★ Level



To meet this goal, I need to make improvements in the following areas. (Only check the items you want to improve.)

☐ The program encourages all families to visit and observe at any time

☐ The program learns about all families' cultural backgrounds, traditions, beliefs, home language, and interests and requests ideas and/or suggestions from families for activities

☐ The program encourages families to assist or lead in planning and conducting special activities to share their cultural backgrounds, traditions, beliefs, home languages, interests, and abilities

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:

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

☐ I will use other resources, such as:

Quality Goal: Standard FP4

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

☐ Increasing quality in this area is the goal of my program.

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: ☐ ★★★ ☐ ★★★★ ☐ ★★★★★ Level



To meet this goal, I need to make improvements in the following areas. (Only check the items you want to improve.)

☐ The program provides basic information about resources in the community, including those focusing on health, mental health, services for children with disabilities, and social services

☐ The program helps families locate and use specific community resources as needed

☐ The program provides current information for families about educational opportunities available in the community

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:

☐ I will use other resources, such as:

Quality Goal: Standard AB1

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

[X] Increasing quality in this area is the goal of my program.

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: [ ] ★★★ [X] ★★★★ [ ] ★★★★★ Level



To meet this goal, I need to make improvements in the following areas. (Only check the items you want to improve.)

The program maintains business records that include:

- [x] income
- [x] expenses
- [x] tax records

- [x] The program's business practices include planning activities such as business projections, a business plan, a budget, etc.

N/A

My Action Plan: Standard AB1

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

My Goal:

What I want to change:

Why I want to change this:

I keep records but super messy and it is always a scramble at tax time and I'm not really actually sure what I should be saving and what I don't need. Business projections and plans and things sound super intimidating but I am tired of being disorganized and maybe that would help me to feel more calm that I know what I'm doing and I have a plan.

My Plan:

Steps I will take:	When I will complete each step:
1. I will find out what records do I need to keep and how should I organize them by asking my QI specialist and going to a Tom Copeland webinar or buying one of his books.	October
2. I will follow the advice I got about organizing records and create a system to do that.	November
3. I will find out how to make business projections and a business plan and all that from my QIS and from Tom Copeland webinars or buying his books on those topics.	November
4. I will follow the advice I got about a business plan and projection and do those things.	December

Resources:

[X] I will use support funds for:
books or classes so I can learn how to do this. Also maybe for software or office supplies to get organized.

[X] I will use help from my QI Specialist. They could help by:
telling me how to do this, providing templates, doing a class on this, or pointing me toward other resources.

[X] I will use other resources, such as:
Tom Copeland's website, books, or webinars and also maybe ask around for a referral for a local accountant.

Quality Goal: Standard AB2

In programs where there are multiple employees, the program assures a professional working climate.

☐ Increasing quality in this area is the goal of my program.

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: ☐ ★★★ ☐ ★★★★ ☐ ★★★★★ Level



To meet this goal, I need to make improvements in the following areas. (Only check the items you want to improve.)

☐ Not applicable—I do not have multiple employees.

The program has written personnel policies addressing:

☐ scheduling

☐ preparation and planning time

☐ meals and breaks

☐ procedures for program planning and establishing routines

☐ guidance and discipline

☐ professional ethics

☐ grievance procedures

☐ written job descriptions for each employee

☐ Space away from children is provided for planning, administrative activities, relaxation, and personal care.

N/A

My Action Plan: Standard AB2

In programs where there are multiple employees, 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:

☐ I will use other resources, such as:

Quality Goal: Standard AB3

In programs where there are multiple employees, personnel are evaluated on their performance.

☐ Increasing quality in this area is the goal of my program.

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:



To meet this goal, I need to make improvements in the following areas. (Only check the items you want to improve.)

☐ Not applicable—I do not have multiple employees.

Employees are evaluated using a:

☐ personnel performance rating tool

☐ Family Survey

Employees are evaluated using a:

☐ self-assessment

Employees are evaluated using:

☐ observations of adult-child interactions

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

In programs where there are multiple employees, 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:

☐ I will use other resources, such as:

Quality Goal: Standard AB4

In programs where there are multiple employees, the program promotes positive working relationships and professionalism.

☐ Increasing quality in this area is the goal of my program.

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: ☐ ★★★ ☐ ★★★★ ☐ ★★★★★ Level



To meet this goal, I need to make improvements in the following areas. (Only check the items you want to improve.)

☐ Not applicable—I do not have multiple employees.

☐ Staff meetings are scheduled regularly and include team-building activities.

☐ Activities are scheduled regularly to build and maintain morale. Activities may include peer-to-peer collaboration, teaching teams, support by colleagues, and mentoring.

☐ Program personnel participate in professional organizations.

My Action Plan: Standard AB4

In programs where there are multiple employees, 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 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 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.

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: ☐ ★★★ ☐ ★★★★ ☐ ★★★★★ 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 information from **three of the five** sources listed.

Sources for the program evaluation include information from **four of the five** sources listed.

Sources for the program evaluation include information from **five of the five** sources listed.

Evaluation sources I will improve on include:

- ☐ family input/Family Survey
- ☐ outside evaluators
- ☐ child outcome data from assessments
- ☐ rating scales or evaluation instruments (for example, ECERS-R/FCCERS-R, and Preschool Program Quality Assessment)
- ☐ program personnel feedback/input (self-evaluation)

My Action Plan: 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.

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:

☐ I will use other resources, such as:

Quality Goal: Standard AB6

In programs where there are multiple employees, benefits are offered to encourage retention.

☐ Increasing quality in this area is the goal of my program.

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:





To meet this goal, I need to make improvements in the following areas. (Only check the items you want to improve.)

☐ Not applicable—I do not have multiple employees.

Program offers **one** of the benefits listed below:

☐ health insurance (medical, dental, vision, or supplemental)

☐ retirement option

☐ free or discounted child care

Program offers **two** of the benefits listed below:

☐ paid time off (vacation, sick, personal)

☐ financial supports for training and/or education

☐ paid membership to a professional organization (NAEYC/OAEYC/NAFCC)

Program offers **three** of the benefits listed below:

My Action Plan: Standard AB6

In programs where there are multiple employees, 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:

☐ I will use other resources, such as:

This document was made possible by Grant # S412A130030 from U.S. Department of Education. Its contents are solely the responsibility of the authors and do not necessarily represent the official views of the U.S. Department of Education.