Activity Outline
Expanded Learning in California: Continuous Quality Improvement

Instructional Outline/Detailed Trainer Agenda:
This agenda is for internal training purposes regarding the Continuous Quality Improvement process. This agenda is recommended to use in conjunction with the Expanded Learning in California Grantee Orientation video on Continuous Quality Improvement. In this agenda, you will find the instructions necessary to facilitate a training workshop on your own. The agenda includes, materials, print necessities, pre workshop prep and a step-by step facilitation guide.

Session Materials: *List materials needed.*
*Note Lead Facilitator is responsible for ensuring necessary materials are provided for the session.
- Expanded Learning in California Grantee Orientation Video: Continuous Quality Improvement
- Quality Standards for Expanded Learning in Calfornia
- Markers
- Flipchart paper
- Tape
- Pens

Print Needs: *Participant packet materials attached to this agenda.*
- Point of Service Quality Standard Videos
- Caesar Chavez Elementary Scenario
- CDE EXLD Program Quality Improvement Plan Template
- CQI Promising Practices Guide
- CQI Planning Tool

Pre-Workshop Prep:
Prepare a flip chart page for group discussion titled:
- Areas for Improvement

TIME	ACTIVITY	FACILITATOR	MATERIALS (E.g. applicable handouts, resources to reference)	NOTES & THINGS TO REMEMBER
(10 min)	**Welcome and Overview** The Continuous Quality Improvement process is used in the Expanded Learning field to improve the programmatic and point of service quality of a program. Programs are advised to identify one area (i.e. one Quality Standard; see below) for improvement to work to enhance. The creation of a site level improvement plan facilitates the improvement efforts developed by each site, and helps in achieving their goal.			
(45 min)	**Quality Standards Overview** *The Quality Standards for Expanded Learning in* California are the central component of the Continuous Quality Improvement process. They were created to provide a framework of clear expectations, a common language and shared understanding of how high quality programs look in action for all stakeholders. The standards are not a compliance or assessment tool; they are aspirational and create something for programs to strive for during the improvement process. **Activity Introduction** This activity will take a step-by-step approach to create a site specific program improvement plan for a hypothetical afterschool program. The knowledge gained through the activity will provide participants with valuable tools and a better			

	understanding of how to complete and implement an improvement plan when they return to their site. **Creating an Improvement Plan Activity:** • Divide participants into groups of 4/5 people per table • *Explain activity objective:* Groups will read a scenario of a program beginning their CQI process. As a group, participants will identify areas for improvement, and create an improvement plan based on the scenario at hand. • Read Scenario 2 out loud to participants; instruct them to follow along as you read (2 minutes) • After reading the scenario aloud, ask the group to help identify the Quality Standard that will be worked on, and 4 areas that need improvement outlined in the Scenario. Record the group's findings on a flipchart page. (4 minutes) *Areas for improvement:* ➢ Quality and Quantity of snack ➢ Program design allows for students to opt out of P.E. ➢ Access to clean drinking water ➢ Staff modeling poor behaviors • Once the group has identified all 4 areas for improvement, it is time to move on the creating an improvement plan			If the group needs some encouragement or assistance in the beginning, ask them to re-read the last statement in the *Assessment Results* portion of the scenario.

Improvement Plan Creation Review *Components of a CQI Plan* in the Expanded Learning in CA, Continuous Quality Improvement video Creating a Goal: Now that you have identified the Quality Standard to improve on, and the areas for improvement, it is time to create a program improvement goal for the program to work towards. Instruct participants to create a goal for Caesar Chavez Elementary School based on the following recommendations. • A CQI goal should be a broad, overarching and intentional target pertaining to the Quality Standard a site is committed to enhance • Something that won't be achieved in the week or even the next month; an aspirational big moon in the sky to strive for each day • Take language directly from the Standard in Action description! ****Facilitator note: Instruct them to open to the Healthy Choices and Behaviors standard (pg. 11) and tell them to take a sentence or two from the standard description itself!* • After each group has successfully created a goal, move on to the next improvement plan component (15 minutes) Creating an Objective: Instruct participants to create 3 objectives for Caesar Chavez Elementary School based on the following recommendations: • An objective is specific plan that will take you one step closer to achieving your goal	Groups will be using the CDE EXLD Program Quality Improvement Plan Template in their materials packet to complete the activity	Time allocations are flexible! Read your audience. If they are engaged in deep conversation, feel free to give them more time. If the group is larger, time may need to be extended. Assist groups in checking their objective statement with the recommendations given; ensure their objectives contain all elements of the SMART features, and help them include the missing

				components if needed.
	• Must be directly related to the identified areas that need improvement. (Does it propose a solution to your problems?) • Must contain SMART features: specific, measureable, achievable, realistic and timely • Use this language "By or before, this time frame, a <u>specific</u> and <u>measureable</u> outcome will occur" *** *Facilitator note: If a group has successfully created 1 objective, prompt them to create another one based on a different identified area for improvement* • After each group has successfully created n objective, move on to the next improvement plan component (15 minutes) Creating an Activity: Create actions the site must implement in order to improve and work toward their goal. Provide participants with the following recommendations when creating activities: • An activity is a task, or daily action that is designed to assist in the process of completing objectives (list like features) Includes individual's responsible, dates to accomplish individual tasks and materials, resources or training needed. (10 minutes) Important things to note about improvement plans • This tool is a living document, it can be/should be changed, edited, updated throughout the year • All plans to achieve the same goal are different. Every site is different, and has different needs and resources			If a group is having trouble coming up with a task, have a conversation with them about their objective and ask them how they propose to make it happen. You may have to provide examples as needed.

	available.			
(10 min) **Total: (65 min)**	**Reflection and Closing** Begin a pair-share conversation. Instruct participants to find a partner and share: ➢ One reflection, observation, feeling from todays activity ➢ One thing you are taking away (one action item) to support your work moving forward. Ask if participants wish to share their reflections and takeaways with the group. **Closing:** Thank you so much for all that you do and for being so engaged in our work today. We are looking forward to our next meeting. Keep up the incredible work out there! You are making a difference, every day.			Thank participants for sharing and encourage them to continue to share their experiences and ideas throughout the year. They are valuable resources to each other, and their hard work is valued.