

BLOCStar Quality Improvement Initiative Participation Checklist



YPQI PROCESS COMPONENT	WHEN	WHAT	DONE
Staff Training: Youth Work Methods - Youth Worker Training (Year Round)	ONGOING	To see schedule of Methods and Youth Worker Trainings: louisvilleblocs.org To RSVP for workshops: oydtrainings@louisvilleky.org	<input type="checkbox"/>
Have Agency Representative at the BLOCStar Kick Off	8/23/18	Each participating Agency has to have One person representing the at the BLOCStar Kick Off event.	<input type="checkbox"/>
Form an Agency YPQI Quality Improvement Team (QIT)	BY 9/7/18	Each participating site should have a QIT. The QIT will lead the implementation of the quality work for your site. A QIT should have at least two people and a max of five. It should be a representative group of roles within the site. It should have a front line staff member and a program staff. It can have Volunteers, Board Members, and Youth.	<input type="checkbox"/>
Agency QIT Team Attends YPQI Basics Training	9/10/18	At least one member of the QIT team should attend the Basics workshop on September 10th at Metro United Way from 9:00a-3:00p.	<input type="checkbox"/>
	9/20/18	Bring back YPQI Basics Self Assessment process to the QIT team and staff at the site and create the self assessment plan.	<input type="checkbox"/>
Schedule Fall External Assessment	BY 9/14/17	Choose a "Program Offering" (activity) to be observed by an external assessor between September 17 & November 16, 2018. <i>Activity: a group activity with at least five young people facilitated by an adult that is at least 45 minutes long with at least one learning goal.</i>	<input type="checkbox"/>
Agency QIT Team Conducts Self-Assessment	BY 11/16/18	The team should make at least three activity observations and meet to jointly score the PQA form A.	<input type="checkbox"/>
Enter Self-Assessment Data into Scores Reporter	BY 11/22/18	Scores Reporter Link: https://portal.cypq.org// You have a Username & Password in in your Agency Scores Reporter Self Assessment Cheat Sheet.	<input type="checkbox"/>
Attend the Planning with Data Workshop	11/29/18	At least one member of the QIT team should attend the Planning with Data workshop on November 29th at Metro United Way from 9:00a-2:00p.	<input type="checkbox"/>
Agency QIT Team Creates a Program Improvement Plan Based on Self- & External Assessments	11/30/18	A Program Improvement Plan (PIP) consists of THREE (3) completed Goal Forms in Scores Reporter. Each Goal must address a Scale (page) or Item (row on one of the pages) of the PQA Form A that needs improvement as identified from your combined Self & External Assessment Data Report received at the Planning with Data Workshop	<input type="checkbox"/>
Enter Program Improvement Plan into Online Scores Reporter (Goal Forms)	BY 1/10/19	Scores Reporter Link: https://portal.cypq.org// You will receive a Program Improvement Plan Scores Reporter Cheat Sheet from your BLOCS support team.	<input type="checkbox"/>
Schedule Spring External Assessment	2/18-2/22/19	Choose a "Program Offering" (activity) to be observed by an external assessor between March 4 & April 30, 2019.	<input type="checkbox"/>
BLOCStar Debrief	5/23/19	Each BLOCStar Participating Agency/Program must have a representative at the End of Year Debrief.	<input type="checkbox"/>

BLOCStar SEL Measurement Participation Checklist



SEL MEASUREMENT PROCESS COMPONENT	WHEN	WHAT	DONE
Select SEL Tool: SAYO-Y or SRYB	BY 8/23/18	You will make this selection at the Live Kickoff. Note: SAYO-Y is only available as an option for sites that have participated in SAYO-Y in 2017. If you have not participated in SAYO-Y before, you are required to select SRYB.	<input type="checkbox"/>

SRYB PROCESS COMPONENT	WHEN	WHAT	DONE
Agency QIT Team Send Out SRYB Consent Forms	8/23-10/15/18	Consent forms must be signed by parents of children/youth who will be assessed using SRYB. You will receive the consent form directly after the Live Kickoff	<input type="checkbox"/>
Agency QIT Team Attends SRYB Webinar	9/4/18	QIT team attends the Staff Rating for Youth Behavior (SRYB) Live Webinar from 12:30p-2:00p. This is mandatory for all sites participating in SRYB.	<input type="checkbox"/>
Agency QIT Team Attends SRYB Live Training	9/18/18	QIT team attends the Staff Rating for Youth Behavior Live Training. This is mandatory for all sites participating in SRYB.	<input type="checkbox"/>
Agency QIT Team Populate SRYB Roster	BY 10/15/18	JiJi will send roster, team will populate the roster with names of youth who have consent forms on file, and upload roster and consents to Dropbox.	<input type="checkbox"/>
Agency QIT Team Complete SRYB PRE-Assessments	10/15-11/16/18	Conduct SRYB pre-assessment for each participant on the roster.	<input type="checkbox"/>
Agency QIT Team Enter SRYB PRE-Assessments in Qualtrics	BY 11/16/18	All completed pre-assessments must be entered in Qualtrics system. JiJi will send link to Qualtrics.	<input type="checkbox"/>
Agency QIT Team Complete SRYB POST-Assessments	4/1-4/30/19	Conduct SRYB post-assessment for each participant on the roster who has a pre-assessment. No new participants can be added to the roster at this time..	<input type="checkbox"/>
Agency QIT Team enter SRYB POST-Assessments in Qualtrics	BY 4/30/19	All completed POST-assessments must be entered in Qualtrics system. JiJi will send link and login	<input type="checkbox"/>

SAYO PROCESS COMPONENT	WHEN	WHAT	DONE
Agency QIT Team completes SAYO-Y Online Training	BY 3/15/19	At least one member of the QIT team must complete the SAYO-Y online training. If you have completed this training last year, you will not need to do it again. JiJi will send training link and login.	<input type="checkbox"/>
Agency QIT Team Conduct SAYO-Y Surveys	4/1-4/30/19	Surveys are completed online only. JiJi will send the link. Tablets and hotspots available to borrow if needed	<input type="checkbox"/>
All SAYO-Y Surveys Completed	BY 4/30/19	Any surveys received after 4/30 will not be counted for analysis.	<input type="checkbox"/>

BLOCStar CASCADE Participation Checklist



TRACKING ATTENDANCE IN CASCADE	WHEN	WHAT	DONE
Track daily program attendance	ONGOING WEEKLY	Login to CASCADE at least once/week to enter daily program attendance for all youth on your program roster	<input type="checkbox"/>
Attend CASCADE training	9/13/18	Recommended for new BLOCStar programs and as a refresher for current BLOCStars	<input type="checkbox"/>
Update OST program FALL rosters (see "CASCADE Overview" for step-by-step directions)	BY 10/15/18 and ONGOING (if roster changes)	Login to CASCADE at the beginning of the program year to delete students who no longer participate in your program Send signed CASCADE parent releases to Krista Drescher-Burke so new students can be added to your program's roster	<input type="checkbox"/>
Update OST program SPRING rosters (see "CASCADE Overview" for step-by-step directions)	BY 2/15/19 and ONGOING (if roster changes)	Login to CASCADE at the beginning of the program year to delete students who no longer participate in your program Send signed CASCADE parent releases to Krista Drescher-Burke so new students can be added to your program's roster	<input type="checkbox"/>