

**PSAYDN Youth Program Quality
Staff Discussion Guide**

	Our Strengths (current status)	Could Be (plans not yet implemented, staff suggestions, and/or best practices)
STRUCTURE AND MANAGEMENT		
A1 - Consistent, well-trained staff and volunteers that represent the community being served		
<p>How does your staffing structure support key program functions such as direct work with youth, program planning, management and administrative tasks including data?</p>		
<p>How does your program recruit and screen staff to ensure the skills needed to work with youth and to reflect the community served?</p>		
<p>What training do staff receive? What types of on-site support do staff have from supervisors and peers to build their skills?</p>		
A2 - Written policies and procedures that are consistently used and updated and supported by management		
<p>To what extent do your policies and procedures support effective personnel and program practices?</p>		
A3 - Sustainable funding and sound fiscal management		
<p>How well do the program's funding sources and your organization's financial management support effective services and activities for youth?</p>		

A4 - Continuous improvement methods including: strategic planning, evaluation, outcomes measurement, and participant/family input		
How does your program involve staff, youth, and families in planning and gathering feedback to determine if the program is meeting its goals and the interests of youth?		
POSITIVE CONNECTIONS		
B1 - Positive relationships between and among youth and staff		
In what ways do staff model and support positive communication and conflict resolution?		
How do your program schedule and activities support positive social interactions and shared responsibilities among youth?		
B2 - Strong partnerships with families, schools, businesses and other community stakeholders		
Describe your efforts to inform and connect parents and caregivers to program and school activities.		
Describe your efforts to establish and build relationships with school staff and administrators.		

Describe your efforts to establish and build relationships with community partners.		
B3 - Opportunities for youth to contribute to the well-being of the community		
What types, if any, of community-based learning or service opportunities does your program offer youth?		
SAFETY AND HEALTH		
C1 - Safe and accessible environment		
To what extent does the documentation and implementation of your health, safety, and emergency policies and procedures support safe operations?		
C2 - Clean and well-maintained facilities		
How well does your available space meet your program needs? Do your available facilities have enough space for children/youth to participate in planned activities without crowding or disruption?		
Who is responsible for maintaining program space? Do staff routinely scan for safety hazards? How do staff address any concerns about the facilities?		
C3 - Programming and environments which promotes fitness, good nutrition, and healthy choices		

<p>What types of services or activities does your program offer related to health or fitness?</p>		
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ACTIVITIES

D1 - Activities which are intentionally designed, are responsive to youth interests, and actively involve youth in program development, planning, and implementation

<p>How do you make sure that activities fit youth interests? What role, if any, do youth play in planning and designing activities?</p>		
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D2 - Activities which contain varied content, learning strategies and combine different academic, recreational, and cultural elements

<p>How do your program schedule and activities provide both structure and flexibility for youth, as well as opportunities to make choices?</p>		
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<p>How do your program activities and staff facilitation use varied teaching methods to help youth build skills?</p>		
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D3 - Activities which are youth-centered, are responsive to youth interests, and actively involve youth in program development, planning, and implementation

<p>How do you make sure that activities fit youth interests? What role, if any, do youth play in planning and designing activities?</p>		
D4 - Activities which promote understanding and respect for youth's and others' cultures		
<p>How does your program help youth to better understand and respect the varied backgrounds and personal experiences of their peers and community?</p>		