develop

The Minnesota Quality Improvement & Registry Tool

Parent Aware - Using Electronic Quality Improvement Plan for 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 their purchases or reimbursements for the grant. The Action Items that programs create will describe how the requested purchases are improving program quality.

Programs should work with their Parent Aware Quality Coach through this process. Programs and coaches will decide what purchases can best support quality improvement. The Quality Coach will review requests to determine if they can be approved. Child Care Aware Grant Administrators process expenditure requests.

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). If a School-based Pre-K or Head Start program earned its Rating via the Accelerated or Automatic Pathway, its Quality Coach is Diana Alvarez (ParentAware.DCYF@state.mn.us.)

These instructions explain how to enter an Action Item in EQUIP.

Programs with questions about allowable expenses should work with their Quality Coach and use the Parent Aware Grants Guide.

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.

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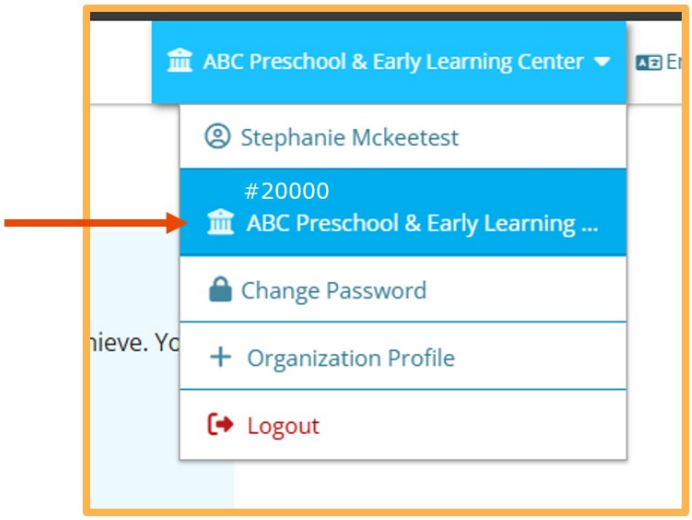
Rating became active (FINAL):	QIS Grant case will be available:	Spending due date:
Jan. 1 – June 30	July 1	Nov. 30
July 1 – Dec. 31	Jan. 1	May 31

REQUESTING EXPENDITURES BY ENTERING ACTION ITEMS

1. Log into Develop with your email address and password to access your Individual Profile.

2. Navigate to the upper right hand of your screen. Click on your name, and a drop-down menu will appear. Click your **Organization** from the drop-down menu under your name.

   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.



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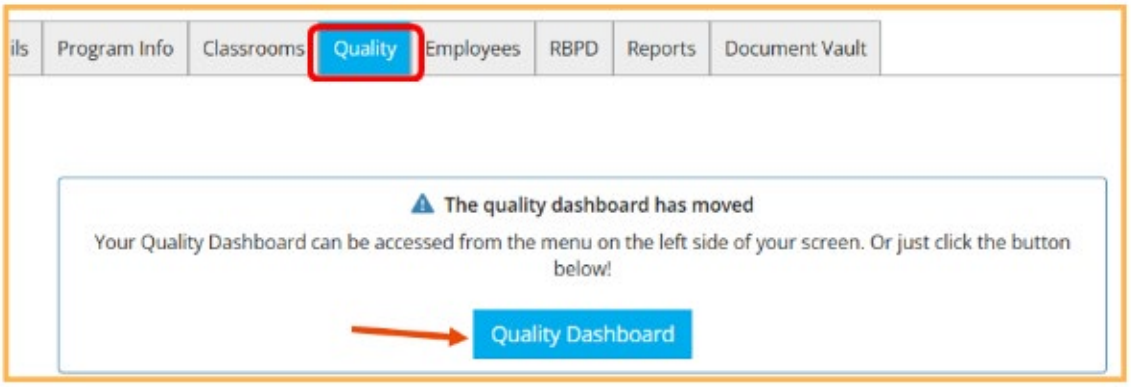
3. Navigate and click on the **Quality** tab.

4. To view the **Quality Dashboard** you can either:

    a. Click on the **Quality Dashboard** button



    b. Use the navigation panel on the left side of the screen and select the three lines. Select the **Quality Overview**.

