LOS ANGELES COUNTY OFFICE OF EDUCATION
EXPANDED LEARNING TECHNICAL ASSISTANCE UNIT
CQI Pilot Project 2018-19

Project Overview: The Los Angeles County Office of Education (LACOE) Expanded Learning Technical Assistance Unit (ELTAU), in its efforts to serve expanded learning programs in the area of Continuous Quality Improvement (CQI), is offering a CQI Pilot Project. This pilot effort is being launched in partnership with the Expanded Learning Division (EXLD) as a means of developing a sustainable model for CQI capacity building across the state. As such, the results of this project will be shared statewide and will inform the roll out of similar efforts in other regions. The project runs from September 2018-May 2019 and involves 3 in-person learning sessions, monthly coaching sessions (in-person or virtual) and an exit interview. Learning sessions will focus on deepening participant understanding of what the CQI process is (assess-plan-implement), how to design a relevant process for individual sites, how to implement the process, and how to use findings to continue improving program quality over time. This project will only focus on the point of service quality standards. Six (6) teams of 5 will be selected. There is no cost for approved participants. A $1000 stipend will be awarded to each team that completes the CQI Project requirements (payable to the grantee, for distribution among participants).

Project Goals:
- ✓ Increase Program Director and Site Coordinator knowledge of the CQI process
- ✓ Build the capacity of the Site Coordinators to lead the CQI process at their sites
- ✓ Build the capacity of the Program Directors to lead the CQI process within their organization and with their staff
- ✓ Increase Site Coordinator and Program Director confidence in their ability to implement the CQI process
- ✓ Calibrate definitions of: what the CQI process entails, what a successful CQI process looks like (results in) and What constitutes program quality (for each Quality Standard)

Project Outcomes:
- ✓ Increase in high-quality programming being offered to students participating in expanded learning programs
- ✓ Increased staff capacity to lead CQI processes
- ✓ Sustainable model for building capacity of Program Directors and Site Coordinators in the area of leading CQI efforts
- ✓ Tool kit for SSEL team members to utilize in their regions

Project Requirements: A consistent team of up to five people (1 Grant Manager/Executive Director, 1-2 Program Directors, 2-3 Site Coordinators) **MUST**:
- ✓ Watch the CQI webinar provided by the ELTAU https://connect.lacoe.edu/pb1v92rx3ey0/
- ✓ Have Adobe Connect installed on computers for webinar participation * NO phone calls
- ✓ Participate in an orientation webinar on 10/5/18 from 10-12
- ✓ Attend ALL in-person learning sessions: 10/16 8-12; 1/22 8-12; 4/9 8-12 * *at Lakeshore Learning*
    - o *Be on time and stay the entire session*
- ✓ Commit to participating in monthly coaching either on site or via phone/webinar
- ✓ Commit to designing a CQI plan, implementing it in between in-person learning sessions, reflecting on progress, and iterating the plan
- ✓ Submit monthly reports via Google docs (very brief summary of work done that month)
- ✓ Complete a pre, mid year, and post survey
- ✓ Participate in a brief exit interview in May

Email applications to Sue Gevedon at gevedon_sue@lacoe.edu by NOON on September 21, 2018