

**Service Delivery Area 3  
Regional Advisory Council  
Meeting Summary February 9, 2021**

View the recording of this meeting here: <https://youtu.be/7UIbLePyzkQ>

**1. Call to Order and Meeting Overview**

- a. Diane Pike, SDA 3 RAC 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: Diane Pike, Alexandra Hall, Camelia Smith, Jessie Pike, Lisa Cordle, Starla Haggard, Teresa Rice, Tiffany Tabb, and Tikila Welch.

**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 plan for each Service Delivery Area (SDA) on the SPARK website:  
<http://indianaspark.com/regional-advisory-councils/>.
  - ii. SPARK Project Director, Mike Bachman, summarized the feedback/recommendations made by the Council in November related to how SPARK could educate users on the filter functions available in Indiana Learning Paths (ILP). SPARK is proposing creating a short tutorial video that would be housed on the SPARK website and in My SPARK Learning Lab (MSLL).
  - iii. Questions/feedback from RAC members and the public:
    1. In addition to posting it on those channels, also send an email blast to directors of record so that directors can support staff during onboarding and other times with viewing the video and navigating the system. Also, email it to system partners.
  - iv. 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.
  - v. Questions/feedback from RAC members and the public:
    1. We commonly refer to these trainings as Modules 1-4. Maybe the titles could be changed to put "Module 1" at the beginning of the title for ease in searching.
    2. Sometimes when people just search for "module," they end up taking the wrong training, so that's something to be aware of.
    3. Is there a way for directors to assign training to program staff?
      - a. Yes, there currently is. In the director's account, switch from Learner to Manager, and register them for trainings. SPARK could create a resource to explain this function with a short training video for how to use this function.
    4. It could also be helpful to number the trainings.

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- vi. The RAC suggested SPARK provide training or a resource for directors so they can train new staff on how to use I-LEAD. SPARK will assign this recommendation to the new Leadership & Development Specialist once they're hired.
- vii. SPARK is working on developing more guidance and detailed instructions for the I-SAT, printable I-SATs, a video series that will include an overview of the I-SAT, and SPARK will be preparing potential recommendations to share with programs during the meeting that happens after the program completes the I-SAT.

**4. SPARK Project Spotlights & New Business**

- a. Each quarter, SPARK staff highlights SPARK features that have been implemented recently or will be launched in the upcoming quarter to gain insight, feedback, concerns, suggestions, and recommendations/agreements from the public and RAC members.
- b. Coaching and Training Hours: The hours of training and technical assistance provided by Paths to QUALITY system specialists/ coaches would not count toward meeting the in-service training requirements. On-the-job, in-the-classroom training does not count for training hours. Internal program staff can provide training that does count toward hours.
- c. CCDF Intake Agent Feedback: CCDF intake virtual office hours are being held in order to gather feedback regarding the intake agents <https://www.in.gov/fssa/carefinder/child-care-assistance/>.
- d. SPARK Collaborations: SPARK has been working to strengthen partnerships. SPARK is recommending a referral process that partners can use to get programs connected with SPARK when they need SPARK's services.
  - i. Is there a way to get a cheat sheet that indicates where you should go if you have a given question or need? Lisa Cordle will share the map she created as a starting point for this cheat sheet.
  - ii. Brooke Carlson has joined the team to help train Help Desk staff on what they need to know about the early learning world in order to best assist programs with their questions.
- e. I-LEAD: OECOSL is aware of the issue of difficulty updating consent forms. They are working to alert program directors when consent forms are out of date so they can get them updated as needed, rather than this coming up in a licensing visit.
  - i. RAC members were asked to respond to a poll about which platform they would like utilized for the Ask-A webinar series. Zoom was the top choice, Facebook Live is the second choice, then ILP is the third choice.
  - ii. Brooke Carlson stated the Help Desk gets calls about this, and the more information they have about the issue the better it is when they connect individuals to the ELI solution center.
  - iii. Lisa asked what the process is that happens when updating consent forms when they are in incomplete status; transparency could be helpful.
  - iv. In addition to an Ask-A event, how can we leverage the expertise of fingerprinting crew to create a guide and get those resources out to everyone.
  - v. It would be helpful if individuals can log in with a current email address, rather than former employer's email addresses that were first used to create an I-LEAD account. New users can sign up for I-LEAD with their personal email addresses.
- f. COVID-19 Resources: There are 53 resources on MSLL.

**5. Public Comment**

- a. No additional public comments.

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**6. Highlights from the Field**

- a. Shared a summary of agenda items from the RAC meetings in the other 4 SDAs.

**7. 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. Regarding the short video about ILP filter functions, SPARK should send an email blast to program directors and partners.
    - 2. Create resource (a short video) to explain the Manager feature, including how to assign trainings to program staff.
    - 3. SPARK will think about how to best name trainings, including possibly moving the term “module” to the front of the title, numbering all trainings, etc.
  - ii. New Business
    - 1. Create SPARK Partner cheat sheet or “map.” Lisa Cordle will send SPARK the map template she created. FAQs that may need to be answered by the cheat sheet include:
      - a. If you have a 2Gen question, contact UWCI
      - b. What services does Child Care Answers provide
      - c. Where to go with infant mortality concerns
      - d. For overlapping services, when do programs go to SPARK or a CCR&R
    - 2. I-LEAD: SPARK will ask partners about how programs can get more information on the process for consent forms.
    - 3. I-LEAD: SPARK will ask OECOSL if users can start changing/updating their email addresses.

**8. Future Meeting Schedule**

- a. April 13, 5:30-7:30pm EST
  - i. This meeting will be virtual.
- b. August 10, 5:30-7:30pm EST

**9. Agenda Items for April**

- a. INAEYC conference: could we get updates to see if there are any plans to have the annual conference
  - i. Lisa Cordle is on the INAEYC board and shared that the convention center would have required them to book the space and guarantee a certain amount of people, which was not feasible. There will be no in-person conference this year. They are very unlikely to do a virtual conference, given that staffing during the pandemic has been such an issue, it is unlikely that enough staff could attend the conference to make it worth it.
- b. What could SPARK do to help fill this learning and networking opportunity gap?
  - i. Discussion board feature will launch in April, and we can think about how to utilize that feature to fill that gap.
  - ii. Look at doing an advocacy day or something like that in warmer weather.
- c. SPARK will create a draft Partner Cheat Sheet, which could go under new business since it's a new tool.
- d. SPARK can share new I-SAT enhancements that will be launching.



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- e. New discussion board feature: do a demo, and get RAC feedback.
- f. Open brainstorming session about any barriers or needs RAC members are experiencing.
- g. Share data from annual report: information on the five objectives and progress.

**10. Adjournment**