Quality Standards
Step 2 Checklist
All below data items are Due April 25, 2025
(Keep data to use for Step 3–Do not turn into ELOP office at this point.)

STEP 2: Program Assessment & Data Collection "Post-Process"

☐ 1) Quality Improvement Plan - Stakeholders

- Build your site team and put their names on the **Quality Program Improvement Plan Sheet** (i.e. Site Administrator, Teachers, Counselors, SSS, Agency Coordinators, etc.)

☐ 2) Staff Survey (Due April 17)

- Using your Chrome Books, have every staff take the **Staff Survey**
- Results link will be sent to you for you to review your data.

☐ 3) Student Survey (Due April 17)

- Using your Chrome Books, have students 3rd-8th grade take the **Student Survey**
- Results link will be sent to you for you to review your data.

☐ 4) Parent Survey (Due April 24)

- Using your Chrome Books or tablets, have as many parents as possible take a **Parent Survey** (See Parent Survey QR code below).
- Results link will be sent to you for you to review your data.

☐ 5) Coordinator Questionnaire (Partner Agencies Only-due April 17)

- Have your partner agency take the **Partner Agency Questionnaire**
- Collect 1 complete questionnaire packet from your partner agency (Manually or it can be emailed to you to print and collect.

☐ 6) Facilitators Questionnaire (Due April 17)

- Fill out the **Facilitator Questionnaire**
- Make sure you have the following documents:
  - Afterschool Safety Plan
  - Site Behavior Process
  - Schedules and Lesson Plans for 1 week
  - Positive Behavior Process
  - Updated ELOP Emergency Binder (as it pertains to your students and program)

☐ 7) Site Observations (Due April 24)

- **Everyone on your site team (Stakeholders) should use the Program Observation**
  - Pre-print blank observation tools and have ready for your stakeholders
  - Collect each observation document/packet once the observer is done.

☐ 8) Pre-Post Assessment Review (due April 24)

- Using your PRE-Assessment for the following Rubric documents, mark where your site is at currently using a different colored pen.:
  - **Safe and Supportive Environment Program** rubric
  - **Safe and Supportive Environment Staff** rubric
  - **Quality Staff** rubric
  - **Youth Voice & Leadership** rubric
- Compare all the above rubrics to the rubrics done in Step 1: Program Assessment & Data Collection "Pre-process".
- Upload your data into the Share Drive.
- Results link will be sent to you for you to review your data.

☐ 9) Evidence of Progress (show during your step #8/Pre-Post Assessment Review)

- Collect your artifacts.
- Review and reassess your Quality Improvement Action Plan and record your next steps in the **Evidence of Progress** document.

NOTE: All Surveys and documents will be found on the **Facilitators Resource** page under "Quality Standards".