5. Scroll down to the **EQUIP** section on the **Quality Dashboard** page.

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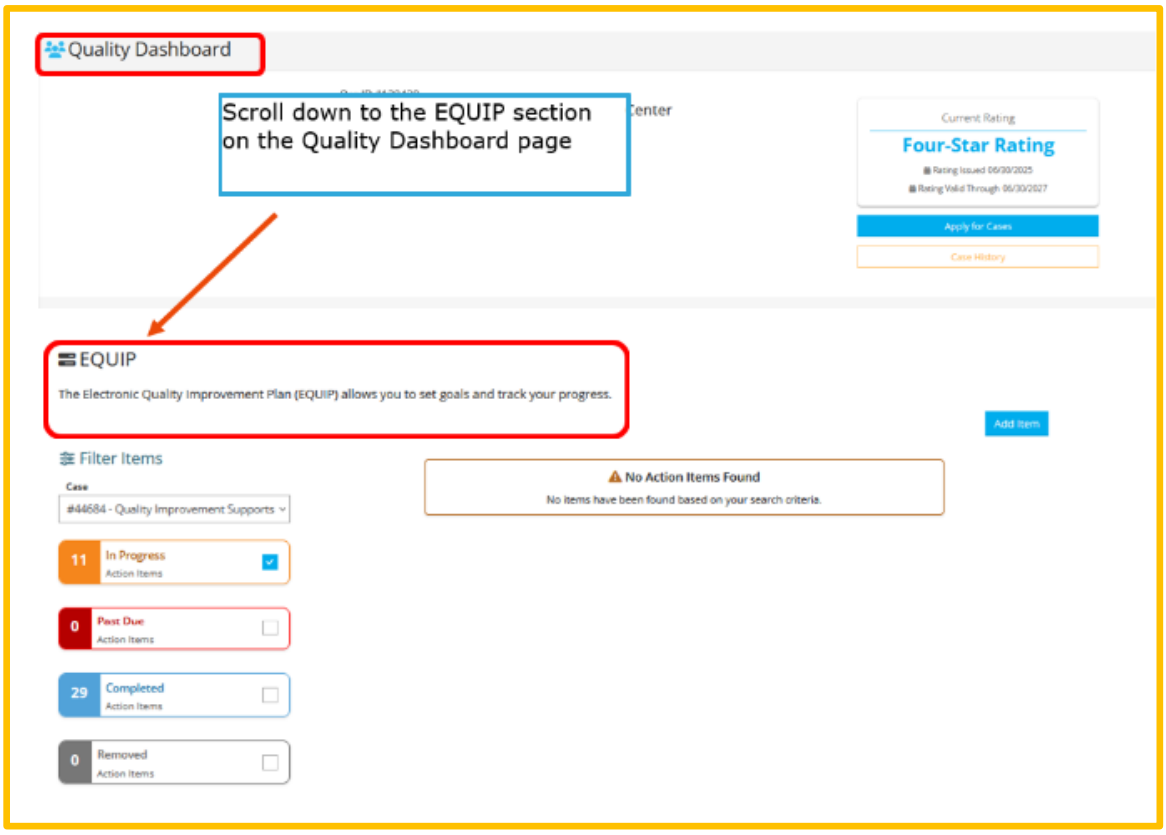
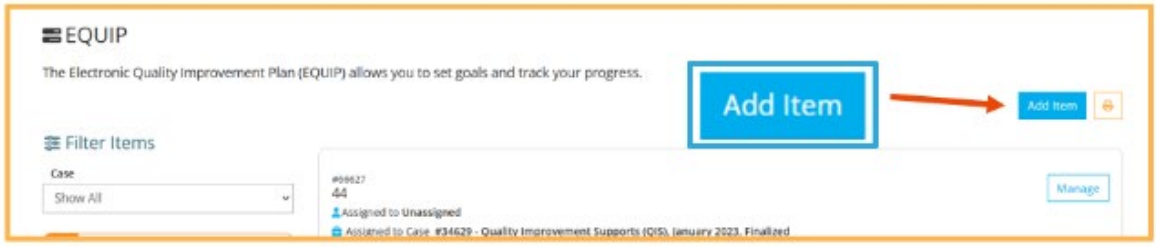


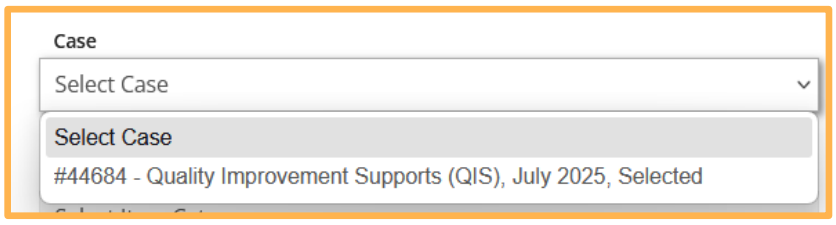
6. Click on the **Add Item** button to add a new action item.



7. Enter information about the purchase or reimbursement.

   Action Item fields:

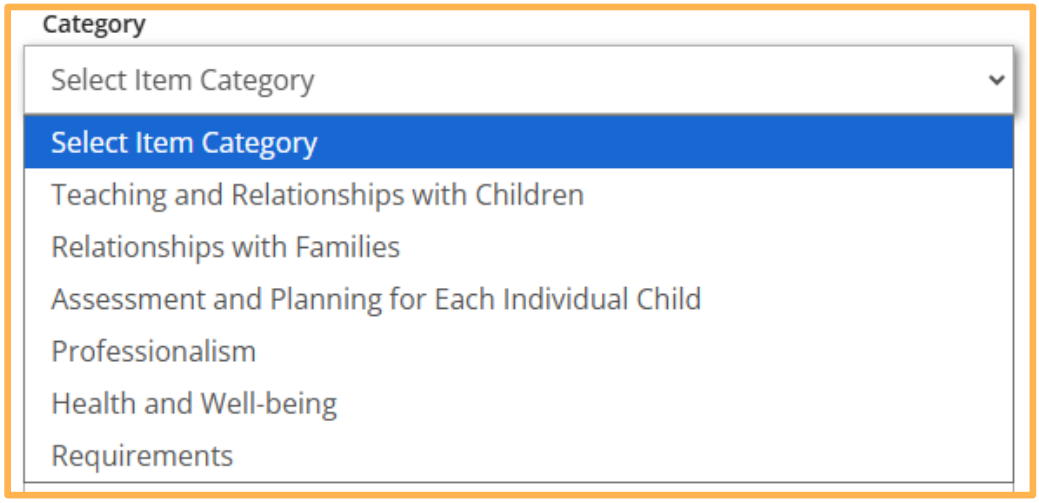
   a. Case: Select the correct QIS grant case. If you have questions about which case to select, talk with your Quality Coach.



