

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

This document assists child care 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](#), or the instructions to request access to an Organization Profile that is already registered in [Requesting Organization Profile Access](#).

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

Licensed child care 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 earned its Rating via the Accelerated or Expedited Pathway, its Quality Coach is Nikki Lepowsky ([nikkil@childcareawaremn.org](mailto:nikkil@childcareawaremn.org)). If a program earned its Rating via the 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, a Child Care Aware Grant Administrator will 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.

Grant cases follow a cohort model. The date that a program's Rating became active determines when it will have access to its grant case. See the chart below to determine when a program's grant case will be available.

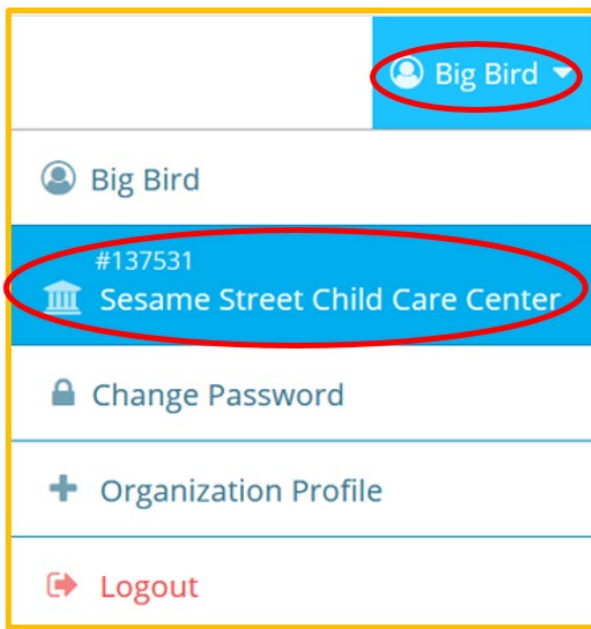
<b>Rating became active (FINAL):</b>	<b>Grant case will be available:</b>	<b>Spending due date:</b>
Jan. 1 – June 30	July 1	Nov. 30
July 1 – Dec. 31	Jan. 1	May 31

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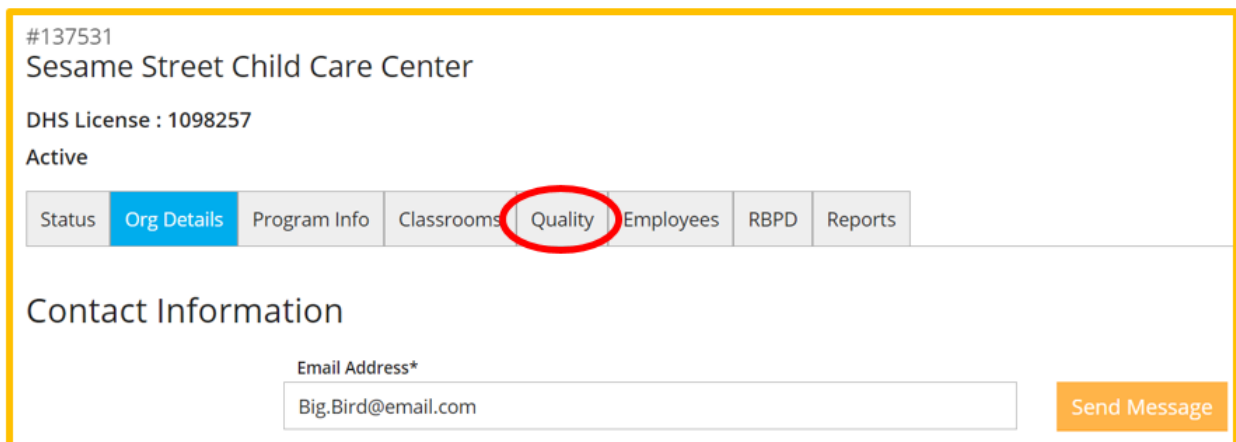
## REQUESTING EXPENDITURES BY ENTERING ACTION ITEMS.

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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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** 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, July 2021, 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):	Grant case will be available:	Spending due date:
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**+ Action Items** ✕

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

**Case**

#24248 - QIS, July 2021, 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 & OpenSave & 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.

Category

Select Category

Select Category

- Teaching and Relationships with Children
- Relationships with Families
- Assessment and Planning for Each Individual Child
- Professionalism
- Health and Well-being
- 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 \(PDF\)](#).

