

## **Early Childhood Benchmarks of Quality (BOQ) Administration Tip Sheet**

This document provides helpful tips to the Leadership Team Coach with the administration of the [Early Childhood Program-Wide PBS Benchmarks of Quality \(BOQ\)](https://www.pbis.org/resource/early-childhood-program-wide-pbs-benchmarks-of-quality-ec-boq) (<https://www.pbis.org/resource/early-childhood-program-wide-pbs-benchmarks-of-quality-ec-boq>).

### **Early Childhood Benchmarks of Quality**

The Benchmarks of Quality (BOQ) is designed to help programs evaluate their progress toward implementing EC PBIS (i.e., implementation of the Pyramid Model program-wide). The initial administration of the Benchmarks provides teams with a baseline on their current implementation status and guidance for developing an implementation plan. The BOQ is then updated by teams bi-annually (or more frequently, if desired) to measure the fidelity of implementation of EC PBIS.

The Benchmarks of Quality questions are categorized into seven critical elements: (a) establish a leadership team, (b) staff buy-in, (c) family engagement, (d) program-wide expectations, (e) professional development and staff support plan, (f) procedures for responding to challenging behavior, and (g) monitoring implementation outcomes. Each question is rated on a 0 (not in place) to 2 (in place) scale. The measure is completed as a self-assessment by each site's EC PBIS Leadership Team to assess progress toward implementing EC PBIS and inform action planning for continuous improvement and refinement of EC PBIS.

### **Administration Logistics**

#### **Time for Administration**

The time to administer the BOQ will vary depending on the site's stage of implementation (e.g., installation, initial implementation) and team dynamics. Most administrations will be approximately an hour, although they could be longer if there is significant discussion about particular items.

This time should be reserved for scoring the items only. Time for action planning should be provided after the administration or at a later meeting date.

#### **Important Team Roles**

An EC PBIS Leadership Team Coach should administer the BOQ as a non-voting member, if possible. Prior to administration, the EC PBIS Leadership Team Coach should make copies of

the BOQ document for the team, look up scores from previous years, and ensure that the date and time for completion is communicated out to participants.

Every effort should be made to include the entire Leadership Team when completing the BOQ. A note-taker should be identified to capture any discussion of the items, and the team's Data Coordinator can record the score once it is decided upon.

## Facilitating the BOQ

### Introducing the Measure

When facilitating the BOQ, begin by introducing the measure and reminding the team of its purpose. Focus on the benefits to the team, including taking time twice a year to accurately assess their implementation and action plan for the future. Let team members know that time has been set aside for them to have this guided discussion. You may choose to send out the items in advance and have the team come with their answers prepared, but that is only so time during the meeting can be focused on the item instead of seeking clarification of what an item means. The power of the BOQ is in the discussion it generates.

### Administration

The Leadership Team completes the BOQ together by using a simultaneous and public voting process. Respondents are asked to vote, then display their scores by holding up their fingers. This approach, when used consistently by a facilitator, ensures the participation of all team members and neutralizes any potential power influences.

- A facilitator will read each item and say, "Ready...set...vote."
- Respondents will vote simultaneously by raising 2, 1, or 0 fingers to indicate their score.
  - Scoring a 2 means the indicator is fully in place.
  - Scoring a 1 means the indicator is partially in place.
  - Scoring a 0 means that the indicator is not yet in place.
- If the scores are in agreement, the score will be recorded, and the team will move on to the next item.
- If there are discrepancies, the team will discuss the available evidence and re-vote to achieve consensus; consensus means team members in the minority can live with the score of the majority.

Data sources are your guide for helping facilitate the team through the process. Guide the team discussion by bringing them back to the data sources that might inform an item.

Remember, the focus during administration is on the discussion and scoring of the items. Time will need to be scheduled for action planning afterward.

## After Administration

Ensure the final BOQ scores are recorded and share data reports as soon as possible. Prompt the team to set aside time for action planning around this data.

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