



# GETTING STARTED GUIDE

## LOGGING IN

To get started with My SPARK Learning Lab, visit I-LEAD, Indiana's Licensing and Education Access Depot located at: [ilead.in.gov/](http://ilead.in.gov/)

Users new to I-LEAD can create an account to get started.

Once logged into I-LEAD, all users can see and access My SPARK Learning Lab.

My SPARK Learning Lab is mobile-friendly and can be used from tablets and smartphone devices.

The screenshot shows the I-LEAD dashboard. At the top is a green header with 'IN.gov' and 'I-LEAD' logos on the left, and 'HELP', 'HOME', and 'PROFILE' icons on the right. Below the header is a dark green bar with the text 'Childcare I-LEAD Home / Dashboard'. The main content area is divided into several sections. On the left, there's a 'Connect to Indiana Learning Paths' section with a description and a 'Start Your Indiana Learning Path' button. Next to it is a 'Connect to My SPARK Learning Lab' section with a description and a 'My SPARK Learning Lab' button. To the right of these is a 'Need to submit a consent form?' section with a description and an 'I am an Educator' button. Below the 'Connect to Indiana Learning Paths' section is a 'Providers' section with a table of providers and an 'Open A New Program' button. On the far right is a 'My Profile Information' section with fields for First Name, Last Name, Email, Phone, Title, and Ages Served. The table in the 'Providers' section has columns for Name, License Number, Provider Status, and Application Status. The 'My Profile Information' section shows the user's name as Kim Hodge, email as Krhodge8@gmail.com, phone as (765) 748-0529, title as Community Member, and ages served as N/A.

Connect to Indiana Learning Paths

High-quality early learning experiences begin with your professional development. Indiana Learning Paths connects you with webinars, interactive learning sessions and other learning opportunities that align with licensing and Paths to QUALITY. Indiana Learning Paths is brought to you by Early Care and Education Partners.

✓ Start Your Indiana Learning Path

Connect to My SPARK Learning Lab

Get connected with SPARK Learning Lab! My SPARK Learning Lab provides early education and care programs the ability to complete the Indiana Self-Assessment Tool (I-SAT), a program-level assessment to help program leaders identify areas of growth, and access to SPARK's knowledge center which includes tools, job aids and resources. Need help? Engage with the SPARK Support Team here.

✓ My SPARK Learning Lab

Need to submit a consent form?

Do you work at a child care facility and need to submit a consent form? If so, you must verify yourself as an Educator.

I am an Educator

My Profile Information

FIRST NAME	LAST NAME
Kim	Hodge

EMAIL	PHONE
Krhodge8@gmail.com	(765) 748-0529

TITLE	AGES SERVED
Community Member	N/A

Providers

If you wish to renew or update your current application, please click View Details.

