



BEST PRACTICES SELF-ASSESSMENT TOOL FOLLOW-UP PLAN

The results of the *Best Practices Self-Assessment* should be used as a guide for strategic planning and self-improvement. Strategies should be prioritized and combined with internal resources to help minimize any impacts on performance until the underlying problem can be overcome.

For each benchmark that is targeted in the strategic planning process, identify the status and include any notes to inform the process and intended outcome. Complete the resource section by identifying any resources (human, fiscal, etc.) needed to update or improve the benchmark. The final section of the template includes an area to outline the strategic activities or tasks necessary to accomplish the goal, the lead staff person for the activity/task, and the timeframe for completion.

This follow-up tool should be used throughout the year to track progress of activities.

National Association for Regulatory Administration

400 South 4th Street, Suite 754E, Minneapolis, MN 55415 | Phone: 888-674-7052 | Email: admin@naralicensing.org

National Center on Child Care Quality Improvement, A Service of the Office of Child Care

9300 Lee Highway, Fairfax VA, 22031 | Phone: 877-296-2250 | Email: OCCQualityCenter@icfi.com

Benchmark:

| Status: | <input type="checkbox"/> Exceeds | <input type="checkbox"/> Meets | <input type="checkbox"/> Needs Attention |
|--------------------------|----------------------------------|--------------------------------|--|
| Notes: | | | |
| Resources Needed: | | | |
| Strategic Activities | Lead Staff | Timeframe | |
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