

# Program Administration Scale (PAS©)

## What is PAS?

The PAS focuses on the quality of administrative, management, and leadership practices of early childhood programs. It helps a program take a deeper look into the following aspects of program administration:

- Human Resources
- Personnel Cost and Allocation
- Operations
- Screening and Assessment
- Fiscal Management
- Organizational Growth and Development
- Family and Community Partnerships
- Relational Leadership
- Staff Qualifications

**NOTE:** These practices are from the PAS-third edition which contains the most current research-based information.

## Which program(s) could use the PAS?

PAS is appropriate for center-based and group child care programs located in commercial structures.

## PAS assessment process

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

Internal PAS assessments are conducted by the program's internal assessment (IA) team. The program's IA team partners with the Quality Coach and PAS 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 PAS](#) for detailed information on using the PAS for internal assessment.

PAS assessments include a tour of the child care space, an interview with the provider, and a review of the documentation required to rate some PAS indicators.

## How does the PAS support continuous quality improvement (CQI)?

Information gathered during a PAS assessment can be used by program directors and administrators to identify strengths in leadership and management 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)
- [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)