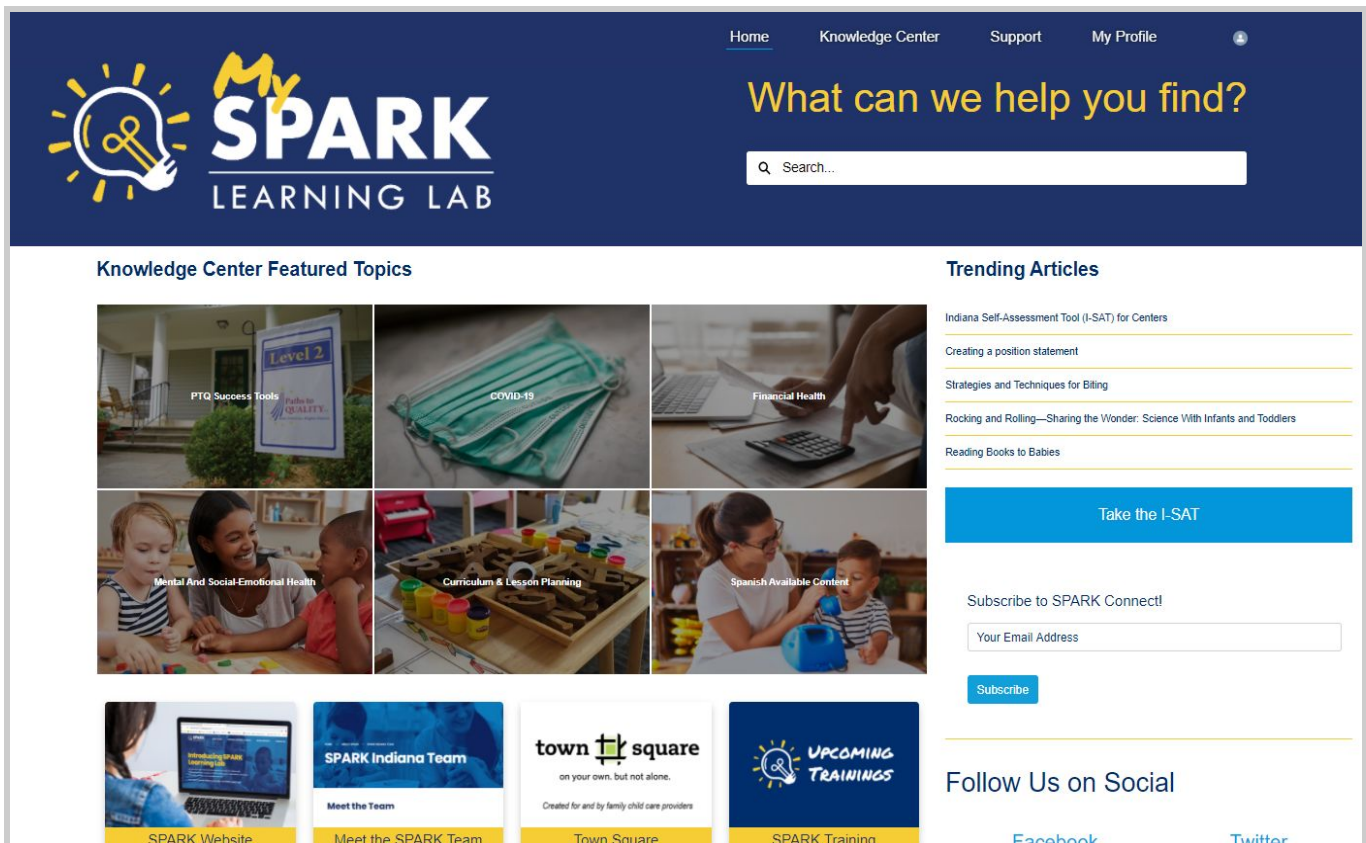
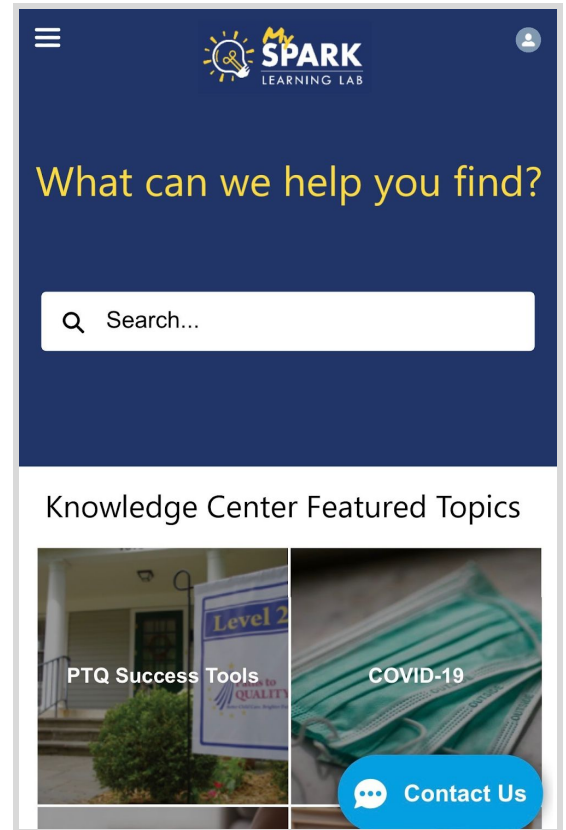
NAME	LICENSE NUMBER	PROVIDER STATUS	APPLICATION STATUS
------	----------------	-----------------	--------------------