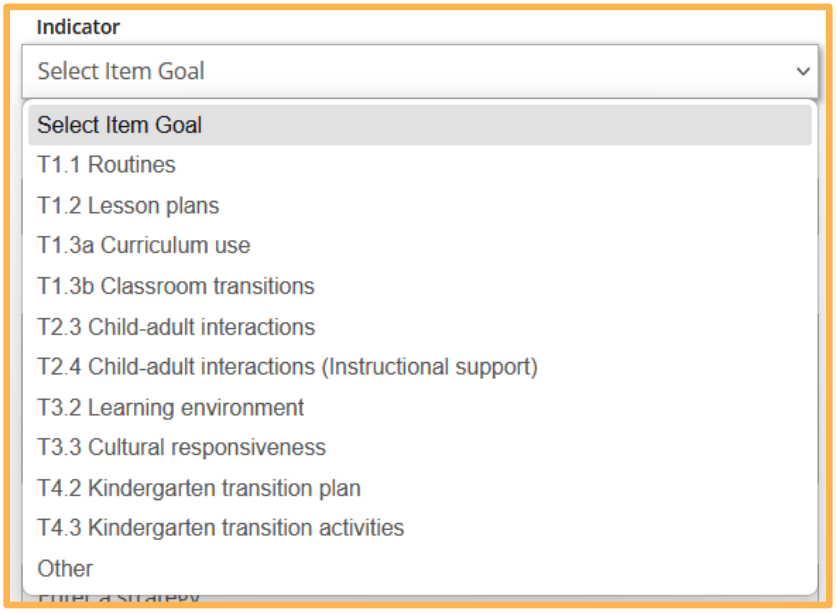
Rating became active (FINAL):	Select the QIS grant case for:	Spending due date:
Jan. 1 – June 30	July 1	Nov. 30
July 1 – Dec. 31	Jan. 1	May 31

b. Category: Select from the drop-down list the category that best fits the goal your program wants to attain.

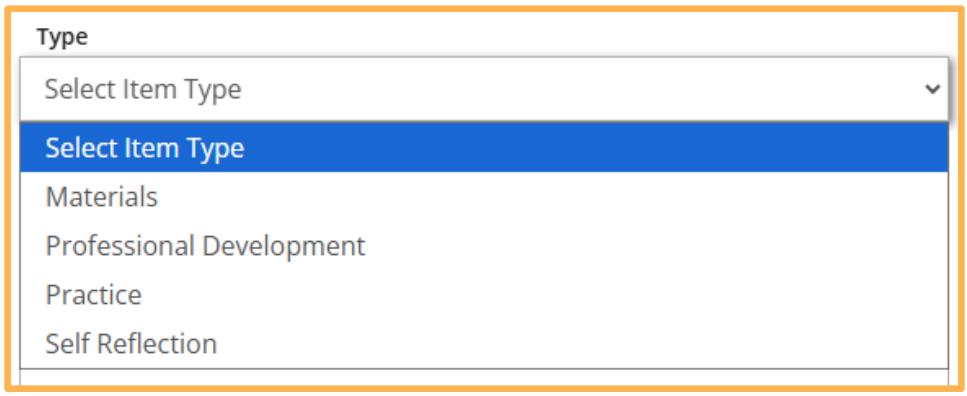
Note: The drop-down menu includes all Indicators of the Full-Rating Pathway. Select the indicator that best fits the goal your program wants to attain.



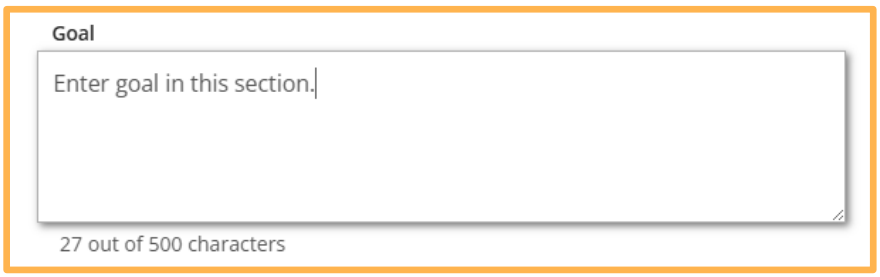
c. Indicator: Select the Indicator from the drop-down list that best fits the goal.



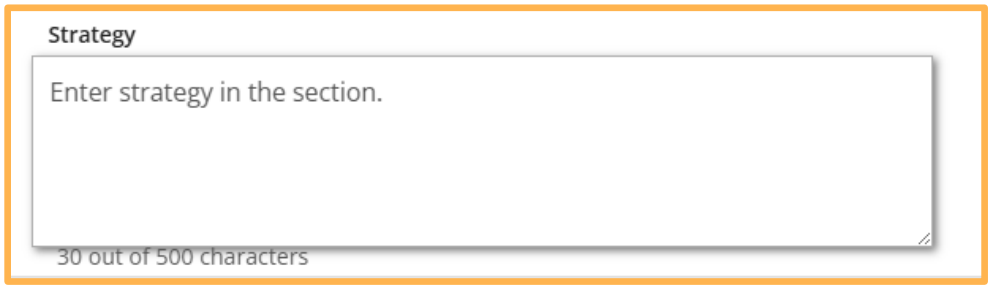
d. Type: Select from the drop-down list the item type. Select Materials or Professional Development for Grant Action Items.



e. Goal: Type and enter the goal information. The goal is what you want to accomplish with the items purchased.

