

# Welcome to the SDA 2 RAC Meeting!



# Purpose

SPARK needs you, your time, and your voice.

The purpose of the Regional Advisory Council is to strategically aid and advise SPARK Learning Lab about our services, so we can better support those who support Hoosier children and families.

We know your time is precious and thank you for joining us tonight.





# These Hoosiers are worth it...



# RAC Membership Updates

As SPARK begins a new program year, we are happy to welcome several new members to the Regional Advisory Council! A current member list for each SDA can be found on the SPARK website:

<http://indianaspark.com/regional-advisory-councils/>

Members participated in two orientation sessions over the last two months.

The Council has selected a new Chair and Vice Chair for the coming year!

# Meeting Overview

- RAC Membership Updates and Introductions
- Review Old Business
  - COVID-19
- SPARK Project Spotlights
  - My SPARK Learning Lab
- Additional Public Comment
- Agreements and Action Items

*\*Public comment will be heard after each agenda item*

# RAC Member Introductions

- Name
- Organization name and role
- If you are a new or returning member
- Why you wanted to join the RAC





## 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 – Mandatory Training Recommendations

Offer Universal Precautions as an on demand training

An on demand Universal Precautions training is currently in development!

Make language and labels clearer on ILP for “mandatory trainings” and make it easier for users find the trainings required for their program

SPARK is having further conversations with partners about how this could be improved.

What other suggestions do you have about how this could be improved?



# Old Business – Regulatory Barrier Recommendations

Provide guidance about what staff can do when they are waiting for fingerprints and other regulatory requirements

SPARK is working to develop a resource that provides this guidance.

# Old Business – COVID-19 Related Recommendations

Provide resources or community forums on topics, such as:  
Cleaning and sanitizing toys,  
recruiting staff, and how to  
handle play between children

SPARK is looking into holding live learning forum webinars on these topics.

SPARK held a webinar on recruiting staff during October and will be offering it again on December 10th from 11:00-12:00pm.

Create a FAQ document that addresses what the PTQ rating procedure looks like during COVID

SPARK launched a new PTQ page on their website in October:

<http://indianaspark.com/paths-to-quality/>

An FAQ page will be added in early November.

# Old Business – Help Desk Recommendations

Members would like to see data in the future about the number of returning callers to the Help Desk

SPARK will share this data with the RACs during a future meeting.

# Old Business – COVID Updates and Resources

- What are your biggest challenges and concerns related to COVID-19?
- What relevant trainings and resources are you aware of that may be helpful to others in your region?



# Old Business

Questions?





SPARK Spotlights



Overview & Demo



Provides Hoosier 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 receive the support they need
- Access to our Knowledge Center which includes tools, templates, job aids and resources, and so much more
- Engage with the SPARK Learning Lab Support Team by chat, phone, or email





# Indiana Self Assessment Tool (I-SAT)

- A tool that programs use to assess their own needs for TA support
- Results used by SPARK to help make decisions on providing supports
- Launched phase 1 in April 2020

**Nov 2019 -  
Feb 2020**

I-SAT Focus  
Groups by Care  
Type

**April 2020**

I-SAT Available via  
Google Form;  
Complete via Live  
I-SAT Session with  
SPARK

**July 2020**

I-SAT Available via  
Google Form on  
Indiana Learning  
Paths →  
Resources

**Nov 2020**

I-SAT Available via  
new online portal  
“My SPARK  
Learning Lab”

# What is the I-SAT?

- 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 “Beginning” 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.

# What is the I-SAT?

- There are four (4) versions of the I-SAT, one for each program type with questions tailored for each:
  - Center-Based
  - Family Child Care Homes
  - Ministries
  - School-Based
- Printable I-SATs by Program Type available in Knowledge Center



## Family Child Care I-SAT Program Assessment

Implementation Questions Aligned to PTQ and NAFCC Accreditation (0-5 Scale Scoring)

Each quality item includes a continuum of five (5) evidence that stack upon each other. Unless otherwise denoted with an Asterisk (\*), you must complete 1 before responding 2 and complete 2 before responding 3, and so on.