+ Open A New Program

## HOME PAGE

From My SPARK Learning Lab's Home page users can:

- Search the Knowledge Center
- Connect with SPARK on Social Media
- Sign up for the SPARK Connect, the biweekly newsletter
- Browse Knowledge Center Featured Topic
- View Trending Articles
- Get started with the I-SAT
- Engage with the SPARK Support Team
- Access links to other SPARK supports



## INDIANA SELF-ASSESSMENT TOOL (I-SAT)

Select 'Take the I-SAT' from the Home page or My Profile page to get started with the Indiana Self-Assessment Tool (I-SAT), SPARK'S program-level assessment to help leaders identify areas of growth and receive the support they need.

An introduction to the I-SAT is provided to review key details before getting started.

Select 'Begin Assessment' to go to the My Profile page to indicate the I-SAT Program Type you would like to complete. Once select fields are entered, users can begin.

### Introduction

#### What is the I-SAT?

The Indiana Self-Assessment Tool (I-SAT) is a program-level assessment for early childhood education and care programs in the state of Indiana.

The I-SAT comprises seven (7) standards with a total of 50 quality items utilizing a rubric-based developmental continuum that offers a roadmap for advancing program quality from "Not Yet Started" to "Excelling". The I-SAT quality continuum includes specific behaviors, benchmarks, and ultimately a scope and sequence a program can utilize to create a plan to improve quality.

There are four (4) versions of the I-SAT, one for each program type (Center-Based, Family Child Care Homes, Ministries,

[Begin Assessment](#)

### Organizational Development

Quality items regarding Organizational Development and Administration

#### Related Quality Items

- > Staff Qualifications
- > In-Service Training
- > School early education and care program Evaluation & Strategic Planning
- > Recruiting, Hiring & Retaining Staff
- > Working Conditions

Would you like to complete the "Organizational Development and Administration" section?

[Yes](#) [No](#)

[Submit Self-Assessment](#)

### Financial Health

Mastering ->

**Program leaders work to generate and manage the financial resources needed to support a program of excellence.**

Is this a consistent and constant practice in your program?

[Yes](#)

[No](#)

[Skip Quality Item](#)

[Show Progress](#)

[Submit Self-Assessment](#)

Once in the I-SAT, you can choose which sections and quality items to complete.

In this current phase, the I-SAT is intended to be completed in one sitting. Complete

desired sections and quality items and then select 'Submit Self-Assessment' to send your responses to SPARK.



# GETTING STARTED GUIDE

Review a summary of your I-SAT submission under **Response Summary**, and view Knowledge Center articles that align to your responses under **Recommended Resources**.

SPARK will review the data and reach out within 1 week to discuss the program's goals and customized support plan.

