

## Using Electronic Quality Improvement Plan for Parent Aware Grants - Accelerated, Expedited or Automatic Pathways

This document assists childcare programs that have been awarded grants after earning a Parent Aware Rating in documenting their expenditure requests. Programs do this in their Develop Organization Profile using the Electronic Quality Improvement Plan (EQUIP).

In order to complete these steps, a program must have access to its Organization Profile. Programs that do not have access should follow the instructions on how to register in [Creating an Organization Profile \(PDF\)](#), or the instructions to request access to an Organization Profile that is already registered in [Requesting Organization Profile Access \(PDF\)](#).

EQUIP allows programs to create goals, called Action Items, and track progress toward meeting those goals.

Licensed childcare programs that receive Parent Aware Ratings via the Accelerated, Expedited and Automatic Pathways will use EQUIP to document what they want to purchase with their Parent Aware grant money. The Action Items that programs create will help to document how the requested purchases are improving program quality.

Programs should make sure to work with their Parent Aware Quality Coach through this process. Programs and coaches will decide what purchases can best support quality improvement. If a program is licensed and accredited, and has earned its Rating via the Accelerated Pathway or has earned its Rating via the Expedited Pathway, its Quality Coach is Nikki Lepowsky ([nikkil@childcareawaremn.org](mailto:nikkil@childcareawaremn.org)). If a School-based Pre-K or Head Start program earned its Rating via the Accelerated or Automatic Pathway, its Quality Coach is Krista Solie ([krista.solie@state.mn.us](mailto:krista.solie@state.mn.us)).

Once a program has entered Action Items to document what they want to purchase, notify your quality coach for review and approval. A Child Care Aware Grant Administrator will also review and approve requested expenditures. Questions can be sent to the Grant Administrator by email at [suegrantrequest@thinksmall.org](mailto:suegrantrequest@thinksmall.org).

These instructions explain how to enter an Action Item and document the items a program wants to purchase with Parent Aware grant money. They do not say what types of items are allowable or how to categorize requested items. Programs can work with their Quality Coach, and if needed, their Child Care Aware Grant Administrator if they have questions about allowable expenses.

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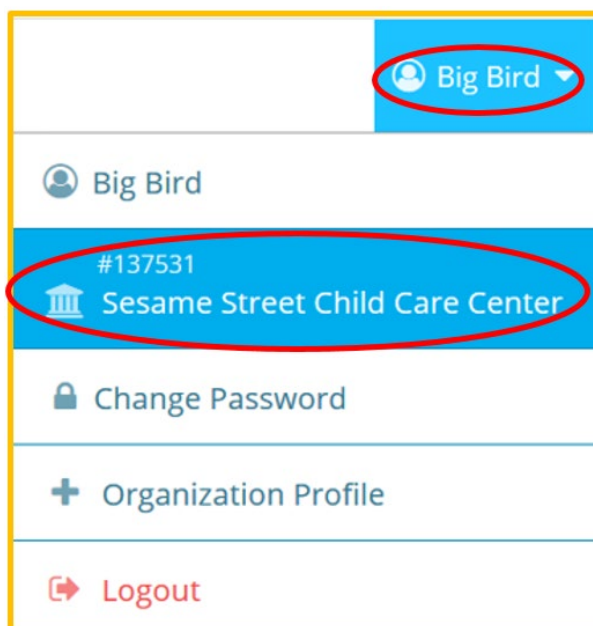
Grant cases are referred to as Quality Improvement Support (QIS) Cases in Develop and follow a cohort model. The date that a program's Rating became active determines when it will have access to its QIS grant case. See the chart below to determine when a program's QIS grant case will be available.

Rating became active (FINAL):	QIS Grant case will be available:	Spending due date:
Jan. 1 – June 30	July 1	Nov. 30
July 1 – Dec. 31	Jan. 1	May 31

## REQUESTING EXPENDITURES BY ENTERING ACTION ITEMS.

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.



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

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#137531  
Sesame Street Child Care Center  
DHS License : 1098257  
Active

Status **Org Details** Program Info Classrooms **Quality** Employees RBPD Reports

Contact Information

Email Address\*  
Big.Bird@email.com [Send Message](#)

4. You will be on the **Dashboard** sub-tab. You will see your Quality Improvement Support (QIS) grant case listed. To begin documenting your purchases, add an expenditure request (Action Item) by clicking **+Action Item**.

Dashboard EQUIP Apply Case History

### Electronic Quality Improvement Plan

**No Action Items have been created for this organization**

- Completed
- Pending Verification
- Past Due
- In Progress

[View EQUIP](#)

**Parent Aware**

Parent Aware Rating **2** STARS

Rating Expires 06/30/23

Case Status **Active (Final)**

**Attention**

Your program's Rating certificate has been mailed. The Rating is now active and is displayed on the Parent Aware website, ParentAware.org.

