develop

The Minnesota Quality Improvement & Registry Tool

DEVELOP – CREATING AN ORGANIZATION PROFILE

After creating an Individual Profile in Develop, you can create an **Organization Profile**. An Organization Profile is required for Parent Aware.

1. Log into your Develop Individual Profile with your email address and password.

2. You can create your **Organization Profile** by clicking **+Organization Profile** from the drop down under your name or **Add Organization Profile,** under your individual information on the right hand side.

3. Click **Create Profile**.

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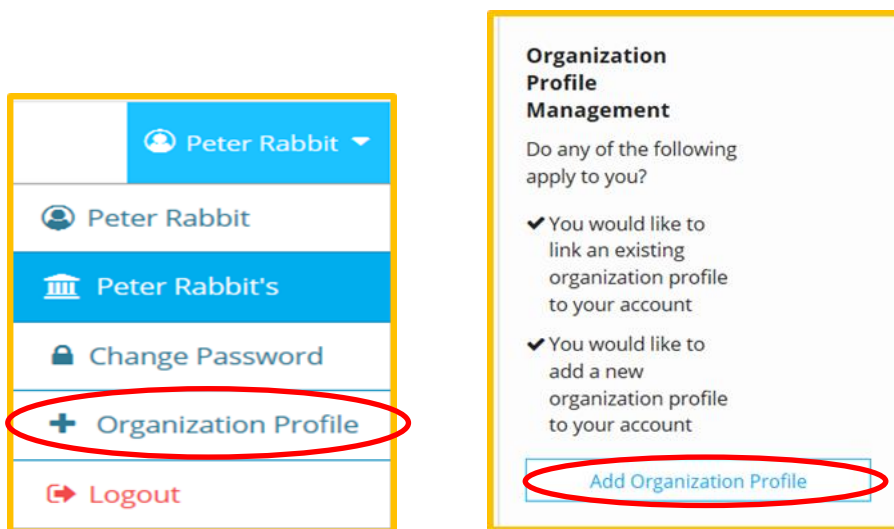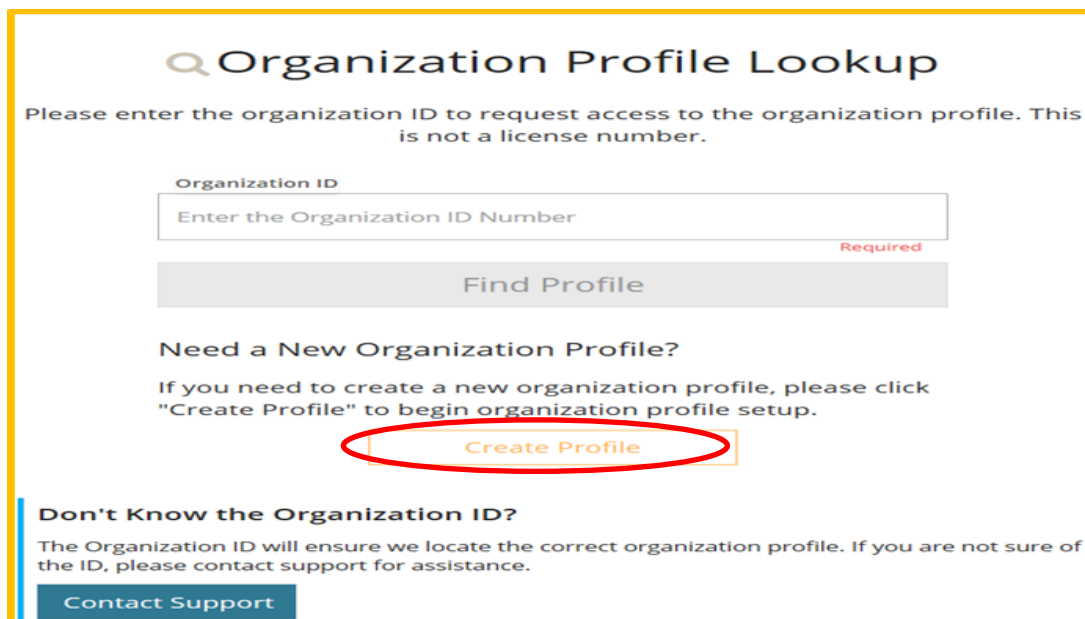
Creating an Organization Profile

4.   As the person creating the Organization Profile, you will be the **Owner** of the profile. You can change the owner of the profile by clicking on Manage Organization Profile Users.