HomeKnowledge CenterSupportMy Profile

My Self Assessment

Next Steps

**Response Summary**

Recommended Resources

Child and Youth Growth and Development

Leadership and Professionalism

Organizational Development and Administration

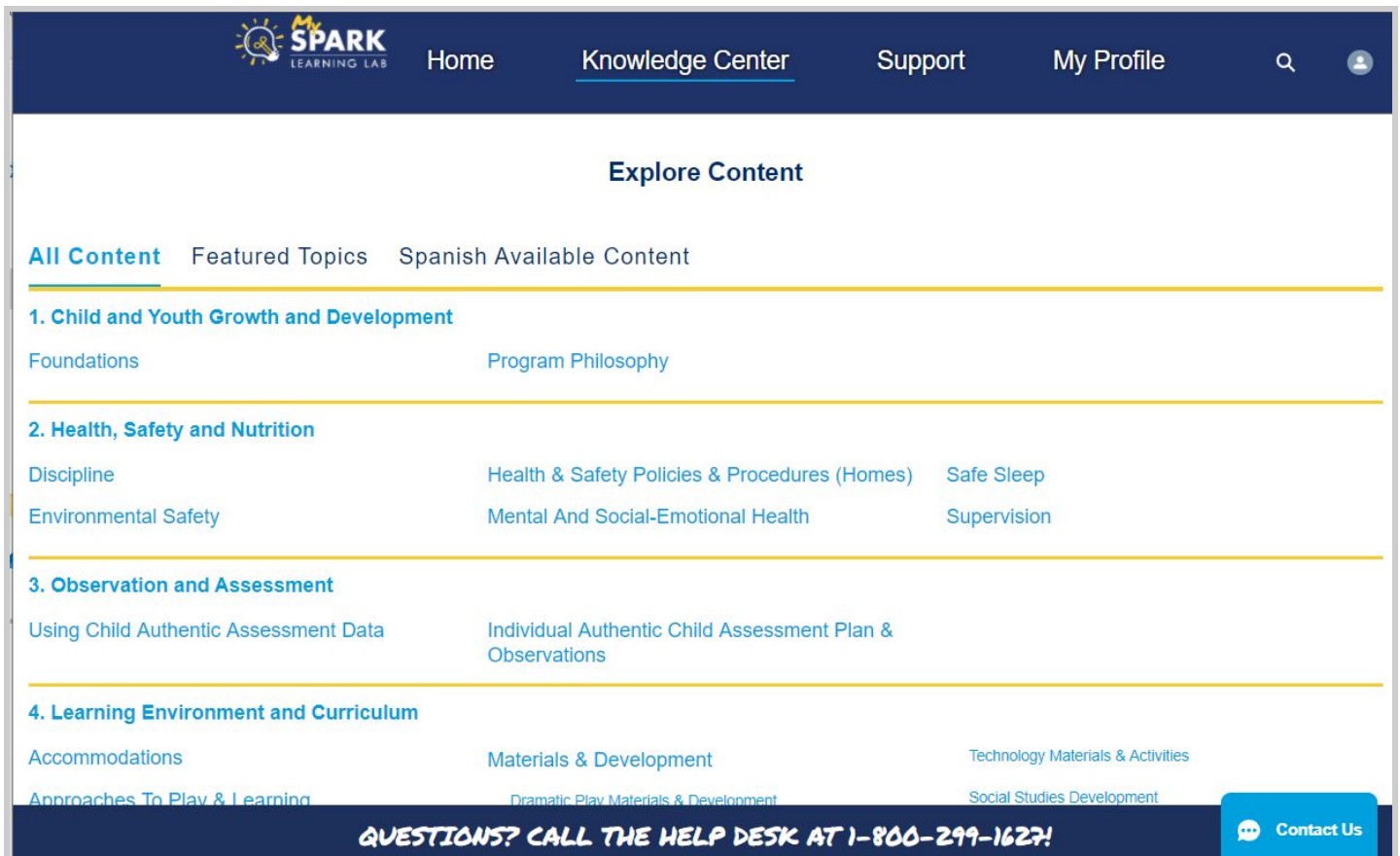
## Responses

Standard	Quality Item	Level
Child and Youth Growth and Development	Early Learning FOUNDATIONS	Excelling
Organizational Development and Administration	Program Evaluation and Strategic Planning	Excelling
Organizational Development and Administration	In-Service Training	Excelling
Leadership and Professionalism	Mentoring	Excelling
Leadership and Professionalism	Code of Ethics for Professional Practices	Excelling
Leadership and Professionalism	Self-Reflection and Assessment	Excelling
Organizational Development and Administration	Financial Health	Excelling



## KNOWLEDGE CENTER

The Knowledge Center includes resources and training SPARK has developed or identified to support leaders and their program staff in their quality improvement journey.

A screenshot of the SPARK Learning Lab Knowledge Center website. The header is dark blue with the SPARK logo, navigation links (Home, Knowledge Center, Support, My Profile), a search icon, and a user profile icon. The main content area is white and titled 'Explore Content'. It features a horizontal menu with 'All Content' (selected), 'Featured Topics', and 'Spanish Available Content'. Below this, there are four main categories, each with a list of sub-topics: 1. Child and Youth Growth and Development (Foundations, Program Philosophy); 2. Health, Safety and Nutrition (Discipline, Environmental Safety, Health & Safety Policies & Procedures (Homes), Mental And Social-Emotional Health, Safe Sleep, Supervision); 3. Observation and Assessment (Using Child Authentic Assessment Data, Individual Authentic Child Assessment Plan & Observations); 4. Learning Environment and Curriculum (Accommodations, Approaches To Play & Learning, Materials & Development, Dramatic Play Materials & Development, Technology Materials & Activities, Social Studies Development). At the bottom, there is a dark blue banner with the text 'QUESTIONS? CALL THE HELP DESK AT 1-800-299-1627!' and a 'Contact Us' button.