### Standard 1: Child and Youth Growth and Development

Item/Indicator	Not Yet Started	Beginning	Developing	Emerging	Mastering	Excelling
<b>Early Learning FOUNDATIONS</b>	Not Yet Started	Lead Educator/ Caregiver receives approved training for Early Learning FOUNDATIONS	Any Assistant(s) receive approved training for Early Learning FOUNDATIONS	Lead Educator/ Caregiver and any Assistant(s) use the Early Learning FOUNDATIONS to <b>design</b> curriculum and learning environments foundations.	Lead Educator/ Caregiver and any Assistant(s) use the Early Learning FOUNDATIONS to <b>implement</b> responsive curriculum and learning environments.	Lead Educator/ Caregiver educates families on the Early Learning FOUNDATIONS, when applicable, and uses when discussing the individual child's development.
Program Response	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:



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

- The I-SAT is designed to support programs along their quality improvement journey, including participation in Paths to QUALITY.
- The I-SAT is NOT intended to replace the Paths to QUALITY standards.



# I-SAT Standards

- The I-SAT standards are directly aligned to **Indiana's Core Knowledge and Competencies** (CKC's) for Early Childhood, School-Age, and Youth Professionals.
- The seven CKCs make up the **seven program quality standards in the I-SAT.**

1. Child and Youth Growth and Development
2. Health, Safety and Nutrition
3. Observation and Assessment
4. Learning Environment and Curriculum
5. Family and Community Engagement
6. Leadership and Professionalism
7. Organizational Development and Administration

# I-SAT Quality Items & Continuum

- Each quality standard includes at least one to several quality items.
- Each quality item includes a continuum of five (5) benchmarks that stack upon each other, unless otherwise noted.
- Each quality item has a continuum of benchmarks grouped into five (5) categories: Beginning, Developing, Emerging, Mastering, or Excelling.

## Standard 1: Child and Youth Growth and Development

Quality Item	Beginning	Developing	Emerging	Mastering	Excelling
<b>Early Learning FOUNDATIONS</b>	Lead Educator/ Caregiver receives approved training for Early Learning FOUNDATIONS	Any Assistant(s) receive approved training for Early Learning FOUNDATIONS	Lead Educator/ Caregiver and any Assistant(s) use the Early Learning FOUNDATIONS to <b>design</b> curriculum and learning environments foundations.	Lead Educator/ Caregiver and any Assistant(s) use the Early Learning FOUNDATIONS to <b>implement</b> responsive curriculum and learning environments.	Lead Educator/ Caregiver educates families on the Early Learning FOUNDATIONS, when applicable, and uses when discussing the individual child's development.

# MY SPARK LEARNING LAB OVERVIEW

## 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](#)

## Providers

[+ Open A New Program](#)

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

NAME

LICENSE NUMBER

PROVIDER STATUS

APPLICATION STATUS

☐ INCLUDE CLOSED PROVIDERS[Search](#)[Reset](#)

Available to all  
I-LEAD users in  
November

New

Do you consent to the use of your information? If so, you must verify yourself as an Educator.

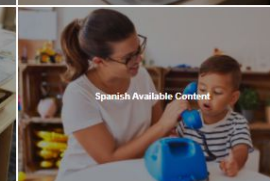
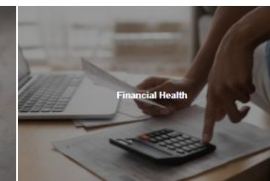
[I am an Educator](#)

## My Profile Information

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

What can we help you find?

## Knowledge Center Featured Topics



## Trending Articles

[Indiana Self-Assessment Tool \(I-SAT\) for Centers](#)[Creating a position statement](#)[Strategies and Techniques for Billing](#)[Rocking and Rolling—Sharing the Wonder: Science With Infants and Toddlers](#)[Reading Books to Babies](#)[Take the I-SAT](#)

Subscribe to SPARK Connect!

