

ILLINOIS QUALITY PROGRAM SELF-ASSESSMENT (IL-QPSA) FISCAL YEAR 2024 SYLLABUS

Course Description

The Illinois Quality Program Self-Assessment (IL-QPSA) is a strengths-based self-assessment that focuses on the Standards Framework and consensus-building decision-making model. This self-assessment process is a contractual requirement for Teen REACH and RPSA YDS grantees, however, all Out of School Time (OST) programs are invited to complete this process as well.

The goal of this process is not only for providers to meet their contractual obligations but to walk away with a High-Quality Action Plan their program can confidently implement to support their continuous quality improvement (CQI) efforts.





ACT Now is thrilled to move into our SIXTH year of the IL-QPSA! We have worked with hundreds of afterschool program providers who have worked tirelessly to engage in a continuous quality improvement (CQI) process each year.

In the spirit of CQI, ACT Now is proud to announce exciting changes to the process for the fiscal year 2024. ACT Now Quality Initiatives Department read through action plans, analyzed data for end-of-year reports, and listened to grantees about what changes they would like to see next year. Based on all that information, it was decided to introduce IL-QPSA changes for the fiscal year 2024!

ACT Now wants to ensure we are engaging you in a high-quality process while being mindful of capacity.

COMPARISON OF DIFFERENCES BETWEEN FISCAL YEARS 2023 AND 2024

	2022-2023 FY23	2023-2024 FY24
All IL-QPSA participants must be in ACT Now's Center for Afterschool Learning (ANCAL)	✗	✓
IL-QPSA participants are divided into two cohorts, NEW and RETURNING users.	✓	✗
All IL-QPSA Webinars are held live and if missed have to reach out to ACT Now staff	✓	✗
All IL-QPSA Webinars are held asynchronously and housed in ANCAL being viewed at any time	✗	✓
IL-QPSA starts in October for NEW users and in January for RETURNING users	✓	✗
IL-QPSA starts in September for ALL users	✗	✓
All IL-QPSA users can assess ANY 10 Quality Standards.	✗	✓
Action Plans are due in June of that fiscal year	✓	✗
Action Plans are due in March of that fiscal year	✗	✓

Learning Outcomes

Upon successful completion of this course, providers will be able to:

1. Successfully register for ACT Now's Center for Afterschool Learning (ANCAL) platform and the IL-QPSA.
2. Sign up for ACT Now's Newsletter, ensuring they are informed of relevant updates and resources in the afterschool learning field.
3. Edit their program file in ACT Now's Map and Database, enabling them to keep their program information up-to-date and easily accessible.
4. Understand the Illinois Afterschool Pledge to Quality and how the IL-QPSA aligns with the pledge.
5. Comprehend the structure and format of the IL-QPSA, allowing them to use the assessment tool effectively.
6. Identify specific roles and responsibilities for team members within the IL-QPSA system to ensure successful implementation.
7. Understand the purpose and importance of building a self-assessment team, recognizing its role in fostering a culture of continuous improvement.
8. Utilize effective steps to build consensus among team members, enabling productive discussions and decision-making processes.

QUESTIONS?

Contact lead IL-QPSA trainer
Jackie Tichler
TichlerJ@actnowillinois.org
(312)-774-2457



STEP ONE



**REGISTER FOR THE ACT
NOW CENTER FOR
AFTERSCHOOL
LEARNING (ANCAL)**

ANCAL



ANCAL is an online learning and training platform FREE for all Illinois afterschool and out-of-school time professionals and providers!

Through the center, providers can:

- Access resources and tools that accompany your courses
- Earn CEUs for completed courses
- View Live and Recorded Professional Development
 - STEM and SEL webinars
 - Health and Safety
 - Diversity, Equity, and Inclusion
 - Afterschool Quality Standards
 - IL-QPSA

Register for ANCAL here
Already a member? FANTASTIC! You rock.

