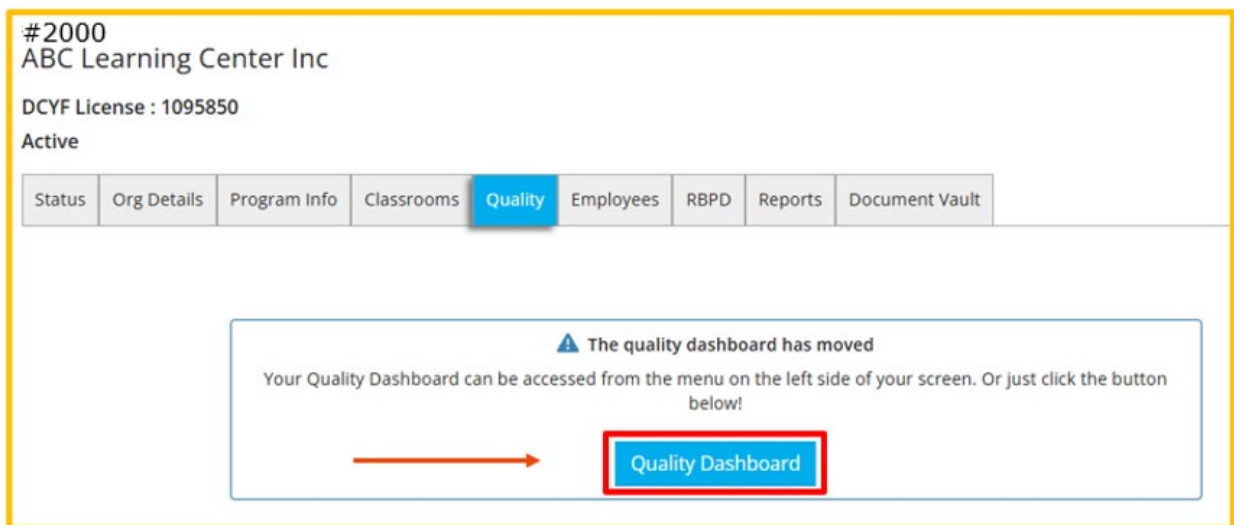


Parent Aware – Creating EQUIP Action Items

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 (Electronic Quality Improvement Plan) 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 side, there is a red box around the "Add Item" button, with a red arrow pointing to it from the left. On the left side, there is a "Filter Items" section with a "Case" dropdown menu set to "Show All". Below this, there are four filter categories: "12 In Progress Action Items" (checked), "0 Past Due Action Items", "29 Completed Action Items", and "0 Removed Action Items". The main area displays three action items, each with a "Manage" button. The first item is #102313, "Program will enter goal statement here", assigned to "Unassigned", with a "Complete" checkbox. The second item is #101856, "I provide information and material about healthy eating", assigned to "Aida Ramalingamtest" with a due date of "01/01/2026", with a "Complete" checkbox. The third item is #101861, "I serve more fruit and vegetables for lunch and dinner", assigned to "Aida Ramalingamtest" with a due date of "01/31/2026", with a "Complete" checkbox.

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

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

The screenshot shows a web form titled '+ Action Item' with a close button (X) in the top right corner. The form is divided into several sections:

- Case:** A dropdown menu showing '#43978 - Parent Aware, Full Rating, July 2025, Applied'.
- Category:** A dropdown menu showing 'Teaching and Relationships with Children'. A red arrow points from a text box to this dropdown.
- Indicator:** A dropdown menu showing 'T3.3 Cultural responsiveness'. A red arrow points from the same text box to this dropdown.
- Type:** A dropdown menu showing 'Materials'.
- Goal:** A text area with the placeholder 'Program will enter goal statement here' and a character count '38 out of 500 characters'.
- Strategy:** A text area with the placeholder 'Program will enter strategy or activity to accomplish there goal here' and a character count '69 out of 500 characters'.
- Purchase Info:** A blue header bar.
- Description of purchase:** A text area with the placeholder 'Describe materials purchased' and a character count '0 out of 500 characters'.
- Total Cost:** A text area with the placeholder 'Enter total cost of purchase.'

At the bottom of the form, there are two buttons: a blue 'Save' button and a red 'Save & Open' button. A red arrow points from the 'Save' button to the 'Save & Open' button. A blue callout box with white text is positioned to the right of the 'Category' and 'Indicator' dropdowns, containing the text: 'Programs select the correct category and indicator if they are using action items as indicator evidence.'

Parent Aware – Creating Equip Action Items

- 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.

- 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
ⓘ 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

- 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.

EQUIP

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

[Add Item](#) 

Filter Items

Case Show All

13 In Progress
Action Items

0 Past Due
Action Items

29 Completed
Action Items

0 Removed
Action Items

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

#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

Manage