

Using Electronic Quality Improvement Plan for Parent Aware Grants - Full-Rating Pathway

The Electronic Quality Improvement Plan (EQUIP) allows programs to create goals, called Action Items, and track progress toward meeting those goals.

Programs that receive Building Quality or Full-Rating grants through Parent Aware will use EQUIP to document what they want to purchase with the money. The Action Items that programs create will help to document how the requested purchases are improving program quality.

Parent Aware Quality Coaches will assist programs through this process. Programs and their coaches will decide what purchases can best support quality improvement.

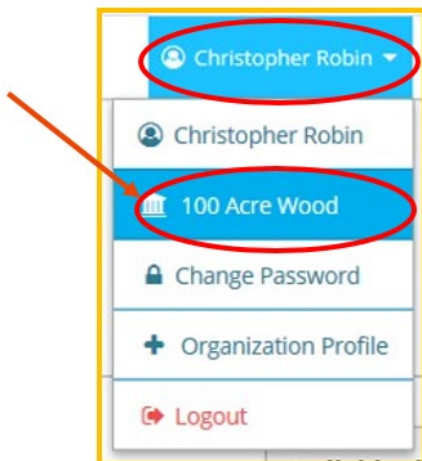
Once a program has entered Action Items to document what they want to purchase, their local Child Care Aware Grant Administrator will review the requested expenditures.

These instructions explain how to enter an Action Item in EQUIP and document the items to purchase with a Parent Aware grant. They do not say what types of items are allowable or how to categorize requested items. Programs with questions about allowable expenses should work with their Quality Coach and use the Parent Aware Grants Guide.

INSTRUCTIONS

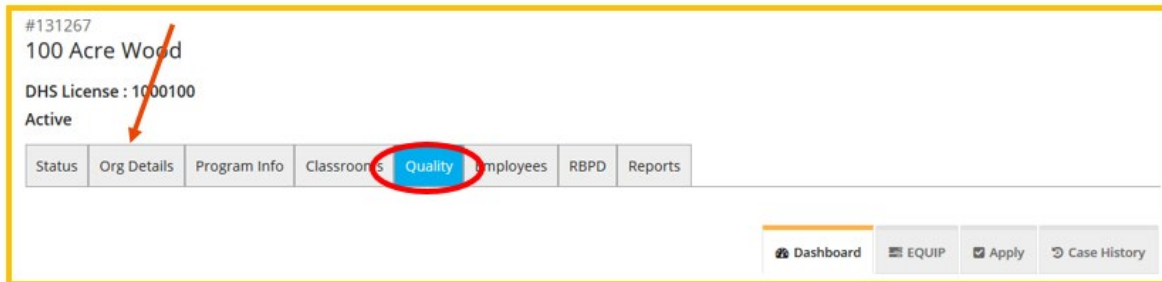
1. Log into your Develop Individual Profile with your email address and password.
2. Once logged in, navigate to the upper right hand of your screen. Click on your name, and a drop-down menu will appear. Click on your Organization in the menu.

If you have access to more than one Organization Profile, you will be able to select one from the list of Organizations you have access to in the menu.



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3. After selecting your Organization, you will be on the Org Details tab. Navigate to and click on the **Quality** tab.



4. Scroll down and locate the correct grant case. Remember, you might see multiple cases on this screen. If you have questions about which case to select, talk with your Quality Coach.

If your program is enrolled in the Building Quality track and has completed 20 hours of RBPD Coaching with your Parent Aware Quality Coach, you can check the "Completed?" check box next to that Action Item. Your program will continue to receive email reminders to complete the 20 hours until the "Completed?" check box is checked.

To start entering your expenditure requests, click **+Action Item**.

Action Items	Assigned to	Due by	Approval	Completed?
#530 - Goal is here.	Unassigned	Unassigned	N/A	<input type="checkbox"/>
#266 - test	Unassigned	Unassigned	Pending	<input type="checkbox"/>
#542 - Qualify for BQ Spending	Unassigned	▲ 11/22/17	N/A	<input type="checkbox"/>

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5. Based on the purchase your program wants to make, select the most appropriate category, indicator and type.

+ Action Items ×

Use the wizard below to add additional action items to the applicable case.

Case
Building Quality, #16762, Selected

Category
Select Category

Indicator
Select Indicator

Type
Select Type

Goal

6. Use the fields to type in the goal and strategy. The goal is what you want to accomplish with the items purchased. The strategy is the action you will take to accomplish the goal. Click **Save & Open**.

Goal
Become a leader for diversity, equity, and inclusion among child care programs in our area
Maximum of 500 characters

Strategy
Increase the number of examples of diverse and multicultural materials children can play with
Maximum of 500 characters

Clicking either "Save" button above adds the action item to the applicable case.