5.   Complete the requested information. The Contact person is the person who will receive the emails for the profile. This person can be the owner or it can be another user.

Answer the question about providing care and education to children and

Click **Next**.

Organization Registration

Please fill out the form below to register your organization. Fields marked with * are required. Use the Contact Us form if you have any questions or concerns about the organization registration process.

Contact Information

The person you select as your contact person is the person who will be contacted regarding all matters related to this organizational account. Please choose your contact person with that in mind.

First Name*	Last Name*
Peter	Rabbit

Email Address*

katherine.wintertest+peter@gmail.com

Phone   **Ext.**

Does this organization provide care and/or education to children?

This website is designed to serve a wide variety of organizations in the early learning and school-age care field. Some organizations work directly with children while others work with the adults who educate and care for children, and still others work in the community more broadly. Your organization may do more than one of these. In this question, we want to identify whether your organization provides care and/or education directly to children. Your organization may also provide other supports and services, but please indicate here whether one of the supports your organization regularly provides is direct care and education to children.

○ Yes, this organization provides direct care and/or education to children

○ No, this organization does not provide direct care and/or education to children

Next »

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6.   Enter your organization's licensing and other pertinent information, if applicable. Please note that each question must be answered with a **Yes or No**. You can always come back and enter the information later, just click **Previous** on any page. Click **Next**.

Organization Identification

You indicated that this organization provides early learning and/or school age care to children. Let's gather some identifying information for this organization. **Answer Yes or No to all questions.**

Are you licensed by the Minnesota Department of Human Services?

If your program or business is licensed by the Minnesota Department of Human Services, provide your license number below (If your license number ends with a dash followed by letters and/or numbers, please omit both the dash and the final letters/numbers). If you are unsure about your license number, you can look it up on the DHS Licensing lookup site: http://licensinglookup.dhs.state.mn.us

○ Yes

Enter your DHS license number (required)

○ No

Are you tribally licensed?

If your organization or business is licensed by a tribe to provide early learning and/or school age care, please report the tribe which licenses you and the license number, if one was issued.

○ Yes

Enter your tribal license number (optional)

What is the name of your tribe?

○ No

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Are you a school district?

○ Yes. Please specify your organization type:

  ○ School Readiness / PreK Program (District-Level)

  ○ Early Childhood Special Education (ECSE)

Select your school district (required)

[-- Make a Selection -- ▾]

○ No

Are you a Child Care program in partnership with a School-based Pre-K program?

If you do not know the name of your district partner, you can look it up here: http://w20.education.state.mn.us/SchoolFinder/index.jsp

○ Yes

Select your school district (required)

[-- Make a Selection -- ▾]

○ No

Do you administer Early Childhood Family Education for a School District?

Are you a school district offering Early Childhood Family Education? ECFE programs are not eligible for Parent Aware ratings, however they are eligible to offer training through the Registry.

○ Yes

Select your school district (required)

[-- Make a Selection -- ▾]

○ No

Are you a Head Start grantee or Head Start site?

If your organization receives Head Start funding to offer direct services to children and families, please indicate whether your organization is the grantee (primary recipient of the Head Start dollars) or a Head Start site (a site selected by the grantee to be the physical host for Head Start supports). If you are a child care program that partners with Head Start, you are a Head Start site. Child care programs in partnership with Head Start may apply for a full Parent Aware rating or may contact their grantee to pursue an APR Parent Aware rating.

○ Yes. Please specify your organization type:

  ○ Head Start/Early Head Start (Grantee)

  ○ Head Start/Early Head Start (Site, not Grantee)

Select your Head Start grantee (required)

[-- Make a Selection -- ▾]

○ No

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Is your program registered with the Minnesota Child Care Assistance Program (CCAP)?

Please indicate whether or not your program/organization is registered with the Minnesota Child Care Assistance Program (CCAP). If you are registered, please provide your Provider ID number. This is the registration number that identifies you within the Child Care Assistance Program eligibility and payment system (MEC^2). The Provider ID is on notices sent to the program/organization, including Service Authorizations, Billing Forms, and Remittance Advices. Provider IDs are 1-6 numerical digits with no letters or symbols. For additional help in locating your Provider ID, click here.

This information may be used by administrators to determine if your program is eligible for a higher payment rate. This information may also be used for research purposes.

Enter "00000" if you do not know your MEC^2 Provider ID.

○ Yes

    Enter your MEC^2 Provider ID (required)

○ No

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7. Select your **Orgainization Type**.

