

Welcome to the SDA 3 RAC Meeting!



Purpose

SPARK needs you, your time, and your voice.

We understand that your time is precious, but in order for us to build a system that is truly responsive to your needs, we need you.

This is the purpose of the Regional Advisory Councils. Don't let this opportunity to be heard pass you by.



These Hoosiers are worth it...



Meeting Overview

- Review Old Business
- SPARK Project Spotlights
 - Communications Update
 - Business Management Support
 - PTQ Rating Procedure Update
- Public Comment
- Future meeting schedule
- Action items and adjournment

Introductions

- Name
- Organization name and role
- Stakeholder type (early care and education program, higher education, community partner, system partner)

Review Old Business

- At the beginning of each meeting, the Council reviews action items and recommendations from the previous meeting and discusses progress made
- View meeting minutes for each SDA on the SPARK website
<http://indianaspark.com/regional-advisory-councils/>

Old Business – Help Desk Recommendations

Monitor data to determine if hours of operation are meeting the need

Monitoring data on an ongoing basis

Monitor calls for trends and training needs

Monitoring data on an ongoing basis

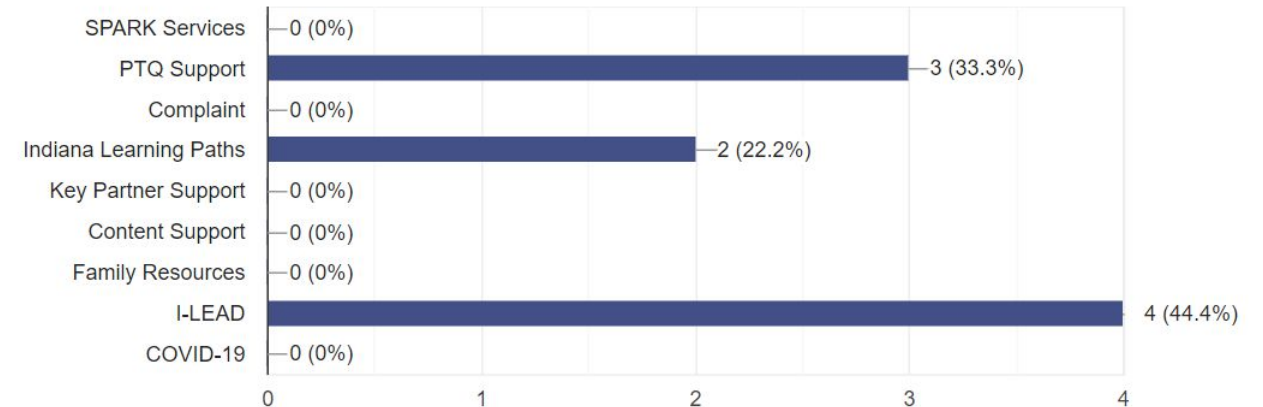
Explore recording calls for quality assurance

Help Desk Data Tracking Example

Table 1

Case Category: the broad subject of the caller's question or support need

9 responses



Sub-Category: the more specific subject of the caller's question or support need

8 responses

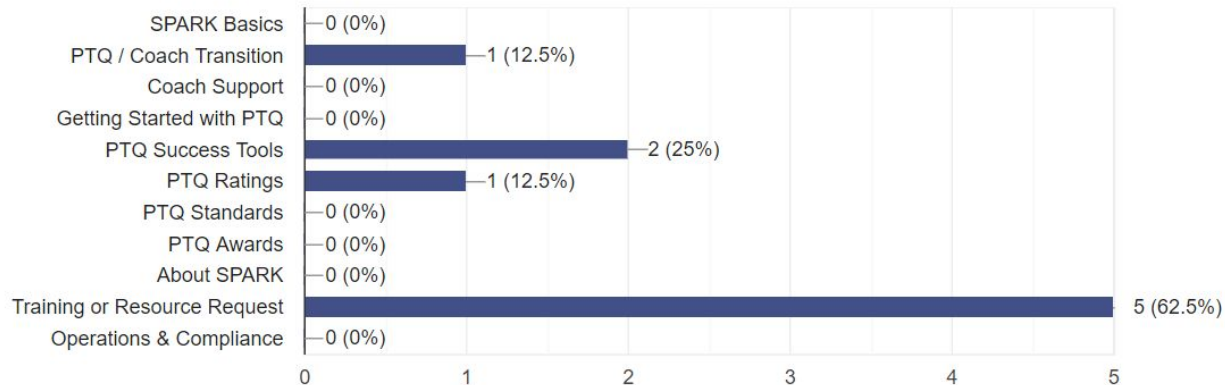


Table 2

Old Business – Town Square Recommendations

Keep
discussion
boards active

SPARK
Learning
Forums now
available.
Please provide
feedback.

