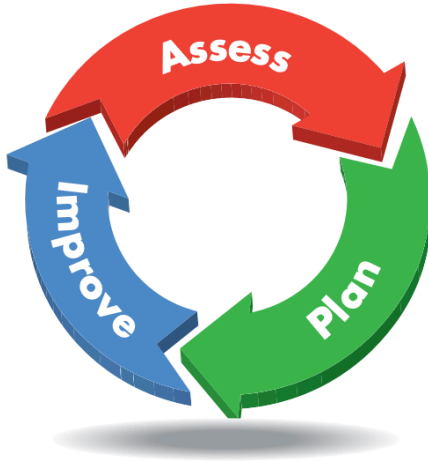**ATTACHMENT C**

Expanded Learning Quality Standards

Implementation Action Plan

Continuous quality improvement cycle

Assess Program Quality: Collect data on the program using multiple strategies. Data comes from sources including self-assessments, review of program policies and manuals, interviews and surveys conducted with staff, youth, and other stakeholders, and observation of program activities.

Plan: Reflect on program data and use data to generate and implement an action plan for program improvement. Action plans can be used to revise and refine organizational strategies and goals, to direct organizational resources towards areas that need improvement, and to guide professional development for staff.

Improve Program Quality: Implement the action plan, taking time to reflect on progress along the way. Once key goals are met, re-assess and update the action plan accordingly.

PRNS and SJPL

Stage	Actions	Deliverables	Timeline
Plan	Create a training plan for staff aligned with quality standards	1. Review standards and potential opportunities 2. Review training opportunities and needs 3. Set targets and goals for each program	August, 2019
Develop	Create an action plan, and an assessment & evaluation plan	1. Develop logic model for each program or initiative 2. Review budget, program model, staffing, tools, timeline 3. Develop an action plan 4. Develop procedures for assessing programs and a standardized improvement and evaluation action plan	December, 2019
Assessment	Assess existing programs using a Quality Standard assessment	1. Review programs and processes to assess needs for alignment with standards 2. Refine quality improvement action plans based on assessment findings. 3. SJPL will pilot the CA Quality Assessment tool.	February, 2020

Training	Train staff	1. Schedule and provide a series of professional development trainings for staff and identify current and potential ongoing professional development opportunities 2. Provide ongoing coaching, mentoring and technical assistance for program staff or volunteers	March, 2020
Implementation	Implement programming using the Quality Standards	1. Programs presented in the EDL will adhere to quality standards 2. Implement quality improvement action plans	March, 2020
Post Quality Improvement Cycle 1	Develop and implement Quality Improvement action plan	1. Review assessment data 2. Ongoing professional development training for staff 3. Identify additional opportunities for program enhancement	June, 2020