Knowledge Center articles include resources and training opportunities, all mapped to the I-SAT. This provides the ability to connect to resources and supports that align with key areas of focus.

The Knowledge Center includes:

- Resources
  - Path to QUALITY Success Tools
  - I-SAT Guide and Printable I-SATs by Program Type

- Job aids and support tools
- Recorded webinars
- SPARK approved local, state and national websites
- Training - Available thru I-LEAD -> Indiana Learning Paths
  - SPARK Ondemand, Face to face, and Live Webinar
  - Partner offerings
- Learning Forums
  - Live Webinar, Face to face and Discussion Boards
- Support Articles

Save your favorites articles for easy access later on from the My Profile page.


**Knowledge**  
 PTQ Readiness Checklists for Self-Assessment - Centers - Level 4
 [Add to My Favorites](#)

Article Number	Publication Status	Last Modified Date
000002103	Published	10/2/2020, 12:41 PM

### 7. ORGANIZATIONAL ...


**PTQ Readiness Checklists for Self-Assessment - Centers - Level 4**

The readiness checklist is a self-guided tool for your program leader to complete by marking yes or no and be able to provide appropriate documentation. This particular resource is specifically for child care centers working on level 4 of Paths to QUALITY.

Knowledge

<b>Title</b>	<b>Core Knowledge Area</b>
PTQ Readiness Checklists for Self-Assessment - Centers - Level 4	7. Organizational Development and Administration
<b>Item Type</b>	<b>I-SAT Quality Item(s)</b>
Resource	7. Program Evaluation & Strategic Planning
<b>Content Sub-Type</b>	<b>Sourced From</b>
Document	SPARK
<b>Item Location</b>	<b>Spanish Option</b>
See Files	No
<b>Web Link</b>	<b>URL Name</b>
See Files	PTQ-Readiness-Checklists-for-Self-Assessment-Centers-Level-4

**Files (1)**


**20200519PTQSuccessToolsREADINESSCHE...**  
 Oct 2, 2020 • 527KB • pdf
 [View All](#)

**Related Articles**


- PTQ Readiness Checklists for Self-Assessment - Centers - Level 3 12
- PTQ Readiness Checklists for Self-Assessment - Centers - Level 2 8
- PTQ Readiness Checklist for Self Assessment - School-Based - Level 4 6
- PTQ Readiness Checklist for Self Assessment - Homes - Level 4 6
- PTQ Readiness Checklist for Self Assessment - Ministries - Level 4 7

**Trending Articles**

Paths to QUALITY™ Confirmation Checklist

QUESTIONS? CALL THE HELP DESK AT 1-800-211-1627!

[Contact Us](#)



## 5 Steps for Brain-Building Serve and Return

Article Number: 000001679 | Publication Status: Published | Last Modified Date: 9/30/2020, 4:56 PM

Information

**Title**  
5 Steps for Brain-Building Serve and Return

**Item Type**  
Resource

**Content Sub-Type**  
Website

**Item Location**  
Web Link

**Web Link**  
[Click Here](#)

**Core Knowledge Area**  
4. Learning Environment and Curriculum

**I-SAT Quality Item(s)**  
4. Positive Relationships with Infants and Toddlers

**Sourced From**  
Harvard University Center on the Developing Child

**Spanish Option**  
Yes

**URL Name**  
5-Steps-for-Brain-Building-Serve-and-Return

[Add to My Favorites](#)

My Profile

**Search Results**

**Knowledge**

6 Results • Sorted by Relevance

**Refine By**

**Article Title**

**Record Type**

**Core Knowledge Area**

**Knowledge**

**Early Experiences Build the Brain**

Last Modified

Explore this short article regarding relationship

**5 Steps for Brain-Building Serve and Return**

Last Modified

child's brain for all future learning and develop follow

**How-to: 5 Steps for Brain-Building Serve and Return**


Last Modified

This guide from Harvard University includes two concept 'serve and return'. The second part is

**Indiana's Introduction to the Early Childhood a**

Last Modified

During the school-age years, the brain continu



[Home](#)
[Knowledge Center](#)
[Support](#)
[My Profile](#)

My Profile | My Program Assessments | **Favorite Articles**

My Favorite Articles


11 Items • Sorted by Favorite • Filtered by all favorites • My Favorite • Updated a few seconds ago

Search this list...

