

How to Conduct an Internal Assessment Using the Program Administration Scale (PAS)

Assessment at-a-glance

- Use in center-based child care settings
- 4-6 hours to complete dependent on amount of document verification
- Administrator interview required
- No classroom observation
- Documents required for source of evidence for scoring
- Assessment based on observation, administrator interview and documentation verification

Required materials

- Program Administration Scale Second Edition ISBN 978-0-8077-5245-6
- [Additional Notes for Clarification](#)

Supplemental materials

- None

Purchase the POI

- There are several sources where the required book can be purchased. Searching online by resource name or ISBN number may yield several options from which to choose.
- Be sure to allow adequate time for ordering and delivery of all resources.
- Only one scale book is needed to conduct the assessment. You can continue to work from the same PAS book each time you revisit this program observation instrument (POI) or you may want to consider ordering additional copies for future use and comparison.
- Score sheets may not be duplicated.
- Teaching Staff Qualifications Worksheet may be duplicated as needed.

Conduct the Internal Assessment with the PAS

1. Learn about the PAS

- Read the PAS book cover to cover. The more you learn about the quality practices in each subscale, the more accurate your own internal assessment will be.
- It is recommended that the administrators and internal assessment team become familiar with the expectations of the PAS, prior to the internal assessment.
- Consider registering for one of the two professional development sessions listed below. The links can be found in the [Program Quality Assessment Professional Development Catalog](#) (PQA PD Catalog).
 - Widening the Lens (synchronous course on PAS provided by PAS Program Quality Assessors)
 - Getting Ready for the PAS: Online Module (asynchronous provided by the McCormick Center for Early Childhood Leadership)
- Contact a PAS Program Quality Assessor from the list found in Appendix A of the [PQA PD Catalog](#) to obtain clarification on any questions related to PAS expectations and/or scoring the PAS.

2. Prepare to conduct the Internal Assessment

- PLEASE NOTE: The Program Administration Scale (PAS) can be completed as an internal assessment by the program or a virtual assessment conducted by a trained and reliable Pennsylvania Key PAS assessor. After all potential documentation has been gathered, schedule the internal assessment during a block of time when interruptions may be minimal. If a virtual internal assessment is the option for you, work with your PQA assessor to schedule the assessment at a mutually agreeable time.
- If time has elapsed since your purchase, review, or use of the PAS, or it has been a while since you attended a PAS PD, re-familiarize yourself with the scale expectations.
- Pay close attention to the overview of the PAS scale, as well as procedures, definitions, and scoring information found on pages 1-7 of the PAS book.
- Gather all the documentation required to meet each indicator. The reliable PAS assessor can provide a list of possible documentation.
- Assure that the person responsible for the Internal Assessment has access to the required documentation and can devote their time to the assessment process. It is anticipated that programs will not have all documentation needed to satisfy all indicator expectations since there is always room for growth.
- Gather all materials needed: PAS book, pencil or pen, [Additional Notes for Clarification](#)

3. When to conduct the Internal Assessment

- Since the PAS does not focus on the classroom, the assessment can be conducted anytime when the staff has time to review the documentation (internal assessment by program staff).
- For a virtual assessment by a trained and reliable Pennsylvania Key PAS assessor, schedule a mutually agreeable time with the assessor when you can devote several hours to a virtual document review and tour of the center.

4. Conduct the observation (internal assessment)

- Plan to take a lot of notes. Taking notes is extremely helpful for various reasons. First, note taking will help you score accurately. If you are reviewing the assessment in order to check your scores, looking back at notes will help you. Second, note taking will help you create goals and make changes based on what was observed and written down. Giving numerical scores is not enough for growth and development. Score the assessment using the scoring rules found at the beginning of the PAS.
- Be objective. It might be second nature to give scores based on information you think your documentation contains. The rating scale is designed to look at quality policies and practices and specific elements of the documentation.
- Read each indicator of quality carefully and be sure that **all** expectations of an indicator are met and scored appropriately.
- Read all supplemental information. Review the Notes for Clarification to assure accurate scoring. The scale book is designed to assist you by offering suggestions/examples as you work through scoring the various items.
- Scoring of the PAS is conducted as you work your way through the scale book. Each item is scored across the strand as you gather and review the required documentation. Please consult the PAS book for instructions and ask your Quality Coach and Program Quality Assessor if you need assistance.