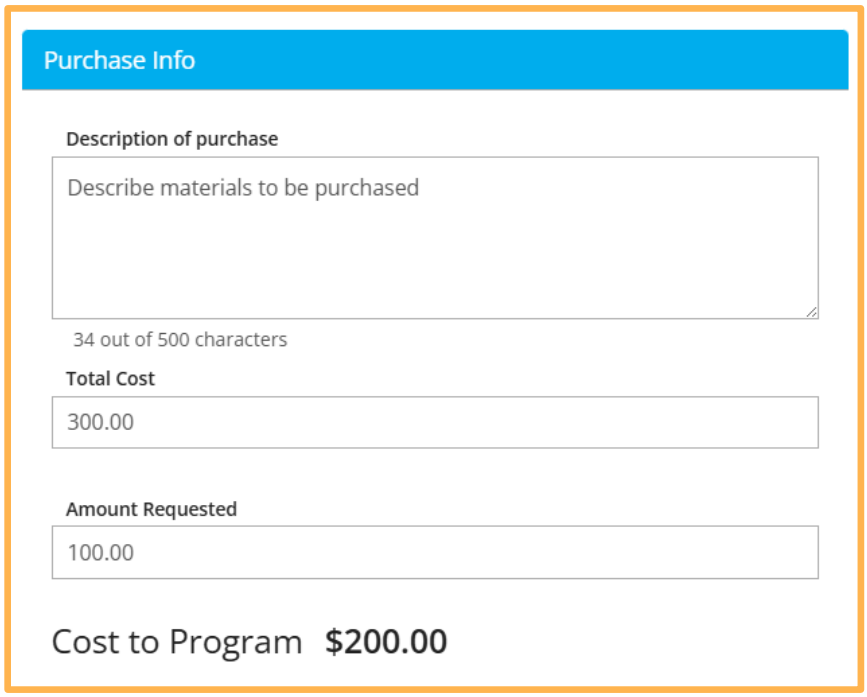


f. Strategy: Type and enter in the strategy information. The strategy is the action you will take to accomplish the goal.



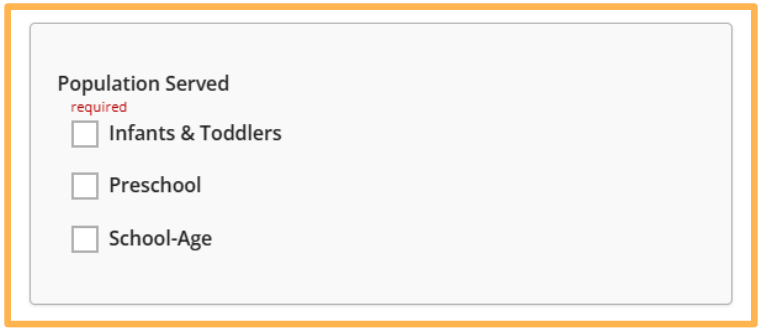
g. Purchase information: This section will display depending on the category, indicator and type.

Enter in the description of purchase, total cost of purchase and the amount requested.

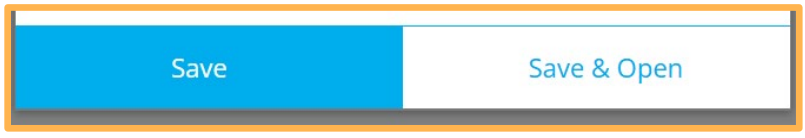


h. Population Served: This section will display depending on the category, indicator and type.

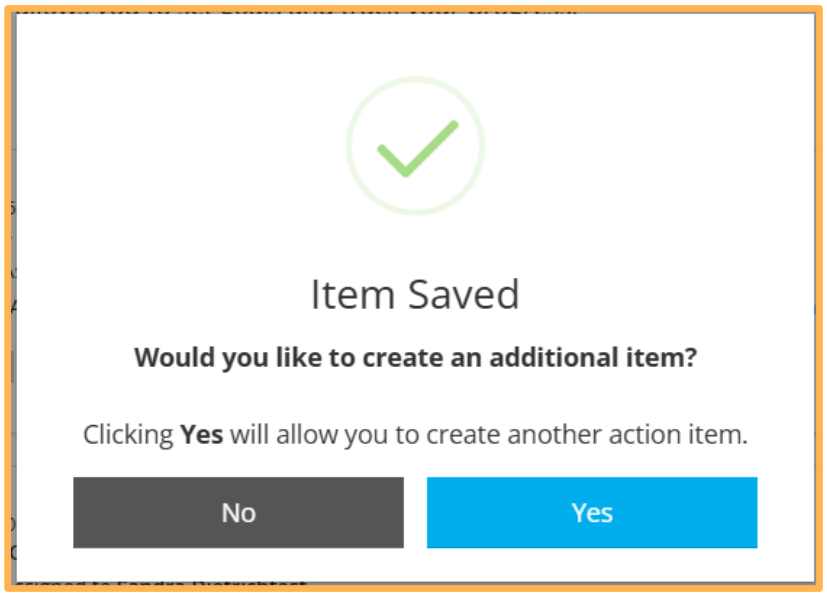
   Select the group served. This is required.



