

A. PROGRAM LEADERSHIP, MANAGEMENT AND FINANCE DOMAIN

MAJOR STANDARD A-1. The program has a plan for increasing capacity, ensuring program quality and promoting sustainability.	Select how well your program addresses each of the indicators					
INDICATORS	NOT AT ALL	SLIGHTLY WELL	MODERATELY WELL	VERY WELL	EXTREMELY WELL	OBSERVATIONAL NARRATIVE
1) Program has developed a clear mission statement and goals that promote youth success. <u>Description</u> <ul style="list-style-type: none"> • Program has a clearly defined written mission statement. • Services reflect the program goals. 						
2) Program involves key stakeholders (staff, families, youth, community organizations, etc.) in long-term planning, decision-making and evaluation. <u>Description</u> <ul style="list-style-type: none"> • A mechanism for involving key stakeholders is in place (e.g., partnership council/board, parent/community advisory council, etc.) to provide program guidance. • Program involves key stakeholders in the needs assessment, planning, implementation and assessment/evaluation process. • A regular form of communication has been established to promote continued involvement of staff, board, families, and youth (e.g., meeting agendas/schedules, surveys, email communications, newsletters, etc.). 						
3) Program engages in intentional school/ community collaborations and partnerships that support its mission and goals and promote program quality. <u>Description</u> <ul style="list-style-type: none"> • Program protocols for collaborating and communicating with schools, other youth organizations, and community agencies are in place to address the needs of participating youth. 						



NOT AT ALL
Indicator is not addressed or not present.

SLIGHTLY WELL
Indicator is minimally present or not well-executed.

MODERATELY WELL
Indicator achieves basic elements of quality recommendations.

VERY WELL
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EXTREMELY WELL
Indicator is addressed exceptionally. This aspect of the program demonstrates significant creativity and intentionality and could serve as a model for other programs.
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4) Program fosters relationships with community leaders/stakeholders to build advocacy and program support. <u>Description</u> <ul style="list-style-type: none"> • Efforts are made to contact community leaders and stakeholders (e.g., elected officials, business leaders, city council and school board members, etc.) to build awareness and support. • Community advocates are invited to participate in “program sponsored events” (e.g., Lights On, parent activity nights, performances, etc.). 						
5) Program utilizes multiple funding and in-kind resources to promote sustainability. <u>Description</u> <ul style="list-style-type: none"> • Program routinely seeks and secures funding and in-kind resources to address program goals and needs of youth being served. 						



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6) Program administration participates in annual program evaluation, assessment and ongoing improvement. <u>Description</u> <ul style="list-style-type: none"> • Program annually participates in all four areas of the Utah Afterschool Program Quality Assessment and Improvement Tool self-assessment process. • The program administration utilizes assessment results in program improvement efforts throughout the year. 						
7) Program utilizes multiple data sources for program design, enhancement, and evaluation. <u>Description</u> <ul style="list-style-type: none"> • Program accesses and utilizes school and community data (e.g. school day attendance/behavior, academic achievement, neighborhood crime rates, income levels, and demographics, etc.). • Program modifications are based on data. 						
8) Program reports progress, impacts, and achievements to the community at large (families, local businesses, schools, etc.) and community partners/boards. <u>Description</u> <ul style="list-style-type: none"> • Program has established mechanisms to report progress to the community and collaborating agencies (e.g., Lights On, newsletters, email communications, website, open house events, fact sheets, annual report cards, board reports, media, etc.). 						



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9) Program develops and implements a marketing plan to increase awareness, involvement and support and revises strategies as needed. <u>Description</u> <ul style="list-style-type: none"> Program implements multiple and varied marketing strategies appropriate to the community served (e.g., flyers, website, community events, family nights, Lights On, etc.). 						
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A. PROGRAM LEADERSHIP, MANAGEMENT AND FINANCE DOMAIN

MAJOR STANDARD A-2. The program operates under clearly defined policies and procedures.	<i>Select how well your program addresses each of the indicators</i>					
INDICATORS	NOT AT ALL	SLIGHTLY WELL	MODERATELY WELL	VERY WELL	EXTREMELY WELL	OBSERVATIONAL NARRATIVE
1) Program makes written organizational policies and procedures accessible to staff, family and the community for review. <u>Description</u> <ul style="list-style-type: none"> Staff are aware of and have access to the organizational policies and procedures. Program policies and procedures are consistent with both the governing and hosting organizations, as applicable. 						
2) Program utilizes an employee handbook outlining staff expectations and policies and procedures. <u>Description</u> <ul style="list-style-type: none"> An employee handbook is provided for all staff. The employee handbook is reviewed regularly and updated, as needed. 						
3) Program provides a parent handbook that includes information about program policies, procedures and expectations for youth, family and staff. <u>Description</u> <ul style="list-style-type: none"> A parent handbook is provided for all families and staff. The parent handbook is reviewed regularly and updated, as needed. Program maintains documentation that parents/guardians and staff have received the parent handbook. 						



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<p>4) Program administration maintains staff files.</p> <p><u>Description</u></p> <ul style="list-style-type: none"> • A secure and confidential personnel file is maintained for all staff. • Program maintains appropriate staff documentation (i.e. CPR/First Aid, Food Handler Permit, Policies/Procedures Sign Off, Training Log, etc.). 						
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<p>5) Program provides for a written youth and parent/guardian grievance process.</p> <p><u>Description</u></p> <ul style="list-style-type: none"> • A process for parents/guardians and youth to express concerns and seek resolution is communicated in writing. 						
<p>6) Program has a clearly defined participant attendance policy.</p> <p><u>Description</u></p> <ul style="list-style-type: none"> • An attendance policy is implemented and outlined in the parent and staff handbooks. • Attendance policy includes an age and setting appropriate procedure for addressing student absence during program time. • As appropriate, a communication procedure is in place with school, parents and the afterschool program to address afterschool attendance of students who did not attend the regular school day. 						



