PQAS TECHNICAL ASSISTANCE ACTION PLAN FORMAT & INSTRUCTIONS

The following provides PQAS applicants with the format and instructions for preparing the technical assistance action plan to be submitted for PQAS approval. An example of a Technical Assistance Action Plan has been prepared using this format. Please see the Sample Technical Assistance Action Plan on the PA Keys website at www.pakeys.org, Professional Development, PQAS, Applications.

In addition to examining this sample TA action plan, applicants should review the criteria used for scoring TA action plans to ensure that the TA action plan has sufficient detail to allow the Peer Reviewers to make their assessments in the areas of content, organization, and presentation. Please see the Technical Assistance Action Plan Scoring Rubric. on the PA Keys website at www.pakeys.org, Professional Development, PQAS, Applications.

The Technical Assistance Action Plan submitted to PQAS for review should contain the following parts:

- The Overview of the Technical Assistance Action Plan
- Technical Assistance Action Plan detailing one (1) goal
- Progress Interaction Log detailing one (1) action step for one goal
- All handouts that you would use to complete this goal

Overview of Technical Assistance Plan
Please use this as your Overview template. The following provides the required format for the Overview, along with instructions of what should be included in this part of the Technical Assistance Action Plan.

NO PERSONAL INFORMATION, please replace name with "Consultant".

Program Description	*Instructions: Check the areas that pertains to the early care and education program, indicate all that apply.* Content focus: ☐ Infant ☐ Toddler ☐ Preschool ☐ School-age ☐ Administrative Type of program: ☐ Center ☐ Group Day Care ☐ Family Day Care Home Participants: ☐ Teaching staff ☐ Director Owner/Operator ☐ Other: _____
Technical Assistance Goal	*Instructions: State a goal to be accomplished by the technical assistance process.*
Estimate Hours	*Instructions: Identify the approximate timeframe for completing the technical assistance. Specify the number of hours (contact time and preparation time) needed to complete the TA action plan.*
Technical Assistance Techniques	*Instructions: Provide a brief description of the techniques to be used for technical assistance sessions, which could include consultation, coaching, mentoring, demonstration, modeling, video and PD advising. The full details of how these techniques are used to present the specific content of technical assistance need to be detailed in the Action Plan.*

Materials	Instructions: Provide a list of materials (flip chart, video, books, etc.) needed for the training. You may want to include copies of handouts, power point, and all printed materials with reference and copyright information. This information will not be seen by the public, but would be beneficial for other instructors that are approved to instruct this course.
Handouts/Tools	Instructions: Please include all handouts (except PA Keys to Quality developed tools, i.e. CKC, Career Lattice, etc. – these should be listed in the References/Resources: section below) that you would use during providing technical assistance for your sample goal.
References/Resources	Instructions: Identify references and resources used to prepare the informational content and materials of the TA action plan. If you are using handouts that you designed, identify them in this section and cite resources used to develop content of handouts.

DESIGN OF THE TECHNICAL ASSISTANCE ACTION PLAN

The step-by-step design for how the technical assistance will be provided should be described in this section using the specified form. The TA action plan should have enough detail so that any consultant with the appropriate knowledge base could complete the work on the goal. For an example of the level of detail required, see the Sample Technical Assistance Action Plan on the PA Keys website at www.pakeys.org, Professional Development, PQAS, Applications. Using the template provided, complete all parts of the action plan as follows:

1. *Page Number:* Please number all pages.

2. *Date Plan Developed:* Specify the date (MM/DD/YYYY) this goal was developed.

3. *Target Age:* Check all that apply.

4. *Type of TA:* Check the type of TA being provided.

5. *Goal:*
    a.　Goal Target Date: Specify the expected date that the goal will be achieved (MM/DD/YYYY).
    b.　Goal: Write the goal statement.