8. Click the **Save** button to save this Action Item.

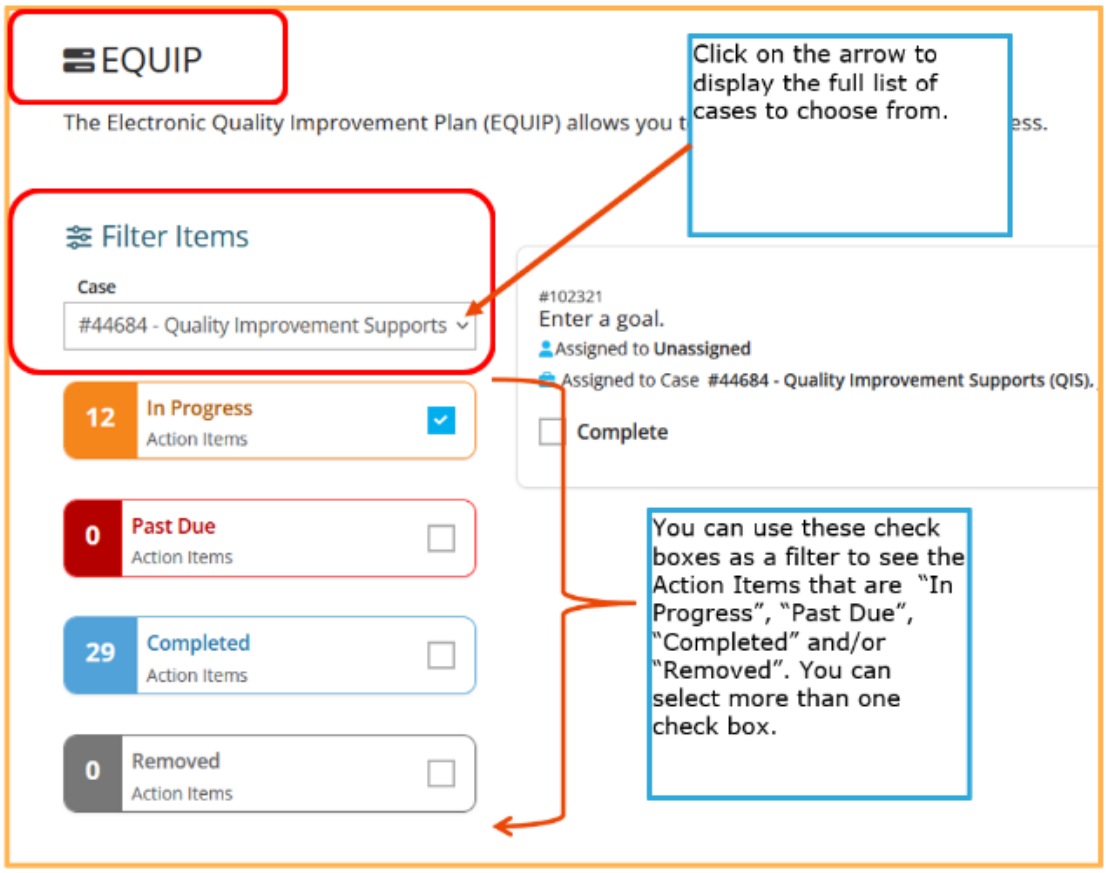


9. Click and select the **Yes** button to create another action item. Select **No** if you are done entering Action Items.

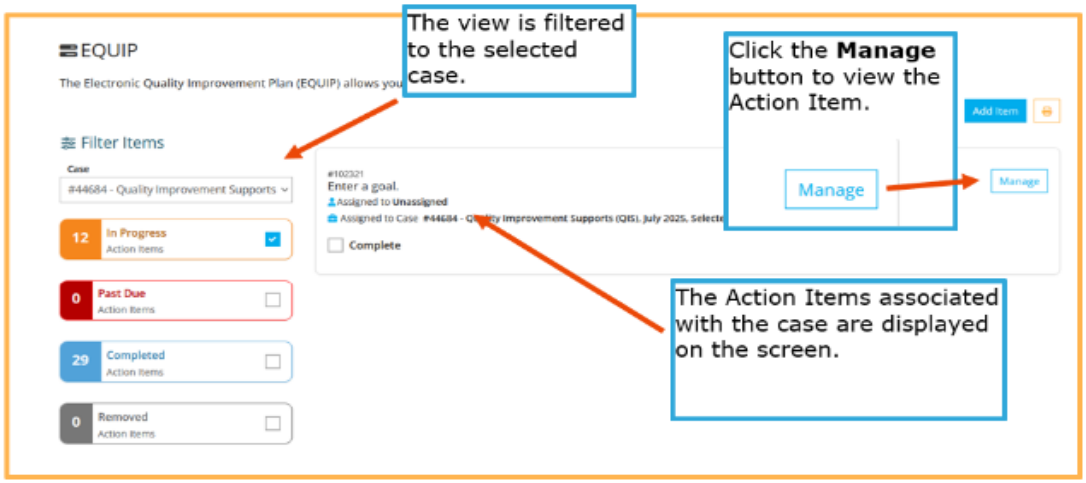


10. Select the case you want to see Action Items for from the Case field in the EQUIP section.

    You can also use the check boxes to filter case that are "In Progress", "Past Due", "Completed" and "Removed".