Favorite	Article Link	Created Date
COVID-19 Financial Strategies for Small Businesses	<a href="#">Click Here</a>	9/1/2020, 11:04 PM
Creating a Culture of Safety	<a href="#">Click Here</a>	9/21/2020, 9:04 AM
Hear My Story: A strengths-based approach to addressing poverty in the classroom	<a href="#">Click Here</a>	9/2/2020, 6:36 AM
How to Care for Infants and Toddlers in Groups	<a href="#">Click Here</a>	9/1/2020, 11:01 PM
How-to: 5 Steps for Brain-Building Serve and Return	<a href="#">Click Here</a>	10/3/2020, 9:32 AM
How-to: 5 Steps for Brain-Building Serve and Return	<a href="#">Click Here</a>	10/3/2020, 9:32 AM
Map to Self-Care	<a href="#">Click Here</a>	9/10/2020, 11:09 PM
MY ABSOLUTE FAVORITE! Advocate for Meaningful Change	<a href="#">Click Here</a>	9/2/2020, 10:20 AM
Positive Guidance: A Guide for Parents	<a href="#">Click Here</a>	10/2/2020, 5:31 PM
PTQ Readiness Checklists for Self-Assessment - Centers - Level 4	<a href="#">Click Here</a>	10/3/2020, 9:34 AM
Toddlers and Biting: Finding the Right Response	<a href="#">Click Here</a>	10/2/2020, 5:32 PM

## MY PROFILE

The My Profile page includes the My Profile page with key details about the My SPARK Learning Lab user, I-SAT submissions and favorite Knowledge Center articles



Add to My Favorites

### 4. LEARNING ENVIRO...

#### Positive Guidance: A Guide for Parents




Learn what positive guidance refers to in an early care and education environment as well as at home. Review a toolbox for parents to support children in being successful, relationship building and self-care, and positive guidance at home,


· Knowledge

**Title**  
Positive Guidance: A Guide for Parents

**Item Type**  
Resource

My Profile    My Progra...    **Favorite A...**

 Filter
  Sort
  New



**My Favorite Articles** ▾  
8 items, sorted by Favorite

---

**COVID-19 Financial Strategies for Small Busi...**

Article Link: [Click Here](#)  
Created Date: 9/1/2020, 11:04 PM

---

**Creating a Culture of Safety**

Article Link: [Click Here](#)  
Created Date: 9/21/2020, 9:04 AM

---

**Hear My Story: A strengths-based approach t...**

Article Link: [Click Here](#)  
Created Date: 9/2/2020, 6:36 AM

---

**How to Care for Infants and Toddlers in Groups**


Article Link: [Click Here](#)  
Created Date: 9/1/2020, 11:01 PM

---

**Map to Self-Care**

Article Link: [Click Here](#)  
Created Date: 9/10/2020, 11:09 PM




[Home](#)
[Knowledge Center](#)
[Support](#)
[My Profile](#)

[My Profile](#)
[My Program Assessments](#)
[Favorite Articles](#)

The "My Profile" page provides SPARK with key details about you and your program's goals.

Updates to your profile in My SPARK Learning Lab does not update your information stored within I-LEAD.


Select the edit option (pencil icon) to open the page in edit view. Select 'Save' to save your changes.

To get started with the I-SAT, at a minimum, complete the following:

- "Program Type" field - select the appropriate value that represents your program and the type of I-SAT you would like to complete.
- "Program Name(s)" field - enter the name(s) of the child care program(s) that you represent and are submitting the I-SAT on behalf of.

