

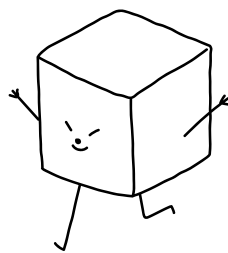
Utah Afterschool Network Workbook: Quality



UTAH
Afterschool
Network



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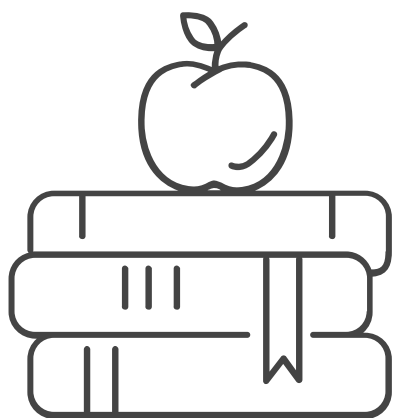
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“Quality means doing it right
when no one is looking.”

-Henry Ford

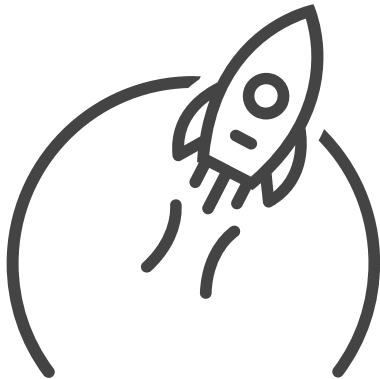
It is important to understand the mission and objectives of your organization and how the role you serve contributes. Having this understanding creates a strong foundation for which to carry out your role in a meaningful way and will help you understand the value of the work you do.

Mission Standards

In a high quality program:

1. Methods are in place to communicate a clear mission with staff, stakeholders and the community
2. Mission is data-driven

Read more in the Quality Tool



Mission Statement:

I contribute to the mission of my organization by: (write or draw)

Goal Standards

In a high quality program:

1. All program staff have a basic understanding of establishing SMART goals
2. All staff are involved in identifying goals
3. Processes are in place to share goals once they are established

UEPC SMART
Goal Guide



How are your current goals data-driven:



How do you communicate your mission and goals to stakeholders and community?

What system is in place to annually review your goals and best practices?

Continuous Quality Improvement

Continuous quality improvement is a deliberate process focused on collecting, analyzing data to improve the quality of a service or activity being offered. Setting goals is an important step but in order for them to be most effective, we must be willing to assess and adjust as we make steps towards these desired goals.

“Every system is perfectly designed to get the results it gets”

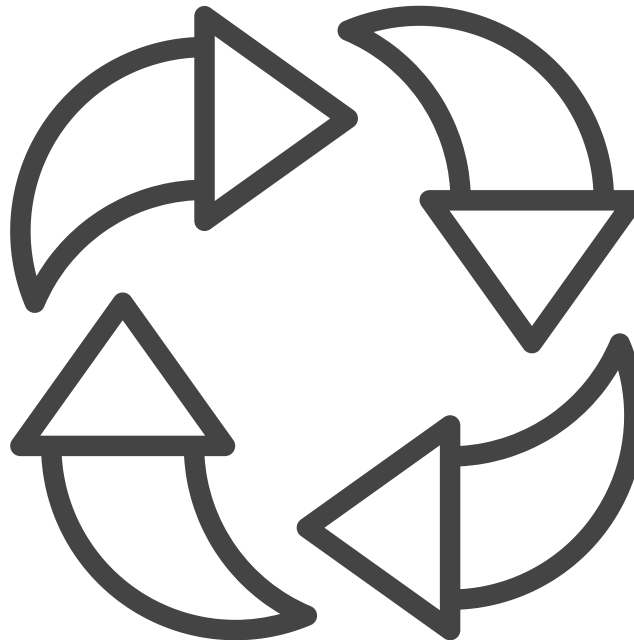
-Paul Batalden

ADJUST

Analyze data

ENGAGE

Conduct needs assessment



IMPLEMENT

Collect data and feedback

DESIGN

Design based on needs
Identify program and student outcomes

When it comes to goal setting, we set ourselves up for success when we work to ensure that our goals have a strong focus. It's this focus that keeps us on track along the way and how we will know what success should look like. Use this sheet as a reminder of the components that each of your goals should contain.

S	<u>SPECIFIC</u> WHAT DO I WANT TO ACCOMPLISH?	
M	<u>MEASURABLE</u> HOW WILL I KNOW WHEN IT IS ACCOMPLISHED?	
A	<u>ACHIEVABLE</u> HOW CAN THE GOAL BE ACCOMPLISHED?	
R	<u>RELEVANT</u> DOES THIS SEEM WORTHWHILE?	
T	<u>TIME BOUND</u> WHEN WILL THIS GOAL BE ACCOMPLISHED?	