Organization Type

Parent Aware Application Type *

If you apply for Parent Aware, this will be your application type.

-- Select Track --

-- Select Track --
Center   ation
Family

Check if your organization is a sponsor of training events. Doing so will allow you to enter training events

8. Select the primary purpose of your organization from the drop down menu. You can also choose if you will be a **Training Sponsor**. Becoming a training sponsor will allow you to create and provide training through Develop. Guidelines can be found at https://www.mncpd.org. Select and upload any accreditations.

  Click **Next**.

☐ Training Sponsor Organization

Check if your organization is a sponsor of training events. Doing so will allow you to enter training events into the system.

☐ CEU Provider

Achieve recognizes CEUs awarded by accredited institutions of higher education and organizations with current accreditation from the International Association for Continuing Education and Training (IACET). (http://www.iacet.org/)

Program Accreditation

Select the accreditations your program holds

-- Select Accreditation --   Add

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9.   Enter the number of children to answer the questions on Enrollment, high needs, race and language. The total number of children enrolled should equal to the number of children listed below broken down by age groups. Also indicate your programs hours of business.

Also enter when your program is open and serving children. (These are required questions.)

Click **Next**.

Program Enrollment

Enter the number of children by age group for which you provide care. In addition enter the number of high needs children in each age group. A child should be counted as "high needs" if meets one or more of the following criteria: children from low-income families (at or below 200% poverty rate) or otherwise in need of special assistance and support: Including children with disabilities or developmental delays, who are English Language Learners, who reside on "Indian lands", who are migrant, homeless or in foster care.

Number of Classrooms / Groups

Total Number of Children Enrolled   **0**

The total number of children enrolled should equal the total number of children broken down by age group. Make sure to identify how many high needs are in each group.

Infants	0	High Needs	0
Toddlers	0	High Needs	0
Preschoolers	0	High Needs	0
School Age	0	High Needs	0

Race of Children Enrolled

American Indian/Alaskan Native	0	Percent	0%
Asian/Pacific Islander	0	Percent	0%
Black/African American	0	Percent	0%
Hispanic/Latino	0	Percent	0%
Bi/Multi-Racial	0	Percent	0%
White	0	Percent	0%

Number of enrolled children speaking English as a second language?

Percent 0%

What kind of programming does your Organization offer? (Select all that apply)

☐ Part day (less than 5 hours per day)

☐ Full day (5 or more hours per day)

☐ Part week (less than 5 days per week)

☐ Full week (5 or more days per week)

☐ Evenings (after 6pm)

☐ Weekends (Saturday and/or Sunday)

☐ No Selection

Select the kind of programming your organization offers.

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10. Enter your Organization name, verify your mailing and physical address information, and phone number. You can also decide if you want to suscribe or unsuscribe from emails that are sent from Achieve MNCPD, Develop or Parent Aware.

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Click **Submit.** The following message will be displayed.

> ## Thank You For Registering Your Organization!
>
> Your application has been submitted for review. You will be notified via email when you are approved. You will then be able to sign in and access the organization maintenance features and begin entering training events if you are registering as a sponsor organization.
>
> The approval process may take 1-3 business days. If you have any questions, or do not hear from us within three business days, please use the Contact Us form to request assistance.

11. Once your Organization Profile is approved, it will be listed under your **Individual Profile** from the drop down menu under your name. Select the **Org Profile Tab** to view the org details.
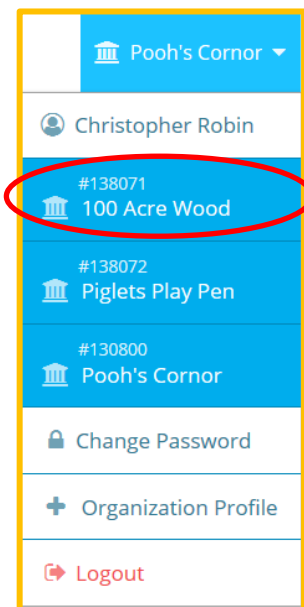
12. Under **Org Details**, the contact information for your organization is listed. This information can be updated at anytime.

Please note: Updating the contact information will not grant access to the **Organization Profile**. This is the email address that will receive communications from Achieve MNCPD, Develop or Parent Aware.

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13. Using the tab **Org Details** tab as shown below, permits the Org owner to grant access to additional users. The Org owner would select the **Manage organization profile users,** tab to add or remove additional organization users. (Please see "**Managing Organization Profiles** user guide for explanation of this process)

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