STEP TWO




REGISTER TO PARTICIPATE IN THE IL-QPSA

● ● ●

Registration Form

★ ⋮

Each year ACT Now asks that **ALL** IL-QPSA participants register for the IL-QPSA process. This helps maintain accurate data and records to ensure everyone gets access to the system. If you do not register for the IL-QPSA for FY24 there is no guarantee your agency will complete the process successfully. It is not uncommon to have staff changes and turnover, so please communicate these changes to the best of your ability.

REGISTER HERE 



STEP THREE



COMPLETE THE STEPS WITHIN THE PLEDGE TO QUALITY

● ● ●

Pledge to Quality

★ ⋮

Each year ACT Now asks that ALL IL-QPSA participants complete the steps within the Pledge to Quality. Completing the Pledge to Quality helps to ensure participation in this process. If you do not complete the Pledge for the IL-QPSA for FY24 we cannot guarantee your agency will complete the process successfully. We understand staff changes and turnover happens, we ask that you communicate these changes with us to the best of your ability.



Illinois Afterschool Pledge to Quality

ACT NOW AND THE QUALITY STANDARDS

Afterschool for Children and Teens Now (ACT Now) is a statewide coalition that advocates for quality and affordable afterschool programs. We work with a wide variety of out-of-school programs (park district, 4-H, child care, school-based, community-based programs, and more) to make sure they have the resources they need to be successful.

In partnership with afterschool leaders around the state, ACT Now developed the Illinois Statewide Afterschool Quality Standards in May 2016 to provide a common definition of program quality and help programs improve youth outcomes. The Quality Standards represent best practices that research demonstrates lead to quality programs and positive outcomes for youth. The Standards address key areas such as safety, health and nutrition, administration, youth development, and family and community partnerships. ACT Now created the Standards to help programs self-assess to identify areas of strength and areas for improvement, engage in conversations about quality, and promote continuous quality improvement.

The Illinois Quality Program Self-Assessment (IL-QPSA) is a free online tool to help programs come together as a team to assess on the Standards.

ONLINE INFRASTRUCTURE

The online tool contains the following components:

- Illinois Statewide Afterschool Quality Standards & Resource Guide
- Self-Assessment
- Multiple automated reports
 - > Program site & organization aggregate reports
 - > Comparison reports
- Program Quality Improvement Action Plan
- Surveys for parents, youth, community partners, and staff

turn the page for details about taking THE PLEDGE

THE PLEDGE TO QUALITY AND STEPS TO TAKE IT

The Pledge to Quality provides programs an opportunity to state publicly that they are committed to program quality and continuous improvement. Providers that take the pledge commit to the following:



- **SIGN UP** for the ACT NOW newsletter
- **ADD** your program to the ACT NOW afterschool map and database
- **REVIEW** the Illinois Statewide Afterschool Quality Standards
- **SIGN UP** for the IL-QPSA
- **SELF-ASSESS** the top ten quality standards with your program team—we *recommend both program directors and site coordinators participate in this process*
 - > **Participate** in three 45-minute webinars
 - > **Create** an action plan for improvement

Once you sign up for the IL-QPSA tool, you can participate in our free quality improvement cohort. As part of the quality improvement cohort, you will learn how to build your self-assessment team(s), collect and analyze data, and form an action plan for improvement. After you complete these steps, you will receive a certificate of quality.

BENEFITS TO TAKING THE PLEDGE

As an ACT Now member committed to continuous quality improvement, you will receive a variety of resources that will benefit your program and the young people and families you serve:

- A free **weekly newsletter** with policy updates, trainings and webinars, funding opportunities, opportunities for youth, and more
- Inclusion the **Afterschool Map and Database**, a heat map of the entire state that allows you to find programs to collaborate with, helps determine areas of need in your community, and helps community members find your program
- **Technical assistance and professional development** in using the Standards and IL-QPSA, including in-person trainings on the Standards, webinars to walk you through the assessment process, and one-on-one coaching
- Opportunities to **network and collaborate** with other providers in the field about quality improvement best practices
- **Recognition** as a program committed to quality improvement and positive youth development to policymakers and funders throughout Illinois
- **Poster** for your program demonstrating your pledge and commitment to quality and a **certificate** after you complete the quality improvement process

