

# 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.