



DHS Out-of-School Time Site Visit Assessment



Program Information (complete prior to visit)			
Date of This Visit: _____ Arrival Time: _____ Departure Time: _____			
Agency Name			
Program/Site Name			
Program/Site Address			
Executive Director Name	Site Director Name		
Site Director Office Phone	Site Director Cell Phone		
Site Director Email			
Program Model			
PHMC Program Specialist			
Pre-visit Tasks	Date of Self-Assessment Completion _____ Date of Last Health & Safety Visit (Middle and High Models Only) _____		
Average Daily Attendance	# of Contracted Slots	# of Enrolled Youth	# Present at visit

Section 1: Activities			
Part 1: Activities (O = Observed; S = Scheduled)			
Sports/Fitness/Health ___ Free Play ___ Groups Sports ___ Individual Sports ___ Health Education/ Nutrition ___ Other Physical Activity ___ Snack ___ Swimming ___ Gardening	Arts ___ Arts & Crafts ___ Choir ___ Dance ___ Drama/Performing Arts ___ Fashion Design ___ Media ___ Music ___ Visual Arts	Academic Enrichment/Supports ___ Academic Enrichment Activities/Projects ___ Chess/Scrabble ___ Computer Instruction ___ Homework Assistance ___ Language Instruction ___ Literacy ___ Math ___ Science ___ Social Studies ___ Tutoring	
Life Skills ___ Community Service/ Civic Engagement ___ Conflict Resolution ___ Life Skills ___ Mentoring	21st Century Skills ___ Employability/Career Awareness ___ Internships ___ Technology ___ Public Speaking ___ Entrepreneurship	Leadership Development ___ Leadership Development ___ Youth Council Learning Approach ___ Project-based Learning ___ Experiential Learning ___ Service Learning	Recreational/Social ___ Recreation (non-sports) ___ Social Clubs (Teen Lounge, Game Room) Special Event ___ Special Event ___ Other: _____

Part 2: Activities Rating						
Statement	Rating Scale					Score
	1	2	3	4	5	
1. Program engages youth in an appropriate balance of academic, enrichment, social, and physical activities during the program day.						
2. Youth are busy and engaged.						
3. Program uses PBL or other evidence based learning methodologies to facilitate activities.						
4. Activities are age and developmentally appropriate.						
5. Program activities are organized, structured, and are planned out prior to the beginning of the program.						
6. There are opportunities for youth choice within and/or between activities.						
7. The program provides opportunities for youth to develop leadership skills.						
8. Activities are cognitively challenging and incorporate critical thinking.						
9. Activities build communication skills, both written and verbal.						
10. Activities build skills related to collaboration and teamwork.						
11. Staff create opportunities for youth to develop new skills or take on challenging tasks.						
12. Activities are linked to real world contexts or the everyday lives of youth and their families.						
<input type="checkbox"/> Check this box if homework assistance was not observed during this site visit.						
13. Program implements OST homework best practices including appropriate allotment of time depending on age and availability of alternate activities.						
14. The environment is conducive to homework assistance and free of interruptions which distract youth.						
15. Staff guide youth to think through challenges and guide them using open ended questions.						
Average Rating for Activities						

Section 2: Program Implementation						
Statement	Rating Scale					Score
	1	2	3	4	5	
1. Program follows posted program schedules tailored to the needs of each group.						
2. Schedule design is age and developmentally appropriate.						
3. Staff manage time wisely.						
4. Transitions (between activities and between spaces) are timely and smooth.						
5. There are established, yet flexible routines in place.						
6. Staff provide youth with clear expectations and instructions before and during activities.						
7. Staff use effective and age appropriate techniques to guide the behavior of youth.						
8. There are sufficient and appropriate materials to support program activities.						
9. Staff use the program space in a way that promotes youth learning and development.						
10. There is evidence that staff communicate to ensure smooth program implementation.						
11. Program helps youth and families to become more informed about high school options. Middle Model Only						
12. Program activities support preparation for higher education and employment through discussion, special events and recommended activities. Middle and High School Only						
Average Rating for Program Implementation						

Section 3: Human Relationships						
Statement	Rating Scale					Score
	1	2	3	4	5	
1. Staff are engaged with youth.						
2. Staff-youth interactions are well suited to the age range of youth in the program.						
3. Staff create an environment that is welcoming, positive, and inclusive of all youth.						
4. Staff help youth to resolve conflicts constructively.						
5. Staff set high expectations for youth abilities and communicate those expectations in a positive and clear manner.						
6. Staff encourages positive interaction with peers.						
7. Staff encourages youth to work together to accomplish goals.						
Average Rating for Human Relationships						
Section 4: Agency Operations						
	Yes					No
1. Program has defined mission and goals.	<input type="checkbox"/>					<input type="checkbox"/>
2. There is evidence that the program receives appropriate support from the Agency and is able to access Agency resources.	<input type="checkbox"/>					<input type="checkbox"/>
3. There is a plan to provide adequate staff coverage in case of emergencies and when regular staff is absent.	<input type="checkbox"/>					<input type="checkbox"/>
4. A plan for monitoring and assessing the program, and determining how well it reaches its goals, is designed and implemented.	<input type="checkbox"/>					<input type="checkbox"/>
5. Program has a written procedure outlining the appropriate time and person responsible for contacting caregivers regarding behavior and emergency protocols.	<input type="checkbox"/>					<input type="checkbox"/>
Section 5: Agency Relationships						
	Yes					No
1. Program has a strategy to engage caregivers.	<input type="checkbox"/>					<input type="checkbox"/>
2. Program has a good working relationship with the school administration or owner of the facility.	<input type="checkbox"/>					<input type="checkbox"/>
3. Community assets and resources are utilized to strengthen and enhance the program.	<input type="checkbox"/>					<input type="checkbox"/>
4. OST staff is responsive to PHMC staff.	<input type="checkbox"/>					<input type="checkbox"/>



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Section 6: Site Visit Report Summary

Section 7: Continuous Quality Improvement Plan Updates