

Step 2 Complete the Self-Assessment Survey

START

“Hello, and welcome to the second video of the orientation series for Out-of-School Time Programs interested in participating in Great Start to Quality. This video is designed to support you to complete the Self-Assessment process and to submit your program to become a rated program. Each video in this series is designed to help you know how to exactly complete the process on your own, if you’d like to.

In this video, you’ll be introduced to each of the steps in the process. The majority of the video focuses on how to complete the self-assessment survey for your program.

This graphic shows the 9 steps in Great Start to Quality process for out-of-school time only programs, all programs will have the opportunity to complete all steps. We will walk through each step, using screen shots and demonstrations of the different websites. If during the process you ever have a question you can contact your Resource Center for assistance. The phone number to reach your Great Start to Quality Resource Center will be available on the last slide of this video. Resource Centers are available to support you throughout the self-assessment and rating process.

The steps in the process to become rated, self-assessment, validation and on-site assessment, are the same for out of school time programs and early childhood programs, but the two processes are hosted on different websites. The out-of-school time process can be accessed through the Great Start to Quality website. The Great Start to Quality website has links to help you access the self-assessment survey on SurveyMonkey and to create a Dropbox account where you will upload your documentation. You started the process by watching the first video in the orientation video series.

On the Great Start to Quality website you found the first video here (show navigation to the first video). The next step is completing the Self-Assessment Survey for your program. The link, when accessed from the same computer, will always link you directly into the last page you completed on your Self-Assessment Survey. Before we go into the self-assessment survey here are some important tips and pieces of information.

When navigating through the survey, use your mouse, rather than the arrow keys or enter keys. These can change the responses you select.

If you want to complete the survey in pieces, make sure you can access it again from the same computer. The progress you make on the survey is saved in connection with the computer used. If you try to access it from another computer you’ll have to start from the beginning. When you’re saving the survey, the website can only save completed pages, and the survey won’t allow you to advance without answering each item on the page.

When you are working on your page, keep the Indicator Guidance document handy. I'll show you where that is in just a moment.

We encourage you to print a copy, or have the PDF saved on your computer so you can reference it as you work through the self-assessment survey. It provides detailed information about each indicator, including what types of documentation you may want to upload. The self-assessment survey also has videos built into it to support you with indicators and documentation uploading.

Once you submit your Self-Assessment Survey there will be a message with a link back to the out-of-school time page on Great Start to Quality (show page). You can use this link to access Dropbox.com. There are two videos about uploading documentation. One on the out-of-school time page of Great Start to Quality and one within the Self-Assessment Survey. Once you create a Dropbox folder for your program and share it with outofschoolttime@ecic4kids.org a PDF copy of your Self-Assessment Survey will be uploaded for your records. As I mentioned, you can access your self-assessment survey from the Great Start to Quality website, as you can see, it saved my progress so far.

Coming in your going to see your basic program information. Being certain to double check your license number, and email address as these will be the primary ways that we'll be able to link to your profile to contact you. Answer the other questions about your program, and then you'll be linked into the start of the self-assessment survey.

At this point in time, if I were to close this window and then re-access it using the same link, I would be redirected back to this page. As you work your way through, you'll notice that the buttons on the bottom are 'Previous/Save and Next/Save'. By clicking one of these buttons you' be advanced to the nest page or the previous page and your answers will be saved. As I mentioned, if you don't answer one of the questions the survey will not allow you to advance. Additionally, if I use my arrow keys, it switches the answers back and forth. So be sure to select your answer and scroll using your mouse.

While you are working on this, if you should decide to want to use the Guidance Document you can access it from the Great Start to Quality website. The Guidance Document is available right here. To download a copy simply click on the link and it will open a copy that you can download and print. Or you can use this copy via electronically as you go through your Self-Assessment Survey. Once you've made your way through the self-assessment survey you'll be directed to the last page, as I mentioned.

You might notice as I'm scrolling the videos that are embedded to support you with each of the indicators. When you arrive at the last page, you need to select yes. This is confirming that you are submitting your self-assessment survey and that you would not like to change any of your responses to the indicators. It is also

confirming that you understand that you now need to work on Step 3; which is the Uploading of Documentation.

You can click here to start Step 3, but be sure to click yes and finish and submit. You will then receive this message which lets you know that you have submitted your self-assessment survey and that it has been received.

This concludes the second video in the Orientation series. The next video in the Orientation series will walk you through the steps to upload your program's documentation. If you'd like to upload documentation as you work through the Self-Assessment Survey, please watch the next video, Uploading Documentation, before you start your Self-Assessment Survey.

The final video in the series, will demonstrate how to submit your program for validation, walk you through the validation, help you understand what it means to have a Star rating.

If you need any support, you can always email outofschooltime@ecic4kids.org or call the number (1-877-614-7328) at the bottom to reach your Great Start to Quality Resource Center"

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