Market Town Square
in a variety of
locations / mediums

SPARK will work closely
with partners to
disseminate information
about Town Square

Emphasize sense of
community in
marketing materials

Integrating into
messaging

Old Business – Town Square Recommendations

Include a banner or link to Town Square on ILP

SPARK is exploring with partners

Use a variety of communication methods to promote

Several methods/channels will be used

Exploring the possibility of doing a text blast

Old Business – Other Recommendations

PTQ Enrollment
Incentives

Provided to
OECOSL

Old Business

Questions?

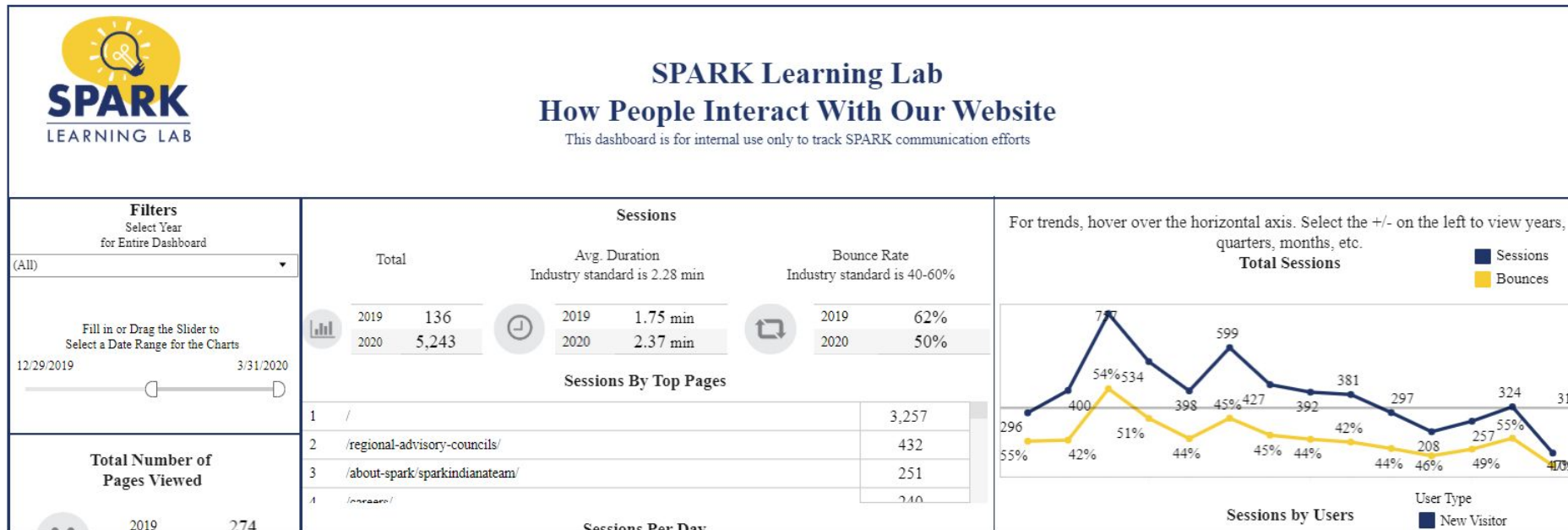




SPARK Highlights

Communication Update

SPARK Learning Lab Communications Dashboard



Upcoming Events



SPARK Learning Lab's Local In-Person Training is TEMPORARILY SUSPENDED

In an effort to be proactive and keep early education program staff healthy, OECOSL is temporarily suspending non-essential in-person training opportunities. During this time, we invite you to participate in online training, including Safe Sleep, on Indiana Learning Paths. You can also find more training opportunities by visiting OECOSL's website [here](#). We will notify you when in-person training resumes and appreciate your understanding.

