



# Continuous Quality Improvement Process



The continuous quality improvement process includes collaborative planning, collecting, and analyzing data from a variety of sources to make informed decisions on an ongoing basis.

# CQI is a process

The CQI process is a team effort that must be conducted by the county collaborative early childhood core team in order to support growth of the program.



## CQI Toolkit-

- The county collaborative early childhood team will record tools utilized to determine strengths and needs of the Pre-K classrooms in the data sources table below.
- The team will complete a summary of results of the data sources once all sources for collecting data have been completed.
- The data sources section will correspond with the data review area to illustrate a summary of results from the tools utilized to collect data.

# CQI Toolkit

- Continuous Quality Improvement Toolkit
- County Collaborative Early Childhood Team Recommendations
- County Strategic Plan Recommendation Summary-CQI Report

## PLANNING

- Internal Data Sources
- Environmental Observations
- Aggregated Child Assessment Data
- External Data Sources
- Timelines/CQI Toolkit
- Updated Collaborative Planning (cyclic process)



| Data Source | Classrooms Included | Person(s) Responsible | Target Completion Date |
|-------------|---------------------|-----------------------|------------------------|
|             |                     |                       |                        |

# Data Source and Analysis Summary Tool

County: My County

School Year: 2016-2017

| Data Source | Classrooms Included | Person(s) Responsible | Target Completion Date |
|-------------|---------------------|-----------------------|------------------------|
|             |                     |                       |                        |

| Analysis Summary: |
|-------------------|
|                   |

| County Collaborative Early Childhood Core Team Members Participants: |         |           |      |
|--|---------|-----------|------|
| Name/Title   | Program | Signature | Date |
|  |         |           |      |
|  |         |           |      |
|  |         |           |      |
|  |         |           |      |
|  |         |           |      |

| Data Source                                      | Classrooms Included | Person(s) Responsible | Target Completion Date |
|--|---------------------|-----------------------|------------------------|
| Health and Safety Checklist areas for correction | All Classrooms (10) | Core team             | June 6, 2017           |

| Data Source       | Classrooms Included  | Person(s) Responsible    | Target Completion Date |
|-------------------|--|--------------------------|------------------------|
| CLASS Observation | Charleston Elementary Classrooms 1, 2, 3<br>Flagstaff Collaborative Classrooms 1, 2, 3 | Mary Jones<br>Sarah Sams | February 2017          |

| Data Source                | Classrooms Included                  | Person(s) Responsible | Target Completion Date |
|----------------------------|--------------------------------------|-----------------------|------------------------|
| ELRS District Outcome Data | All Classrooms (10)<br>Spring Report | Core Team             | June 15, 2017          |



## COLLECTING

- Data Collection Process
- Core team must collect data results



# Environmental Observations

- West Virginia Pre-K – Observational Walkthrough
- Classroom Assessment Scoring System (CLASS)
- Curriculum Implementation Checklists (based on your selected curriculum)
- The Early Childhood Environment Rating Scale – (ECERS-III)
- West Virginia Health and Safety Checklists
- Other classroom observation summaries

# Environmental Observations

1. Determine the observers
2. Schedule
3. Inform the Classroom Administrator
4. Inform the Classroom Staff
5. Observations are conducted

# Other Data for Consideration

- Head Start Monitoring Reports
- OEPA Reports
- Contractual agreements
- Financial Reports
- Child Care Licensing Reports
- Staff Development Records

# Aggregated Child Assessment Data

- Early Learning Reporting System Aggregated Child Data, including COS reports
- School Readiness Profile
- Student enrollment data
- Attendance Data
- Health Data

# Analyzing

- It is necessary for the county early childhood collaborative team to review the results of each data source and develop a summary of results.