5. Conduct the observation (virtual assessment by a Pennsylvania Key reliable PAS assessor)

- The assessor will email a link for the virtual meeting at least one day before the virtual assessment.
- Ensure you have all required documentation. Do not send copies (hard or virtually) to the assessor; they are not permitted to receive images of your documentation. You will show the documents to the assessor during the virtual assessment call.
- When joining the virtual meeting, you will be asked to provide a brief tour of the center including both indoor and outdoor spaces. Your assessor will discuss the best options for providing the virtual tour.
- Once the tour has concluded, the assessor will begin the interview process.
- Once the interview is completed, the assessor will review the documents provided by the program. The assessor will discuss the best option for doing this.

6. Determine your PAS scores

Reminder: Scores should be based on existing policies and procedures, not past practices, or future plans. Use the following scoring protocols:

Rate the indicators and determine scores for Items 1-21

- For each item, start with the indicator in the one's column and score left to right, indicating a Y (yes) or N(no) when determining whether the indicator was met or not met. You must score each indicator in the strand even if you indicate a "No" for any previous strand indicator.
- When permitted as indicated in the scale, a rating of "not applicable" (NA) may be given when the item or indicator is not applicable to your program.
- Record notes in the "Rationale" section at the bottom of the page to support your scoring decisions.
- Refer to the scoring rules on page 5 of the PAS to determine individual item scores.
- Once you've determined the score for each item, circle the score on the bottom of the page.

Determine scores for Items 22-25 (Administrator and Teaching Staff Qualifications Worksheets)

- First, complete the Administrator Qualifications Worksheet, starting with the first indicator in the one's column and scoring left to right, indicating a Y (yes) or N (no) when determining whether the indicator was met or not met.
- Follow the scoring rules as used to rate indicators 1-21.
- Next, complete a Teaching Staff Qualifications Worksheet for each group of children. Use the guidance on page 5 of the PAS book.
- Use the information from the Teaching Staff Qualifications Worksheet to rate indicators 23-25.
- Complete the Summary of Teaching Staff Qualifications Worksheet. Follow the directions on page 6 of the PAS book to computer the Item average score.

Generate a Total PAS Score

- The total PAS score is the sum of the item scores.
- Calculate this score by transferring the individual item scores to the Item summary form found on page 65 of the PAS book.
- Additional instructions for calculating the total PAS score are found on page 6 of the PAS book.

Determine the Average PAS score using the instructions in Step 5 (page 7) of the PAS book.

Plot the scores on the PAS Profile using the instructions on page 7 of the PAS book.

Review findings

- Conducting a PAS assessment is only the first step of the process toward growth. Review your observation with those people responsible for implementing changes.
- Review your assessment findings with your Internal Assessment Team, Quality Coach and Program Quality Assessor. They can celebrate successes with you.
- Together you can discuss areas where your team feels growth could occur.
- Identify goals to achieve growth and include them in your Continuous Quality Improvement Plan (CQI).

Next steps

- Assure everyone has contributed ideas and ensure everyone knows the next steps to take toward improvement.
- When planning for CQI goals, look toward implementing the next level's indicators.
- Start small. Focus on one indicator at a time.
- Be patient. Do not be discouraged if your initial scores do not meet your expectations. Growth takes time.
- Change what you can and accept those things that are outside of your program's ability to improve.
- Share your plan for growth/CQI plan with everyone involved on your team.
- Plan to revisit your goals and program's administrative practices regularly to assess and update as goals are achieved. The CQI process is cyclical as you continuously reflect on your practices and your drive for growth.