<b>Full Name</b>	Kim Hodge - Community	<b>Email</b>	khodge@indianaspark.com
<b>Role</b>	Deputy Director Operations & Strategic Integration, SPARK	<b>Business Phone</b>	317-509-2001
<b>Program Type</b>	Center	<b>Mobile Phone</b>	
<b>Program Name(s)</b>	Testing	<b>Preferred Language</b>	English
<b>Facility ID(s)</b>		<b>How did you hear about self-assessment?</b>	1
<b>Currently participating in PTQ System?</b>	Yes	<b>Level of program in PTQ System</b>	
<b>Interested in advancing to next level?</b>	Yes	<b>Advancement Notes</b>	
<b>Interested in joining rating system</b>		<b>Notes on interest in joining</b>	
<b>Select Age Groups</b>	Infant/Toddler (birth-36 months)	<b>Program Quality Areas</b>	Health, Safety & Nutrition
<b>How do you learn best?</b>		<b>Rate your current commitment to change</b>	In the next 6 months (Low 1- High 5)
<b>Decision-makers aware of need for change</b>		<b>Rate your teachers' commitment to change</b>	
<b>Decision-makers prepared for</b>		<b>Hours/week devoted to changing</b>	

**QUESTIONS? CALL THE HELP DESK AT 1-800-299-1623!**
[Contact Us](#)



[Home](#)
[Knowledge Center](#)
[Support](#)
[My Profile](#)

[My Profile](#)
[My Program Assessments](#)
[Favorite Articles](#)


Take the I-SAT

My I-SAT Assessments		
Response Identifier	Submitted Date	View Details
ISAT-RESPONSE-0000000221		<a href="#">View Response</a>
ISAT-RESPONSE-0000000220		<a href="#">View Response</a>
ISAT-RESPONSE-0000000222	October 02, 2020, 05:42 PM	<a href="#">View Response</a>
ISAT-RESPONSE-0000000219	October 02, 2020, 05:38 PM	<a href="#">View Response</a>

**QUESTIONS? CALL THE HELP DESK AT 1-800-299-1623!**


**My SPARK**

[Home](#)
[Knowledge Center](#)
[Support](#)
[My Profile](#)


 I-SAT Response  
 ISAT-RESPONSE-0000000222

[DETAILS](#)
[ATTACHED FILES](#)

Chatter isn't enabled or the user doesn't have Chatter access.

**Assessment**

I-SAT: Center Based Program

**Response Identifier**

ISAT-RESPONSE-0000000222

**Respondent**

Kim Hodge - Community

**My Self Assessment**

**Next Steps**

Response Summary

**Recommended Resources**

- Child and Youth Growth and Development
- Leadership and Professionalism
- Organizational Development and Administration

## Thank you for submitting the I-SAT!

### Next Steps

Within a week you will be contacted by SPARK Learning Lab to discuss and jointly agree upon an identified area of development.

### Review Your Data

You can view your responses to the I-SAT in the Response Summary folder, or under My Profile.

While you reflect on the assessment data, you can also view Knowledge Center articles related to your response under the Recommended Resources folders.

Visit SPARK's Knowledge Center to explore SPARK Learning Lab resources available to you and your program staff.

**Remember SPARK is here to support you! Visit the Support page to engage with our team, use the Contact Us option, or call our Help Desk at 1-800-299-1627!**

**QUESTIONS? CALL THE HELP DESK AT 1-800-299-1627!**


 I-SAT-RESPONSE-0000000222

**My Self Assessment**

Next Steps

**Response Summary**

**Recommended Resources**

- Child and Youth Growth and Development
- Leadership and Professionalism
- Organizational Development and Administration

## Responses

Standard	Quality Item	Level
Child and Youth Growth and Development	Early Learning FOUNDATIONS	Excelling
Organizational Development and Administration	Program Evaluation and Strategic Planning	Excelling
Organizational Development and Administration	In-Service Training	Excelling
Leadership and Professionalism	Mentoring	Excelling
Leadership and Professionalism	Code of Ethics for Professional Practices	Excelling
Leadership and Professionalism	Self-Reflection and Assessment	Excelling
Organizational Development and Administration	Financial Health	Excelling
Organizational Development and Administration	Recruiting, Hiring & Retaining Staff	Excelling


## SUPPORT

Engage with the SPARK Support Team by using the Chat or Contact Us feature at the bottom of all the pages. Live chat will be available during regular Help Desk hours.