## ANALYZING

- Data review
- Professional Development
- Budgeting
- Contract and Budgets decisions
- School Readiness Goals
- Determine Priorities



Analysis Summary:

# Data Source and Analysis Summary Tool

| Data Source                | Classrooms Included                  | Person(s) Responsible | Target Completion Date |
|----------------------------|--------------------------------------|-----------------------|------------------------|
| ELRS District Outcome Data | All Classrooms (10)<br>Spring Report | Core Team             | June 15, 2017          |

## Analysis Summary:

**June 10, 2017:**

The collaborative team analyzed overall child assessment data to determine areas for professional development. Based on analysis of county data, the core team determined that professional development will focus on WV ELSF Mathematics for the 2017-2018 school year. There was much growth in mathematics and literacy; however, children illustrate less progression overall in mathematics. Additionally, teachers have requested professional development in mathematics standards. (See County Collaborative Early Childhood Team Planning Tool).



# School/Classroom Recommendation Tool

\*Recommendations for specific classrooms.

\*Recommendations for specific schools.

School Name: Charleston Elementary

Classroom Name: all

School Year: 2016-2017

| Recommendation/Objective    | Activities/Action Steps   | Data Source                 | Projected Cost<br>[if any] | Person(s)<br>Responsible/<br>Agency | Timeline            |
|-----------------------------|---|-----------------------------|----------------------------|-------------------------------------|---------------------|
| Replace mulch on playground | Order mulch, schedule delivery, maintenance staff spread mulch. | Health and Safety Checklist | \$850.00                   | Pre-K<br>Coordinator/P<br>rincipal  | January 15,<br>2017 |
|                             |   |                             |                            |                                     |                     |
|                             |   |                             |                            |                                     |                     |
|                             |   |                             |                            |                                     |                     |
|                             |   |                             |                            |                                     |                     |

# County Collaborative Early Childhood Team Planning Tool

- Recommendations are determined by the county collaborative early childhood team based on the data review summaries from the previous section.
- Recommendations may include objectives that address staff development, health and safety, curriculum and assessment, program structure, policies and procedures, and other areas from data source results.
- There are two formats for County Collaborative Early Childhood Team Recommendations provided, Building/Classroom and Overall County.

# County Collaborative Early Childhood Team Planning Tool

| Recommendation/Objective                              | Activities/Action Steps  | Data Source                | Projected Cost [if any] | Person(s) Responsible/ Agency             | Timeline              |
|---|--|----------------------------|-------------------------|---|-----------------------|
| <b>ELSF Professional Development Math and Science</b> | <ol style="list-style-type: none"> <li>Determine facilitator</li> <li>Schedule ELSF Professional Development training dates</li> <li>Conduct PD series with teachers and ECCATS</li> </ol> | ELRS district outcome data | \$500.00                | Core Team<br>ELSF PD training facilitator | 2017-2018 school year |
|   |  |                            |                         |   |                       |
|   |  |                            |                         |   |                       |
|   |  |                            |                         |   |                       |
|   |  |                            |                         |   |                       |
|   |  |                            |                         |   |                       |

# County Strategic Plan

## Recommendation Summary

- When the county collaborative early childhood team determines that recommendations should be made to the county strategic planning team, a Pre-K Continuous Quality Improvement Report must be generated from the County Collaborative Early Childhood Team Recommendation Summary.
- The summary will be used to provide feedback to the county strategic planning team.

# County Strategic Plan Recommendation Summary

| Recommendation/Objective                           | Activities/Action Steps  | Data Source                 | Projected Cost [if any] | Person(s) Responsible/ Agency    | Timeline       |
|--|--|-----------------------------|-------------------------|----------------------------------|----------------|
| Provide lockable cabinets in all pre-k classrooms. | Order cabinets, schedule delivery, maintenance staff install cabinets. | Health and Safety Checklist | \$6000.00               | Pre-K Coordinator/<br>Principals | April 15, 2017 |
|  |  |                             |                         |                                  |                |
|  |  |                             |                         |                                  |                |
|  |  |                             |                         |                                  |                |
|  |  |                             |                         |                                  |                |
|  |  |                             |                         |                                  |                |