Keystone STARS Continuous Quality Improvement Plan Templates

Instructions for Completion:

Purpose: Keystone STARS is a system of continuous quality improvement (CQI) that guides early learning and school-age programs toward achieving and maintaining high quality and best practices. CQI is an ongoing process that includes reviewing sources of evidence that indicate program quality, planning goals, and implementing strategies that move learning programs toward best practices. A well-developed plan is an essential tool in guiding the development of CQI across all areas of the program.

Overview: This document contains general requirements and instructions on creating a STARS Continuous Quality Improvement Plan (CQI Plan). Practitioners may design their own CQI Plan format; however, the submitted plan **must** address the information requested in the instructions below. Assistance in the creation and completion of a CQI Plan is available from the Early Learning Resource Center. Following these instructions are 2 CQI Plan templates that programs may choose to use.

Instructions: The following steps (1-5) outline the required components of a CQI Plan. The plan should be site-specific and focus on the needs of the community served including children, families, staff, etc. The goals chosen by a facility should be based on needs identified through a variety of sources of evidence and should reflect the program's philosophy and mission.

1. Background Information: Include the following information in the CQI Plan:
- Facility name, address, and other contact information.
- Overall time frame for the plan including current and projected STAR levels.
- Facility size and projected grant requests (if applicable).

2. Goal Planning: determine specific goals needed to guide the program toward achieving and maintaining high quality and best practices. Each goal must address the following points (a-f).

a) **Goal Statement** – Write a clearly defined goal statement that is specific and measurable.

b) **Time Frame** – Identify the goal as immediate, short term (1-2 years), or long term (3-5 years) and select a projected date of completion.

c) **Quality Standard** - Align each goal with a quality standard or criterion. Quality standards/criteria include, but are not limited to, Keystone STARS Performance Standards, Pennsylvania Learning Standards, accreditation criteria (including NAEYC, NAA, NAFCC, etc.), Head Start Performance Standards and Caring for Our Children (CFOC) national health and safety standards for children.

d) **Source(s) of Evidence** - Identify the source(s) of evidence that indicate the need for the goal. Sources of evidence are typically assessments that provide information about the quality of services in the facility. There are a variety of quality indicators completed at different STAR levels that may serve as sources of evidence for the CQI plan.
- Feedback from Designation Visits,
- Previous external Program Quality Assessments and Internal -Assessment feedback from selected Program Observation Instruments (i.e. Environmental Rating Scale (ERS) Classroom Assessment Scoring System (CLASS), Program Administration Scale (PAS), Business Administration Scale (BAS)
- Illness and Injury Tracking Review
- Program Assessment tools – including Family, Staff, and School-Age Surveys
- Financial Review
- Risk Management Assessment
- Strategic Plan

- Business Plan
- Additional sources such as the After-School Quality (ASQ), Child Assessment Data, Staff Observations & Evaluations, Family Conference feedback, Accreditation resources and other sources as determined by the facility.
- Child Care Facility COVID-19 Health and Safety Plan

At a minimum, the CQI Plan should identify and include the following number of sources of evidence to support the goals identified in the CQI plan: **STAR 2 = 3 sources; STAR 3 = 4 sources; STAR 4 = 5 sources**. Note: While the overall plan needs to be supported by multiple sources, individual goals may emerge from a single source.

e) **Action Steps** - Outline a series of action steps needed to accomplish the goal including who is responsible for coordinating the action steps and monitoring their completion and effectiveness.

f) **Resources & Supports** - Describe the resources and supports needed to achieve the goal. As appropriate, include needs related to:
- Professional Development/Technical Assistance
- Learning Program, Management, or Business Practices
- Materials, Equipment, or Facility Improvements

3. Repeat: Repeat Step 2 for each CQI goal developed for the program as part of the overall CQI Plan.

4. Annual Review: Establish a written process for at least an annual review of the plan. The review should address how quality was improved (including goals achieved and those still in process), what STARS supports and resources were used to assist in improving quality, and what challenges were faced in working toward CQI goals. The results of the annual review should be used to guide the revision of existing goals and the planning of additional goals to be included in the new CQI Plan. Programs must submit this Annual Review to their Quality Coach as part of their paperwork renewals.

5. Moving On: The CQI Plan may be expanded to include goal planning for a variety of program needs. Other considerations for a CQI Plan may include "above and beyond" goals created to enhance and strengthen existing competencies within the program such as program administration, curriculum, and relationships with families, etc. These "above and beyond" goals may emerge from current research or the director's personal goals for the program.

Continuous Quality Improvement Plan – Example #1

Name of Facility: _____ **MPI#_____**

Date Goal Created: _____**Current STAR Level**:_____

Continuous Quality Improvement (CQI) Goal*: ❑ Immediate ❑ Short Term (1-2 yrs) ❑ Long Term (3-5 yrs)	Staff Coordinating/Staff Involved	Projected Date of Completion
		Actual Date Of Completion

How does your goal align with quality standards?

What action steps are needed to achieve this goal?

Keystone STARS Performance Standards	
❑ Staff Qualifications and Professional Development	❑ Early Childhood Education Program
❑ Partnerships with Family and Community	❑ Leadership and Management
❑ Other Quality Standard:	

What source(s) of evidence did you use to determine this goal?

Source(s) of Evidence	Date(s) Completed

Action Steps (include initials of staff responsible)

What resources or supports are needed to assist in the achievement of this goal?

	Changes or Improvements to Learning Program, Management, or Business Practices	Materials, Equipment, or Facility Improvements

*Please use a separate page for each goal. Copy this page, as needed, to accommodate your program's goals

Review of Plan Year _____ to _____ (month/year) (month/year)	
# of Goals in Previous Year's Plan	
# of Goals Completed from Previous Year's Plan	

Goals to be Reconsidered from Previous Year's Plan (these goals will be added to your new CQI Plan)	
How has quality improved in your facility during the past year? (Include consideration of regulatory compliance, quality of services, staff performance, organization and management, family/community partnerships, and financial practices.)	
How did you use STARS supports and resources to assist your facility in improving quality? (Include consideration of grants, awards, technical assistance, TEACH scholarships, voucher program, STARS management support, professional development workshops, and credential programs.)	
What challenges did you face in working toward your CQI goals? How can these challenges be addressed in this year's plan?	
How did you share your CQI goals, including progress made, with staff, families, and other stakeholders?	

Name of Person Responsible for Formulating CQI Plan: _____

Title: _____   Date: _____