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

Lecture: Wrap Up

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| TRAINER INFORMATION |
| **Objective:**  8.0 Participants will identify next steps for participating in Spark  **Activities:**  8.1 Discussion on next steps (Application Process)  8.2 Discussion on next steps (Welcome Kit)  8.3 Resources available  8.4 Reflective Activity (optional)  **Materials:**  PowerPoint    **Amount of Time:** 10 minutes |

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1. Introduction
   1. During this training, we have talked about the Spark process and how programs get involved.
   2. During this section, we are going to be talking about the following topics:
      1. Next Steps
      2. Resources
   3. You have completed the first step in the Spark process by attending this Introduction to Spark Training session. Now we are going to be talking about the next steps if you decide to be involved in the Spark process.
   4. If you are not sure that your program wants to go through the process of developing and submitting a portfolio to obtain a star rating, we would like you to consider pursuing the Commitment to Quality designation.

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| **ACTIVITY 8.1:** Discussion on next steps: how to apply for participation in Spark |

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II. Next Steps: Application Process

A. Complete the Program Application

B. Take some time to fill out the Self-Assessment, urge participants to complete it when they return to their program

C. Complete and sign the Memorandum of Understanding (MOU)

D. Send the completed Application, Self-Assessment and MOU to TRI. Be sure to make copies and keep the originals for your records.

E. After TRI staff review your paperwork and the compliance check is completed, you will receive your Commitment to Quality designation and Welcome Kit.

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| **ACTIVITY 8.2:** Discussion on next steps after receiving the Welcome Kit |

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III. Next Steps: Welcome Kit

1. After you receive the Welcome Kit, you need to decide how you want to proceed: 1) stay at the Commitment to Quality level; 2) complete your portfolio without supports; or 3) request supports to support program improvement and submit your portfolio.
2. What you do next will depend on how you want to proceed.
3. If you decide to proceed with the Spark process, the next step is entering the Quality Improvement Phase. You have a choice to go directly towards working on your portfolio, or you may choose to fill out a Quality Improvement Plan and apply for financial supports. If you choose to apply for financial supports, it’s highly recommended to work with a Quality Improvement Specialist (QIS).
4. Spark is not only about receiving a rating, but more importantly, about continuous program improvement. Even if you decide not to participate further in Spark, you should still consider continuing to identify areas to increase the quality of your program.
5. We hope that you have decided/will decide to participate in Spark. Your involvement will allow you and the families you serve to celebrate and acknowledge the achievements your program has made (through your rating) as well as to provide resources and support to help with program improvements.
6. Ask the participants to make a commitment to start the process. Inform them of any upcoming workshops or work sessions that might help them get started.

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| **ACTIVITY 8.3 :** Resources available |

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IV. Resources Available

A. As you work through the Spark process or if you have questions about Spark, remember that you have a number of resources available to help you.

1. For questions or help and for resources related to program improvement you can contact your Quality Improvement Specialist, the CCR&R ORO specialist, or access the Oregon’s Spark Resources website.

2. For questions related to completing your portfolio you should contact TRI at Western Oregon University. Their toll free helpline number is 877-768-8290 or e-mail [qrishelp@wou.edu](mailto:qrishelp@wou.edu)

3. The Spark website (triwou.org/spark) also has general information. There is a FAQ page on the website that answers common questions.

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| **ACTIVITY 8.4:** Reflective Activity (optional) |

1. One suggestion is to revisit the Comfort Zone activity. If short on time, you can ask the same question as in Section 1 to the whole group and have participants volunteer to share their thoughts.