



STARS Annual Update

Program name:	Date:
Person completing form:	

There are four steps to completing your STARS Annual Update.

Step 1: Complete a self-reflection using the template below

Step 2: Update your programs CQI Plan with any of the goals or objectives with any progress you've made over the last year. You can do this by filling in the 'Study' and 'Act' for any objectives you've met. If you are changing your goal, include information gathered in the study process that informed the change and write the change in the 'act' section, or if this goal no longer applies to your program then write n/a in the 'study' section.

Step 3: To keep engaging in continuous quality improvement, once you've met any of your CQI goals for Adult-Child Interactions, Family & Youth Engagement or Responsive Practices, then create a new goal or objective and fill in the Plan and Do for this new Plan, Do, Study, Act (PDSA) cycle.

Step 4: Upload your STARS Annual Update Self-Reflection and your updated STARS CQI Plan into the [STARS Annual Update submission portal](#).

STARS Annual Update Self-Reflection: In one to two sentences for each question, complete a self-reflection below of your program's work towards your CQI goals over the last year

<p>Successes: Tell us about what you're most proud of</p>	<p>Which goals from your STARS CQI Plan do you feel you have completed or made good progress on? What have you been proud of?</p> <p>What's been supporting your progress?</p> <p>What are some things you have learned or outcomes (expected or unexpected) that have resulted from your progress on goals?</p>
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<p>Challenges: Tell us about what's been hard</p>	<p>What are the challenges you've faced when trying to meet these goals?</p> <p>Which goals from your STARS CQI Plan, if any, have been hard to meet?</p> <p>What changes or adjustments do you feel would help your program with the goal(s) it is currently working on?</p>
<p>Approach as a team: Tell us about how your staff contribute</p>	<p>If you have more than one staff member in your program, how do you include them in your program's STARS plan to help meet your goals?</p>
<p>Feedback:</p>	<p>What suggestions do you have for improving STARS, making your participation easier, or reducing barriers to meeting your goals?</p>

Would you like support in reaching your goals or brainstorming a strategy? Coaches who have worked in the early education and afterschool fields are available to support you in reaching your goals. Sign up for a free coaching consultation at: <https://www.vtaeyc.org/sparqs/> or <https://vermontafterschool.org/> (afterschool programs).