[Subscribe](#)

## Follow Us on Social

[Facebook](#)[Twitter](#)[Instagram](#)[YouTube](#)[Contact Us](#)



# Home Page

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



# ***TAKE THE I-SAT***



# I-SAT

- Begin the I-SAT from the Home page or My Profile page
- My Profile page is encountered to collect details about program & selection of program type
- An introduction to the I-SAT is available to provide key details before getting started
- Links to Knowledge Center:
  - Full I-SAT Guide
  - Printable I-SATs by Care Type

## Take the I-SAT

### ▼ 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

# I-SAT Guide

- Provides program leaders with a step-by-step process in preparation for, completion of, and submission of their program's I-SAT
- Includes a Glossary of Terms and frequently asked questions (FAQs) regarding the I-SAT process
- Available in the Knowledge Center



**Indiana Self-Assessment Tool (I-SAT)  
Guide**

**QUESTIONS?**

**CONTACT THE HELP DESK AT 1-800-299-1627**



# I-SAT

- You choose which sections and quality items to complete
- In this current phase, the I-SAT is intended to be completed in one sitting
- Selecting 'Submit Self-Assessment' sends responses to SPARK

## Organizational Development

Quality items regarding Organizational Development and Administration

### Related Quality Items

- > Staff Qualifications
- > In-Service Training
- > Program Evaluation & Strategic Planning
- > Financial Health
- > Recruiting, Hiring & Retaining Staff
- > Working Conditions

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

Yes No  
Submit Self-Assessment

## Financial Health

Emerging 

Home program has quarterly or monthly accounting report that includes a reconciliation of expenses to budget.

Is this a consistent and constant practice in your program?

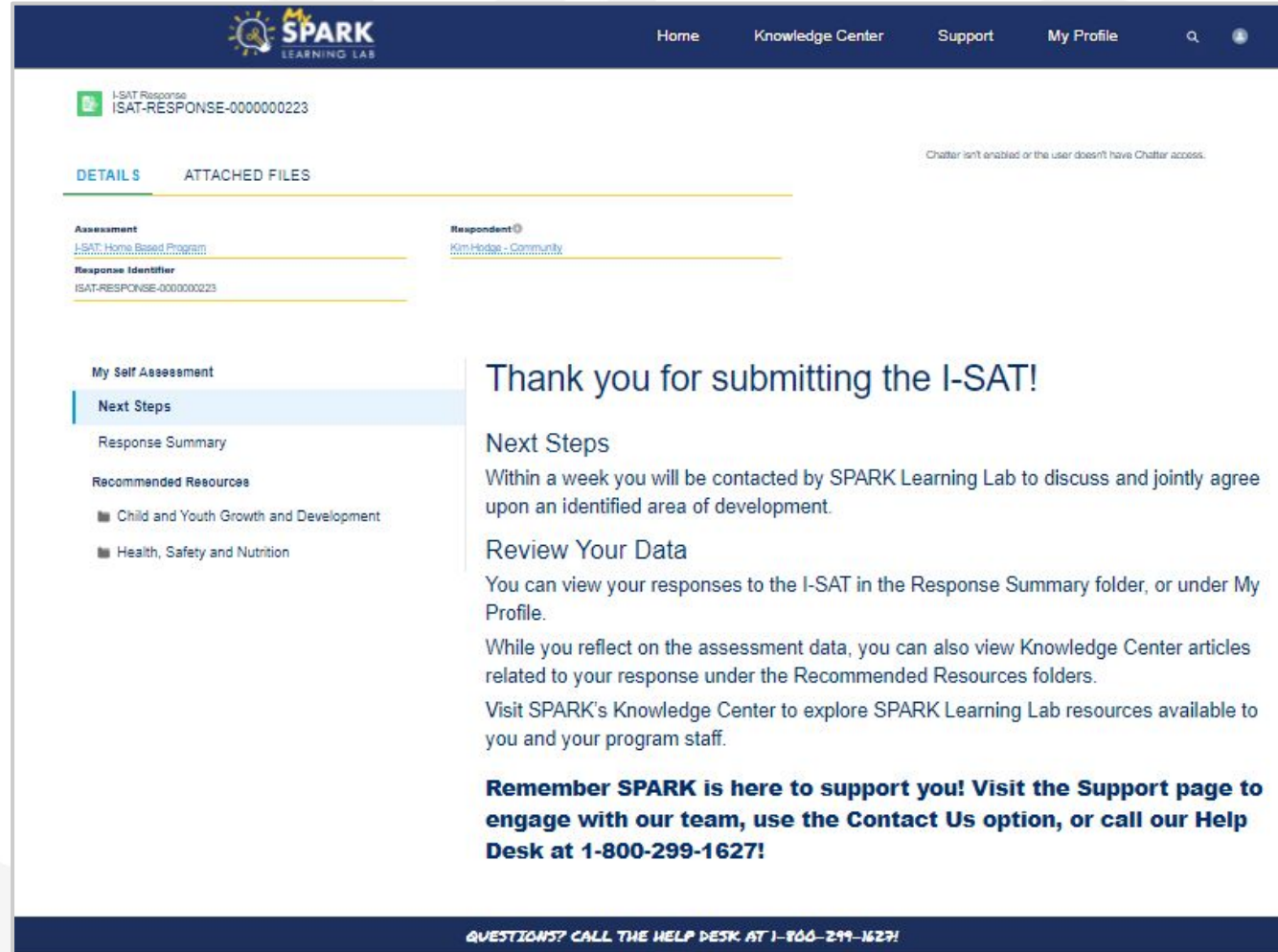
Yes No Skip Quality Item  
Show Progress  
Submit Self-Assessment

