

# CQI Reflection/Self-Assessment: ASSESS

A= Agree    D= Disagree    DK= Don't Know    NA= Not Applicable

#	STEPS	A (cite your evidence)	D	DK	NA
1.	Staff are clear about mission and vision of the organization				
2.	Staff are clear on desired student outcomes				
3.	Staff are clear about program outcomes				
4.	Staff have been trained on CQI process and Quality Standards				
5.	Assessment tools have been chosen				
6.	Staff have been trained on Assessment tools				
7.	Assessments have been conducted				
8.	Assessment data has been analyzed and findings written				
9.	Staff have received data and have had a chance to review findings and have discussions				
10.	Staff have reached consensus on strengths and areas for improvement: at the program and/or site level				

# CQI Reflection/Self-Assessment: PLAN

A= Agree    D= Disagree    DK= Don't Know    NA= Not Applicable

#	STEPS	A (cite your evidence)	D	DK	NA
1.	Staff have reached consensus on strengths and improvements at the program/site level				
2.	Staff have identified what part of the program this change needs to occur: site (where), administration, partnerships and collaboration				
3.	Staff have developed SMART GOALS to address this issue				
4.	Staff have brainstormed potential solutions/strategies to reach the SMART goal				
5.	Staff have discussed, analyzed and chosen the solution(s)/strategies				
6.	Staff have identified the key elements to the solution/strategies: <ul style="list-style-type: none"> <li>- Knowledge</li> <li>- Skill</li> <li>- Ability</li> <li>- Attitude</li> </ul>				
7.	Staff have determined how long it will take to implement the solution/strategies and the resources needed <ul style="list-style-type: none"> <li>- Short term: limited timeframe with current resources (1-4 months)</li> <li>- Mid to long term: need reasonable time and resources ( 5-9 months)</li> <li>- Long term: need significant time and resources (10+ months)</li> </ul>				
8.	Staff have developed a program and /or site CQI Work Plan that designates: a person responsible, timeframe, resources necessary, and how you will measure success for each identified strategy				

# CQI Reflection/Self-Assessment: IMPLEMENT/IMPROVE

A= Agree    D= Disagree    DK= Don't Know    NA= Not Applicable

#	STEPS	A (cite your evidence)	D	DK	NA
1.	The CQI Work Plan has been shared with all stakeholders				
2.	The Site Team has a plan to ensure all stakeholders have the knowledge, skills/abilities and attitude to implement the plan				
3.	The Site Coordinator has met with each responsible party to review the actions and deliverables assigned to them				
4.	Weekly/monthly/quarterly check-in meetings have been scheduled with all stakeholders				
5.	There is a process to modify the plan based on what actually has occurred and inform the Site Team of the changes				
6.	There is a celebration plan for when certain benchmarks have been achieved				
7.	There is a celebration plan for when the SMART GOAL(S) has/have been achieved				
8.	There is a communication plan to keep all stakeholders updated on where the Site Team is with the implementation process				
9.	When the goal is met, there is a reflection meeting to discuss: what worked, what did we learn, what can we do differently next time, and what new issues arose as a result of this work				