[View Case Info](#)

#24248 - QIS, January 2022, Selected [+ Action Item](#) [Case Info](#)

**Get started on your QI Plan now by clicking on + Action Item.**

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5. A new window will open with several drop-down choices to enter.
  - a. Make sure your most recent QIS case is chosen.

Rating became active (FINAL):	Select the QIS grant case for:	Spending due date:
Jan. 1 – June 30	July 1	Nov. 30
July 1 – Dec. 31	Jan. 1	May 31

+ Action Items
×

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

Case

#24248 - QIS, January 2022, Selected
▼

Category

Select Category
▼

Indicator

Select Indicator
▼

Type

Select Type
▼

Goal

Goal Needed

Maximum of 500 characters

Strategy

Strategy Needed

Maximum of 500 characters

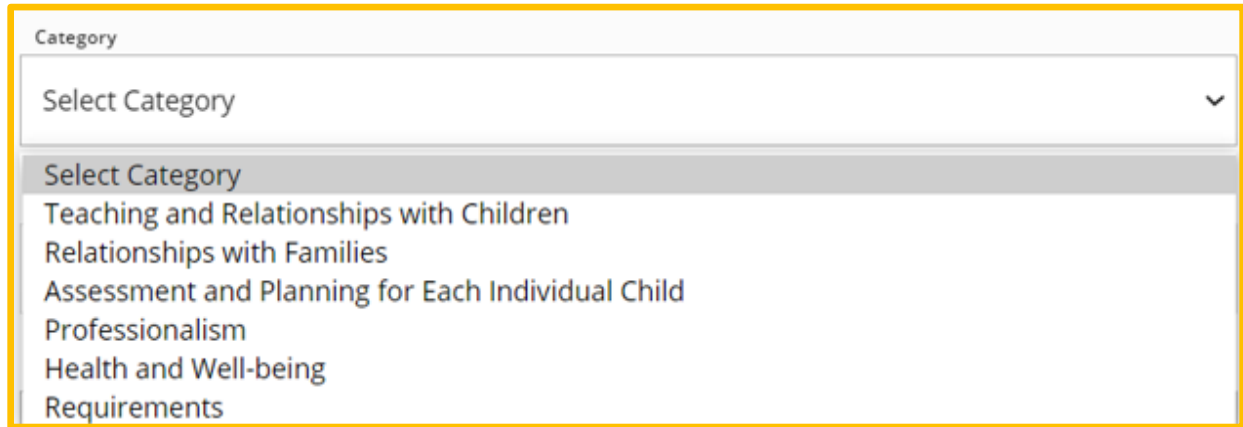
Clicking either "Save" button above adds the action item to the applicable case.

Save & Open

Save & Add Another

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- b. These are the Parent Aware Indicator Categories. Select the category that best fits the goal your program wants to attain.

