**ASA2: BAS Quality Improvement Plan Action Plan**

**Program Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date BAS was Completed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Directions: Review your BAS self-assessment scores. To meet Standard ASA2, evidence MUST reference ALL of the following:**

* **A detailed written plan based on results of the program management self-assessment tool submitted in ASA1.**
* **Plan MUST outline at least 3 indicators in need of improvement.**
* **Plan MUST outline concrete steps taken to achieve improvement for at least 3 indicators.**

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| **Goal with item number and indicator(s)** | **Action Steps** | **Person Responsible** | **Time needed to complete goal** | **Resources needed (training, ITA, materials, funding)** | **Projected completion date, mark when complete** | **Notes** |
| Example: Increase annual income.  Item 2, 7.1 | 1. Develop a plan to increase weekly fee each year  2. Revise parent handbook to reflect change to fee policy  3.Inform parents and give them updated policy | \*Provider | 2 hrs to analyze budget & research an appropriate cost of living raise to determine how much to increase weekly rates  1.5 hours to make revisions to handbook and copies for families | Need ITA on how to increase weekly fee | January 1, 2024 | Had ITA 9/1/2023.    Will draft policy and send it back to QIS by 9/30/23 for feedback. |
| Goal 1: |  |  |  |  |  |  |
| Goal 2: |  |  |  |  |  |  |
| Goal 3: |  |  |  |  |  |  |