

Business Administration Scale (BAS©)

What is the BAS?

The BAS is a program observation instrument that measures the quality of business and professional practices in family child care settings. It helps a program take a deeper look into the following:

- Qualifications and Professional Development
- Income and Benefits
- Work Environment
- Fiscal Management
- Recordkeeping
- Risk Management
- Provider-Family Communication
- Family Support and Engagement
- Marketing and Community Relations
- Provider as Employee

NOTE: These practices are from the BAS-second edition which contains the most current research-based information.

Which program(s) could use the BAS?

BAS is appropriate for family and group child care programs located within a residential structure.

BAS assessment process

External BAS assessments are conducted by a reliable BAS assessor from the Program Quality Assessment (PQA) team.

BAS assessments may include a tour of the family or group child care space, an interview with the provider, and a review of the documentation required to rate some BAS indicators.

Internal BAS assessments are conducted by the program's internal assessment (IA) team. The program's IA team partners with the Quality Coach and BAS Assessor when planning for and conducting internal assessment and when analyzing the information collected during the internal assessment process. Please see [How to Conduct an Internal Assessment Using the BAS](#) for detailed information on using the BAS for internal assessment.

How does the BAS support continuous quality improvement (CQI)?

Information gathered during a BAS assessment can be used by family or group child care providers to identify strengths in business and professional practices, as well as areas for growth. The information gathered can be used to help create the program's continuous quality improvement plan.

Additional Information/Training

- [Program Evaluation \(mccormickcenter.nl.edu\)](https://mccormickcenter.nl.edu)
- [Upcoming Events - BAS \(mccormickcenter.nl.edu\)](https://mccormickcenter.nl.edu)
- [How To Conduct an Internal Assessment Using the BAS \(pakeys.org\)](https://pakeys.org)
- [Facilitated Program Observation Instrument Orientation Request \(FPO\) \(pakeys.org\)](https://pakeys.org)
- [Program Quality Assessment Professional Development \(pakeys.org/pqa/professional-development\)](https://pakeys.org/pqa/professional-development)