

# BLOCStar Participation Check List

YPQI	When	What	Done?
Form an Agency YPQI Quality Improvement Team (QIT)	Due: 8/25/17	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	8/30/17	At least one member of the QIT team should attend the Basics workshop on August 30th at Metro United Way from 9am to 3pm.	<input type="checkbox"/>
	9/6/17	Work with QIT team to develop a self-assessment plan at each site based on what you learned about the self-assessment process at the YPQI Basics workshop.	<input type="checkbox"/>
Schedule Fall External Assessment	Due: 9/1/17	Choose a "Program Offering" (activity) to be observed by an external assessor between September 1 & October 13, 2017. 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.	<input type="checkbox"/>
Agency QIT Team Conducts self-assessment	Due: 10/13/17	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	Due: 10/17/17	Scores Reporter Link: <a href="https://portal.cypq.org/">https://portal.cypq.org/</a> . You have a Username & Password in an email from <a href="mailto:tj.delahanty@metrounitedway.org">tj.delahanty@metrounitedway.org</a> .	<input type="checkbox"/>
Attend the Planning with Data workshop	10/24/17	At least one member of the QIT team should attend the Planning with Data workshop on October 24th at Metro United Way from 9am to 2pm.	<input type="checkbox"/>
Agency QIT Team Creates a Program Improvement Plan based on Self & External Assessments	11/30/17	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.	<input type="checkbox"/>
Enter Program Improvement Plan into Online Scores Reporter (Goal Forms)	Due: 11/30/17	Scores Reporter Link: <a href="https://portal.cypq.org/">https://portal.cypq.org/</a> . You have a Username & Password in an email from <a href="mailto:tj.delahanty@metrounitedway.org">tj.delahanty@metrounitedway.org</a> .	<input type="checkbox"/>
Schedule Spring External Assessment	February 15-23, 2018	Choose a "Program Offering" (activity) to be observed by an external assessor between March 1 & March 31, 2018.	<input type="checkbox"/>
Complete YPQI Satisfaction survey.	Due: 4/30/18	Please send <a href="mailto:tj.delahanty@metrounitedway.org">tj.delahanty@metrounitedway.org</a> the name, title and email address of each person from your site who was involved in the YPQI process.	<input type="checkbox"/>
	April 2018	Each individual will be sent their own link to complete the survey.	<input type="checkbox"/>
Staff Training: Youth Work Methods - Youth Worker Training - Year Round	ONGOING	To see schedule of Methods and Youth Worker Trainings: <a href="http://louisvilleblocs.org">louisvilleblocs.org</a> . To RSVP for workshops: <a href="mailto:oydtrainings@louisvilleky.org">oydtrainings@louisvilleky.org</a> .	<input type="checkbox"/>

# BLOCStar Participation Check List *cont'd.*

SEL Measurement	When	What	Done?
Select SEL Tool: SAYO-Y or SRYB	Due: 8/17/17	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 2016. IF you have not participated in SAYO-Y before, you are required to select SRYB.	<input type="checkbox"/>
Agency QIT Team send out SRYB Consent Forms	8/17 -9/11/17	Consent forms must be signed by parents of children/youth who will be assessed using SRYB and returned to JiJi El-Masri immediately following. You will receive the consent form directly after the Live Kickoff.	<input type="checkbox"/>
Agency QIT Team attends SRYB Webinar	08/22/17	At least one member of the QIT team attends the Staff Rating for Youth Behavior (SRYB) Live Webinar from 12:30pm-2:00pm. This is mandatory for all sites participating in SRYB.	<input type="checkbox"/>
Agency QIT Team populate SRYB Roster	Due: 9/15/17	JiJi will send roster with ID numbers, and team will populate the roster with names of youth who have consent forms on file and will be assessed, and send back to JiJi.	<input type="checkbox"/>
Agency QIT Team complete SRYB PRE Assessments	9/15 - 10/13/17	Conduct SRYB Pre Assessment for each participant on the roster.	<input type="checkbox"/>
Agency QIT Team Enter SRYB PRE assessments in Qualtrics	Due: 10/13/17	All completed PRE assessments must be entered in Qualtrics system. JiJi will send link and login.	<input type="checkbox"/>
Agency QIT Team complete SRYB POST assessments	4/1 - 4/20/18	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	Due: 4/30/18	All completed POST assessments must be entered in Qualtrics system. JiJi will send link and login.	<input type="checkbox"/>
SAYO Process Component			
Agency QIT Team completes SAYO-Y Online Training	Due: 3/15/18	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 - 4/30/18	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	Due: 4/30/18	Any surveys received after 4/30 will not be counted for analysis.	<input type="checkbox"/>

Tracking Attendance in CASCADE	When	What	Done?
Update OST program rosters	Due: 1 week after program starts	Login to CASCADE at the beginning of the program 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"/>
Track daily program attendance	Login weekly	Login to CASCADE at least once/week to enter daily program attendance for all youth on your program roster.	<input type="checkbox"/>