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MAJOR STANDARD A-3. The administration provides sound fiscal management of the program.	Select how well your program addresses each of the indicators					
INDICATORS	NOT AT ALL	SLIGHTLY WELL	MODERATELY WELL	VERY WELL	EXTREMELY WELL	OBSERVATIONAL NARRATIVE
1) Program is aware of and complies with federal, state and local laws and regulations. <u>Description</u> <ul style="list-style-type: none"> The Site Director is aware of all federal, state, and local mandates and provides staff training on actions and/or documentation required to ensure compliance (e.g., child abuse reporting, building safety codes, transportation regulations, etc.). 						
2) Program expenditures are aligned with the program budget and reflect the mission and goals. <u>Description</u> <ul style="list-style-type: none"> Program expenditures reflect the budget. The budget for planned activities, staff, and purchased supplies is in alignment with the program's mission and goals. Program budget and mission/goals are reviewed annually and adjusted, as needed, to ensure continued alignment. 						



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<p>3) Program administration implements financial procedures in accordance with the organization's financial policies and generally accepted accounting practices.</p> <p><u>Description</u></p> <ul style="list-style-type: none"> The program follows generally accepted accounting practices, procedures, and policies. Program maintains accurate records of funds received and disbursed. 						
<p>4) Program meets reporting requirements.</p> <p><u>Description</u></p> <ul style="list-style-type: none"> The program completes required reports and submits them in a timely manner. The program understands reporting requirements and a plan is in place to meet deadlines. 						

B. STAFFING / PROFESSIONAL DEVELOPMENT DOMAIN

MAJOR STANDARD B-1. Program recruits, hires and trains diverse and qualified staff members who value and nurture all participants	Select how well your program addresses each of the indicators					
INDICATORS	NOT AT ALL	SLIGHTLY WELL	MODERATELY WELL	VERY WELL	EXTREMELY WELL	OBSERVATIONAL NARRATIVE
1) Program implements a standard hiring process that ensures all staff have the personal attributes, ability to learn needed skills, and professional qualifications appropriate for their position. <u>Description</u> <ul style="list-style-type: none">A standardized selection and hiring process is in place and implemented.A written job description is available for each position and includes position title, required qualifications, job duties, and salary/benefit range.The plan for staff selection includes checking references.						



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<p>2) Program recruits, hires and develops staff who reflect the diversity, languages and cultures of the community served.</p> <p><u>Description</u></p> <ul style="list-style-type: none"> Staff are recruited and hired with consideration to the diversity of cultures and languages spoken within the community served. 						
<p>3) Program provides an orientation for all staff (including volunteers).</p> <p><u>Description</u></p> <ul style="list-style-type: none"> Staff participate in an orientation outlining the job description/expectations, program policies/procedures, and quality standards. 						
<p>4) Staff participate in regularly scheduled program meetings.</p> <p><u>Description</u></p> <ul style="list-style-type: none"> Regular staff meetings are scheduled and all staff are required to participate. Staff receive sufficient notice about staff meetings to ensure their ability to participate. 						

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<p>5) Program administration sets aside time for staff communication and planning around youth and program needs.</p> <p><u>Description</u></p> <ul style="list-style-type: none"> Time is provided for activity preparation, program updates, and discussion regarding daily logistics. Time is set aside for staff to collaborate and discuss individual needs of participating youth. 							



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6) Responsibilities and duties are shared among staff so that activities are effectively implemented and potential problems are handled smoothly. <u>Description</u> <ul style="list-style-type: none"> Duties are well defined, but roles are flexible enough so that staff may take initiative to help one other complete tasks. Staff duties are shared and cross-training is provided. 						
7) Program staff receive regular supervision and support, as needed and at least one annual formal performance review. <u>Description</u> <ul style="list-style-type: none"> Program supervisor provides ongoing feedback and support for staff as they work to improve performance. Staff receive at least one annual performance review and documentation is maintained on file. 						

B. STAFFING / PROFESSIONAL DEVELOPMENT DOMAIN

MAJOR STANDARD		
B-2. Professional development and training opportunities are planned for and implemented to enhance staff job performance.	Select how well your program addresses each of the indicators	



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<p>1) Program assesses staff training needs and provides relevant training and support (developmentally appropriate activities, culturally responsive, positive behavior management, etc.).</p> <p><u>Description</u></p> <ul style="list-style-type: none"> • A regular or routine way for staff to indicate training needs is implemented. • Required staff development and needs-based training are offered regularly throughout the year. 						
<p>2) Program promotes and encourages career development pathways for all staff.</p> <p><u>Description</u></p> <ul style="list-style-type: none"> • Staff are encouraged to participate in job related professional development, education and training. • Staff who are ready for higher-level work are supported by the administration as they transition. 						
<p>3) Program implements a professional development plan that promotes best practices working with youth, families and community.</p> <p><u>Description</u></p> <ul style="list-style-type: none"> • The program promotes a professional development plan for all staff. • Staff participate in training on best practices for youth development and working effectively with families and community. • Staff demonstrate best practices in communicating with youth and families (focused on the youth's strengths, growth and challenges). 						



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