

Spark Reflective Action Plan and Rating Review Application



Dear Early Educator:

Thank you for your participation in Spark!

Spark offers a reflective action and review process for star rated or star eligible programs that have received a valid finding for a serious violation as defined in administrative rule. The review process may provide an opportunity for a star rated/star eligible program to maintain or receive a star rating after a valid finding for a serious violation.

Please complete the information below if you would like to apply for this opportunity to maintain or obtain a star rating. Feel free to contact me with any questions.

Date of serious violation:

Sincerely,

Meredith Russell
Office of Child Care
Early Learning Division
503-947-1243

OregonTQRIS.ELD@ode.state.or.us

Spark Reflective Action Plan and Rating Review Application

Eligibility:

1. Star rating:
 - Be star rated through Oregon's Spark or
 - Be eligible for a star rating through a star-eligible submitted portfolio *except* for a valid finding for a serious violation (as defined in administrative rule) and per Spark compliance requirements **and**
2. Compliance:
 - For 4 and 5 stars, have no more than one valid finding for a serious violation in the past 24 months
 - For 3 stars, have no more than one valid finding for a serious violation in the past 12 months, **and**
3. Have no civil penalties in the past 12 months, **and**
4. Have no open investigations with the Office of Child Care (OCC) or any partner agencies such as the Department of Human Services, or law enforcement **and**
5. Complete the following reflective action plan and rating review.

Process:

Please note this is not a review of the "valid finding" itself. The valid finding stands regardless of the outcome of the Spark Rating Review process. The Spark Rating Review is a determination of how the serious violation affects a program's Spark rating.

1. Program receives an application and reflective action plan for the review process via email or mail from OCC.
2. Program completes the application and reflective action plan and returns it to OCC.
3. OCC Spark Rating Review Team reviews the application and reflective action plan to see if the program passes and is star eligible.

The review includes the following components:

Risk To Children (Note, if the risk is extreme, the program will not pass this review)

Timely Self-Report to OCC

Compliance History

Attribution

Policies or Preventions in Place

Program's Response to Prevent Reoccurrence

4. OCC will communicate the response of the review to the program respond within 30 calendar days: whether the program is eligible to maintain/obtain its star rating or not. The review decision is final.
5. Results of the review are provided to The Research Institute at Western Oregon University. If the program is eligible to retain/obtain its star rating, it will retain its star rating with the following conditions:
 - a. A regional Quality Improvement Specialist (e.g. Child Care Resource and Referral) will make contact with the program to provide support and provide technical assistance.
 - b. Any additional serious violations within 12 months (3 star) or 24 months (4-5 star) may result in the removal of a star as the Review Process is only available once per 12/24 months based on star level.
 - c. The program continues to maintain the Spark quality standards.



Program Name:

Program License Number:

Description of the Occurrence:

1. Please attach your program response to the Office of Child Care from the serious violation or a description of the serious violation to describe specifically what occurred.

2. What is your understanding of the intent of the rule that was violated?

3. Which Spark standards connect to this rule?

Reflection on Impact:

4. What was the impact of the occurrence including:
 - Effect on children in your program (e.g. their safety, health, social- emotional, learning)
 - Effect on families in your program
 - Effect on staff/input from staff
 - If/how families were informed or provided input

Reflection on Cause:

5a. What policies/practices did you have in place around this issue before the occurrence?

5b. Why did the occurrence still happen?

Reflective Action Plan:

6. What did you do immediately to address:
 - Needs of children
 - Family communication
 - Staff communication

7. What is your specific plan to prevent further occurrences including:
 - Changing Policies
 - Communicating to staff and families
 - Training/professional development
 - Seeking technical assistance
 - Measuring, evaluating, and maintaining the plan

Future Opportunities:

8. How will implementation of this plan impact the future of the program including:
 - Children's and families' experiences
 - Staff's experiences
 - Overall program improvements

Please return by: 1: Email: OregonTQRIS.ELD@ode.state.or.us

or

2: Mail to: Office of Child Care
700 Summer St. NE
Salem OR 97301