Visit the Support page to submit a support request or view the status of a pending request.

The Help Desk is available from 6:00 AM - 7:00 PM EST, Monday through Friday and 10:00 AM - 2:00 PM EST on Saturday.

Call 1-800-299-1627 and follow the prompt system to SPARK!

HomeKnowledge CenterSupportMy ProfileQU

Contact SPARK Learning Lab

Tell us how we can help. Our Support Team will follow up with y...

Support Topic

--None--

Description ⓘ

Upload File

Submit

Need Answers Fast?

Articles suggested as you type your new Case Description

Paths to QUALITY™ Confirmation Checklist  
Sep 26, 2020

What is the Indiana Self Assessment Tool (I-SAT)?  
Sep 20, 2020

Town Square IN  
Sep 30, 2020

Indiana Self-Assessment Tool (I-SAT) for Centers  
Sep 30, 2020

Exploring the Benefits of Sensory Play  
Sep 30, 2020

Learning at Home and Homelike Environments  
Sep 30, 2020

QUESTIONS? CALL THE HELP DESK AT 1-800-299-1627

Chat

## FAQs

**Q: Will SPARK continue to use Indiana Learning Paths to make training and resources available there?**

*A: Yes - SPARK will continue to add training (on-demand, live webinar and face to face) to Indiana Learning Paths, as well as resources. However, additional resources and job aids will be available within My SPARK Learning Lab's Knowledge Center.*

**Q: Is My SPARK Learning Lab available only to program leaders or are my staff able to access the site from I-LEAD?**

*A: All I-LEAD users are able to view and access My SPARK Learning Lab. The intended audience for the I-SAT is program leaders, but any staff person can access the I-SAT and utilize the Knowledge Center and support options.*

**Q: How do I access the training that is included in the Knowledge Center?**

*A: Training articles included in the Knowledge Center can be accessed using the information listed under the "Item Location" listed in the article.*

**Q: What is the I-SAT?**

*A: The Indiana Self-Assessment Tool (I-SAT) is a program-level assessment for early childhood education and care programs in the state of Indiana. The I-SAT is a tool that programs use to assess their own needs for TA support.*

*SPARK uses results to help make decisions on providing support.*

*The I-SAT comprises seven (7) standards with a total of 50 quality items utilizing a rubric-based developmental continuum that offers a roadmap for advancing program quality from "Not Yet Started" to "Excelling". The I-SAT quality continuum includes specific behaviors, benchmarks, and ultimately a scope and sequence a program can utilize to create a plan to improve quality.*



*There are four (4) versions of the I-SAT, one for each program type (Center-Based, Family Child Care Homes, Ministries, School-Based) with questions tailored for each.*

**Q: Who should complete the I-SAT?**

*A: The I-SAT is designed to be completed by the leader or leaders of a program.*

**Q: How does the I-SAT work with other recognition programs, like Paths to QUALITY?**

*A: The I-SAT is designed to support programs along their quality improvement journey, including participation in Paths to QUALITY. To ensure program leaders are assessing using the most relevant indicators of quality, the I-SAT embeds the following Indiana-recognized quality systems and assessments:*

- *NAEYC Developmentally Appropriate Practice Position Statement*
- *Nationally recognized and research-based best practices in early childhood education*
- *Indiana Core Knowledge Competencies (CKC's)*
- *Indiana Early Learning Foundations*
- *Indiana Health and Safety Regulations for Child Care providers*
- *Paths to QUALITY™ (PTQ)*
- *National Accreditation*

*The I-SAT is not intended to replace the Paths to QUALITY standards.*

**Q: What happens after completion of the I-SAT?**

*A: After completing the I-SAT, program leaders have the opportunity to reflect on the assessment data, identify relevant areas of development and access SPARK Learning Lab's Knowledge Center to assist the program in achieving quality improvement goals.*

*Within a week of submitting the I-SAT, programs are contacted by SPARK Learning Lab to discuss and jointly agree upon an identified area of development.*



# GETTING STARTED GUIDE

*The I-SAT can be used to assess an early childhood education and care program as often and as many times as the program leader(s) deem necessary.*