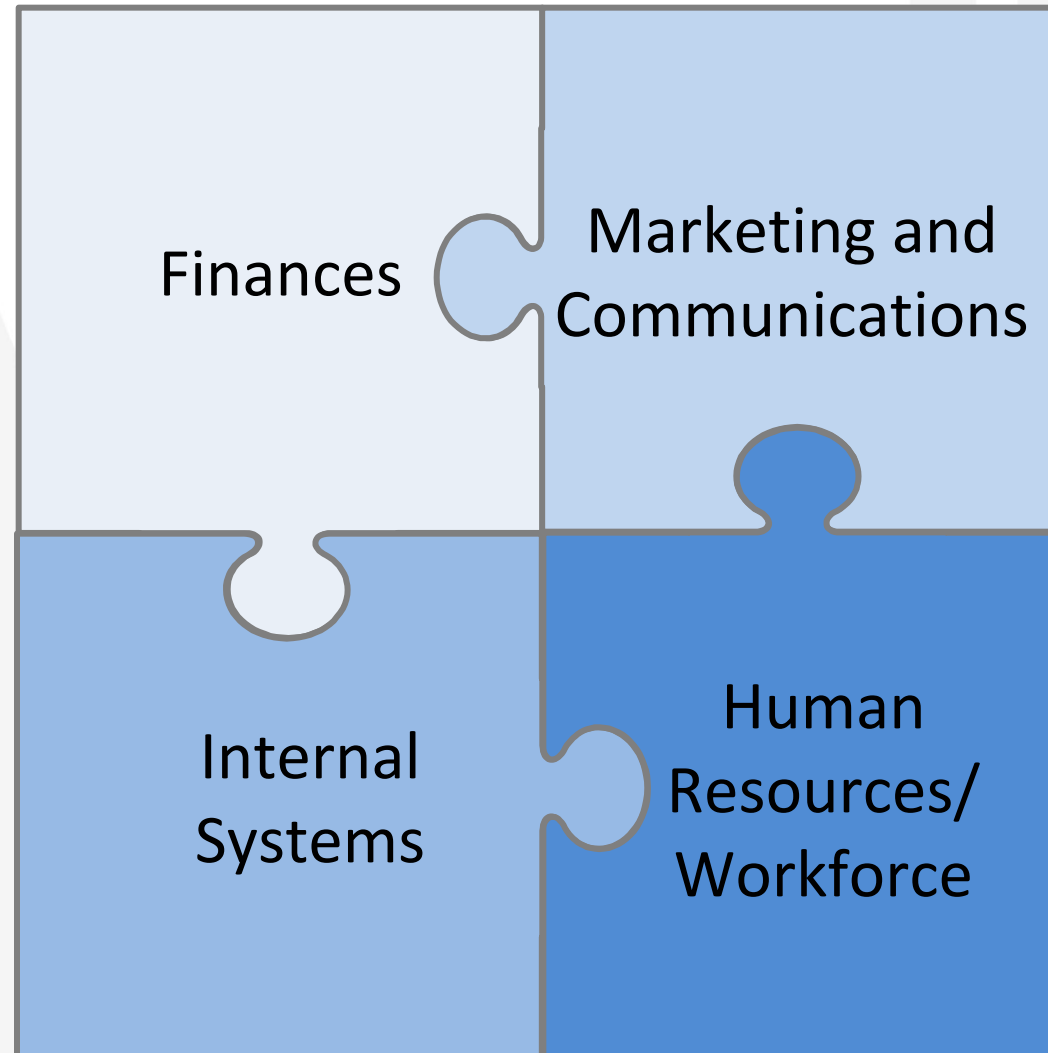


Why a Business Management Specialist?



- Successful programs
- Knowledge of early childhood and business needs
- Tools and Resources
- Relationships with business stakeholders

Focus Areas:



Business Needs Assessment



Early Childhood Business Needs Assessment

SPARK Learning Lab is excited to offer a new resource and support to early care and education programs that has not been offered before - a Business Management Specialist. This role and resource will help support the business needs and practices of early care and education programs.