Indicator

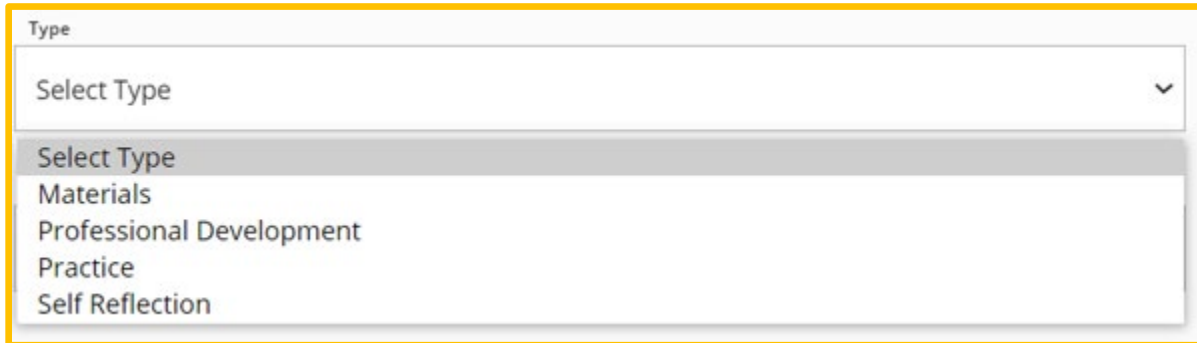
Select Indicator

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
- Other

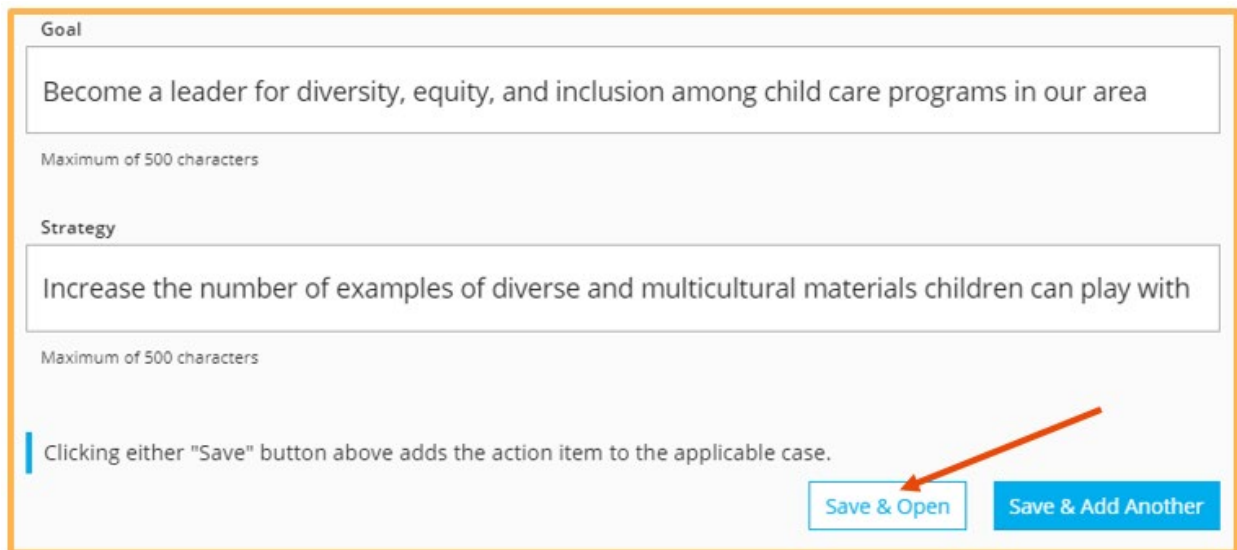
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- d. Select the type. You will only be able to use grant dollars in the Action Item if you select Materials or Professional Development.



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 highlighted in grey.

- 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. The first field is labeled "Goal" and contains the text "Become a leader for diversity, equity, and inclusion among child care programs in our area". Below the field is the text "Maximum of 500 characters". The second field is labeled "Strategy" and contains the text "Increase the number of examples of diverse and multicultural materials children can play with". Below the field is the text "Maximum of 500 characters". At the bottom of the form, there is a blue bar with the text "Clicking either 'Save' button above adds the action item to the applicable case." and 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. 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 text 'Select staff person'.
- 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 large text area with the placeholder 'Clearly define how this action will improve your program quality'.
- Navigation:** Buttons for '< Previous', 'Save', 'Next >', and 'Close'.

