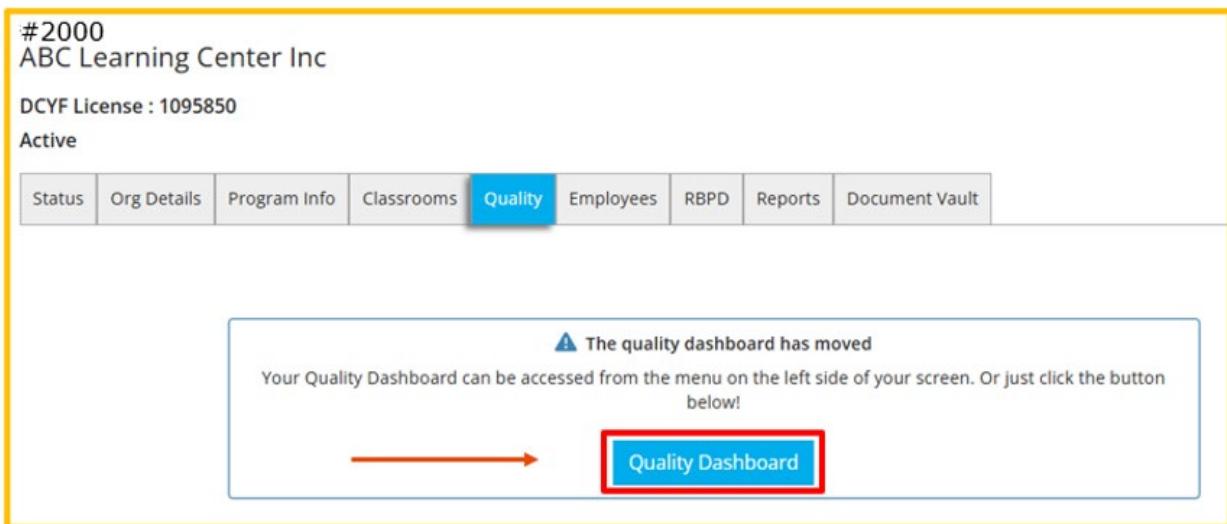


Parent Aware – Creating EQUIP Action Items

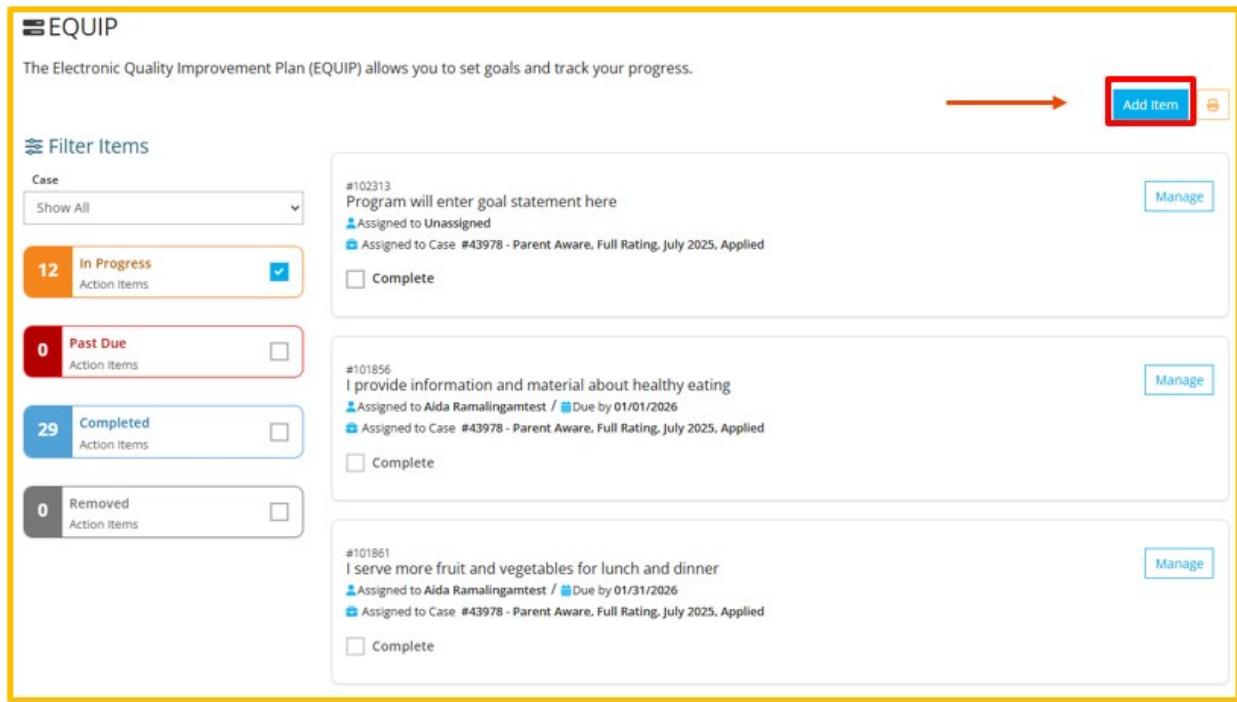
EQUIP is the Electronic Quality Improvement Plan. It allows programs to create Action items, often referred to as goals, and track progress toward meeting those goals.

1. Login to Develop with your email address and password. Choose the **Organization Profile** you want to access from the drop down menu.
2. From the **Quality** Tab, click on the **Quality Dashboard** to get started.



3. On the **Quality Dashboard**, scroll down to the EQUIP area to view Action Items.
4. To add a new Action Item, click on **Add Item**.