Save & Open **Save & Add Another**

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7. On the Details tab, use the **Assign To** field if you want to select a person to be responsible for completing the Action Item. This is the person who will take the action described in the strategy section. This is optional.

You do not need to enter a due date. The system will automatically assign a due date to the Action Item that is based on the cohort of your grant case.

If the goal is specific to one classroom or group of children, use the drop-down option to select the classroom/group. This is optional.

Use the field to type the **Intended Outcome**, or how the action will improve your program quality. Then, click **Next**.

The screenshot shows the 'Action Item Manager' interface with the 'Details' tab selected. The form contains the following elements:

- Verification:** A checkbox labeled 'Verification Required'.
- Assign To:** A dropdown menu with the placeholder text 'Select staff person'. An orange arrow points to this field.
- Due Date:** A text input field with the placeholder text 'Set a due date for yourself'.
- Classroom:** A dropdown menu with the placeholder text 'Select classroom/group'.
- Intended Outcome:** A text area with the placeholder text 'Clearly define how this action will improve your program quality'. An orange arrow points to this field.
- Navigation:** A '< Previous' button on the left, a 'Next >' button on the right (highlighted in blue), a 'Save' button, and a 'Close' button.
- Completed:** A checkbox labeled 'Completed' with 'N/A' below it.

8. On the Investment tab, use the **Description of purchase** field to describe what your program wants to buy.
 - Enter the total cost of the item
 - Select the population served, and whether the item is culturally responsive.
 - The other information on this tab will be filled in by your Parent Aware Quality Coach or by your Child Care Aware Grant Administrator.

Note: Because your Grant Administrator has not entered the Grant Award yet, the total cost and the cost to the program are the same. When your Grant Administrator approves the expense, they will enter the Grant Award and the cost to the program will go down by the amount the Grant Administrator enters in the Grant Award field.

- Click **Close**.

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Note: If you do not have an Investment tab, that means you did not select Materials or Professional Development as the Action Item type. Go back to the Required Info tab and select either Materials or Professional Development, and the Investment tab will appear.

The screenshot shows the 'Investment' tab of a grant management system. The form contains the following fields and options:

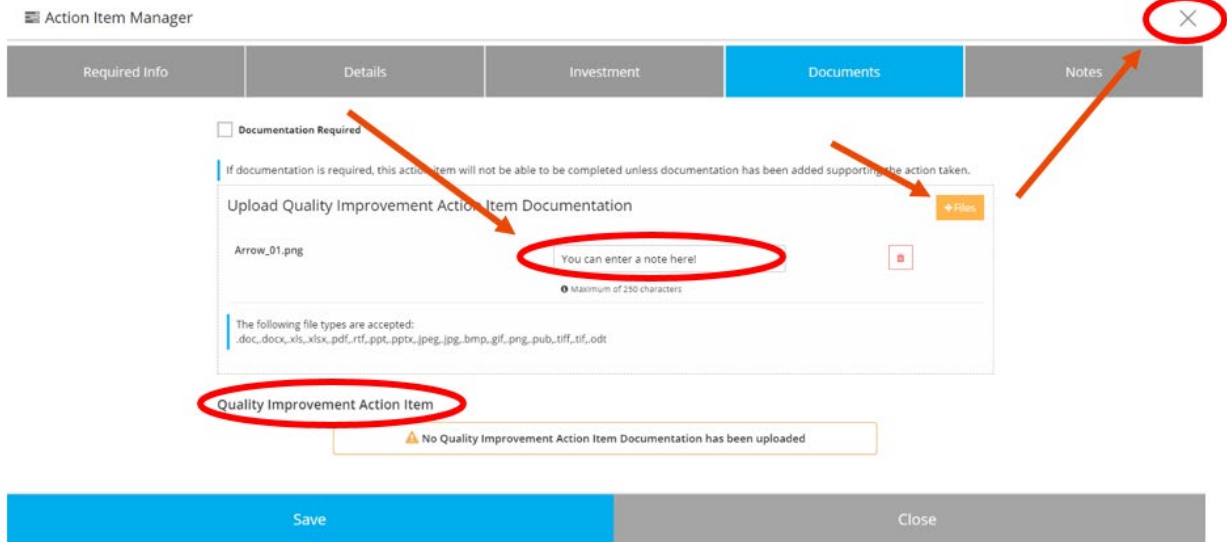
- Description of purchase:** A text input field with the placeholder text "Here is my description of the purchase".
- Total Cost:** A text input field containing the value "500".
- Amount Requested:** A text input field containing the value "0".
- Cost to Program:** A text input field containing the value "500.00".
- Grant Award:** A text input field with the placeholder text "To be entered by administrative staff".
- Method of Payment:** A dropdown menu currently set to "No Selection".
- Population Served:** A section with three checkboxes: "Infants & Toddlers" (checked), "Preschool" (checked), and "School-Age" (unchecked). Below these is the text "Select ALL that apply".
- Cultural Responsiveness:** A section with one checkbox: "This item is culturally responsive" (checked).
- Footer:** Two buttons, "Save" and "Close", are located at the bottom of the form. An orange arrow points to the "Close" button.

