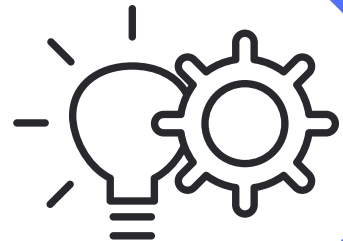


OBSERVATION APPROACH BEST PRACTICE

1. INITIAL OBSERVATION

The PM, PSS, SC will schedule program observation, using the CQI / POO approach or walkthrough with school partners & stakeholders



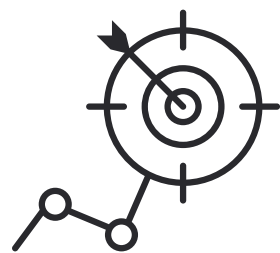
2. FOLLOW-UP OBSERVATION

Including the SC and PM, feedback is given and provided the day of. If observation shows immediate follow-up needed a site action plan should be created. In this, should also indicate future check points. (Reference Site Support Document)



3. SITE FEEDBACK

Meeting held with the PM, PSS, SC and Field staff to provide feedback from the observation, get insight & set and share goals, plans for improvements and updates for re-alignment.



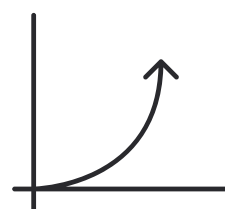
4. LEADERSHIP PLANNING

Leadership will discuss the findings from site observation, strategically create a plan (Action Plan) and set recommendation for the program.



5. REVISIONS (STAFF UPDATES)

The SC will schedule staff meetings with the Field staff to focus on the observation feedback, provide tips, status on goals and tool to support and any updates to increase program quality.



6. CHECK POINTS

Check points will take place throughout this process over a 3-4 week period. Communication will provide to leadership and stakeholders ensure all parties are aware of the status of improvements.



7. PROGRAM PRESENTATION

Program implementations presentation should take place at the end of the 3- 4 weeks; Once systems are in place, the Site Coordinator will schedule the following Check-in walkthrough with leadership.



8. OBSERVATION GOAL

The program presentation will should show the School Director, ELOP-C/A, Program Directors, and stakeholders that the program has developed and operating at the WR Standards and expectations.

