**IL-QPSA NEW USER CHECKLIST**

**After Webinar #1**
- Have you filled out the IL-QPSA Registration Form?
- Have you taken the post-webinar survey?
- Have you registered for Webinar #2?
- **If an Org. Admin:**
  - Have you gained access to the IL-QPSA system?
  - Have you added/updated your afterschool program site(s)?
  - Have you added/updated your Site Admin(s) to manage your program site(s)?
- **If a Site Admin:**
  - Have you gained access to the IL-QPSA system?

**After Webinar #2**
- Have you taken the post-webinar survey?
- Have you invited internal and external stakeholders to participate in the virtual community assessment team meeting?
- Have you assigned your internal and external stakeholders their roles and responsibilities for the virtual community assessment team meeting?
- Have you reached consensus during your virtual community assessment team meeting and found agreed upon scores for your program site(s) with the IL Top Ten Quality Standards Assessment?
- Have your Site Admin(s) entered the agreed upon scores and physically taken the Assessment(s) with the IL-QPSA?
- Have you registered for Webinar #3?
- *OPTIONAL* Have you shared a pre-assessment with any stakeholders that could not be part of the virtual community assessment team meeting?

**After Webinar #3**
- Have you taken the post-webinar survey?
- Have you downloaded your site(s) report(s)?
- Have you downloaded your site(s) action plan(s)?
- Have you discussed with your team/other staff/one another about what should be included with in the action plans(s)?
- If your action plan(s) are blank, have you selected at least three Quality Standards AND their Quality Indicators to create an Action Plan around?
- Once completed, have you emailed *every* Action Plan for each program site to Jackie Tichler (TichlerJ@actnowillinois.org) by or before COB on June 16th, 2023?
Pledge to Quality Reminders

- Have I become an ACT Now Newsletter subscriber?
- Have I added/edited my program site(s) to the ACT Now Map and Database?
- Have I attended live or requested a recording of all three IL-QPSA webinars?
- Have I completed an assessment for *every* program site I have within the IL-QPSA?
- Have I completed an action plan for *every* program site I have within the IL-QPSA AND submitted it to Jackie Tichler (TichlerJ@actnowillinois.org) by or before COB on **June 16, 2023**?

Other Reminders

YOU CAN DO THIS!!!

If you have any questions, need clarity, or are having any difficulty at all please do not hesitate to reach out to Jackie Tichler directly, TichlerJ@actnowillinois.org, 312-774-2457.