Since this is a new resource in Indiana, we are reaching out to early care and education programs to solicit your feedback to help inform the business development training, coaching, and resources. Your participation is key to helping SPARK Learning Lab better understand the needs of programs in four areas:

1. Finance or Fiscal Operations
2. Communications/Marketing
3. Internal Systems
4. Human Resources/Workforce



Business Management Specialist Guiding Questions

- What excites you about what you've heard?
- What concerns do you have?
- Have you heard anything that you believe will NOT work for you and your program?
- What else should SPARK be thinking about or aware of in implementation?
- What else?



Request for Rating

SPARK
sends
Readiness
Checklist

Program
Assesses

SPARK
sends
Confirmation
Checklist

Program
returns
Confirmation
Checklist

SPARK
requests the
Rating



Request for Rating



Dear Paths to QUALITY™ program,

SPARK Learning Lab is Indiana's NEW Technical Assistance vendor responsible for providing FREE research-based training and learning opportunities, resources, and coaching to early education and care, school-age, and out-of-school time programs just like you! Over the next few months SPARK Learning Lab's support team will be providing more training, coaching, and Paths to QUALITY™ (PTQ) supports throughout the state including assisting you with navigating the PTQ rating process.

Your current PTQ Level is set to expire in four to six (4-6) months, and it is time to begin assessing your program for readiness. Please find attached a copy of the Readiness Checklist specific to your program and level. Please take some time to review the standards found on the Readiness Checklist and assess your program. The document also includes some guidance on the evidence for each standard that a Rater will want to see when completing your rating visit.

SPARK Learning Lab asks that you complete the Readiness Checklist for your program over the next one to two (1-2) months. At that time, we will contact you again to see how you are doing. If you have identified standards that you cannot assess or that you need assistance assessing, please email PTQ@indianaspark.com and we will arrange for you to be provided assistance. As of March 16, 2020, you will also be able to call the SPARK Learning Lab Help Desk for assistance by dialing 1-877-589-0457.

SPARK Learning Lab needs to request your rating 31 days prior to your current rating's expiration. Your expiration date can be found on the PTQ certificate that you received after your last successful rating visit. If you need a new certificate or you didn't receive one in the mail, please email PTQ@indianaspark.com.

Thank you,
SPARK Support Team

SPARK Learning Lab
9243 NORTH MERIDIAN STREET, SUITE 210
INDIANAPOLIS, IN 46260
WWW.INDIANASPARK.COM



- Letters are sent 4-6 months prior to expiration, 3 months prior to expiration, and 45-60 days prior to expiration.
- Rating requests **MUST** be completed 45-31 days prior to expiration.
- Communications are sent via email from PTQ@indianaspark.com.
- Assistance with the rating process can also be accessed through this email or the Help Desk.





**Request
for Rating**

	Centers
	Homes
	Ministry
	Schools

	Level 2
	Level 3
	Level 4

	Centers.Level 3 Readiness Checklist.S...
	Centers.Level 3 Readiness Checklist.P...
	Centers.Level 3 Readiness Checklist.In...
	Centers.Level 3 Readiness Checklist.D...



Request for Rating

3.5 At least 50% of teaching staff, including the Director, participate annually in a minimum of 20 clock hours of educational or in-service training focused on topics relevant to early childhood.

☐ **Yes** ☐ **No**

At least 50% of the teaching staff, including the Director, have participated in a minimum of 20 clock hours of educational or in-service training focused on topics relevant to early childhood.

Documentation: Education and Training Summary Form (or equivalent form) with supporting documentation such as certificates, transcripts, curriculum schedule from ECE/CD degree program or other appropriate evidence for teaching staff that demonstrates participation by 50% of total teaching staff, including the director, in a minimum of 20 clock hours of educational or in-service training focused on topics relevant to early childhood. Round up to determine number of staff required when calculating percentage. For teaching staff employed less than one year, in-service hours should be prorated based on the number of months since the date hired.

Note: Training is only valid for one year ending with the date that your program's rating is requested. Your rating request is made within 1 business day of submitting in writing your readiness.

Example 1: If your rating request is submitted on August 1, 2019, all training from August 2, 2018 – August 1, 2019 is valid.

Example 2: I submit my readiness in writing on March 19, 2020. The rating is requested within 1 business day on March 20, 2020. This means that your valid training dates are March 21, 2019 – March 20, 2020.