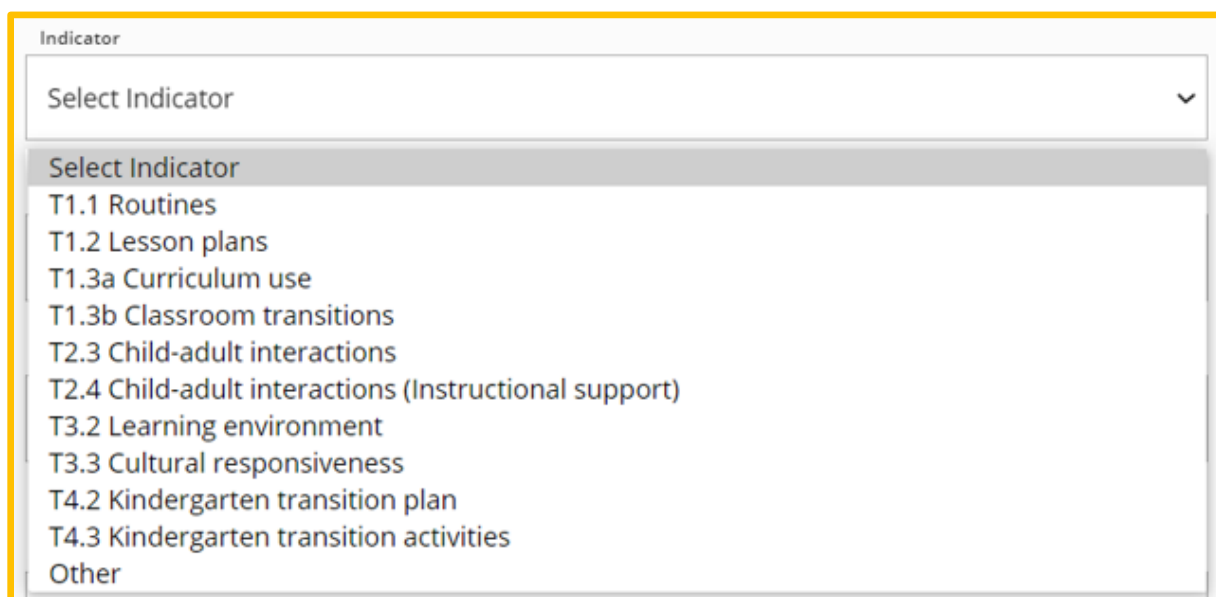


The screenshot shows a dropdown menu titled "Category". The selected option is "Select Category". The dropdown list is open, showing the following options: "Select Category", "Teaching and Relationships with Children", "Relationships with Families", "Assessment and Planning for Each Individual Child", "Professionalism", "Health and Well-being", and "Requirements".

- c. The category you select will determine the options you can pick from in the indicator drop-down menu. In the example below, the category Teaching and Relationships with Children was chosen, and so the indicators you can choose from are from that category.

The way these indicators are labeled in the drop-down menu are aligned with the Full-Rating Pathway. Select the indicator that best fits the goal your program wants to attain. You can also go back and pick a different category to see the indicators for that category.

For more information on standards and indicators, reference the [Parent Aware Quality Rating and Improvement System: Standards and Indicators DHS-6346B \(PDF\)](#).



The screenshot shows a dropdown menu titled "Indicator". The selected option is "Select Indicator". The dropdown list is open, showing the following options: "Select Indicator", "T1.1 Routines", "T1.2 Lesson plans", "T1.3a Curriculum use", "T1.3b Classroom transitions", "T2.3 Child-adult interactions", "T2.4 Child-adult interactions (Instructional support)", "T3.2 Learning environment", "T3.3 Cultural responsiveness", "T4.2 Kindergarten transition plan", "T4.3 Kindergarten transition activities", and "Other".

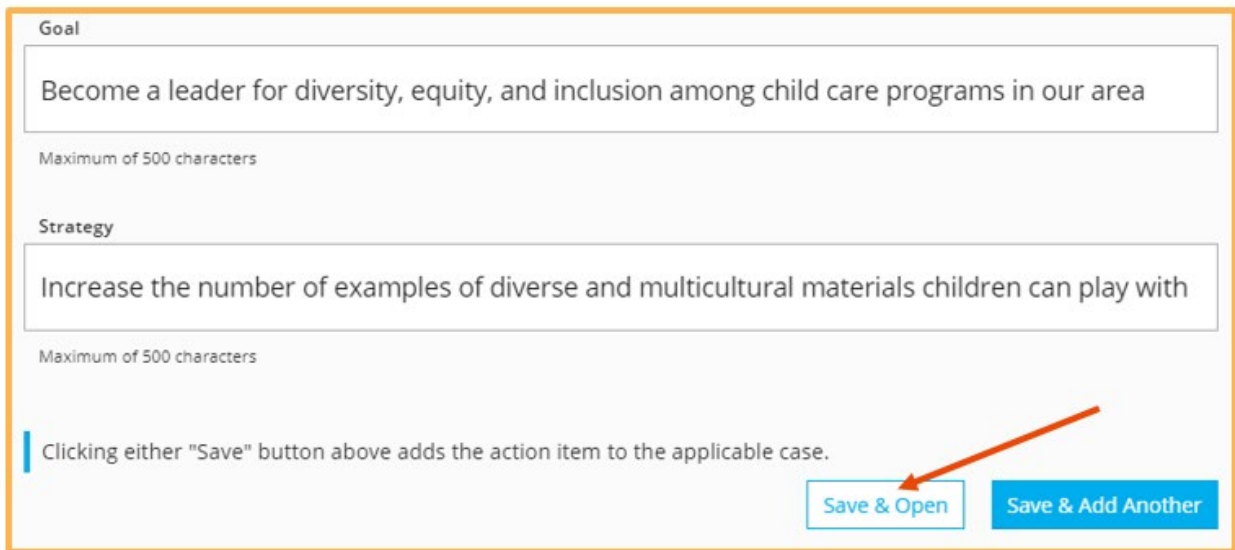
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- d. Select the type. You will only be able to use grant dollars in the Action Item if you select Materials or Professional Development.



The screenshot shows a dropdown menu titled "Type". The menu is open, displaying the following options: "Select Type", "Materials", "Professional Development", "Practice", and "Self Reflection". The "Select Type" option is currently selected and highlighted.

- e. Type in your 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**.



