

Virtual Assessment Protocol

PAS AND BAS

Having effective leadership and management practices and systems in place is especially important during a pandemic such as COVID-19. Assessing and improving administrative practices is still possible. Program Administration Scale (PAS) and Business Administration Scale for Family Child Care (BAS) assessments can be done virtually during the COVID-19 pandemic. Coaching and technical support based on these assessments can be provided easily through an online platform such as Zoom. The following protocol provides guidelines for PAS and BAS virtual assessments.

Prior to Assessment: The Administrator/Provider uploads documentation one day prior to the assessment (technical issues would be addressed when confirming the virtual assessment dates).

Assessment Day 1: The Administrator/Provider and assessor complete the virtual interview and tour. The assessor reviews documentation. Each state/initiative should determine measures to maintain the security of any documentation that is shared. For example, the state/ initiative may decide to use a shared screen to review the documentation or to temporarily house the documentation in a secured location. Procedures for destroying any downloaded documentation should be established and shared with the Administrator/Provider.

Assessment Day 2: The assessor continues review of documentation (if needed) and rates indicators.

Assessment Day 3: The assessor and the Administrator/Provider meet virtually to discuss evidence of indicators and/or documentation the assessor was unable to find based on the interview. Assessor provides the Administrator/Provider a list of requested evidence needed. The Administrator/Provider locates what exists of the requested documentation.

Assessment Day 4: The Administrator/Provider sends any of the requested documentation they have to the assessor by the end of the day. The Administrator/Provider and assessor sign-off on a form indicating what documentation/indicator evidence was requested and what was provided. The assessor finalizes ratings, completes rationales, scores items, completes forms, and submits assessment.

A reasonable timeframe to conduct a virtual PAS/BAS assessment is four days. Given the COVID-19 pandemic you may need to make adjustments to that timeframe. For example, the Administrator/ Provider or assessor may need to attend to an unexpected emergency. Therefore, we suggest you create an Assessment Delay Request Form for the Administrator/Provider and/or the assessor to complete if something like this arises in the future. The form would need to include the make-up date. We recommend a make-up date(s) of no more than a week from the date the request is sent.