Questions? Call the Help Desk at  
1-800-299-1627



# Next Steps

- I-SAT data is available under **Response Summary**
- Knowledge Center **Recommended Resources** connected to I-SAT responses
- SPARK will make contact within 5 business days to discuss the program's goals and customize a support plan



The screenshot shows the SPARK Learning Lab interface for an I-SAT response. The top navigation bar includes links for Home, Knowledge Center, Support, and My Profile. The main content area displays the response identifier ISAT-RESPONSE-0000000223. A sidebar on the left lists navigation options: My Self Assessment, Next Steps (highlighted), Response Summary, and Recommended Resources (with sub-links for Child and Youth Growth and Development, and Health, Safety and Nutrition). The main content area has tabs for DETAILS and ATTACHED FILES. Under DETAILS, it shows the Assessment (I-SAT Home Based Program) and the Respondent (Kim Hodge - Community). A message states: "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!" A footer note says: "QUESTIONS? CALL THE HELP DESK AT 1-800-299-1627!"

# I-SAT - Response Summary

Review a summary of your I-SAT submission under **Response Summary**

**SPARK**  
LEARNING LAB

Home Knowledge Center Support My Profile

My Self Assessment

Next Steps

**Response Summary**

Recommended Resources

- Leadership and Professionalism
- Organizational Development and Administration

## Responses

Standard	Quality Item	Level
Leadership and Professionalism	Professional Affiliations	Developing
Leadership and Professionalism	Mentoring	Emerging
Leadership and Professionalism	Code of Ethics for Professional Practices	Emerging
Organizational Development and Administration	Program Evaluation and Strategic Planning	Beginning
Organizational Development and Administration	Staff Qualifications	Developing

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

# I-SAT - Recommended Resources

View Knowledge Center articles that align to the I-SAT responses under **Recommended Resources**



The screenshot shows the SPARK Learning Lab website interface. The top navigation bar includes links for Home, Knowledge Center, Support, and My Profile, along with a search icon and a user profile icon. On the left sidebar, under 'My Self Assessment', the 'Recommended Resources' link is highlighted with a red box. The main content area displays 'Organizational Development and Administration Resources' with a table of recommended articles.

