Service Delivery Area 4
Regional Advisory Council
Meeting Summary September 7th, 2021

View the recording of this meeting here: https://youtu.be/5zsBLxHsU0Y

1. **Call to Order and Meeting Overview**
   a. Jennifer Myers, SDA 4 Chair, facilitated the meeting. Jennifer 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 names and professional roles.
   b. Members who were present included: Alisha Savage, Jennifer Myers, Kristi Burkhart, Missy Modesitt.

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.
      i. You can view past meeting minutes, recommendations, and their related action plans for each Service Delivery Area (SDA) on the SPARK website: https://indianaspark.com/regional-advisory-councils/regional-advisory-council-sda-4/
      ii. Jennifer summarized the feedback/recommendations made by the Council in May regarding education insufficiencies and CPR. In addition, SPARK provided updates for related action plans.
      iii. Questions and comments from RAC members and the public:
         1. Question: SPARK is looking for additional guidance and clarification around the CPR link request.
         2. Answer: RAC members are looking for a resource or a list of places that providers can be CPR recertified. CCR&R has this information for all emerging programs. However, RAC members especially need this information for more current providers versus incoming providers.
         3. Recommendation: SPARK will provide more information on the CPR request within the new Group's feature.

4. **New Business**

   a. RAC Membership Updates
      i. Thank you, outgoing RAC members, for your contributions; Jacki Bond, Lisa Hunsicker, Ashley Lenoir. Christina McKeenhan. Missy Modesitt, Jennifer Myers.
      ii. RAC Membership Updates:
         1. Member application was live during June and July
            a. 72 applications were received from across the state
            b. Seven were received in SDA 4
         2. New members were notified in late August
         3. Virtual orientation sessions for new and returning members will be held in September: Thursday 9/16, 2:00-3:00 pm ET and Wednesday 9/22, 2:00-3:00 pm ET.
         4. RACs will convene again in November.
   b. RAC Attendance and Enagement:

    i. Graph 1: RAC Member Attendance for SDA 4
        1. In year one, the RAC member attendance decreases throughout the year. However, year two has been more consistent for member attendance.

    ii. Graph 2: Public/ Non-Member Attendance Year 1 vs. Year 2
        1. In year one, the beginning had zero attendance and then increased significantly throughout the year, with Q3 saw a high attendance number. Year 2 has seen a more steady attendance throughout the year thus far, seeing the highest attendance in Q3.

    iii. Graph 3: SDA 4 Attendees by Stakeholder Type in Year 2
        1. The pie chart shows a breakdown of Spark Staff, OECOSL/ FSSA Staff, Public Partner. With the majority of attendance being RAC Members.

    iv. Meeting Discussion:
        1. RAC had an interest in the topic of each meeting and how they correlated with attendance—mainly related to the Q3 attendance.
        2. SPARK was more well know in Year 2 and helped with the steady increase in attendance.
        3. RAC Members asked if there was ever a survey done with providers who dropped out. SPARK has not done recent surveys and makes a note of this suggestion.
        4. RAC members understand that time and day are always a factor and can affect the engagement of members, yet there are never easy answers for these issues given the variety of needs in any one area.
        5. RAC members listed that is missing from each side. Is how many programs or providers are attending. SDA 4 is heavy on partner attendance.

  c. SPARK Annual Report
    i. Goal: Exceed expectations in supporting Indiana's identified early childhood education and care programs become safer and higher quality.
        1. Objective 1: Maintain PTQ Enrollment (% of eligible)
        2. Objective 2: Increase # of programs advancing in PTQ by 5%
        3. Objective 3: Support 90% of non-compliant programs with Quality Improvement Plan
        4. Objective 4a: Refer 90% of those interested in increasing their education to IN AEYC
        5. Objective 4b: Deploy 12 resources or events that support degrees, credentials, and certificates
        6. Objective 5a: Support programs with prior safe sleep violations, ensuring that 80% do not have a recurrence
        7. Objective 5b: Deploy 6 resources or events that support best practices in Safe Sleep (example 1, 2, 3 English & Spanish)
    ii. [SPARK Dashboard Review](#)
        1. Kim reviewed the current goals and objectives mentioned in the above section in relation to the public SPARK dashboard.
        2. SPARK is currently meeting goals and objectives for every quarter during this challenging period in our industry. The system is working, and we are seeing quality improvements for programs

and families

3. SPARK reported that 65 % of programs/providers are declining and not accepting SPARK services when refereed for critical violations. As a result, SPARK is looking to improve and increase engagement within this aspect of services delivery.
4. SPARK has made progress for safe sleep violations and has created resources to support programs. As a result, 95% of the programs have not had a repeat violation. However, a select few programs have continued to have sleep violations, and SPARK continues to pursue ways to increase support.
5. SPARK has launched nine new content support resources for Safe Sleep

    iii. No questions or comments from the group about goals and objectives.

d. Program Year 3 Annual Goals for SPARK 2021-2022:
    i. Increase the engagement of both new and returning early childhood education and care programs with SPARK Learning Lab in those activities that create safer and higher quality programming for children and families.

