

# YPQA Programs/Budget Guidance and FAQs for CYD FY22-26

## About the YPQA

The [Youth Program Quality Assessment \(YPQA\)](#) is a validated instrument designed to evaluate the quality of youth programs and identify staff training needs. It has been used in community organizations, schools, camps, and other places where youth have fun, work, and learn with adults. The Youth PQA is suitable for youth in grades 4 – 12 and is used to evaluate the quality of youth experiences as youth attend workshops and classes, complete group projects, and participate in meetings and regular program activities. For staff, the Youth PQA self-assessment process is a great way to see what is really happening in their programs and to build professional competencies. Evidence is gathered through observation and interview. Program staff observe program activities, take notes, and then conduct an interview with a program administrator. Notes, observations, and interview data are used as evidence to score items. Item scores are combined to create an overall program quality profile, identifying areas of strength to build upon, as well as opportunities to strengthen CYD program quality.

The YPQA consists of two forms, with Form A focusing on a program self-assessment, and Form B which includes an organizational interview component. Programs are assessed in 7 domain areas (4 for Form A, and 3 for Form B), with each domain containing items that focus on specific elements of best practice. These domains include:

- Safe environment
- Supportive environment
- Interaction
- Engagement
- Youth-centered policies and practices
- High expectations for youth and staff
- Access

Additional information can be found in the YPQ Handbook, available in a preview format here: [http://www.cypq.org/sites/cypq.org/files/Youth\\_YPA\\_HandbookSample.pdf](http://www.cypq.org/sites/cypq.org/files/Youth_YPA_HandbookSample.pdf). A complete handbook is available as part of completing the YPQA Basics training.

## FY22-FY26 CYD YPQA Program Requirements

PEI has chosen to utilize the [Youth Program Quality Assessment \(PQA\)](#) to help grantees evaluate the quality of their CYD programming, identify staff training needs, and incorporate continuous quality improvements into youth program designs. PEI will be requiring some minimum implementation components of the YPQA to promote consistency in quality improvement planning across CYD programs, while also allowing flexibility for each grantee to determine the additional levels of engagement and investment to incorporate into your YPQA plan.

Below is a list of the minimum implementation YPQA requirements for CYD, with additional areas of optional components and training opportunities outlined in the [YPQ Handbook](#) (e.g., external assessment, online scores reporting, quality coaching, etc.) that each grantee can determine how and when to incorporate as you scale up your YPQA plans and engagement level over the course of the FY22-FY26 contract cycle.

- For year one (FY22), focus on establishing your quality improvement strategy. At a minimum, this will involve establishing a Self-Assessment Team (SAT), which will include the YPQA Coordinator (Self-Assessment Team Lead) plus at least 2 additional staff members and/or CYD youth or parents. All members of the Self-Assessment Team should complete the YPQA basic training in FY22. Additionally, in FY22, the Self-Assessment Team should observe and assess at least one program offering (e.g., one YLD group) under one of the YPQA domains on Form A (e.g., Supportive Environment)
- Once you've established these practices and your assessment strategy in FY22, the SAT will expand those assessments during each subsequent year of FY23-26. By FY26, the SAT will implement the YPQA with each program component including all domains covered in Form A and Form B. *See the Implementation Schedule at the end of this document for a year-by-year breakdown* of minimum implementation requirements to guide this expansion process, as well as options for additional enhancements to strengthen your YPQA implementation plan.

## CYD YPQA FAQs

Below are a list of FAQ's to help further align your YPQA implementation plans with the CYD RFA guidelines:

**Q: Are all YPQ trainings listed in the RFA required, or just the Basics training, and who is required to take the trainings?**

**A:** At a minimum, CYD staff members that are part of the self-assessment team should take the YPQA Basics training. If youth and/or parents are part of the self-assessment team, they should complete the 1-hour "[Intro to Continuous Quality Improvement](#)" [webinar](#), with additional instruction and necessary technical assistance from the Basics training provided to youth and/or parents by the YPQA Coordinator. Similarly, CYD program staff who are not part of the self-assessment team should also complete the 1-hour "Intro to Continuous Quality Improvement" webinar, and are encouraged/welcome to complete the basics training but not required. Depending on the extent to which your organization plans to scale up use of the YPQA, additional encouraged (but not required) trainings for the YPQA Coordinator and staff include the Scores Reporter Webinar, Planning with Data training, Improvement Planning Webinar, Quality Coaching, and Youth Works Methods trainings.

