



## Guide to Program Self-Assessment

### What is a Program Self-Assessment?

A Program Self-Assessment is a comprehensive evaluation of the program's strengths and weaknesses as observed by those working within or in partnership with the program. The self-assessment typically involves gathering information about different aspects of the program's environment and practice.

### What does BrightStars require?

Self-Assessments are unique to each program. There is no single format or method that programs must use. However, at BrightStars Levels 2-5, there are requirements for the content of the Self-Assessment.

Additionally, for BrightStars, programs must submit a summary of the Self-Assessment. The summary should include the **date** it was written (must be within the past year), be no **longer than five pages**, and should include information on the **sources of evidence/tools/methods** used in the Self-Assessment and a description of the assessment **findings**.

Self-assessment sources of evidence may include:

- monitoring reports
- child assessment information
- family survey
- staff professional development plans
- board survey
- other

BrightStars understands that many programs will have questions about this requirement, and so has developed this document to assist programs in completing their Self-Assessment. In addition, BrightStars has compiled tools and resources related to assessment that providers may find helpful on our website, [www.BrightStars.org](http://www.BrightStars.org).

### How does the Program Self-Assessment relate to other BrightStars requirements?

BrightStars supports child care programs in learning about best practices and applying them to the care children receive. Programs applying for a BrightStars rating of 2 Stars or higher are required to complete a Self-Assessment. As such, programs are able to independently gather information needed to consider possible improvements to their program. A comprehensive Self-Assessment is one of the first steps in continuous quality improvement. The information gathered through the Self-Assessment process will help inform the program's Quality Improvement Plan, which BrightStars requires be submitted within three months of a program receiving its star rating. The Quality Improvement Plan is monitored and updated annually.



## Self-Assessment Summary Worksheet

**\*\*This form is to serve as a worksheet only as you develop your BrightStars self-assessment summary. This is NOT the self-assessment summary\*\***

### **Use this Worksheet for ONE source of evidence**

Please be aware that you can choose to use this template or your own. If you use your own template it must include the 4 points addressed below.

Program Name: \_\_\_\_\_

Date of the Self-Assessment: \_\_\_\_\_

**\*\*Remember, the self-assessment should be viewed as a process. Ask yourself – what do we want to know, how do we collect this information, what does it say, and depending on your priorities for your program, what would you want to change? How will you change or sustain?**

1. Choose Source of Evidence: (Levels 2 and 3 = 2 sources, Level 4 = 3 sources and level 5 = 3 sources of evidence and family survey results. Also, beginning at level 3, if you have ever had an ERS in your program you need to include those findings in addition to your sources of evidence)

**(Examples: DCYF Monitoring Report, Individual Professional Development Plan, Family Survey, child assessment info, board survey, other.)**

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2. Results: Information gathered from source of evidence. (Strengths & Areas for Improvement)

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3. Please describe similarities/differences in findings across all sources of evidence used (all sheets).

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4. Describe how the results will inform your practice? What changes will you make or what will you maintain?

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