ACTNOW!
Afterschool for Children and Teens

www.actnowillinois.org
312.877.0725
Network Lead, Susan Stanton
stantons@metrofamily

STEP FOUR

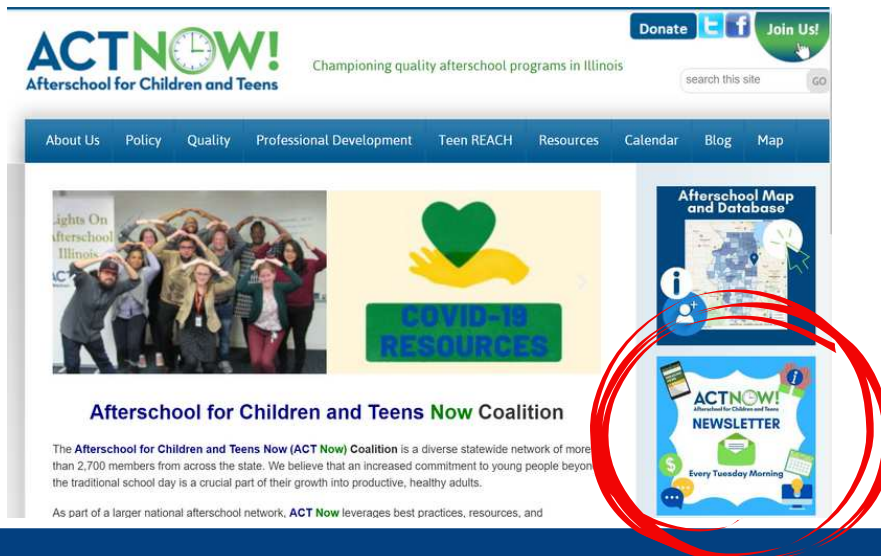


SIGN UP FOR THE ACT NOW NEWSLETTER

Each IL-QPSA participant MUST be an
ACT Now Newsletter subscriber



1. Go to the ACT Now Home Page
2. Click on the ACT Now Newsletter on the right-hand side of the screen.
3. Fill in the requested information.
4. Stay up to date with policy updates, funding notices, professional development opportunities, and much more!