6. *Action Steps:*
    a.　Action Step: Number the action steps and write out the action steps.
    b.　Person Responsible: Identify by job role(s) the person(s) responsible for completing the action step.
    c.　Resources Needed: Write out the handouts, materials, and resources needed for completing the action step.
    d.　Action Step Target Date: Specify the date that the action step will be completed (MM/DD/YYYY).

Technical Assistance Action Plan

Facility Name: PQAS Sample	**Type of TA:**	**Target Care Level:**
TA Consultant: Consultant	☐ Accreditation	☐ Infant
TA Organization: PQAS Sample	☐ Certification	☐ Young Toddler
Date Plan Developed:	☐ Health & Safety	☐ Older Toddler
	☐ Keystone STARS TA	☐ Preschool
	☐ Other: _____	☐ School Age

Goal #_____	Action Steps	Person Responsible	Resources Needed	Action Step Target Date
Target Date: **Goal:**				

Technical Assistance Action Plan

SAMPLE TECHNICAL ASSISTANCE PROGRESS INTERACTION LOG

This Progress Interaction Log provides a fictional record of one interaction made by a TA consultant with a facility. This log is completed for every contact made with and/or for a facility as it relates to the technical assistance action plan. For an example of the level of detail required, see the Pennsylvania Key Sample Progress Interaction Log, which can be accessed from the Pennsylvania Quality Approval System (PQAS) page of the PA Keys website located at www.pakeys.org. Using the template provided, please complete all parts of the progress interaction log as follows.

1. _Date_: Enter the date of contact – month, day, year (MM/DD/YYYY).

2. _Beginning Time:_ Identify the time you begin technical assistance at facility – hour/minute (HH:MM).

3. _Ending Time:_ Identify the time you end technical assistance at facility – hour/minute (HH:MM).

4. _Total Length of Contact:_ Indicate the length of time of the interaction. Progress Interaction Log should be completed for at least a 2-hour period.

5. _Facility Person(s):_ List the category of staff that the TA is targeting (e.g. Director, Infant teacher, etc.).

6. _Goal:_ List the goal(s) and target date from the Action Plan that is the focus for the interaction.

7. _Action Step_: List the action step(s) and target date that is the focus for the interaction.

8. _Summary of Interaction:_ In narrative form, write out the summary notes from the interaction. Highlight progress made toward the goal and key points of the interaction.

9. _Reflection:_ Please provide some reflective comments about how the action steps are meeting the intended goal. Provide other reflective comments as you feel appropriate: What were your strengths with the team today and what opportunities exist for you to adjust to their needs?

10. _Next Steps for Program and Date to Be Completed:_ Write out the next steps for the facility as they relate to the action plan. Specify the month, day, and year that the next steps are to be completed by the facility (MM/DD/YYYY).

11. _Next Steps for Consultant and Date to Be Completed:_ Write out the next steps for the Consultant as they relate to the action plan. Specify the month, day, and year that the next steps are to be completed by the facility (MM/DD/YYYY).

Technical Assistance Progress Interaction Log

Date: ___ /___ /___	Facility Name: PQAS Sample	List Job Title(s)
Length of Contact: ____ Hours	Consultant Name: Consultant	1.
Type of Contact: ☐ Face-to-Face	Organization Providing TA: PQAS Sample	2.
		3.
		4.
		5.

Goal #(s) and Action Step #(s) Addressed	Target Date	Summary of Interaction/Progress *(Comment on responsiveness to strategies, unintended consequences – positive or negative, issues of time resources or PD needed, program strengths, etc.)*	Reflection *(What were your strengths with the team today and what opportunities exist for you to adjust to their needs?)*
		☐ No Progress ☐ Some Progress ☐Complete	

Potential Barrier(s) to Progress

☐ Resource   ☐ Professional development   ☐ Time   ☐ Staff Buy-In   ☐ Staffing Issues   ☐ Other: _____

Next Steps for Facility	Date to Be Completed	Next Steps for Consultant	Date to Be Completed