



Business Administration Scale (BAS[®])

What is BAS?

BAS focuses on the quality of business and professional practices in family child care settings. It helps a program take a deeper look into the following:

- Qualifications and Professional Development
- Income and Benefits
- Work Environment
- Fiscal Management
- Recordkeeping
- Risk Management
- Provider-Parent Communication
- Community Resources
- Marketing and Public Relations
- Provider as Employer

Which program(s) could use BAS?

BAS is appropriate for family and group child care programs located within a residential structure.

BAS Assessment Process

External BAS assessments are conducted by a reliable assessor from the Program Quality Assessment (PQA) team.

Internal BAS assessments are conducted by the program's internal assessment team. Programs partner with the Quality Coach and PQA team when planning for and conducting internal assessment, and when analyzing the information collected during the internal assessment process.

BAS assessments may include a tour of the family or group child care space, an interview with the provider, and a review of the documentation required to rate some BAS indicators.

How does BAS support Continuous Quality Improvement (CQI)?

Information gathered during a BAS assessment can be used by family or group child care providers to identify strengths in business and professional practices, as well as areas for growth. The information gathered can be used to help create the program's continuous quality improvement plan.

Additional Information/Training

Additional information on BAS can be found at:

[http://mccormickcenter.nl.edu/program-evaluation/business-administration-scale-bas/
Program Quality Assessment Professional Development Catalog](http://mccormickcenter.nl.edu/program-evaluation/business-administration-scale-bas/Program%20Quality%20Assessment%20Professional%20Development%20Catalog)