Map and Database



STEP FIVE

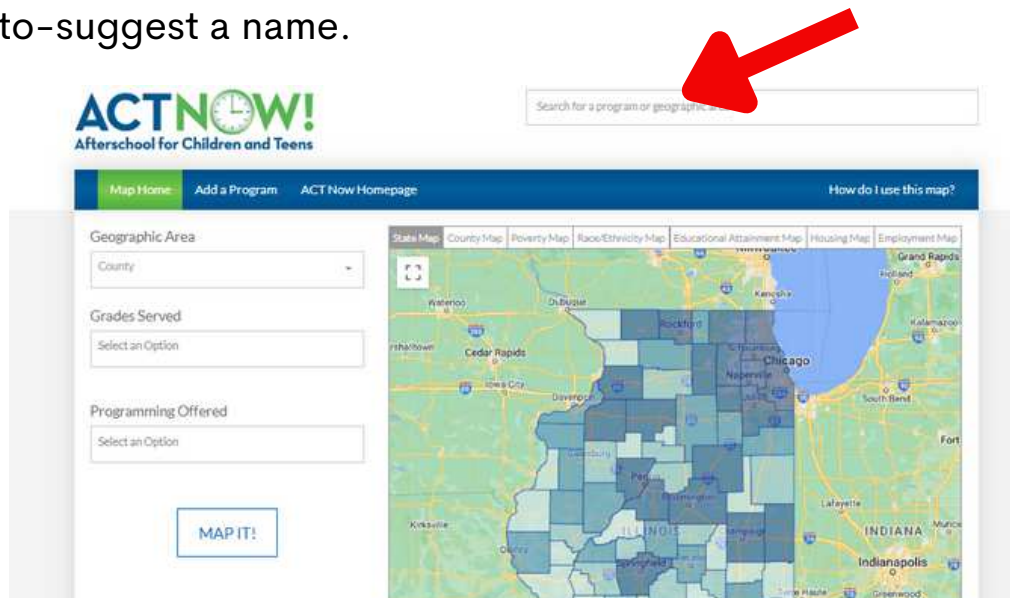


UPDATE THE
ACT NOW MAP
& DATABASE

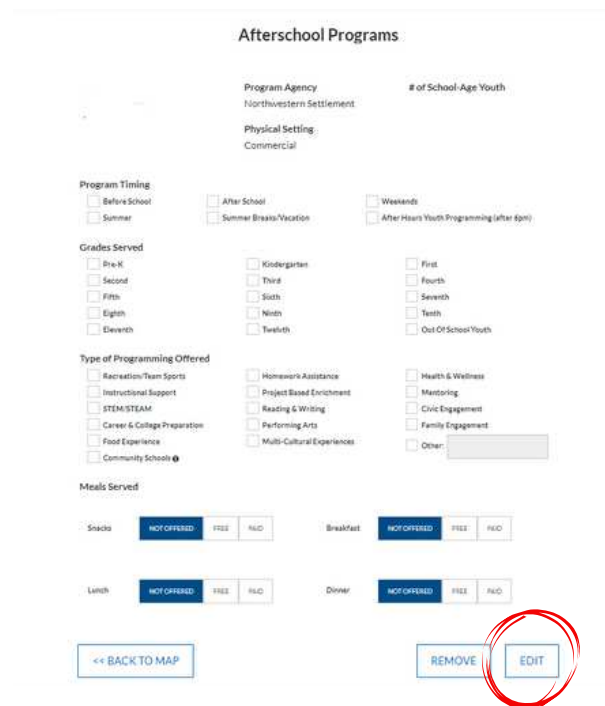
How to update the ACT Now Map & Database

Editing Your Program Profile

1. Go to the ACT Now Afterschool Map and Database
2. Enter the program's name in the **Search Box** to access your program's public profile. As you type, the system should automatically populate or auto-suggest a name.



3. On the public profile page, select the **Edit** button at the bottom of the screen.



4. Adjust the necessary fields: **Contact Info, Detail, and/or Services**. You must go through each field in order to able to submit.
5. Then select **Submit**.

Map Home Add a Program ACT Now Homepage

Request an Edit to Afterschool Programs

Please fill out the form below to request an edit to this program. You will be required to enter your contact information.

CONTACT INFO DETAILS SERVICES **SUBMIT**

Program Site Name *

Afterschool Programs

Agency Name ⓘ

Northwestern Settlement

Address *

1424 N. Cleaver St.

City *

Chicago

Zip Code *

60642

Phone Number

(773) 278-7472

Contact Person

Website

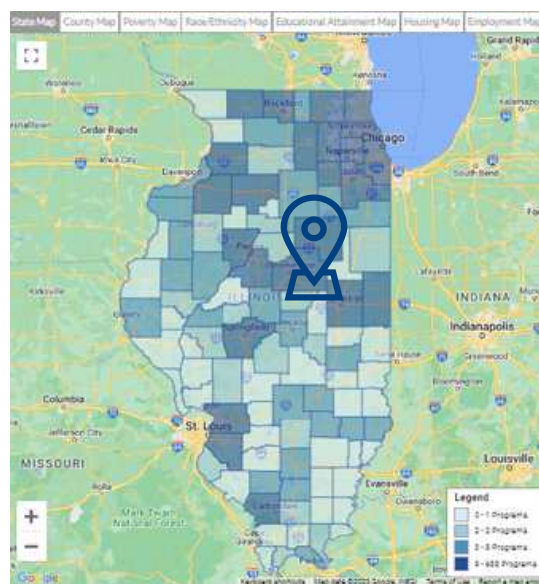
northwesternsettlement.org

Program Site Email *

< CANCEL

NEXT >

All requests are reviewed by system administrators who may contact you to verify your identity.



**Add your afterschool program to the map
TODAY!**

Listen to the IL-QPSA Modules anytime that fits YOUR schedule and never wait for a recording again!