Example 3: I submit my readiness in writing on Friday, December 27, 2019. The rating is requested within 1 business day on Monday, December 30, 2019. This means that your valid training dates are December 31, 2018 – December 30, 2019.



Request for Rating



PTQ Confirmation Checklist

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fx Legal Employee Name

	A	B	C	D	E
6	This document serves as written confirmation that our program is ready for our Paths to QUALITY rating request.				
7	Please send completed form to SPARK				
8	Legal Employee Name	Staff Position	Hire Date	Education: Highest Level Obtained (Degree, Some College, CDA, Hours toward CDA) Please have proper documentation on site	Training Hours
9	Example: Jane Doe	Director	5/1/2019	BA in Elementary Education	23
10	Bridgetta Bullock	Director		MA ECE	
11	Mike Bachman	Teacher		CDA	
12	Courtney Penn	Teacher		BA in Elementary Education	
13	Leslie Kerner	Teacher		CDA	
14	Alice Miller	Teacher		60 Training Hours	



PTQ Confirmation Checklist

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fx Date Completed:

	A	B	C	D	E
1	Date Completed:			Best Way to Reach You:	Phone
2	Early Childhood Facility Name:				Text
3	Registration/License/EIN#:				Email
4	Phone Number:			Current Paths to QUALITY Level:	
5	Email:			Paths to QUALITY Level Requested:	
6	This document serves as written confirmation that our program is ready for our Paths to QUALITY rating request.				
7	Please send completed form to SPARK				
8	Legal Employee Name	Staff Position	Hire Date	Education: Highest Level Obtained (Degree, Some College, CDA, Hours toward CDA) Please have proper documentation on site	Training Hours





Request for Rating

SPARK
sends
Readiness
Checklist

Program
Assesses

SPARK
sends
Confirmation
Checklist

Program
returns
Confirmation
Checklist

SPARK
requests the
Rating

Public Comment

- We want to hear from you!
- What questions/comments do you have for SPARK and the Council?



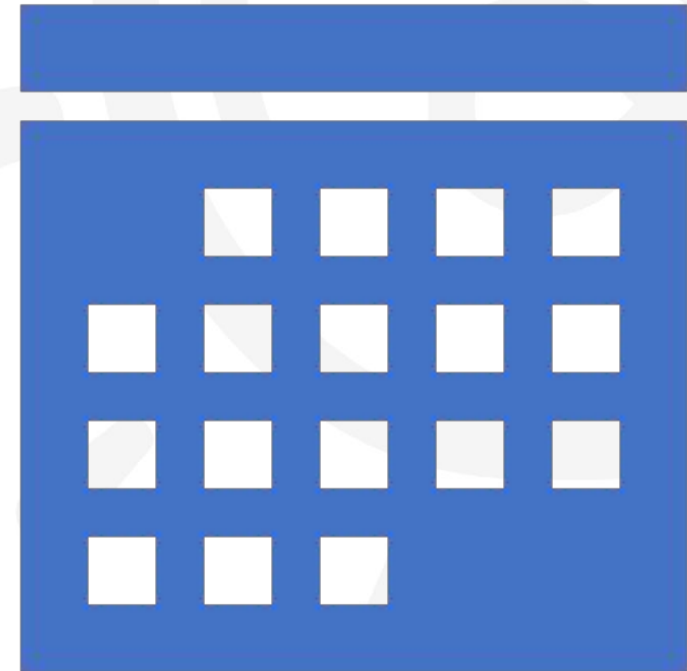
Agreements

Based on what has been presented, RAC discussion, and public comment, what suggestions and perspectives need to be captured for SPARK Learning Lab or partners to consider?

Items from Old Business
Communication Items
Business Management Support
PTQ Rating Procedure
Other Items

SDA 3 Future Meeting Schedule

Tuesday September 8th
6:30-8:30pm (Indianapolis)



Stay Connected with SPARK

- Sign up for SPARK newsletter: <http://indianaspark.com/>
- Follow SPARK on social media!
 - [Facebook](#)
 - [Twitter](#)
 - [Instagram](#)
- Email RAC@indianaspark.com with questions



Let's Spark a Conversation!