

## Appendix A: Keystone STARS Internal Assessment Process Initial Cycle Planning Document – Template

**Facility Name**

**MPI**

| Team for Internal Assessment Process Creation |                      |
|---|----------------------|
| Team Member Role:                             | Individual Selected: |
| Program's Process Lead (internal observer)    |                      |
| ELRC Quality Coach                            |                      |
| Pennsylvania Key Program Quality Assessor     |                      |
| Other Colleagues                              |                      |
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Projected completion date for Internal Assessment Process development:

Projected date for completion of initial round of internal assessments (classroom observations) using the established process:

Complete the chart for each classroom being assessed during this internal assessment cycle (at least one classroom in each age group served should be observed).

| Classroom | Teaching team | Age group | POI Selected | How does this POI support our CQI goals?<br>(i.e. <i>classroom environment, intentional teaching, inclusive practices</i> ) |
|-----------|---------------|-----------|--------------|---|
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**Note:** Programs are encouraged to assess all classrooms annually using their Internal Assessment process. Internal assessment should be completed on a typical day for the classroom being observed. Avoid days when special events are planned and try to avoid days when the regular teaching team is not present. Observe during the most active part of the day when most children are present.

**Next Steps:**

After completing the classroom observation step of the Internal Assessment Process schedule a time to review the feedback with the Internal Assessment Process Team listed above. After that meeting consider the following questions and capture the team's reflections prior to creating goals for improvement to add to the program's CQI Plan.

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| <b>What strengths were observed in current classroom practices?</b>              |
|  |
| <b>What areas for growth did the observations reveal?</b>                        |
|  |
| <b>Who should be included in the goal creation conversation/process and why?</b> |
|  |

Name of Person Completing Internal Assessment Process Document: