

Spark Quality Improvement Cycle Reflection Form

Quality Improvement Cycles

As of October 1, 2023 programs are required to be listed with DHS in order to complete a portfolio to achieve a 3, 4, or 5-star rating. Another way to participate in Spark as a non-DHS listed program is to complete annual Quality Improvement (QI) Cycles. Quality Improvement Cycles are 12 month cycles designed to help programs pursue self-selected quality improvement goals and receive Spark Support Funds (\$1,000 - \$2,000 depending on program size).

Programs will receive incentive funds after the completion of a 12-month QI cycle - the amounts to be determined.

Steps of a QI Cycle

1. Decide what you want your goal to be. If you need help, here are some possible resources:
 - Review the QI Cycle Planning Guide for examples and resources
 - Have an ERS or CLASS assessment done on your program
 - Review the NAEYC Professional Competencies
 - Check with your local CCR&R for help
2. Finalize your goal and record it in your QI Cycle documentation form.
3. Complete and submit the Spark Request for Supports form in the TRI Payment Forms Portal along with the WOU Substitute W-9. You receive the link to the portal when you submit the QI cycle documentation form. Funds can be expected in 3-6 weeks.
4. Explore resources to help you achieve your goal as you take steps to achieve it. If you need additional help, reach out to your local CCR&R and the Spark Helpline (qrishelp@wou.edu).
5. After 12 months, complete the QI Cycle Reflection to report on the progress or achievement of your goal as well as challenges and lessons learned.
6. Incentive funds will be distributed after the reflection has been completed.

Program Name *

License number (or N/A) *

Your Name (First & Last) *

Phone number *

County *

This electronic form is emailed to participants after completion of a QI Cycle.

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50% Complete

Spark Quality Improvement Cycle Reflection Form

Complete this Reflection form after you have completed a 1-year Quality Improvement Cycle.

Date began QI Cycle *

mm/dd/yyyy



What led you to choose this goal? *

Describe the activities or steps you took working towards this goal. *

What challenges did you encounter as you worked to achieve it? *

How do you feel you were successful in achieving this goal or making progress towards achieving it? *

What resources did you access as you worked toward achieving this goal? *

What insights did you have or what did you/your program learn from this process? *

How did working towards this goal impact the children, families, and program staff? *

Anything else you would like to share? *

Your Name *

Title/Role *

Email address *

Date *

Sign Below *

[clear](#)

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