CAS Program Review Process

Assemble Your Team(s)
- Identify Coordinator
- Appoint work team &/or evaluation team

Educate Your Teams
- Conduct training
  - Establish ground rules
  - Review standards and guidelines, discuss meaning
  - Establish team’s inter-rater reliability
  - Encourage team discussion
- Team rates each criterion and gathers consensus

Conduct Ratings
- Respond to overview questions
- Identify areas of program strength
- Identify areas of program weakness
- Describe practices requiring follow-up
- Summarize & prioritize actions required for program to meet standards
- Write program action plan for implementing program changes

Prepare Report
- Explain mission, purpose and philosophy of program
- Summarize the available data
- Recommend specific action plans
  - Include resources needed, dates for completions & identify responsible persons

Complete Action Plan
- Special actions for program enhancement are recommended
- Action plan is communicated
- Special actions are aligned with strategic plans
- Go through channels to request resources needed
- Thank members of the team(s)

Close the Loop