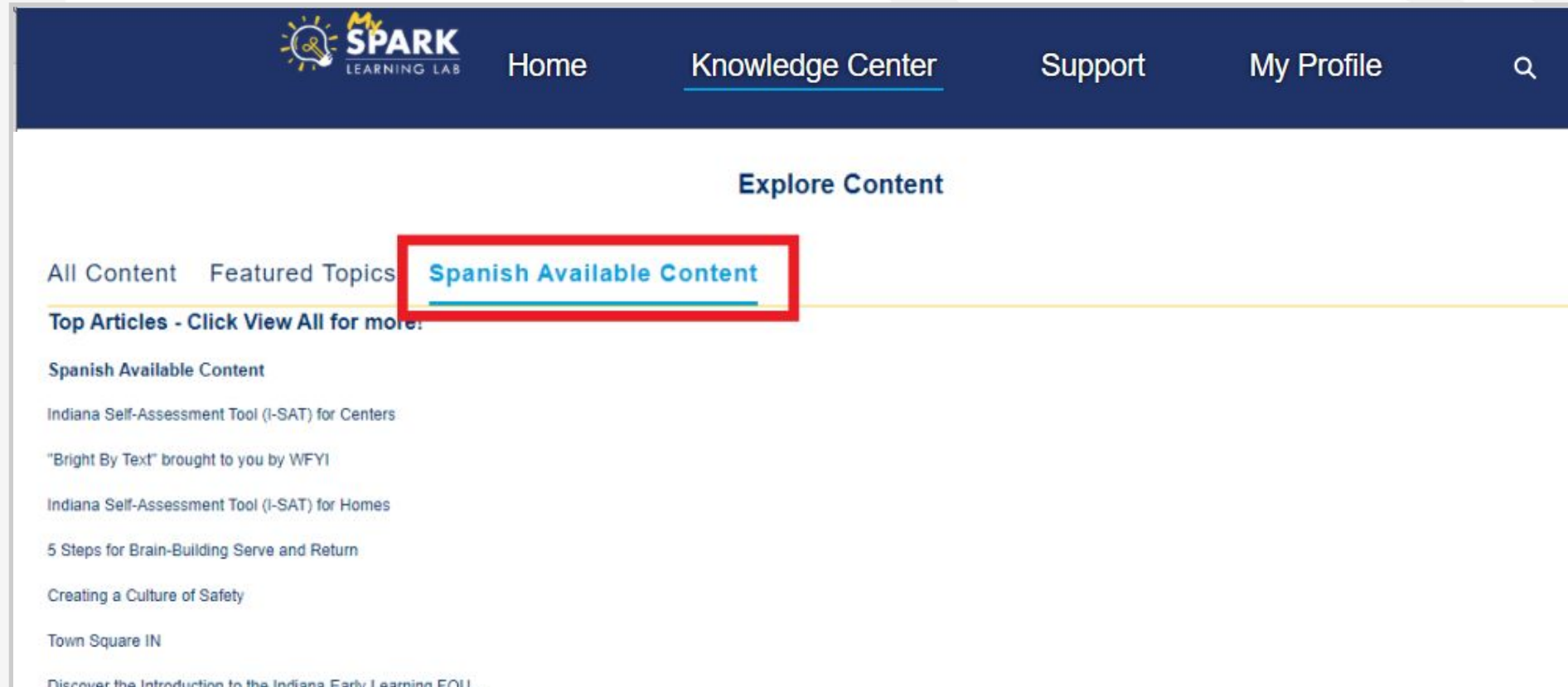
Article	Quality Item	Link
Expanding the Lends - Leadership as an Organizational Asset	Professional Affiliations	<a href="#">Click here</a>
NAEYC Membership	Professional Affiliations	<a href="#">Click here</a>
Advocate for Meaningful Change	Professional Affiliations	<a href="#">Click here</a>
Maintaining Professional Boundaries Training Series: Part I	Code of Ethics for Professional Practices	<a href="#">Click here</a>
Part II: Understanding and Maintaining Professional Boundaries	Code of Ethics for Professional Practices	<a href="#">Click here</a>
Paths to QUALITY™ Peer Mentoring Program	Mentoring	<a href="#">Click here</a>

# KNOWLEDGE CENTER



# Knowledge Center

- Resources and training SPARK has developed or identified to support leaders and their program staff in their quality improvement journey
- Mapped to the I-SAT providing connection with key areas of focus
- **All Content** tab includes articles by CKC & I-SAT Quality Items
- **Featured Topics**
- **Spanish Available Content**





