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

Lecture: Quality Rating and Continuous Quality Improvement Phases

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| TRAINER INFORMATION |
| **Objective:**  7.0 Participants will understand the portfolio submission and review process, and the quality maintenance requirements  **Activities:**  7.1 Discussion of the purpose of the portfolio  7.2 Discussion of the types of portfolio evidence  7.3 Discussion of the portfolio development and submission process  7.4 Discussion of the portfolio review process  7.5 Discussion of scoring criteria  7.6 Overview of what is happening after the portfolio review  7.7 Discussion of the portfolio resubmission process  7.8 Discussion of quality maintenance including compliance maintenance requirements  **Materials:**  PowerPoint slides    **Amount of Time:** 20 minutes |

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| **ACTIVITY 7.1:** Discussion on the Quality Improvement Plan |

Slide #27

1. Quality Rating Phase
2. The Quality Rating Phase occurs after the program has achieved a C2Q designation and they have completed the necessary quality improvements identified in their QIP.

Slide #28

1. Portfolio
2. Completing your portfolio is your chance to show off what your program does.
3. Your portfolio documents your program’s quality, including quality improvements.

1. Completing and submitting a portfolio is required for a quality rating.
2. Keep in mind that ratings are never final; you can resubmit as many times as you want.

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| **ACTIVITY 7.2:** Discussion of the types of portfolio evidence |

Slide #29

1. Evidence
2. Your program will be asked to document your program quality against the Spark standards by submitting evidence.
3. The portfolio will tell you the type of evidence that you need to submit for each indicator. You may add supplemental evidence not asked for, but be sure that you submit the evidence that is required.
4. Types of evidence may include photographs, written descriptions, copies of program policies, and others.

Slide #30

1. Evidence by Program Type
   1. The Spark designation is given by Office of Child Care (OCC) licensing location.
   2. If a program has multiple classrooms at one location, certain indicators will require that items of evidence be submitted for each classroom at that location.
      1. Multiple classrooms may include more than one classroom for an age group or different age groups (infants/toddlers/preschool/school age).
   3. If a program has multiple licensed locations, they can choose whether to submit for Spark designation for one, some or all of the locations.
      1. If a program will be seeking a Spark designation for multiple sites, they should contact The Research Institute for more information about portfolio requirements.

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| **ACTIVITY 7.3:** Discussion on portfolio development and submission process |

Slide #31

1. Portfolio Development and Submission Process
2. After you complete the Quality Improvement Plan and have deemed yourself “portfolio ready”, you will begin these steps.
   1. Compile your evidence. Remember, if you’re going for a 4-star, you must address all 3-star and 4-star indicators. If you’re going for a 5-star, you must address every 3-star and 4-star indicator.
   2. Place your evidence into the portfolio, hole punch it and keep it nice and organized as it is a representation of your program. Labeling your evidence and highlighting where you want the reviewer to look are very helpful practices.
   3. Once all the information is compiled for a single indicator, check the box indicating that the evidence has been provided.
   4. Once you have all your evidence compiled, have your QIS or a peer review your portfolio to ensure you’ve addressed all of the criteria. Then submit your portfolio to The Research Institute. Don’t forget to include your policy hand book with your portfolio.
   5. Don’t forget to look at the scoring guide to help you understand how your portfolio will be rated.

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| **ACTIVITY 7.4:** Discussion of the portfolio review process |

Slide #32

1. Portfolio Review Process
   1. Portfolios can be submitted at any time and can be mailed to The Research Institute or delivered in person.
   2. Once The Research Institute receives the portfolio, an initial screening (completeness check) is completed. If upon the initial review The Research Institute determines that your portfolio is not ready to be reviewed by the review team, your portfolio will be returned to you. Make sure before mailing it that it is complete.
   3. Assuming the portfolio passes the completeness check, it will move onto the review team to be reviewed.
   4. After the review, a Spark rating will be assigned and programs will then be notified of the rating.
2. The portfolio and designation materials will be mailed back to the program, including specific feedback.
3. A program can resubmit their portfolio at any time.

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| **ACTIVITY 7.5:** Discussion of scoring criteria |

Slide #33

1. Scoring
2. Minimum to Pass – review the requirements from the PowerPoint slide.
3. Portfolios that meet the criteria above will pass at the star level they are submitting for.
   1. For example, a program must pass 10 out of the 12 standards in the Learning and Development domain.
   2. Five out of the 6 standards in the Health and Safety domain.
   3. 100% or 5 out of the 5 standards in the Personnel Qualifications domain.
   4. Three out the 4 standards in the Family Partnership domain.
   5. Five out the 6 standards in the Administration and Business Practices domain.
   6. Upon designation, programs will receive their portfolio along with a copy of their scoring guide.
   7. Additionally, programs will also receive their designation materials (e.g., certificate indicating star level achieved, templates to help construct newsletters, window clings, etc.)

Slide #34

1. Continuous Quality Improvement Phase
2. Emphasize to the participants that program improvement does not end once they submit their portfolios and they get a quality rating. This phase of the QRIS process reinforces the importance of continuous quality improvement.

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| **ACTIVITY 7.6:** Overview of what happens after the portfolio review |

Slide #35

1. After Portfolio Review
2. Discuss the content on the slide. This slide describes what happens after a portfolio is reviewed by the Spark Review Team.

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| **ACTIVITY 7.7:** Discussion of the portfolio resubmission process |

Slide #36

1. Portfolio Resubmission
2. After you submit your portfolio and you get a rating, you should continue with program improvement.
3. Use your current portfolio to build on your program quality.
4. Resubmit evidence only for indicators that did not pass.
5. You can resubmit for star level initially attempted or can resubmit for higher star level using the same portfolio.
6. The Portfolio Resubmission form is included with the feedback; use it as a guide for resubmission.

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| **ACTIVITY 7.8:** Discussion of quality maintenance including compliance maintenance requirements |

Slide #37

1. Quality Maintenance
2. Review the points on the PowerPoint slide that address maintaining program quality.
3. Ask the participants if they have any questions about anything that has been covered during the training or any other questions they may have related to the QRIS.