

## Instructions for Self-Assessment Submission

**1. Work with your team to complete the self-assessment.** Decide on scores for each item and discuss any comments that you would like to share with your Program Specialist.

**2. Go to this link:** <https://www.surveymonkey.com/s/3V5T2FY> to access Survey Monkey.

The screenshot shows the 'Organization and Program Info' section of the OST PSAYDN Self Assessment for CQI. It features a progress bar at the top right indicating 17% completion. Below the header, there is a text box for PPSID, followed by a text box for Organization Name, and another text box for Program Location - School or Building Name. At the bottom, there are three radio button options for Program Model: Elementary, Middle, and High.

**3. Enter your site's PPSID.** Please note that this number is unique to your agency, site, and model. So for example, a site with both an elementary program and a middle school program will have a PPSID for each model (and you will need to complete a self-assessment for each). Your PPSID will be provided to you in an e-mail.

**4. Complete the other Organization & Program Info Fields.** You will be asked to identify a primary contact for the self-assessment, typically a Site Director or Program Manager, as well as check all of the groups of individuals that participated in the self-assessment process.

**5. For each item, enter a score (required) and any comments (optional).** The questions will be clearly labeled and will follow the order of the self-assessment. Comments are not required, but can be used to provide your Program Specialist with any additional information that may help the goal setting process.

The screenshot shows the 'Section A - Structure and Management' section of the OST PSAYDN Self Assessment for CQI. It features a progress bar at the top right indicating 33% completion. Below the header, there is a text box for scores. The main question is: '7. A1-A: Describe your staffing structure, including responsibilities and qualifications for management, direct service and other support staff.' Below this, there is a question: 'How long, on average, have staff worked with your program or organization?' with five radio button options (1, 2, 3, 4, 5). At the bottom, there is a text box for 'Score explanation (optional)'.

**6. When you've finished, click "submit".**