



Keystone STARS Continuous Quality Improvement (CQI) Program Profile

MPI#: _____

Facility Information

This facility holds a Pennsylvania Department of Human Services Certificate of Compliance:

☐ Yes ☐ No

This facility holds a Pennsylvania Department of Education Private Academic School License:

☐ Yes ☐ No

This facility holds a current accreditation from a recognized accrediting body: ☐ Yes ☐ No
If yes, please indicate the type of accreditation: _____

Name of Facility: _____

Address: _____

City: _____ Zip Code: _____ County: _____

Facility Phone Number: _____

Contact Person: _____ Title: _____

Email: _____

Facility Type (if applicable, check one below):

☐ Center ☐ Family Child Care Home ☐ Group Child Care Home ☐ School Age Only Site

Legal Entity Information

Legal Entity Name: _____

Address: _____

City: _____ Zip Code: _____ County: _____

Number of children program site is certified/licensed for: _____

How many years has site been in operation? _____

Ages of Children Accepted at this Site: _____ to _____

Number of Classrooms: _____ Hours of Operation: _____ to _____

Days of Operation: _____

Classroom Name	Classroom Age Range	Capacity of Room	# of Children Enrolled	# of Teachers FT/PT First Initial and Last Name

Is the Director on-site a minimum of 30 hours per week?	Yes	No
Does the Director have regular teaching duties?	Yes	No
Is there internet access on site?	Yes	No
Is there access to a scanner/fax on site?	Yes	No
Do you currently use coaches or mentors?	Yes	No
Is your program involved in any quality improvement projects?	Yes	No
If your program is involved in quality improvement projects, please list below:		

The following information is based on current enrollment. Today's Date: _____

Based on current enrollment, how many

children: Receive Child Care Works? ____

Have documented special needs (e.g. IFSP, IEP, etc.)? _____

Are English Language Learners (ELL)? _____

Check all that describe this site:

Faith-Based	Not for Profit	Multi-Site (Chain or Franchise)
Head Start	For-Profit	USDA Food Program
Early Head Start	Montessori Montessori Accreditation	NAEYC Accredited
Pre-K Counts	Reggio Inspired	NAFCC Accredited
School Age Only Site Use of After School Quality (ASQ)	Private Academic Preschool	Other: _____
Instrument		

What are you hoping your program will achieve by participating in Keystone STARS?

What are you hoping your program will receive from your Quality Coach and how can Keystone STARS best meet your needs?

Describe one or two program areas you would like to focus on to improve the quality of your program.

How will you ensure that you and your staff will be able to participate in Keystone STARS (i.e. have time for weekly meetings with the coaches or consultants, have the ability to make changes in your program, etc.)?

Do you anticipate any barriers to participating in any of the above-mentioned activities?

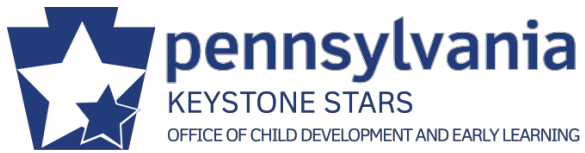
Does the staff understand that participating in Keystone STARS means:

- They may have assessors/observers in their room? ☐ Yes ☐ No
- They may have a classroom observation? ☐ Yes ☐ No
- They may be asked to participate in coaching meetings and/or further pursue training and education? ☐ Yes ☐ No

Does your staff receive feedback regarding job performance on a regular basis? ☐ Yes ☐ No
If yes above, please describe the process and frequency of feedback.

Does staff have the opportunity to provide their supervisor and/administration with input regarding program policies and procedures? Yes No

If yes above, please describe how and when.



Sample CQI Plan Form

STARS PERFORMANCE INDICATORS

[illegible]

PROGRAM OBSERVATION INSTRUMENT

Choose One: ☐ CLASS ☐ ERS ☐ OTHER

[illegible]

PROGRAM OBSERVATION INSTRUMENT

Choose One: ☐ CLASS ☐ ERS ☐ OTHER

Indicator	Area of Strength	Area of Growth	Action Steps What, Who, When	Reflection	Completed Y or N

Note: Attach Individualized Professional Development Plans - discuss this with your Coach prior to sending. Individual plans do not need to be sent, but they should be updated in the PD Registry. If you have specific training goals for your staff, you can add that as a CQI goal.