Red arrows in the image point to the 'Assign To' dropdown, the 'Intended Outcome' text area, and 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.
  - 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 software interface. The top navigation bar includes 'Required Info', 'Details', 'Investment' (highlighted), 'Documents', and 'Notes'. The main area contains the following fields:

- Description of purchase:** A text box with the placeholder text 'Here is my description of the purchase'.
- Total Cost:** A text box containing '500'.
- Amount Requested:** A text box containing '0'.
- Cost to Program:** A text box containing '500.00'.
- Grant Award:** A text box containing 'To be entered by administrative staff'.
- Method of Payment:** A dropdown menu with 'No Selection' selected.
- Population Served:** Checkboxes for 'Infants & Toddlers' (checked), 'Preschool' (checked), and 'School-Age' (unchecked).
- Cultural Responsiveness:** A checkbox for 'This item is culturally responsive' (checked).

At the bottom of the form, there are two buttons: 'Save' and 'Close'. An orange arrow points to the 'Close' button.



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8. The Grant Administrator will enter the amount of the Grant Award and check the approved checkbox. Once that is done, you can begin uploading documentation. 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 a website.

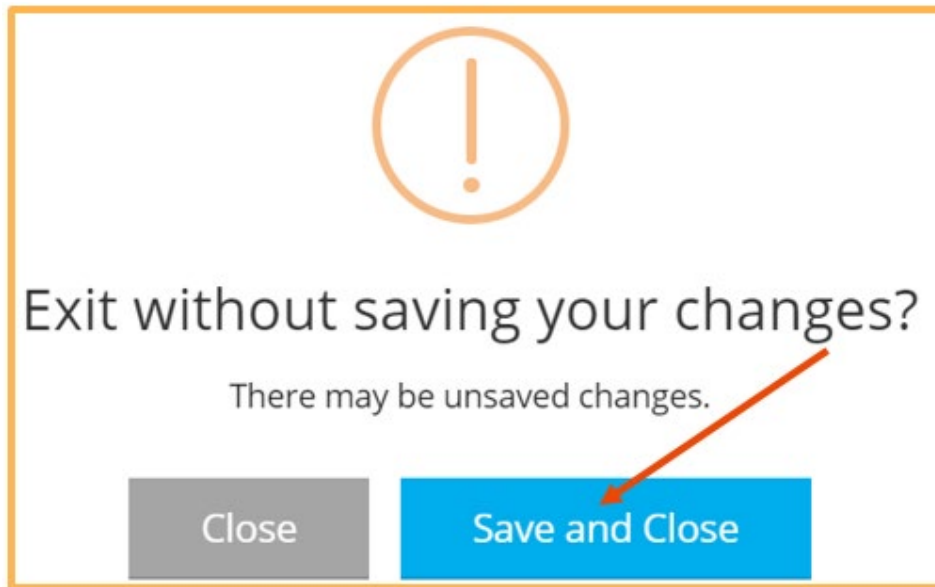
- To upload a file, click **+Files**.
- Files you have uploaded will appear under the header, "Quality Improvement Action Item Documentation." You can delete a file you've uploaded by clicking on the red trashcan icon.
- When done uploading files, click the "x" button in the upper right hand corner of 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. At the top, there is a navigation bar with tabs for 'Required Info', 'Details', 'Investment', 'Documents', and 'Notes'. The 'Documents' tab is currently selected. Below the navigation bar, there is a section titled 'Documentation Required' with a checkbox. A text area contains the instruction: 'If documentation is required, this action item will not be able to be completed unless documentation has been added supporting the action taken.' Below this, there is a section for 'Upload Quality Improvement Action Item Documentation' which includes a '+Files' button, a list of uploaded files (e.g., 'Arrow\_01.png'), a note text area with the placeholder 'You can enter a note here!' and a 'Maximum of 250 characters' limit, and a list of accepted file types. A red circle highlights the 'x' button in the top right corner of the interface. Another red circle highlights the 'Quality Improvement Action Item' label. A third red circle highlights the note text area. A fourth red circle highlights the '+Files' button. A fifth red circle highlights the 'No Quality Improvement Action Item Documentation has been uploaded' message. At the bottom, there are 'Save' and 'Close' buttons.

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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. 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