

SMART START

QUALITY SUPPORT



PLAN, DO, REVIEW - MEETING TEMPLATE

Meet at least monthly to review data, plan improvements, and review results of improvement testing (Plan-Do-Review). Meetings will be facilitated by a designated staff member and ideally children will not be present.
(Use this template as evidence of documentation for this standard.)

Month: _____ 12 meetings per calendar year (one per month)

Type of meeting: Individual Classroom Team Multiple Classroom Team Site-Level Team

Classroom/Team: _____

Date: _____ Facilitator: _____

Time: _____ Note Taker: _____

Location of Meeting: _____ Are children present: Yes No

Participants: _____

Part 1: Review Experiments Planned during Previous Meeting

Discussion Guidance

Time Frame

What was your item of focus?

Assessment Tool Item # _____

What did you plan to do (experiment)?

5 minutes

How did it work?

10 minutes

Celebrate (there is no failure only learning)!

5 minutes

What is the outcome?

- Adopt the experiment – continuous quality improvement means that this new process becomes standard practice in your program
- Adjust/modify – use the knowledge you learned to make changes to the experiment. Make these adjustments modifications to the experiment in Part 2
- Abandon the experiment – sometimes the experiment just didn't work the way you thought it would and that is OK. Develop new experiments in Part 2 to try.

Date: _____ Classroom/Team: _____

Directions: Based on a shared vision of quality utilizing results from either formal assessment data or formal or informal observations, choose at least one item to focus on improving. The goal is to experiment with simple, quick and easily attainable incremental quality improvements.

Part 2: Planning Next Steps

Discussion Guidance

Time Frame

What is the item of focus?

5 minutes

Assessment Tool Item # _____

Description of Item: _____

Continuing work on previous item of focus

New item of focus

What will you try (*experiment*)? (*See description in Plan-Do-Review below*)

15 minutes

Who will participate (*select team and give each participant a job*)? Try to include teacher assistants so the entire team from each classroom can contribute.

5 minutes

What would quality improvement look like (*measure of success*)?

10 minutes

Next Meeting: Date: _____ Time: _____ Location: _____

¹Participants in Pyramid Model/Early CHOICES co-horts are encouraged to substitute results for ERS results.

Meeting Norms:

- Stay roughly within time frames. Begin on time, move quickly and end on time.
- Ask everyone in the meeting to talk a little. Don't let one person monopolize.
- Protect each other's feelings. This is about generating ideas to continuously improve program quality, not about focusing what was or wasn't done in the past.

Type of Meeting:

Multiple Classroom Team = staff from a minimum of 2 classrooms who work on a Continuous Quality Improvement (CQI) item together. *OR*

Site-Level Team = all staff at a center, including teaching, administrative, office and support personnel.

Item of focus = Review assessment results and decide on a small item that could be improved by your team in less than a month. This item is your "Item of focus".

Plan-Do-Review = The Plan-Do-Review Cycle is a simple framework for designing experiments to improve quality of child care.

- **Plan** – based on a shared vision of quality: (This bullet point applies to the first meeting. Future meetings start with **Review** and then **Plan**.)
 - Identify general goals and select team
 - Analyze current condition using data
 - Propose experiment – make plan
 - Decide on measures of success
- **Do** (experiment happens outside the meeting)
 - Carry out the plan
 - Collect evidence on whether it worked
- **Review**
 - Share and analyze evidence from previous plan
 - Consider adjustments and next steps
 - Celebrate learning
 - Adopt, modify or abandon practice

Duties:

Facilitator: Can be someone different at each meeting and can be someone from inside or outside the group. Facilitator shall keep meeting within time frames and keep conversation flowing. Facilitator is responsible to be sure every participant speaks and shares ideas.

Note Taker: Records the minutes of the meeting.

Participants: Individual participants share at least one idea per meeting. Participants are quiet and listening when others are talking.