



# The Minnesota Quality Improvement & Registry Tool

## Instructions for using the Develop App

### DOWNLOADING THE DEVELOP APP

1. Go to [Google Play](#) or to the [App Store](#).
2. Search for “Develop Minnesota” and download the app to your smart phone or mobile device. The downloaded app will look like the icon to the right.

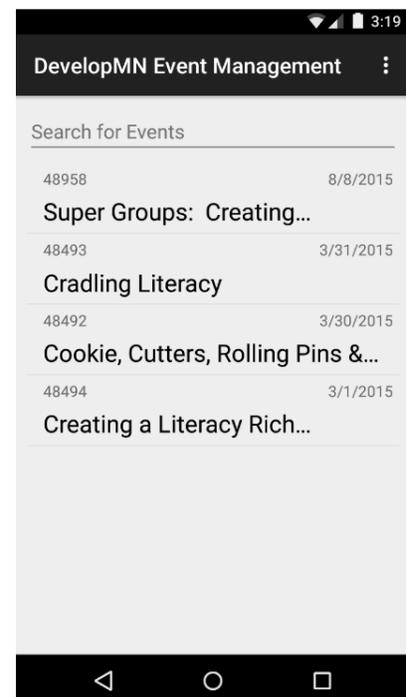


### LOGIN

1. Click on the app icon on your smart phone or mobile device.
2. Click on User Type and select **Individual**.
3. Enter your individual ID and password, then click on **Sign In**.

### REVIEW YOUR EVENTS

1. You will now see a list of your training events. On this summary page, you'll see the Event ID, Event Title, and Event Start Date.
2. To see more details about the event – including event times, Core Competencies, and the event description – click on the event title, then click on **Full Details**.

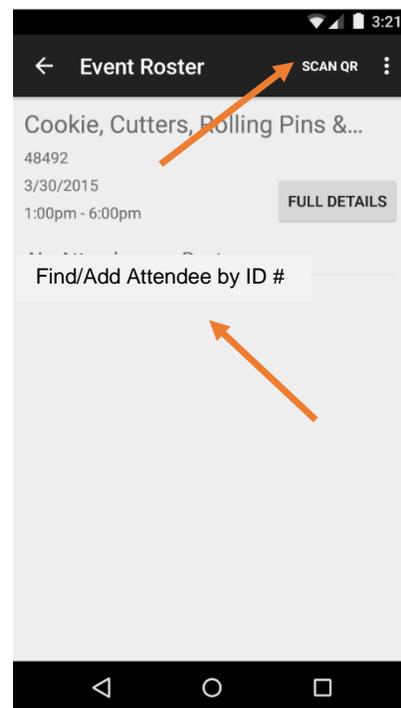


# Using the Develop App

## TAKE ATTENDANCE

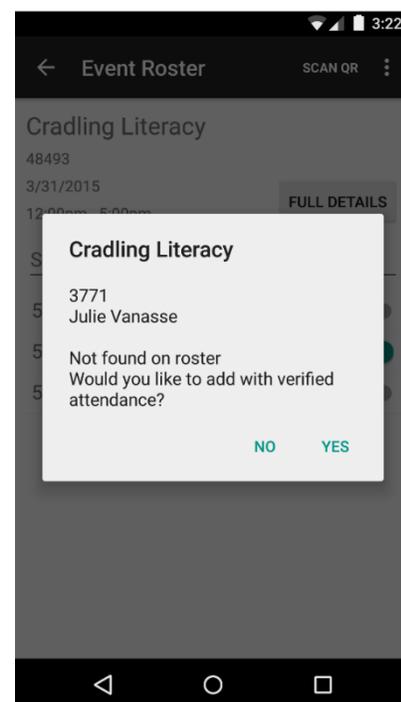
Attendance can be taken after you login and select your event. There are two ways to take attendance:

1. If an attendee has a Develop Membership Card, you can scan the QR code on the back of their Membership card to add them to the attendance roster.
  - a. Click on **Scan QR**
  - b. Hold your phone above the QR code on the Membership Card. Hold still! The app will automatically read the code.
  - c. The app will ask you to verify the individual's attendance. Simply click **Yes**.
2. If an attendee knows their Develop Individual ID # but doesn't have a Membership card, you can enter their Individual ID # to add them to the roster.
  - a. Click on Find/Add Attendee by ID #.
  - b. Enter the ID #.
  - c. The app will ask you to verify the individual's attendance. Simply click **Yes**.



## AFTER THE EVENT

Log back in to the app when you have a good internet connection to be sure the attendance is uploaded into Develop.



# Using the Develop App

## FREQUENTLY ASKED QUESTIONS

**Q. What if my phone doesn't get internet access at the training location?**

**A.** Without internet access, you can take attendance by scanning Membership Cards, but you cannot take attendance by ID #. Attendees without Membership Cards will need to be recorded on paper. You can enter their attendance into the app later when you have an internet connection.

**Q. Who can I contact for technical assistance?**

**A.** You may email the Develop Help Desk at [DHS\\_Develop.Support@state.mn.us](mailto:DHS_Develop.Support@state.mn.us) or call 651-431-4794.