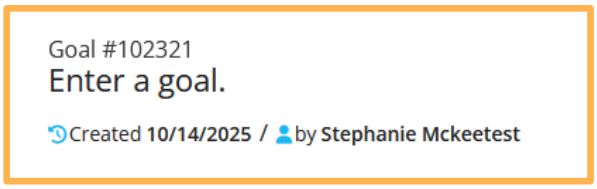


11. Select the Action Item/s you want to view for the selected case. Click on the **Manage** button.

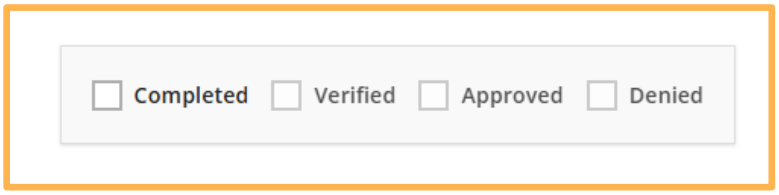


12. The Action Item Manager is broken down into sections on one full page.

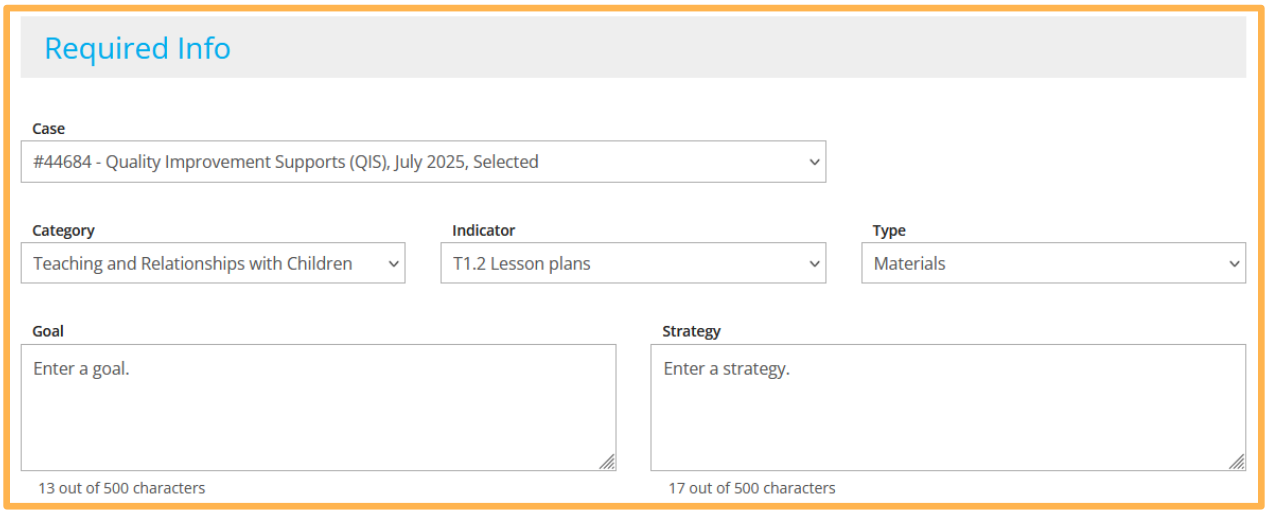
a. Goal information: This is auto generated and located at the top of the page with the Goal item number, name of the goal, date created and who it was created by.



b. Action Item status: You can access and check the **Completed** box if this action item is completed. All the other boxes are done by Grant Administrator and is greyed out.



c. Required Info: The information displayed here will be auto generated from the information entered in earlier when you created the Action Item.



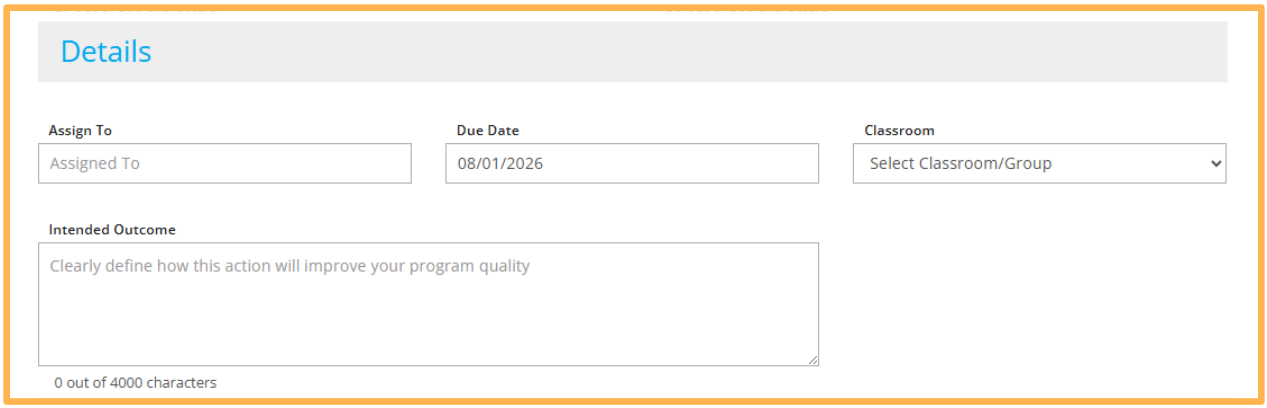
d. Details:

i. Assigned To: Use this 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.

ii. Due Date: You do not need to enter in 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.

iii. Classroom: 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.

iv. Intended Outcome: Use the field to type the Intended Outcome, or how the action will improve your program quality.



e. Investment: 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.