**Q: Is the External Assessment component required.**

**A:** No, just the self-assessment component is required at this time. Each grantee can determine whether to involve an external assessment. Grantees interested in engaging an external assessor should contact CYPQ to connect with a local network lead who will facilitate identifying an external assessor.

**Q: Does the YPQA Coordinator have to be our PEI Primary Program Contact (e.g., CYD Program Director/Coordinator)**

A: No, however, if your PEI Primary Program Contact is not the YPQA Coordinator, it is highly encouraged they be on the assessment team and complete the basics training.

**Q: There are 3 stages involved with the YPQA: Assess, Plan, and Improve. Do we need to implement all 3 stages, and if so, do we need to complete the additional trainings associated with those stages (e.g. “Planning with Data”, “Improvement Planning Webinar”, “Quality Coaching”)**

A: All CYD sites should plan to implement all three stages of the YPQA. However, the Basics training will be the only required training component for the self-assessment team. Additional tools (e.g., Online Scores Reporter) and trainings associated with each stage (e.g., “Youth Works Methods) are encouraged and will enhance the YPQA implementation process, but will not be required at this time. If your program chooses not to engage in additional YPQ training components and tools, appropriate practices, processes, and tools should be developed internally to meet objectives for each stage of the YPQA. For example, if your site chooses not to utilize the Online Scores Reporter for the “Plan” stage, then the YPQA Coordinator will work with the self-assessment team to establish an internal database and process for compiling assessment scores and ratings. Similarly, if your site chooses not to engage the “Quality Coaching” training for the “Improve Stage”, then the YPQA Coordinator will develop practices and tools for quality improvement with programs to address identified areas of need resulting from their assessment.

**Q: If I have already taken the YPQA Basics Training previously, do I need to take it again?**

A: If you took the Basics training at any point during 2019 - 2021, you do not need to re-take the Basics training, though you are welcome to retake if reviewing this training material again would be beneficial. Please be sure to keep your training certificate on file for monitoring purposes.

**Q: Will we be required to implement both the Youth and School Age PQA?**

A: No, at this time, CYD programs will only be required to implement the Youth PQA (for programs serving youth in grades 4-12).

**Q: Will PEI be providing additional guidance on YPQA implementation, planning, and requirements?**

A: Yes, PEI will plan to host a New Provider Orientation ahead of the new FY22-26 contract cycle, which will include more information on YPQA component. Additionally, PEI hopes to provide additional guidance on expectations and planning as we progress through the FY22-26 contract cycle, incorporating CYD grantee feedback and experiences implementing the YPQA.

**Q: Is there a required timeline for implementing each stage of the YPQA in FY22?**

A: Each grantee can determine their own timeline and should include/update these details in their Project Work Plan. Here is a suggested timeline example for FY22:

- Sept-Nov – Training, Identify Assmt Team, Become Familiar with Domains
- Dec-Feb – Conducting the Assessment
- Mar-May – Develop Improvement Plan
- June-Aug - Implement your Improvement Plan

**Q: Are there any requirements for documentation of our YPQA efforts.**

**A:** Please maintain appropriate documentation of your YPQA efforts and activity throughout each program year. At a minimum, be prepared to provide documentation of the self-assessment team, YPQA training activity, assessment dates and observation scores, improvement planning activity, and implementation of recommended improvements with each assessed program.