Parent Aware – Creating Equip Action Items



The screenshot shows the EQUIP software interface. At the top, it says "EQUIP" and "The Electronic Quality Improvement Plan (EQUIP) allows you to set goals and track your progress." On the right, there is a "Add Item" button with a red box around it and a red arrow pointing to it. Below this, there is a "Filter Items" section with a "Case" dropdown set to "Show All". The main area displays a list of Action Items:

- In Progress:** 12 Action Items. One item is listed:

#102313
Program will enter goal statement here
Assigned to Unassigned
Assigned to Case #43978 - Parent Aware, Full Rating, July 2025, Applied
 Complete

Manage
- Past Due:** 0 Action Items
- Completed:** 29 Action Items. One item is listed:

#101856
I provide information and material about healthy eating
Assigned to Aida Ramalingamtest / Due by 01/01/2026
Assigned to Case #43978 - Parent Aware, Full Rating, July 2025, Applied
 Complete

Manage
- Removed:** 0 Action Items

5. Select the case to assign your Action Item to. It is very important to select the correct case. If you are creating an Action Items for Indicator Evidence, it must be assigned to the current Full Rating Case to be included as part of the Quality Documentation Portfolio.

Parent Aware – Creating Equip Action Items

6. Click on **Save & Open** to enter additional information.

+ Action Item

Case
#43978 - Parent Aware, Full Rating, July 2025, Applied

Category
Teaching and Relationships with Children

Indicator
T3.3 Cultural responsiveness

Type
Materials

Goal
Program will enter goal statement here
38 out of 500 characters

Strategy
Program will enter strategy or activity to accomplish there goal here
69 out of 500 characters

Purchase Info

Description of purchase
Describe materials purchased
0 out of 500 characters

Total Cost
Enter total cost of purchase.

Save → **Save & Open**

Programs select the correct category and indicator if they are using action items as indicator evidence.

Parent Aware – Creating Equip Action Items

7. Complete each section. You can assign an Action Item to a staff person, classroom, enter a due date, and intended outcome.

Details

Assign To
Assigned To

Due Date
12/31/2025

Classroom
Select Classroom/Group

Intended Outcome
Clearly define how this action will improve your program quality

The due date can be used to identify a timeline for your indicator related goal.

The Intended Outcome can be used to provide a description of how you know your goal is met.

8. Upload any documentation related to your Action Item by clicking on **+Files**.

Documentation

Upload any documentation obtained during the completion of this item.

Require Documentation
① Require supportive documentation for this item in order to complete it.

+File

No documents have been added.
Click the "File" button to upload documents.

The following file types are accepted:
.doc, .docx, .xls, .xlsx, .pdf, .rtf, .ppt, .pptx, .jpeg, .jpg, .bmp, .gif, .png, .pub, .tiff, .tif, .odt

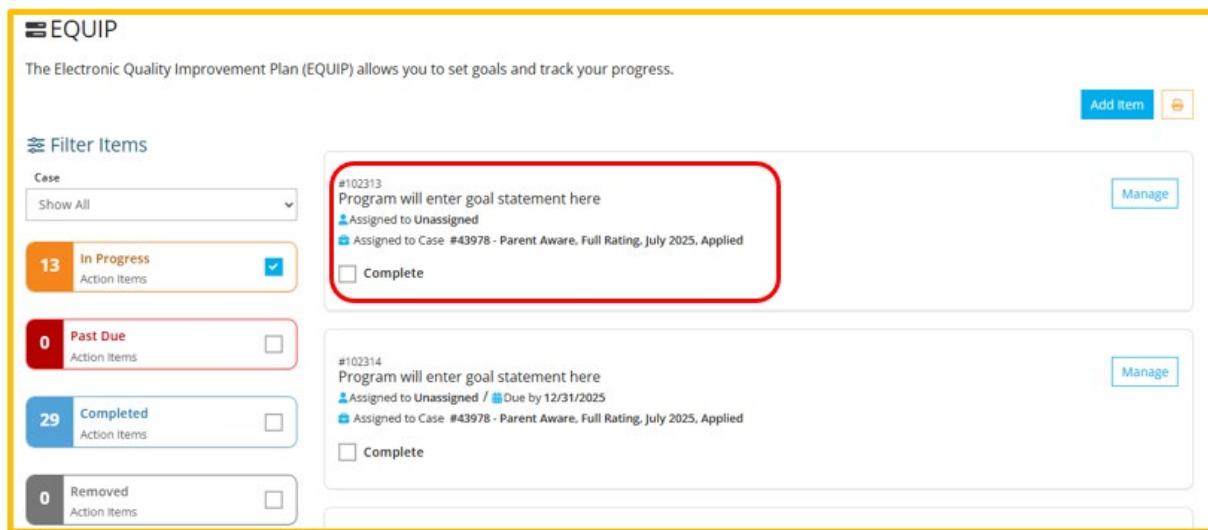
9. When all sections have been completed, click on **Save** on the bottom of the page.

Save

Close

Parent Aware – Creating Equip Action Items

10. Your Action Item will display on the Quality Dashboard in the EQUIP section.



The Electronic Quality Improvement Plan (EQUIP) allows you to set goals and track your progress.

Filter Items

Case: Show All

In Progress (13 Action Items): #102313, Program will enter goal statement here. Assigned to Unassigned. Assigned to Case #43978 - Parent Aware, Full Rating, July 2025, Applied. Complete. [Manage](#)

Past Due (0 Action Items)

Completed (29 Action Items): #102314, Program will enter goal statement here. Assigned to Unassigned / Due by 12/31/2025. Assigned to Case #43978 - Parent Aware, Full Rating, July 2025, Applied. Complete. [Manage](#)

Removed (0 Action Items)