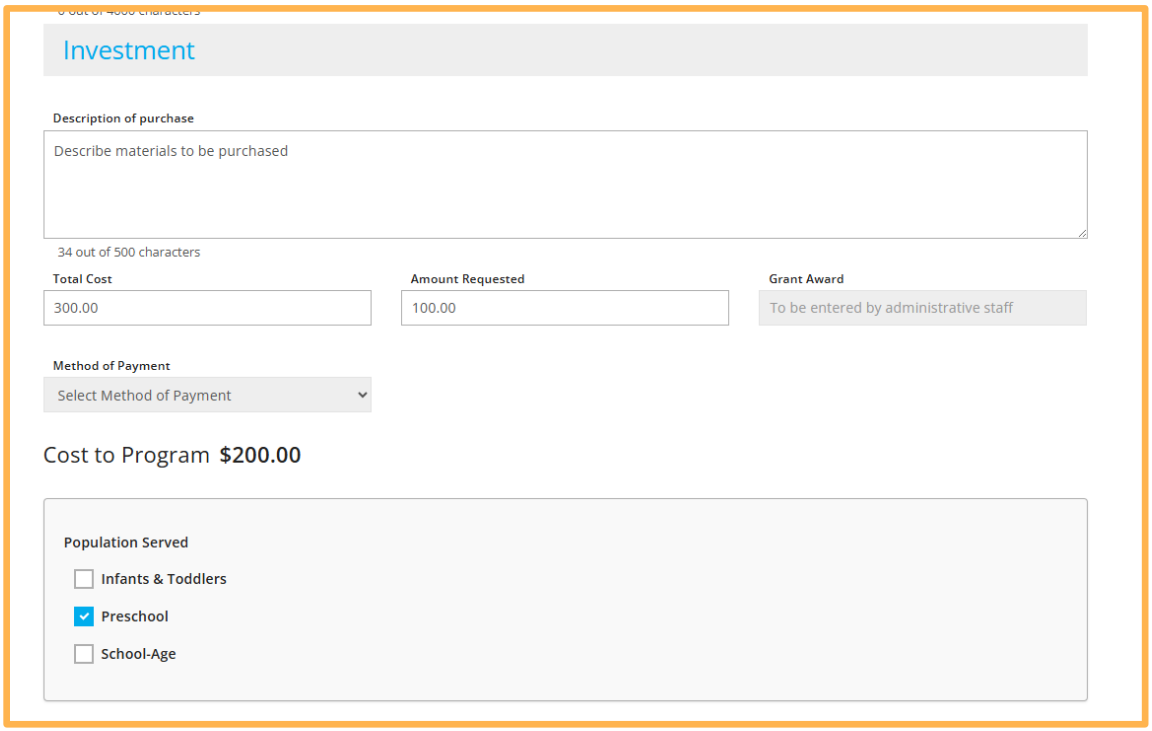
If you do not have an Investment tab, that means you did not select Materials or Professional Development as the Action Item type. Go back to the Required Info tab and select either Materials or Professional Development, and the Investment tab will appear.

i. Displays the Total Cost of the item. (Your Quality Coach will enter the amount requested.)

ii. Displays the Amount Requested.

iii. 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 is not finalized. When your Grant Administrator approves the expense, they will enter the Grant Award. The cost to the program may go down or be the same based on the amount the Grant Administrator enters in the Grant Award field.