**Q: Is it required to take the Scores Reporter Webinar and enter our observation data into the CYPQ Online Scores Reporter system?**

**A:** No, this is not a requirement. However, it is highly recommended to utilize these resources, as the time and cost of developing your own database system and process for documenting observation scores will likely be greater than the time and low cost of utilizing the Online Scores Reporter system. Access to the Online Scores Reporter System is \$65 per year, and the Scores Reporter Webinar can be provided by the Weikart Center.

**Q: Will there be a 'YPQA final report' or anything that Grantees are required to submit to PEI?**

**A:** In your annual report at the end of each fiscal year, CYD Grantees will submit a detailed report of YPQA activity for the year. CYD Grantees should maintain documentation of activity during each phase of YPQA (Assess, Plan, Improve), in preparation to summarize and support this activity in their annual report.

## Budget Guide for CYD Survey FY22:

The cost of implementing the YPQA will depend on the annual number of staff on your self-assessment team, and the level of investment and engagement with the YPQA determined for your CYD program. At minimum, 3 staff members making up your self-assessment team should complete the YPQA basics training. Each basics training costs \$110, available at the [Center for Youth Program Quality \(CYPQ\) website](#), as are additional training opportunities mentioned above. Each Grantee is responsible for working with the CYPQ to pay for PQA training costs.

## Assess

Fiscal Year	Minimum Implementation	Additional Enhancements
FY22	<ul style="list-style-type: none"> <li>Self- Assessment Team (SAT) Completes YPQA Basics Training</li> <li>SAT assesses at least 1 CYD program offering using 1 domain of Form A of the YPQA (e.g. 1 YLD group)</li> </ul>	<ul style="list-style-type: none"> <li>SAT completes all domains of Form A YPQA with 1 CYD program offering</li> </ul>
FY23	<ul style="list-style-type: none"> <li>SAT completes all of Form A of the YPQA with at least 1 of CYD core programs (e.g. 1 PHSR group)</li> </ul>	<ul style="list-style-type: none"> <li>Attend Scores Reporter Webinar and enter data into Online Scores Reporter</li> </ul>
FY24	<ul style="list-style-type: none"> <li>SAT completes all of Form A of the YPQA with 1 of each of CYD core programs (e.g., 1 Mentor, YAC, YLD and PHSR group)</li> <li>Complete 1 domain of Form B with at least one CYD provider</li> </ul>	<ul style="list-style-type: none"> <li>External Assessment</li> <li>YPQA Coordinator attends YPQA train-the-trainer workshops</li> </ul>
FY25	<ul style="list-style-type: none"> <li>SAT completes all of Form A of the YPQA with 1 group of each of CYD program component (core and ancillary)</li> <li>Complete all of Form B with at least 1 CYD provider</li> </ul>	<ul style="list-style-type: none"> <li>Complete all domains Form B of the YPQA</li> </ul>
FY26	<ul style="list-style-type: none"> <li>SAT completes all of Form A of the YPQA with 1 group of each of CYD program component (core and ancillary)</li> <li>Complete all of Form B with at least 1 CYD provider</li> </ul>	<ul style="list-style-type: none"> <li>Complete Form B with all CYD providers</li> </ul>

## Plan (FY22 through FY26)

Minimum Implementation	Additional Enhancements
<ul style="list-style-type: none"> <li>YPQA Coordinator attends "Improvement Planning Webinar"</li> <li>YPQA Coordinator attends "Planning with Data Workshop"</li> <li>External Consultants</li> </ul>	<ul style="list-style-type: none"> <li>YPQA Coordinator attends "Improvement Planning Webinar"</li> <li>YPQA Coordinator attends "Planning with Data Workshop"</li> <li>External Consultants</li> </ul>

## Improve (FY22 through FY26)

Minimum Implementation	Additional Enhancements
SAT implements improvement plan with recommended trainings and staff coaching Support programs in improvement	External Consultants Attend "Youth Works Methods" Workshops <ul style="list-style-type: none"> <li>Attend "Quality Coaching" Workshop</li> </ul>