# What's included in the Knowledge Center?

- **Resources**

- PTQ Success Tools
- I-SAT Guide
- Printable I-SATs by Program Type
- Recorded webinars
- SPARK approved local, state and national websites

- **Support Articles**

- Frequently Asked Questions (FAQs)
- Helpful tips to navigate My SPARK Learning Lab

- **Training**


- SPARK On-demand, Face to face, and Live Webinar
- Partner offerings
- *Available through Indiana Learning Paths*

- **Learning Forums**

- Live Webinar, Face to face and Discussion Boards
- *Available through Indiana Learning Paths*

# Knowledge Articles

- Item & Content Type
- Item location
- CKC & Quality Indicator
- Source Organization
- Files
- Related Articles
- Add to My Favorites

 Knowledge Paths to QUALITY™ Confirmation Checklist

[Add to My Favorites](#)

Article Number	Publication Status	Last Modified Date
000002415	Published	10/5/2020, 7:43 PM

## 7. ORGANIZATIONAL ...

### Paths to QUALITY™ Confirmation Checklist



Explore the Paths to QUALITY™ Confirmation Checklist that is required before a SPARK Learning Lab to complete the rating process on behalf of a program

🕒 Sep 28, 2020 · Knowledge


Title	Core Knowledge Area
Paths to QUALITY™ Confirmation Checklist	7. Organizational Development and Administration
Item Type	I-SAT Quality Item(s)
Resource	7. Program Evaluation & Strategic Planning
Content Sub-Type	Sourced From
Document	SPARK
Item Location	Spanish Option
See Files	No
Web Link	URL Name
See Files	Paths-to-QUALITY-Confirmation-Checklist

[7. Organizational Dev...](#)[Program Evaluation & ...](#)[PTQ Success Tools](#)

Was this article helpful?


 0  0


Files (1)


 [PTQ\\_Confirmation\\_Checklist](#)  
Oct 5, 2020 · 408KB · pdf


[View All](#)


### Related Articles

[PTQ Readiness Checklists for Self-Assessment - Centers - Level 4](#)  13

[Requesting your Paths to QUALITY Rating](#)  28

[Non-ECE Course Verification Form](#)  34

[Paths to Quality™ Enrollment Process](#)  11

[Paths to QUALITY™ Peer Mentoring Program](#)  10

### Trending Articles


[Creating Inclusive Environments](#)

[Creating Inclusive Environments](#)

[Paths to QUALITY™ Confirmation Checklist](#)


[Indiana Self-Assessment Tool](#)

[Questions? Call the Help Desk at 1-800-299-1627](#)

 [Contact Us](#)

# Favorite Articles

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

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

Article Number	Publication Status	Last Modified Date
000001679	Published	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  
[Click Here](#)

**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

 0  0

Add to My Favorites

 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

# MY PROFILE





# My Profile

- **My Profile** includes key details about the user and program
- **My Program Assessments**
- **Favorite Articles**

The screenshot displays the 'My Profile' page of the SPARK Learning Lab. The navigation bar at the top includes 'Home', 'Knowledge Center', 'Support', and 'My Profile' (which is active). Below the navigation bar, the 'Favorite Articles' tab is highlighted with a red box. The main content area shows a list of 11 favorite articles. The table has columns for 'Favorite' (with a checkbox), 'Article L...' (Article Title), 'Click Here' (a link), and 'Created Date'. The first article is 'COVID-19 Financial Strategies for Small Businesses'.

