



Simple Steps

Assess

Attend Basics workshop

1. Hold a staff meeting to introduce the PQA process
2. Appoint a team to conduct assessments
3. Meet with staff to review assessments and score the tool together
4. Enter scores into Scores Reporter

Plan

Attend Planning with Data workshop

1. Review assessment data report with staff
2. Review Leading Indicator report with staff
3. Determine which areas indicated in the data you want to improve
4. Write Improvement Plan
5. Enter Improvement Plan into Scores Reporter

Improve

Put your Improvement Plan into action

1. Begin to make changes written into your Improvement Plan
2. Evaluate the effectiveness of the changes you have made
3. Make adjustments as needed
4. Provide professional development training to staff

For more
information call the
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