Introduction to Spark: Oregon’s Quality Rating and Improvement System

**Lecture: Understanding Supports and Incentives of Spark**

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| TRAINER INFORMATION |
| **Objective:**  4.0 Participants will understand the supports and incentives available for  participating in Spark.  **Activities:**  4.1 Discussion of types of supports.  4.2 Discussion of Spark financial supports.  4.3 Discussion of Spark financial incentives.  **Materials:**  PowerPoint slides  Explanation of Supports  Request for Support Form    **Amount of Time:** 15 minutes |

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| **ACTIVITY 4.1:** Discussion of types of supports. |

Slide #11

1. Objective title slide: Let’s talk about what types of supports and incentive are available to you including financial and professional.

Slide #12

1. Spark Supports
2. Spark supports are available to eligible programs to assist them with program improvement.
3. There are a number of supports available to programs (briefly review the list on the slide).
4. The Oregon QRIS Resources website is available to programs after they achieve the Commitment to Quality designation. This website offers sample forms and other information to assist with program improvement.
5. Quality Improvement Specialists are from CCR&Rs that are available to assist programs with program improvements.
6. Portfolio support is available from TRI/WOU to address questions that programs may have as they put their portfolios together.
7. A variety of Oregon Spark web-based supports are available to programs including a Frequently Asked Questions page.
8. Financial supports that we will talk about next.

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| **ACTIVITY 4.2:** Discussion of Spark financial supports. |

Slide #13

1. Financial supports
   1. Refer participants to the appendices in the back of their participant packet for the Explanation of Supports form.
   2. Programs are offered support money for quality improvement. You will see on your Explanation of Support Form how much you are eligible for.
   3. Most Commitment to Quality (C2Q) programs are eligible for support funds.
   4. Financial support funds are to be used for program improvement.

Slide #14

1. Request for Supports
   1. For programs that want to receive supports to make program improvements before submitting a portfolio these are the steps they need to take.
   2. Complete and submit the Request for Supports form to The Research Institute (TRI).
   3. Complete and submit the WOU Substitute W-9 form to TRI. Assuming you’ve completed your Request for Supports and WOU Substitute W-9 correctly, you should expect your support check to arrive in 15-30 days.
   4. Work with your Quality Improvement Specialist to identify and help support you in your program improvements. Your QIS may also be able to help you choose how to spend your support money wisely.
   5. Implement your program quality improvements that were identified on your Quality Improvement Plan or with help from your QIS.
   6. Ask participants if they have any questions about the material covered in this section.
   7. Briefly walk the participants through the Request for Support form and answer any questions they might have.

Slide #15

1. What Can I Spend My Support Money On?

1. One of the questions that gets asked most often is: What can I spend my support money on?

2. There are just 3 things you can spend your money on:

* 1. Quality Improvement
  2. Quality Improvement!
  3. QUALITY IMPROVEMENT!

3. Remember to save your receipts for 7 years. You may be audited and must be able to provide receipts for the full amount and must be able to justify that the money was spent on quality improvement. The best way to do this is to use your Quality Improvement Plan to track the improvements made with the purchases.

Slide #16

1. Support & Incentive Money Cannot Be Used for:

1. The support & Incentive money must be used within these guidelines because they are federal monies. Review the items on the slide.

a. Capital improvements includes permanent improvements such as construction of built-in shelves, patios, concrete pads, etc. (anything that you can’t take with you if you moved).

b. Sectarian materials. Federal monies cannot be used to purchase religious materials.

c. Operating costs includes items such as rent, water, staff salaries, etc.

2. Remember, your QIS can help you decide how to best spend these monies.

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| **ACTIVITY 4.3:** Discussion of Spark financial incentives. |

Slide #17

1. Financial Incentives
   1. Financial incentives are different than support dollars.
      1. They are awarded by TRI after a program receives star quality rating.
      2. The amount depends on the size of the program and quality rating awarded.
      3. The incentive money recognizes achievements and provides support for the ongoing cost of quality.
      4. Financial incentives are for the program. Same restrictions as Support funds.