

Thank you for being a part of the BLOCS Youth Program Quality Intervention Initiative! As an external assessor, you play an important role in providing reliable, objective data that can serve as a supplement to the sites' program self assessment data. The following is a step-by-step guide to external assessment using the Youth Program Quality Assessment (YPQA) or School-Age Program Quality Assessment (SAPQA) tool. This guide will help answer some questions about your responsibilities in this project.

Which sites am I going to assess?

All External Assessment appointments will be posted on SignUp.com. We will send the link via email. You will use this website to select and sign up for the assessments. Please bookmark this page.

- Please try to assess the sites based on your certification: School Age PQA or Youth PQA availability.
- Be conscious of perception of bias: Do not choose any site that you do work for, have worked for or are/were a volunteer.
- **Only choose sites that you are certified for: School Age or Youth.**
- The goal is for everyone to do THREE to FOUR external assessments in the fall and the same sites in the spring. If you cannot do four, it is not a social crisis, just let us know. If you are willing and able to do more than three, let us know.

When will assessments happen?

The fall assessment period is September 17 to November 16, 2018 and the Spring Assessment period is March 4 to April 30, 2019. Most assessments happen between 3:00 and 6:00 pm Monday-Friday, some are later in the day and a few are on the weekends.

BEFORE THE SITE VISIT

What you need to take with you:

- Print out of the SignUp.com information for your site
- The Appropriate Program Quality Assessment (PQA) Form A for the site you are assessing (Youth or School Age). If you need more PQA forms, contact TJ Delahanty at tj.delahanty@metrounitedway.org.
- Paper & pencil/pen or laptop
- Notebook paper to take notes
- Observation Guide (School Age or Youth): this is the "Cheat Sheet" summary of the PQA
- Driver's License/ID: You probably will not need this, but better safe than sorry

What you need to do:

- Please contact the site lead for the sites you select to let them know that you will be doing their assessment on the chosen day and time and to ask any logistical questions. This can be by email or phone listed in the SignUp.com information.
- Wear your BLOCS polo shirt or business casual. The goal is to be a fly on the wall during the observation and to not let your attire distract.
- When travelling to the assigned youth program, leave plenty of time for unexpected delays. Plan on arriving at least 15 minutes before the scheduled observation time. (This extra time will allow you to observe the Safe Environment items, sign in and/or get to the room where you will observe and introduce yourself to your site contact.)
- If you will be late or cannot make an assessment that you have selected PLEASE CONTACT Felicia Young: (502-292-6112, felicia.young@metrounitedway.org) as soon as possible.

DURING THE SITE VISIT

- Check in at the main office if appropriate.
- Introduce yourself to the site supervisor (if available) and to staff involved in the offering to be observed. Ideally, they will be expecting you and know the purpose of your visit (this is not always so). Let them know who you are and what you are there for: External Assessment of the activity listed on the SignUp.com listing. Let them know that you will need five minutes of their time for a few questions.
- Sit in an unobtrusive location that allows for the best view and as close to the action as you can without being a distraction to the activity.
- View 1 program offering in its entirety (usually 45-90 minutes long).
- Take objective observational notes which describe only observable behaviors, language and materials. Focus on the behaviors of the staff and students with whom the staff is interacting. Take down as many quotes as possible.
- Do not score the PQAs onsite.
- Double check to make sure you have taken notes on all the program and staff info from pages one and two of the PQA form as well as Safe Environment items in the PQA Form (such as Fire Extinguisher, Emergency Procedures, First Aid Kit, etc.)
- Ask any follow-up questions (listed throughout the PQA forms in the box where you will write your written evidence) after the observation has been completed. It is critical that follow-up questions be addressed before you leave the site. If time absolutely does not allow, ask the staff person for a phone number where you can follow up the next day.

AFTER THE SITE VISIT

Scoring the PQA

- Please score the paper version PQA Form A for each External Assessment within 48 hours and before your next assessment.
- Fit and score using your notes, making sure to fill out all Supporting Evidence/Anecdotes boxes for each item (even if you gave them a 5) and information on the cover of Form A and Program and Staff Information on Pages 1 & 2.

Data submission

- After completing each PQA Form A you must enter your scores into the Weikart Center's Web Database, Scores Reporter: <https://portal.cypq.org/>
- If you cannot remember your password, hit the "forgot password" button and enter your user name (email address). They will reset your password and send you an email within minutes.
- Enter the PQA scores and Supporting Evidence/Anecdotes onto the Online Scores Reporter using your username and password within 48 hours of completing the PQA Form A.

Questions

TJ Delahanty: W (502) 292-6226, C (502) 419-1376, email: tj.delahanty@metrouratedway.org

Rebecca DeJarnatt: W (502) 574-0854, email: rebecca.dejarnatt@louisvilleky.gov

Felicia Young: W (502) 292-6112, email: felicia.young@metrouratedway.org

Whoop Hoo!!! You are now on track to be a Quality-Assessing Genius!