STEP SIX



● ● ● IL-QPSA Module #1 ★ ⋮

The lessons within this module will cover:

- What is the IL-QPSA?
- How to register for this year's cohort
- Who is grant-required to participate
- How to access the IL-QPSA
- How to add a user
- How to add a site
- How to edit a user

ACT Now recommends that this module be completed by **October 16, 2023**, to ensure the process is completed in a timely manner.

STEP SEVEN



● ● ● IL-QPSA Module #2 ★ ⋮

The lessons within this set will cover:

- The importance of consensus-building
- How to create a community assessment team
- How to host an assessment team meeting
- How to create an assessment
- How to take an assessment
- How to share the electronic survey
- How to view results

ACT Now recommends that this module be completed by **January 15, 2024**, to ensure the process is completed in a timely manner.

Listen to the IL-QPSA Modules anytime that fits YOUR schedule and never wait for a recording again!

STEP EIGHT



IL-QPSA Module #3

The lessons within this set will cover:

- How to download assessment results
- How to download action plans
- How to run reports
- How to analyze data
- How to create a high-quality action plan
- How to submit a high-quality action plan

ACT Now recommends that this module be completed by **March 1, 2024**, to ensure the process is completed in a timely manner.

STEP NINE



IL-QPSA Module #4

*****OPTIONAL*****

The lessons within this set will cover:

- Tips for implementation
- Resources for summer programming
- Using data to tell your story of success

ACT Now recommends that this module be completed by **May 31, 2024**, to ensure the process is completed in a timely manner.

STEP TEN



ACTION PLANS DUE



March 15, 2024

This year, ACT Now will be requiring completed and submitted Action Plans by **March 15, 2024**.

IDHS has requested we monitor participation and track rates of success earlier in the fiscal year so they may use the organization's engagement to inform continuation applications moving forward. Teen REACH is becoming increasingly more competitive and IDHS wants to ensure high-quality programming and understands that the IL-QPSA helps to support this initiative.

STEP ELEVEN



1:1 Conversation with Quality
Initiatives Team

If your agency did not receive a certificate of completion this past summer, we are requesting that your agency receive a personalized 1:1 conversation with someone from the ACT Now Quality Initiatives Team. **Failure to have this meeting with ACT Now will result in an automatic incomplete for the FY24 IL-QPSA process.** ACT Now will reach out to agencies to schedule these required meetings.

IL-QPSA CHECKLIST

STEP	QPSA ACTION ITEM	DEADLINE	COMPLETE
1	REGISTER FOR ANCAL	ASAP	
2	REGISTER FOR IL-QPSA	ASAP	
3	SIGN UP FOR NEWSLETTER	ASAP	
4	PLEDGE TO QUALITY	ASAP	
5	EDIT PROGRAM PROFILE IN MAP AND DATABASE	ASAP	
6	IL-QPSA MODULE #1	SUGGESTED 10/16/23	
	ORG ADMIN, SITE ADMIN, AND UPDATED SITE IN SYSTEM	SUGGESTED 10/16/23	
7	IL-QPSA MODULE #2	SUGGESTED 1/15/24	
	COMMUNITY ASSESSMENT TEAM MEETING	SUGGESTED 1/15/24	
	TAKE ASSESSMENT IN SYSTEM	SUGGESTED 1/15/24	
8	IL-QPSA MODULE #3	SUGGESTED 3/1/24	
	DOWNLOAD AND COMPLETE ACTION PLAN	SUGGESTED 3/1/24	
9	IL-QPSA MODULE #4	OPTIONAL	
10	SUBMIT ACTION PLAN	REQUIRED 3/15/24	
11	1:1 CONVERSATION WITH QUALITY INITIATIVES TEAM	SCHEDULE ASAP	

Meet Your Quality Initiatives Team!

We are here for YOU, please do not hesitate to reach out should you need support!



Jackie Tichler
**AFTERSCHOOL RESOURCES
& SUPPORT SPECIALIST,
QUALITY INITIATIVES**

TichlerJ@actnowillinois.org

[312-774-2457](tel:312-774-2457)



Emma Vibber
**QUALITY AND
PROFESSIONAL
DEVELOPMENT MANAGER**

VibberE@actnowillinois.org

[312-520-5268](tel:312-520-5268)