



Organizing your PAS Program Portfolio



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Purpose of the PAS Program Portfolio

A PAS program portfolio is used to provide documentation that supports responses given during the interview portion of the PAS Program Review. Indicators in the PAS book with a 'D' require documentation in order to receive credit. Your Better Beginnings program portfolio contains documentation of both the PAS indicators and several Better Beginnings requirements.

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Organizing Your Program Portfolio

- Use a three-ring binder or a file box. For virtual reviews you will prepare a digital portfolio.
- Label each portfolio entry with the number of the PAS item and indicator or the Better Beginnings requirement it supports.
- Organize documents sequentially. Label all documents with the Item and indicator number and place in numerical order in your portfolio.
- Be concise. Remove non-essential materials from the program portfolio. Only include documents that are required.
- Be thorough. Explain and/or highlight items to show how they relate to the requirement or indicator. Some items may need more than one piece of documentation.

The administrator is encouraged to participate in a PAS cohort (offered every fall and spring) to fully understand the requirements for each item in the PAS.

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PAS 3rd Edition

The PAS 3rd edition was published in November 2022. The PAS 2nd edition will be phased out during 2023. Be sure you are using the current edition of the Program Administration Scale and the current version of the PAS Additional Notes.

- PAS 2nd edition will be used for PAS reviews until December 2023 and will not be used in 2024
- PAS 3rd edition may be used beginning September 2023 and will be used for all reviews in 2024.
- From September 2023-December 2023 providers may choose either the PAS 2nd edition or the PAS 3rd edition.

To learn more about the PAS go to:

<https://mccormickcenter.nl.edu/services/program-evaluation/>

PAS 2nd edition Documentation list: <https://mccormickcenter.nl.edu/library/pas-documentation-list-long-version/>

PAS 2nd edition Additional Notes: <https://mccormickcenter.nl.edu/wp-content/uploads/2021/08/MCECL-2205-Sec07-Hndt02-Additional-Notes-3rd-Printing.pdf>

PAS 3rd edition Documentation list: coming soon

Out-of-School Time programs may choose to use YPQI assessments (YPQA and OQA/Form B) instead of ERS and PAS.