



ALLEGHENY PARTNERS FOR OUT-OF-SCHOOL TIME

### What To Do AFTER the Orientation

So, you've attended the 3-hour APOST Quality Campaign Orientation and are feeling confident about the essential elements of quality programming. You're also very familiar and comfortable with using the APOST Quality Self-Assessment but, *what do you do NEXT, right?* Read on for some guidance...

1. After the Orientation, begin planning how you will implement the Quality Self-Assessment (QSA) process within your organization. Here are some things to consider:
  - It is a best practice to include the following people: executive director, board member, program director/coordinator, youth worker, youth (even if school-age), parent, community partner (perhaps a community based organization, business, college/university you regularly collaborate with).
  - Determine if you will ask participants to complete the entire QSA or just specific sections. For youth, you may need to adapt it into kid-friendly text or conduct an interview.
  - Remind the participants that the indicators are *examples* of what may be in place, not requirements.
2. Set a date for all participants to have the QSA completed and attend a full group meeting to discuss. *Be sure to stress that the QSA should be completed BEFORE the meeting.*
  - Depending on the number of participants you have completing the QSA, you may be able to discuss and agree upon overall ratings AND create your action plan in the same meeting. However, you may want to consider having a follow-up meeting to create the action plan which, in fact, should be agreed upon by all.
3. Once you have completed the **QSA** and **Action Plan**, you are ready to submit **both** to Aimee at [alefevers@uwac.org](mailto:alefevers@uwac.org). The QSA comments can be handwritten or done electronically, whichever you prefer.
4. Aimee and/or someone from the APOST Standards Committee will contact you within 30 days with feedback and approval of your Campaign Membership. At that time, you will be asked to sign your APOST Quality Campaign Commitment and will receive supporting materials.

Of course, you can contact Aimee LeFevers at [alefevers@uwac.org](mailto:alefevers@uwac.org) or 412.456.6876 for more assistance at any time.