



Business Administration Scale (BAS©)

What is the BAS?

The BAS is a program self-assessment for family child care settings that measures business and professional practices. It helps take a deeper look into the following aspects of program administration:

- Qualifications and Professional Development
- Income and Benefits
- Work Environment
- Fiscal Management
- Recordkeeping
- Risk Management
- Provider-Family Communication
- Family Support and Engagement
- Marketing and Community Relations
- Provider as Employee

Which program(s) could use the BAS?

BAS is appropriate for family and small child care programs such as a group family child care home located within a residential home.

BAS Self-Reflection:

With the support from a Quality Care South Dakota coach, individuals can utilize the BAS to build knowledge and confidence in focus areas that support the feasibility and sustainability of their child care program. Using internal self-reflection, the Quality Coach links to resources, training, and other supports for continuous quality improvement within the program.

How does the BAS support continuous quality improvement (CQI)?

Information gathered during a BAS self-reflection can be used by family or group family daycare programs to identify strengths in business and professional practices, as well as areas for growth. The information gathered can be used to help create the program's continuous quality improvement plan.

NOTE: These practices are from the BAS-second edition which contains the most current research-based information. Informed by <https://www.pakeys.org/pqa/poi/pas/> accessed 6/5/2025.