        1. Increase ISAT completions.
        2. Content to support all benchmarks in the ISAT.
        3. Increase training completion.
        4. Increase the number of programs that accept SPARK TA.
        5. Increase the number of new programs using SPARK's services.
        6. Have a percentage of those new programs come back and use more services.
        7. Maintain the % of programs enrolled in PTQ
        8. Increase the number of programs advancing at least one level by 5%
        9. 90% of critical referrals accepting our TA complete a QIP within nine months
        10. 90% of those interested in increasing their education are referred to IN AEYC
        11. 8 unique promotional events or pieces of content are deployed in support of increasing education
        12. 80% of programs with a previous Safe Sleep violation do not have another violation (2019-2021)
        13. 8 unique promotional events or pieces of content are deployed in support of best safe sleep practices

    ii. The RAC meeting did not have any questions or additional feedback.

e. Program Engagement
    i. Kim Hodge, Deputy Director of Operations & Strategic Integration, presented data by viewing SPARK internal dashboard at the meeting.
        1. SPARK reviewed statewide data regarding the cases and support offered to programs for the following areas: ISAT completion, PTQ

Cohorts, Referrals, Suppor through help desk, and other general requests.

2. SPARK has provided support (cases) for 7.5k statewide.
3. SDA 4 has 1,100 cases breakdown by case types:
   a. (902) Help desk/support, (40) ISAT completion, (77) referrals, (42) PTQ cohort
   b. Of the 77 referrals (licensing/ partners reference) were for the following areas:
      a. PTQ (28)
      b. Safe Sleep (12)
      c. Broad TA Training (29)
      d. Supervision (2)
      e. Enhanced Referral (1)
      f. Ratio Violations (1)
4. A RAC Member asked about comparing SPARK critical violations and referral data to providers that received support.
5. Of SPARK's referrals, around 65% of programs do not accept their services. Therefore, SPARK will continue to build out the pipeline or funnel for those referred, to those that accepted services, to those that received and took action with the support provided.
6. A steady increase in referrals in SDA 4. and an increased partnership connection with others. May was a referral form launch an online form.
7. The online 1 -page resource to make a referral was created. Additionally, an online form is located on the SPARK website under the resource tab: thttps://indianaspark.com/resources-for-partners/
8. PTQ cohorts 42 in SDA 4 (Data breakdown: 8 accreditation, 15 advance PTQ, three enrollment, 14 PTQ maintenance 2 VCP)
9. Discussion and Feedback: SPARK asked if the information was helpful?
   1. This information was insightful, but it is not something that needs to be covered regularly.
   2. RAC members asked about data around program engagement at the county level and programs involved in cohorts' success rates. Knowing by SDA the engagement and participation of programs with SPARK provide opportunities for community partners to support those who are not receiving services from SPARK and can assist and help.
   3. RAC members discuss engagement for providers such as: What counties are the request coming from? Are there certain counties not participating? What type of programs is not participating?
   4. RAC members asked if Indiana learning paths has a view where a director can go in and see full-day Training and craft a 4 or 6 workshop. Unfortunately,

there is not a calendar or timeline view to access training.

5. SPARK can provide support for this PD by month SPARK has live recording options.

6. SPARK is tracking trends of requests for professional development. SPARK is open to the request and exploring those types of needs.

    f. PTQ Incentives

        i. Based on feedback from the RAC members, the following items will be added to the current PTQ incentives packages:

1. The following five memberships will be approved: NAEYC, NAFCC, Indiana Afterschool Network (IAN), National Head Start Association (NHSA), Infancy Onward.

2. The following materials and consumables, including SEL;
   a. Lakeshore idea for PTQ Kits: Materials 1
   b. Lakeshore SEL products: Materials 2

        ii. RAC members were invited to send additional information or feedback to Kyrstal Robinson.

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5. Highlights from the Field

    a. RAC members are experiencing a staff crisis and shortage within the region and industry-wide. Additionally, this is affecting program enrollment as they can not accept children because of the staffing shortage.

    b. RAC members shared that programs are grateful and looking forward to the deployed dollars with funding opportunities. In addition, Jennifer Meyers community is kicking off their shared services hub and how this might support programs within the community.

6. Public Comment

    a. No additional public comments.

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. RAC members recommended that SPARK survey providers and programs on why people dropped from the RAC.

        ii. SPARK to continue to connect the data to programs not participating and helping RAC members participate.

        iii. RAC Members would like to see Quality Resource Books added to PTQ incentives

        iv. RAC members asked for SPARK to track and utilize the salesforce system to understand the county-level insights.

        v. RAC members want to see specific Paths to Quality outcomes of each cohort.

8. **Future Meeting Schedule**
    a. To be determined
        i. Next year's meeting schedule will be determined during the RAC orientation sessions in September.

9. **Agenda Items for Next Meeting**
    a. No items were added by the members for the next meeting.
    b. RAC members were encouraged to contact the RAC with any additional questions or agenda items for future meetings.

10. **Adjournment**