	<input type="checkbox"/> Favorite ↑	Article L...	Click Here	Created Date
1	<input type="checkbox"/>	<a href="#">COVID-19 Financial Strategies for Small Businesses</a>	<a href="#">Click Here</a>	9/1/2020, 11:04 PM
2	<input type="checkbox"/>	<a href="#">Creating a Culture of Safety</a>	<a href="#">Click Here</a>	9/21/2020, 9:04 AM
3	<input type="checkbox"/>	<a href="#">Creating Inclusive Environments</a>	<a href="#">Click Here</a>	10/5/2020, 9:47 AM
4	<input type="checkbox"/>	<a href="#">Hear My Story: A strengths-based approach to addressing poverty in the classroom</a>	<a href="#">Click Here</a>	9/2/2020, 6:36 AM
5	<input type="checkbox"/>	<a href="#">How to Care for Infants and Toddlers in Groups</a>	<a href="#">Click Here</a>	9/1/2020, 11:01 PM
6	<input type="checkbox"/>	<a href="#">How-to: 5 Steps for Brain-Building Serve and Return</a>	<a href="#">Click Here</a>	10/3/2020, 9:32 AM
7	<input type="checkbox"/>	<a href="#">Map to Self-Care</a>	<a href="#">Click Here</a>	9/10/2020, 11:09 PM
8	<input type="checkbox"/>	<a href="#">Paths to QUALITY™ Confirmation Checklist</a>	<a href="#">Click Here</a>	10/6/2020, 7:29 AM
9	<input type="checkbox"/>	<a href="#">Positive Guidance: A Guide for Parents</a>	<a href="#">Click Here</a>	10/2/2020, 5:31 PM
10	<input type="checkbox"/>	<a href="#">PTQ Readiness Checklists for Self-Assessment - Centers - Level 4</a>	<a href="#">Click Here</a>	10/3/2020, 9:34 AM
11	<input type="checkbox"/>	<a href="#">Toddlers and Biting: Finding the Right Response</a>	<a href="#">Click Here</a>	10/2/2020, 5:32 PM




# SUPPORT



# Support

- Submit a support request or view the status of a pending request
- Upload files & request your Paths to QUALITY rating
- Chat is available during Help Desk hours:
  - Monday - Friday AM - 7 PM EST
  - Saturday 10 AM - 2 PM EST

6

HomeKnowledge CenterSupportMy Profile🔍👤

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

# DEMO + QUESTIONS



# Public Comment

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



# Agreements

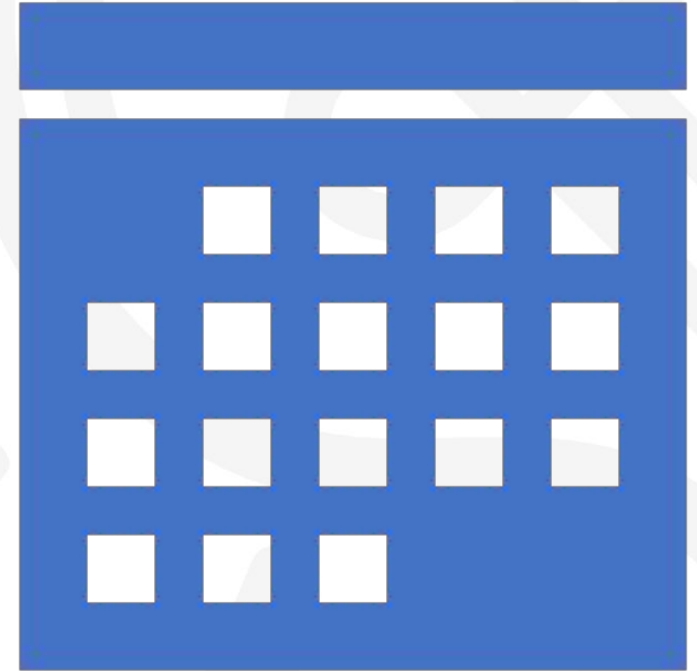
Based on what has been presented, RAC discussion, and public comment, what suggestions and perspectives need to be captured for SPARK Learning Lab or partners to consider?

Items from Old Business  
COVID-19  
My SPARK Learning Lab  
Other Items



# Meeting Schedule

- February 9th, 2:00-4:00pm ET
- May 11th, 6:00-8:00pm ET
- September 14th, 6:00-8:00pm ET



# Agenda Items for Next Meeting



What topics and/or SPARK supports would the Council like to discuss in February?

# Stay Connected with SPARK

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



Let's Spark a Conversation!