



SUGGESTED CONTINUOUS QUALITY IMPROVEMENT CYCLE (CQI) IMPLEMENTATION PLAN FOR SITES/GRANTEES: CONTINUING AS OF SEPTEMBER 1, 2016

Created by Region 11 Expanded Learning Technical Assistance Unit

1. August-September

- a. Get sites up and operating
- b. Weeks 3-5: Review the Organizational and Site Continuous Quality Improvement workplans from 2015-16 and the glows and grows identified in May/June 2016 and determine what the plans will be for 2016-17: Either continue 2015-16 plan or choose a new Quality Standard and start the assessment process for this
- c. Weeks 4-7: Update CQI workplans (program and site) based on feedback from all stakeholders that takes into consideration changes that have occurred during the summer staffing, change of instructional day leadership, change in program focus, etc.
- d. Weeks 5-8: share the updated plans with all stakeholders and begin implementation

2. September-October

- a. Continue implementation of revised CQI workplans (Agency and Site)
- b. At weekly staff meeting check in as to how implementation is going

3. November-December

- a. Continue implementation of the Agency and Site Continuous Quality Improvement Plans
- b. At weekly staff meeting check in as to how roll out is going
- c. Use last two weeks in December before school rolls out for winter break, assess where you are at (GLOWS and GROWS); what changes need to be made to plan based on assessment; make revisions to the Organizational and Site Continuous Quality Improvement Plans based on assessments
- d. Share assessment with all staff and ask them to be ready to recommitment to the process when they return from break

4. January-February

- a. Roll out revised Organizational and Site Continuous Quality Improvement Plans with all staff at Winter Kick Off Program meeting (January)
- b. Continue implementation of the Organizational and Site Continuous Quality Improvement Plans
- c. At weekly staff meeting check in as to how roll out is going

5. May-June

- a. Continue implementation of the Organizational and Site Continuous Quality Improvement Plans
- b. At weekly staff meeting check in as to how roll out is going
- c. Use last three weeks before school rolls out for summer break, assess what you have accomplished, items to continue into next year
- d. Share Organizational assessment with all staff
- e. Celebrate: Hold a culminating event for all your team members to celebrate Year 2 of this intentional effort

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SUGGESTED CONTINUOUS QUALITY IMPROVEMENT CYCLE (CQI) IMPLEMENTATION PLAN FOR NEW SITES/GRANTEES: AS OF SEPTEMBER 1, 2016

Created by Region 11 Expanded Learning Technical Assistance Unit

1. August-October

- a. Review why this conversation is important, and connect the dots to work you already do at the sites and within the district/agency/city
- b. Develop and implement training for staff on Quality Improvement Cycle and Standards
- c. Develop your internal 2016-17 calendar with firm dates
- d. Determine the 1-2 Program Quality Standard(s) you are going to work on as an organization
- e. Determine which assessment tool(s) you are going to utilize for the year
- f. Develop your Organizational Quality Improvement Workplan
- g. Sign up one or more Grant Managers/Program Directors for the Continuous Quality Improvement Train the Trainer program at: <http://aspire.lacoe.edu/event-type-groups/staff-development-training-events>

2. September-December

- a. Get sites up and operating
- b. Share the Organizational Quality Improvement Work Plan (QIWP) with all staff (Kick Off meeting)
- c. Week #3 hold Site Meetings about the QIC and site timeline: invite your Instructional Day liaison
- d. Weeks #4 and 5: Assessment time for sites
- e. Weeks #6 and 7: Develop Site Continuous Quality Improvement Plan with team that should include at a minimum: Site Coordinator, 2 front line staff, student, Instructional Day liaison
- f. Week #8: Share Site Continuous Quality Improvement Plan with all staff and instructional day team

3. October-December

- a. Begin implementing the Site Continuous Quality Improvement Plan
- b. At weekly staff meeting check in as to how roll out is going

4. November-December

- a. Continue implementation of the Organizational and Site Continuous Quality Improvement Plans
- b. At weekly staff meeting check in as to how roll out is going
- c. Use last two weeks in December before school rolls out for winter break, assess where you are at (GLOWS and GROWS); what changes need to be made to plan based on assessment
- d. Share assessment with all staff and ask them to be ready to recommitment to the process when they return from break

5. January-February

- a. Roll out revised Organizational and Site Continuous Quality Improvement Plans with all staff at Winter Kick Off Program meeting to staff
- b. Continue implementation of the Organizational and Site Continuous Quality Improvement Plans
- c. At weekly staff meeting check in as to how roll out is going

6. May-June

- a. Continue implementation of the Organizational and Site Continuous Quality Improvement Plans
- b. At weekly staff meeting check in as to how roll out is going
- c. Use last three weeks before school rolls out for summer break, assess what you have accomplished, items to continue into next year
- d. Share Organizational assessment with all staff
- e. Celebrate: Hold a culminating event for all your team members to celebrate Year 1 of this intentional effort