Service Delivery Area 2
Regional Advisory Council
Meeting Summary February 9, 2021

View the recording of this meeting here: https://youtu.be/RzXg20lVR20

1. **Call to Order and Meeting Overview**
   a. Kacey Deverell, Chair, made welcoming remarks orienting participants to the purpose of the Regional Advisory Council (RAC) meeting, called the meeting to order, provided an overview of the agenda items and meeting goals, and discussed meeting systems and procedures.

2. **Introductions**
   a. Members introduced themselves by sharing their name and professional role.
   b. Members who were present included: Kacey Deverell, Michelle Adams, Brad Hand, Elizabeth Schlesinger-Devlin, Erin Haltom, Jenna Hicks, Kathryn Ziegler, Natalie McIntire, Sheri Quarles, Sherry Crisp-Ridge, and Tristen Comegys.

3. **Reviewed Old Business**
   a. At the beginning of each Regional Advisory Council (RAC) meeting, the Council reviews action items and recommendations from the previous meeting and discusses progress made.
      i. You can view past meeting minutes, recommendations, and their related action plans for each Service Delivery Area (SDA) on the SPARK website: http://indianaspark.com/regional-advisory-councils/.
      ii. Kacey summarized the feedback/recommendations made by the Council in November related to Indiana Learning Paths, fingerprinting, COVID-19 and My SPARK Learning Lab.
      iii. SPARK's Deputy Director of Operations & Strategic Integration, Kim Hodge shared planned updates to Indiana Learning Paths (ILP) category update with Licensing and Paths to QUALITY under Mandatory. Now that My SPARK Learning Lab (MSLL) is live, the resources that had been on ILP will now only be on MSLL. If the resources is a document, it can be viewed under "Files." Trainings remain in ILP; resources will all be in MSLL.
      iv. Mike Bachman, SPARK's Technical Assistance Director, let the RAC know that fingerprints must go through the FBI for a federal check—not just a local fingerprint check. Since IDOE and FSSA may have different requirements and cannot share information, the same background check for an individual staff member cannot be transferred. All background checks must go through IdentoGO.
      v. Kim shared that unfortunately, it is not currently possible to navigate between ILP, I-LEAD, and MSLL without logging into each system. Once users have logged into a second system, they should be able to use the Back button in their browser to go back to the original system they were in.
      vi. Mike shared that SPARK will continue to promote the COVID-19 guidance shared by FSSA, while also creating and sharing other business supports that can help programs now during the pandemic and in the future. Nancy Ward confirmed that the December guidance is the current guidance (https://www.in.gov/fssa/carefinder/covid-19-coronavirus-guidance-for-oecosl-stakeholders/). Nicole Norvell has said anyone with questions can contact her.
      vii. Questions/feedback from RAC members and the public:
         1. RAC members asked some clarifying questions. Live webinars are found in ILP and can be used for training credit; recorded webinars are a resource in MSLL and do not count for training credit.

2. Kimberly Gordon let the RAC know that the YMCA in Howard County is now an approved site for fingerprints.
3. After a question about coronavirus vaccines, Mike confirmed that the mention of "teachers" in phase two of Indiana's vaccine plan does include early childhood education and care staff. The previous language mentioning "child care institutions" in phase one does not include the early childhood education and care workforce.
4. Some early learning programs are encouraging their staff to get a vaccine once they are age-eligible and giving them time off whenever their appointment time is.

4. **SPARK Project Spotlights & New Business**
   a. Each quarter, SPARK staff highlight SPARK features that have been implemented recently or will be launched in the upcoming quarter to gain insight, feedback, concerns, and recommendations/agreements from the public and RAC members.
   b. My SPARK Learning Lab
      i. Kim provided an overview of the launch of My SPARK Learning Lab. My SPARK Learning Lab launched on 11/2/2020 and is available through providers' I-LEAD accounts. An overview of My SPARK Learning Lab (MSLL) engagement and upcoming enhancements is found in the materials for this meeting (http://indianaspark.com/regional-advisory-councils/regional-advisory-council-sda-2/).
      ii. Questions/feedback from RAC members and the public:
         1. One RAC member's program did their mandatory in-service training virtually; they used MSLL and gave employees time to explore MSLL.
         2. On the local level, RAC members and other programs can model using MSLL for other folks in order to encourage them to engage with SPARK support. Program leaders can help get information out to their staff. Program leaders can talk to their staff about their own use of MSLL.
   c. Help Desk
      i. Kim gave an overview of Help Desk contacts/cases and resolutions. Kim's overview is found in the materials for this meeting (http://indianaspark.com/regional-advisory-councils/regional-advisory-council-sda-2/).
      ii. Questions/feedback from RAC members and the public:
         1. It's interesting that most of the support is regarding Paths to QUALITY (PTQ), and it will be good to continue to figure out how to encourage programs to engage with other SPARK resources beyond PTQ.
         2. What are the top 3 ways SPARK recommends that programs engage with its resources?
            a. Sign up for SPARK newsletter (http://indianaspark.com/contact-us/).
            b. MSLL: Even though you take your training in ILP, all training is described in MSLL. Within MSLL, some highly used resources are co-connecting resources and challenging behaviors resources. When you go into featured topics, you can search for "behavior." Some specific resources that would be helpful for a teacher just becoming familiar with SPARK are any of the three "SPARK Learning Opportunities" and the "Welcome to My SPARK Learning Lab." These are introductions to who SPARK is and how we provide services.
            c. Training calendar (http://indianaspark.com/training-calendar/)
         3. The new Help Desk hours are planned to go into effect April 1.

5. **Public Comment**
   a. No additional public comments.

6. **Agreements and Action Items**
   a. Based on what was presented, RAC discussion, and public comment, the RAC brought forth the following recommendations/agreements for SPARK Learning Lab and/or partners to consider:
      i. Old Business
         1. Mike asked what job aids, templates, tools, and/or peer learning experiences might help programs navigate the vaccination rollout. RAC members mentioned the need to dispel misinformation. MSLL could link to IDOH sites. Provide information for program administrators regarding the need to be aware of possible legal consequences of requiring employees to get vaccinated. Policy templates would be helpful.
      ii. New Business
         1. Many programs look for trainings that offer continuing education units (CEUs). SPARK is exploring how to support this need and hopes to have more information to share next quarter.
         2. SPARK could provide updates on items discussed: April 1 update of ILP with mandatory trainings; all resources will be found in MSLL; Fingerprinting resources may be updated in March & there is a process that programs can go through to become an approved IdentoGO location; Updates to I-SAT; integrated chat feature on the SPARK website to contact the Help Desk
         3. SPARK can possibly share in one centralized location vaccine resources, handouts, and/or links to IDOH
         4. SPARK could create a resource on how program leaders can give their staff time to explore SPARK resources; top 3 things that staff should know / engage with; something that can be formatted to be an email a provider can send personally to people they know. There is a QuickStart guide on the website (http://indianaspark.com/my-spark-learning-lab/) (http://indianaspark.com/wp-content/uploads/2020/10/MSLL-Quick-Start-Guide.pdf).
         5. SPARK does have swag and is working on distribution plan.

7. **Future Meeting Schedule**
   a. May 11, 6:00-8:00pm EST
   b. September 14, 6:00-8:00pm EST

8. **Agenda Items for May**
   a. No additional items

9. **Adjournment**