9. Multiple documents and different file types can be uploaded at the same time. For example, you can upload a receipt if you have already purchased an item, or you can upload a copy of a shopping cart from another website.

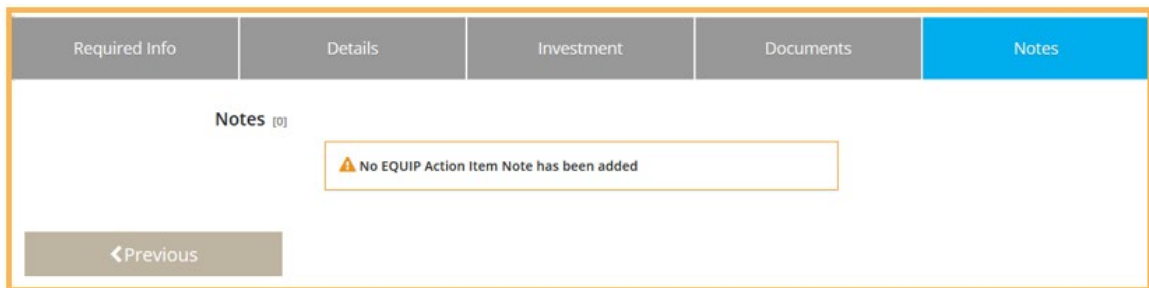
- To upload a file, click **+Files**.
- Files you have uploaded will appear under the header, "Quality Improvement Action Item Documentation." You can delete a file you've uploaded by clicking on the red trashcan icon.
- When done uploading files, click the "x" button in the upper right hand corner of the screen.

Note: An option to add a short note for the uploaded documentation is available on this screen. This field can be used to write a message if programs want to call their Grant Administrator's attention to something. See screenshot below.

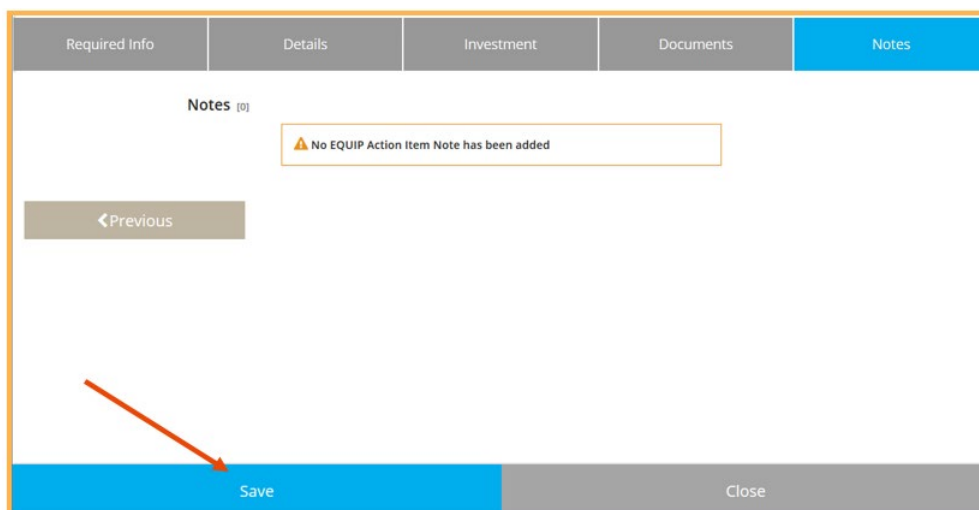
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10. The Notes tab will show any notes that have been entered about the Action Item. Quality Coaches and Grant Administrators can enter notes.



11. When you have entered all the information for a requested purchase, click **Save**.



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12. If you have more than one Action Item, complete steps 3- 11 until you have entered all your Action Items/requested purchases.
13. Your Grant Administrator will review each Action Item for approval.
14. When you have accomplished the goal in the Action Item, check the Completed check box.



DEVELOP HELP DESK

The Develop help desk is available by phone Monday through Friday.

- Monday, Wednesday and Friday hours are from 8:00 a.m. to 5:00 p.m.
- Tuesday and Thursday hours are from 8:00 a.m. to 7:00 p.m.
- 844-605-6938 or support@develophelp.zendesk.com

For assistance in Hmong, Somali or Spanish, contact the Language Access Line provided through Child Care Aware of Minnesota.

- 888-291-9611 or 651-655-0150