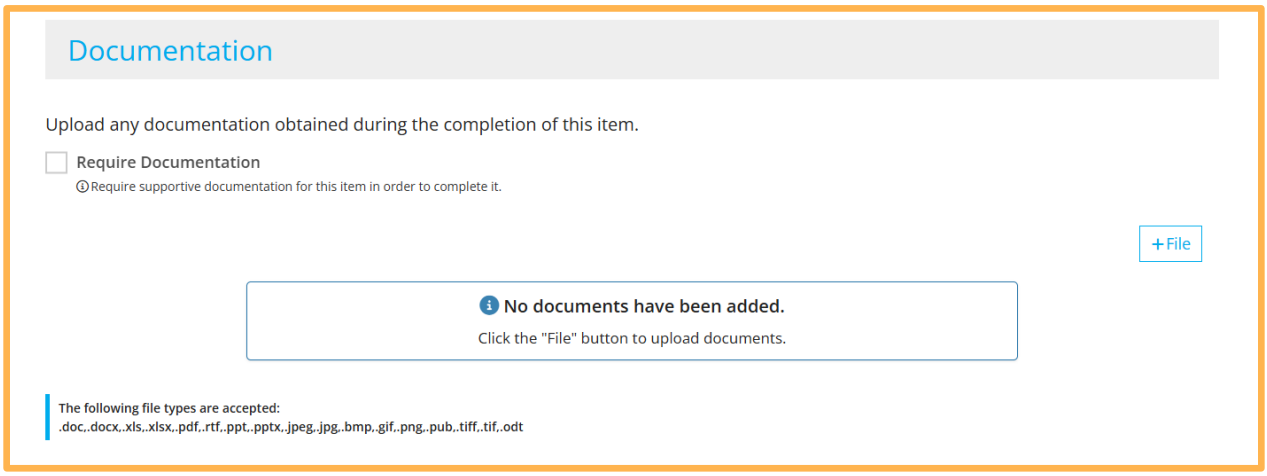


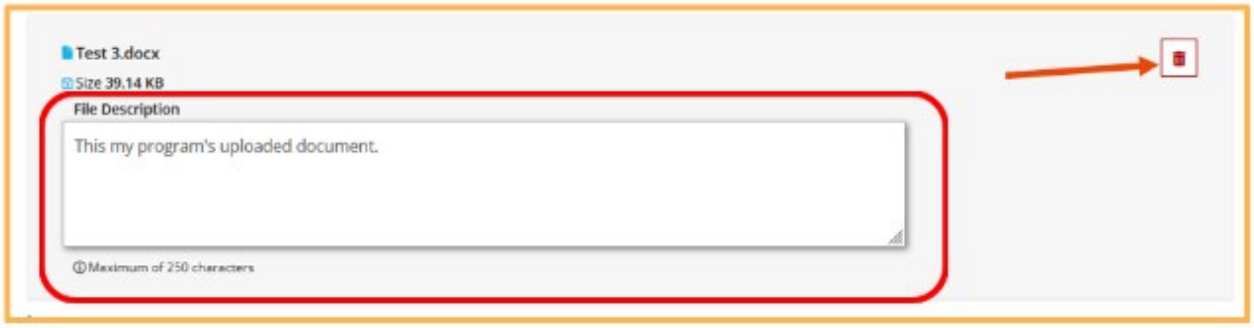
f. Documentation: Multiple documents and different file types can be uploaded at the same time. For example, you can upload a receipt if you have already purchased an item, or you can upload a copy of a shopping cart from another website.

i. To upload a file, click **+Files**.

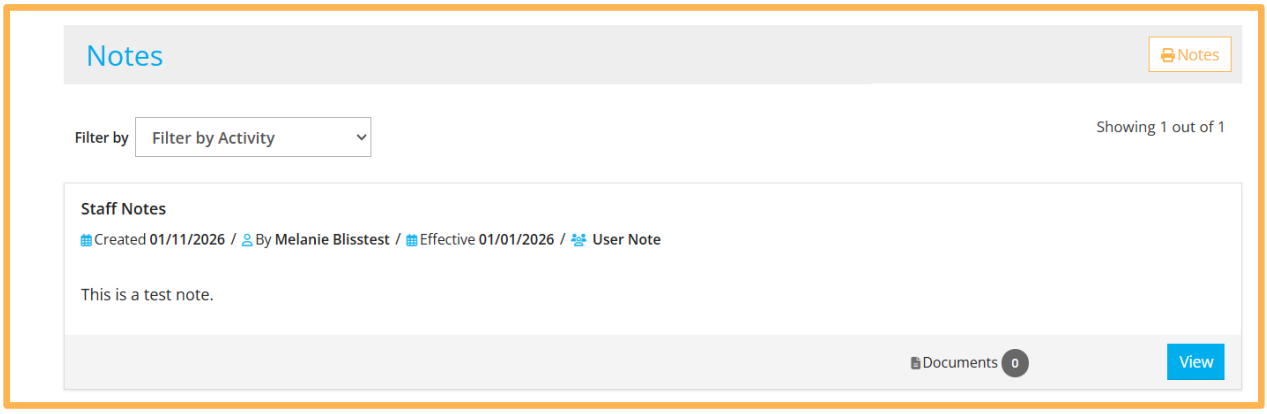
ii. Files you have uploaded will appear under the **Documentation** section. You can delete a file you've uploaded by clicking on the red trashcan icon.

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.



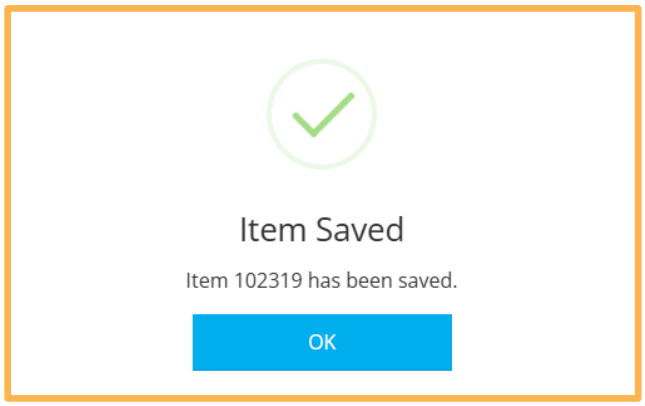


g. Notes: The Notes tab will show any notes that have been entered about the Action Item. Quality Coaches and Grant Administrators can enter notes.



13. When you have entered all the information for a requested purchase, click **Save**.

14. A message will display stating that the Item is saved. Click **OK**.



15. If you have more than one Action Item, complete **steps 6-14** until you have entered all your uploaded documentation for each Action Item. You must notify your Quality Coach once all Action Items are completed including uploaded documentation.

16. 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.

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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.
- Call 844-605-6938 or email support@develophelp.zendesk.com

For assistance in Hmong, Somali or Spanish, contact the Language Access Line provided through Child Care Aware of Minnesota.

- Call 888-291-9611 **or** 651-655-0150