



# Quality Documentation Assessment Tool Instructions

## Purpose of Tool

The “CBA Documentation Quality Assessment Tool” allows you to conduct a field-by-field examination of the documentation you have produced, rate whether it is of high quality or needs to be revised, and record changes that should be made to improve it.

Use of the tool will take time, but it allows a thorough examination of the quality of each component of the documented activity. It is recommended that you use the template to assess the quality of your initial attempts to use the documentation template. It is hoped that by doing this you will learn and internalize the requirements for a high quality document and in subsequent uses of the documentation template incorporate the lessons learned into your writing. When this point has been reached, it will not be necessary to use the assessment tool for every activity as high quality will be evident in your initial drafts of a documented activity.

## Header Rows

The header for this tool contains two rows, an example of which is provided below. The top row contains the name of the data element (component). The bottom row is divided into three columns. The left column contains criteria statements regarding what to look for in that component. The middle row (Code) allows you to specify whether the component is okay as is or needs to be revised. The third column allows you to document any suggestions you might have on how to improve the language of the component.

TITLE		
Criteria	Code	What Can be Done to Improve It

The template can be used by the counselor who developed the documented activity or by your colleagues as a way of getting additional feedback on the quality of the activity and how it can be improved. Another good test is to have a new counselor or someone not familiar with the topic or theme of the activity to review it. This can help determine whether the amount of information provided is enough for a new counselor to understand and deliver the activity to students. The best test of a documented activity is to deliver it to students and use your experience to revise the documentation.

## Step-by-Step Directions for Completing the Template

Step	Action Steps	Description
1	Document a CBA curriculum activity	– Use the CBA Curriculum Documentation Template to document a curriculum activity.
2	Assign a status code to each criterion	– The documentation assessment tool contains quality documentation characteristics (criteria) for each data element/component. – Review each criterion. – Enter a “1” or a “2” in the Code column (1=High Quality, no revisions required, 2=Revisions required).
3	Add suggestions for improvement	– For all entries assigned a “2” (Revision required), enter recommended changes in the “What Can be Done to Improve It” column.
4	Gather feedback and revise documentation	– Gather all feedback and make the necessary changes to improve the quality of the documentation. – It is recommended that you have a colleague review your changes to ensure they have fulfilled the criterion for high quality for the relevant components.
5	Submit activity for approval	– Submit your activity to the Documented Curriculum Peer Review Committee (if one exists) for review and acceptance into the district’s Curriculum Framework for School Counseling. Make any additional changes.
6	Include the activity in your CBA Curriculum Framework	– All documented CBA curriculum activities should be included in a CBA Curriculum Framework for School Counseling, along with your CBA scope and sequence.