Once you have identified goals for yourself or your program, use this form to map your steps.

The goal I will work on: _____

I will know I achieved this when: _____

Steps to achieve this goal:	Resources/staff support needed:	By when:
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Review date: _____

I have achieved this goal by meeting the criteria in the goal achievement statement(s) above.

I am making progress toward this goal and will keep implementing my action plan.

I need to make changes to my plan to achieve this goal by revising the goal or changing the action steps.

Here in Utah, our best practices can be found in The Utah Afterschool Quality Self-Assessment Tool (quality tool) as well as The Forum for Youth Success. This workbook highlights the standards in each section. Follow the QR codes to access each full section of the tool.

Be Safe Standards

In a high quality program:

1. Staff are professionally qualified
2. Health and safety policies and procedures are in place
3. Youth are supervised at all times
4. Transportation policies and procedures are in place
5. Behavior management policies and procedures are in place
6. Safe physical environment is maintained
7. Emergency policies and procedures are in place

Be Safe Section of
the Quality Tool



DMR Section of
the Quality Tool

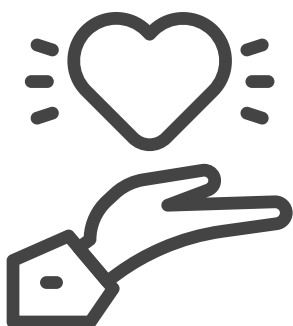


Develop Meaningful Relationships Standards

A high quality program maintains:

1. Positive peer to peer and youth to adult interactions
2. School-day alignment and community collaboration
3. Consistent family engagement

Align for Success Rubric



Learn New Skills Standards

A high quality program supports:

1. Critical/creative thinking
2. Academic support/interventions
3. Life skills and needs-based support
4. Healthy eating and physical activity
5. Personal growth and development

LNS Section of
the Quality Tool



Program Quality Assessment (PQA)

The Youth and School-age Program Quality Assessments are validated instruments designed to measure the quality of youth programs and to identify staff training needs from The Forum for Youth Success (Weikart). Quality is measured in 70 items across 19 scales and 4 domains:

1. Safe Environment (emotional safety, accommodating environment)
2. Supportive environment (warm welcome, active engagement)
3. Interaction (collaboration, leadership)
4. Engagement (choice, reflection)

The Forum for
Youth Success



Program Input and Feedback Standards

QCI Section of
the Quality Tool

In a high quality program:

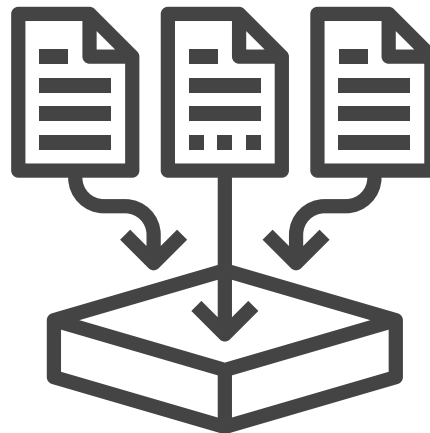
1. Methods are in place to gather feedback from partners, youth, parents, and other stakeholders regularly



Data Collection

In a high quality program:

1. Data Collection is intentional
2. Data leads to meaningful goals



Best Practices | Program Operations Reflection: (write or draw)

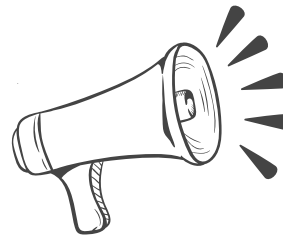


Leadership, Management and Finance Standards

In a high quality program:

1. The program has a plan for increasing capacity, ensuring program quality and promoting sustainability
2. The program operates under clearly defined policies and procedures
3. Administration provides sound fiscal management

Admin Section of the Quality Tool



Afterschool funding needs your voice!

UAN Policy and Advocacy Information



Staffing Standard

A high quality program:

1. Recruits, hires, and trains diverse qualified staff



Recruitment and Retention

Afterschool Awards



Salary Study



Professional Development Standard

In a high quality program:

- 1. Professional development and training opportunities are planned for and implemented to enhance staff job performance



E Learning



Incentive and Credential



Professional Learning



Best Practices | Program Operations Reflection: (write or draw)

A large, empty rectangular box with a thin black border, intended for drawing or writing reflections.