The screenshot shows two input fields for "Goal" and "Strategy". The "Goal" field contains the text "Become a leader for diversity, equity, and inclusion among child care programs in our area" and has a "Maximum of 500 characters" limit. The "Strategy" field contains the text "Increase the number of examples of diverse and multicultural materials children can play with" and also has a "Maximum of 500 characters" limit. Below the fields, there is a note: "Clicking either 'Save' button above adds the action item to the applicable case." At the bottom right, there are two buttons: "Save & Open" and "Save & Add Another". An orange arrow points to the "Save & Open" button.

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6. 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.

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

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- On the Investment tab, use the Description of Purchase field to describe what your program wants to buy. The Description of Purchase must match the spending documentation/receipts you upload to the Documents tab.
  - Enter the total cost of the item. (Your Quality Coach will enter the amount requested.)
  - 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**.
    - 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 containing 'Here is my description of the purchase'.
- Total Cost:** A text input field containing '500'.
- Amount Requested:** A text input field containing '0'.
- Cost to Program:** A text input field containing '500.00'. Below it, a note reads 'Auto-generated based on Total cost minus Grant Award'.
- Grant Award:** A text input field containing 'To be entered by administrative staff'.
- Method of Payment:** A dropdown menu currently showing 'No Selection'.
- Population Served:** Three checkboxes: 'Infants & Toddlers' (checked), 'Preschool' (checked), and 'School-Age' (unchecked). Below them is the text 'Select ALL that apply'.
- Cultural Responsiveness:** A checkbox 'This item is culturally responsive' which is checked.

At the bottom of the form, there are two buttons: 'Save' on the left and 'Close' on the right. A red arrow points to the 'Close' button.



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8. On the Documents tab, multiple documents and different file types can be uploaded at the same time that support the action item entered.

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 a website.

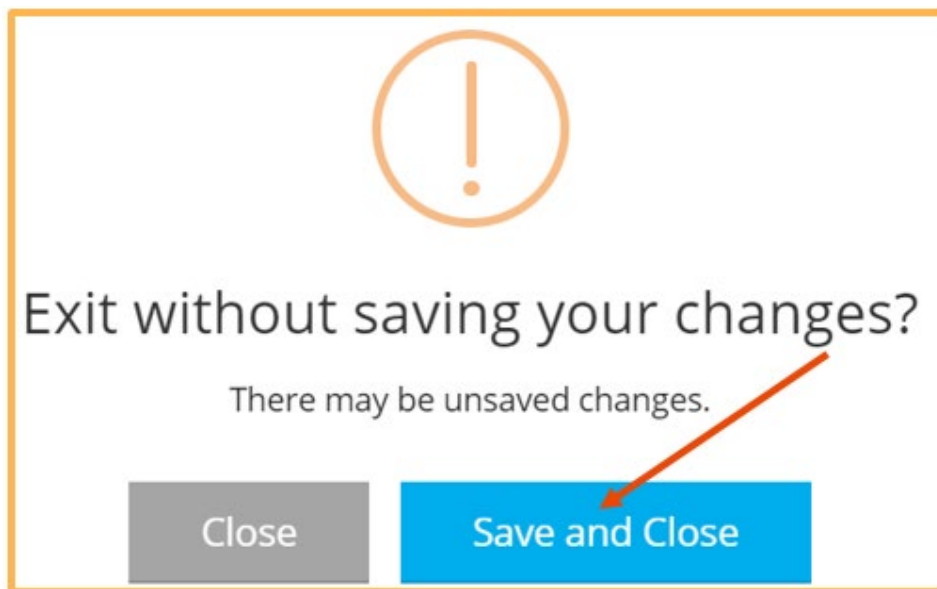
- To upload a file, click **+Files**.
- Files you have uploaded will appear under the header, "Quality Improvement Action Item Documentation." You can delete a file you've uploaded by clicking on the red trashcan icon.
- When done uploading files, click the "x" button in the upper right hand corner of 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 notate a message if programs want to call their Grant Administrator's attention to something. See screen shot below.

The screenshot displays the 'Action Item Manager' interface. The 'Documents' tab is active. A file named 'Arrow\_01.png' has been uploaded. A note field is present with the placeholder text 'You can enter a note here!' and a character limit of 250. A warning message at the bottom states 'No Quality Improvement Action Item Documentation has been uploaded'. The 'Save' and 'Close' buttons are located at the bottom of the screen. A red 'x' button is circled in the top right corner of the interface.

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9. A pop-up window will appear. Click **Save and Close**.



10. Follow **steps 3-9** until you have uploaded documentation for each Action Item. **You must notify your Quality Coach once all Action Items are completed including uploaded documentation.** Your Child Care Aware Grant Administrator will review your documentation and check the approved checkbox. You will hear from your Quality Coach or Grant Administrator about the next steps.

### 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](mailto: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