Template: Keystone STARS Internal Assessment Process (IAP)

Although brief overview guidance for each step is included in the planning template, please refer to the *Program Observation in Keystone STARS* section of the STARS Program Manual before beginning to use this IAP template or designing your own template.

This IAP template includes elements that programs will use to frame their decision-making, complete classroom observations, and develop achievable goals for growth. The template is a reflective resource for designing and documenting the internal assessment process.

NOTE: Programs seeking to maintain or achieve a STAR 3 or 4 designation will need to consider their current STAR expiration and any current PQA Effective End Date when planning their IA activities. At a minimum to support timely completion of required activities and rich collaboration of the IA Team, IAP planning should begin at least six months prior to the PQA Effective End Date.

Programs completing optional quality indicators EC 3.4.6 and/or LM 3.4.9 must consider the additional time needed for the activities of those quality indicators.

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Keystone STARS Internal Assessment Process (IAP)

Using this template: While using this template during your IAP work is optional, it is one way to document for yourself and others what happened during your IAP activities. You can document your IAP and each activity in other ways, if desired. To meet the expectations of the required quality indicator EC 3.4.5, and when optional quality indicators EC 3.4.6 and/or LM 3.4.9 are selected, completing the activities described in the STARS Standard indicator are expected. Have the STARS standards and STARS Program Manual available as you plan your IAP. Those documents include additional details to support preparation and implementation.

REMINDER: Have a question? Reach out to your quality coach and assessor for support throughout the process.

Section 1: Your Internal Assessment (IA) Team

Use the chart below to document IA Team members and their contact information. Be sure to review the information and update as the IA Team changes.

IA Team Members	
Program	
ELRC Quality Coach	
Assessor(s)	
Other Colleagues	

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Section 2: Select the Program Observation Instrument(s) for your IAP

NOTE: Your quality coach and assessor can support you in learning about the options and selecting appropriate POI(s) for different age groups. This may be especially helpful when infants and toddlers, older toddlers and preschoolers, or other age combinations are grouped together.

Add additional rows as needed to any section of this planning chart.			
Classroom / Age group	**Observer** *Be sure to note if any of the observations will be completed by an external assessor.*	**POI Selected**	What does our IA Team want to learn from this observation?
POI plan for optional quality indicator EC 3.4.6 if completing - select one process: ○ *Additional internal assessment in at least one classroom with a POI not used for EC 3.4.5* ○ *One external assessment completed with the same POI used in EC 3.4.5* ○ *One external assessment completed with a POI not used for EC 3.4.5*			
POI plan for optional quality indicator LM 3.4.9 if completing:			

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Section 3: Create your IAP Timeline

Internal Assessment Process Plan			
STARS Expiration date:	IAP Effective End date (if applicable):	STAR Movement goal date (if applicable):	Other key date(s):

Add additional rows as needed to any section of this chart.

	Date(s) and other planning notes:
REQUIRED activity: How and when will our IA Team meet? What are the roles and responsibilities?	
REQUIRED activity: What are our steps for POI selection, preparing to assess, and completing assessments?	
POI selected for EC 3.4.5	
POI selected for EC 3.4.6 if completing	
POI selected for LM 3.4.9 if completing	
Quality coach and assessor notified of projected IA completion date(s):	
Timeline check-in *(Any adjustments needed?)*	
REQUIRED activity: What are the steps for reviewing and sharing our completed internal assessments with our IA Team?	
Date IA(s) will be shared with IA Team:	
REQUIRED activity: What is our plan for using our completed IAs to create CQI goals?	
Planned date(s) for IAP Consultation meeting(s):	

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Section 4: Share completed observations with the IA Team

REMINDER: If timeline dates have been adjusted, be sure to notify all members of your IA Team. The guiding questions below can help your IA Team prepare for your CQI Consultation meeting(s).

What strengths were observed in current classroom practices?

What areas for growth did the observations reveal?

Does our IA Team need more information before moving to Section 5?

Section 5: Create CQI goals

The following questions can be used as reflection prompts for your CQI Consultation meeting(s).

Did the completed observations tell us what we wanted to learn?
Was the POI used the right fit for our program?
Is there something we still want to learn about the program, a classroom, or age group?
Where do we want to focus our CQI efforts going forward?
Are there two or three clear areas where growth needs are evident? Or do we need to focus on one area at a time?
Are the areas for growth across multiple classrooms similar or different?
Who will create and prioritize the goals for growth and how will goals be shared with all staff?
How will those contributors be supported in understanding the focus and unique lens of the POI(s) used?
How will those contributors be supported in connecting the POI results to the writing of CQI goals?
Does the IA Team have any next steps for the ongoing CQI process?
Did the IAP experience highlight any professional development needs?
Will you use the EC 3.4.5 experience to plan for any additional observations with a different POI?
What did the IA Team learn from the IAP experience that will enhance internal assessment and CQI planning for next year?

Use the optional space below to capture the CQI plan goals discussed or drafted during your IAP Consultation meeting(s). Remember to consider the format of your CQI plan to ensure you capture all the details you will need for each goal.

CQI Goals
Be specific, plan for measuring progress, make it achievable, keep it relevant, set a time frame.
GOAL 1:
GOAL 2:
GOAL 3:

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