

### Parent Aware - Using Electronic Quality Improvement Plan for Full-Rating Pathway

The Electronic Quality Improvement Plan (EQUIP) allows programs to create goals, called Action Items, and track progress toward meeting those goals.

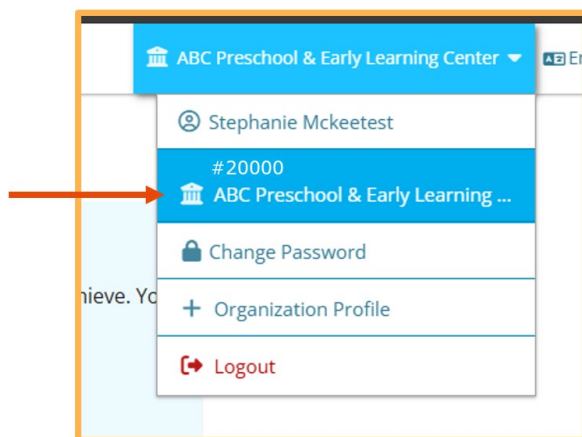
Programs that receive Building Quality or Full-Rating grants through Parent Aware will use EQUIP to document their purchases or reimbursements for the grant. The Action Items that programs create will describe how the requested purchases are improving program quality.

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. 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.

### INSTRUCTIONS

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.



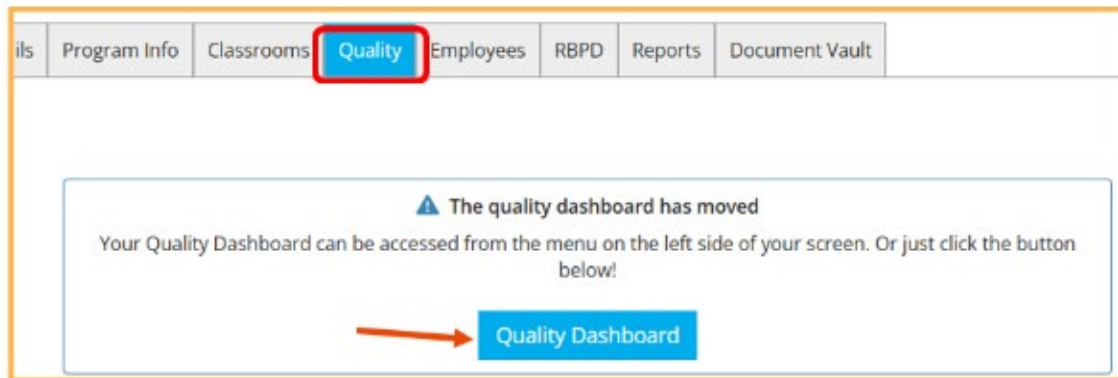
3. Navigate and click on the **Quality** tab.

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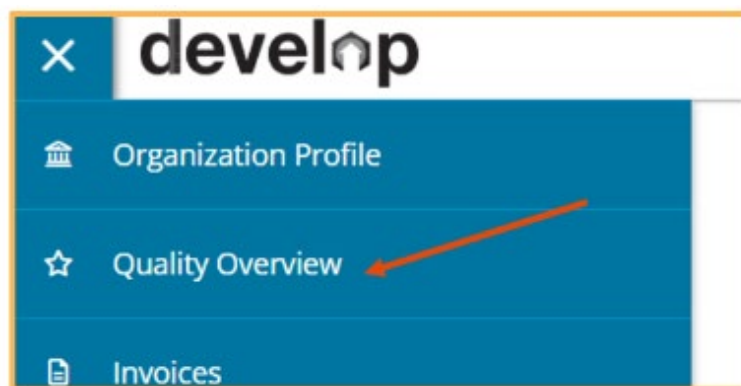


4. To view the **Quality Dashboard** you can either:

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

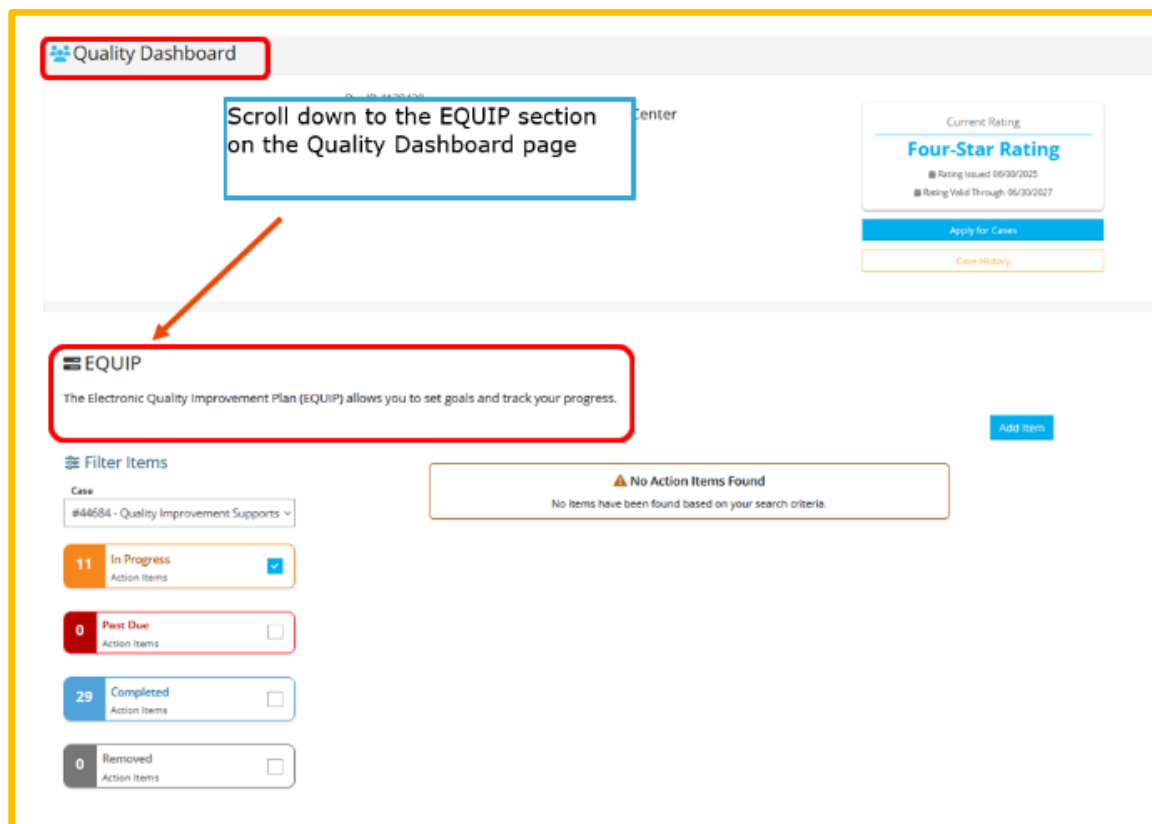


b. Use the navigation panel on the left side of the screen and select the three lines. Select the **Quality Overview**.

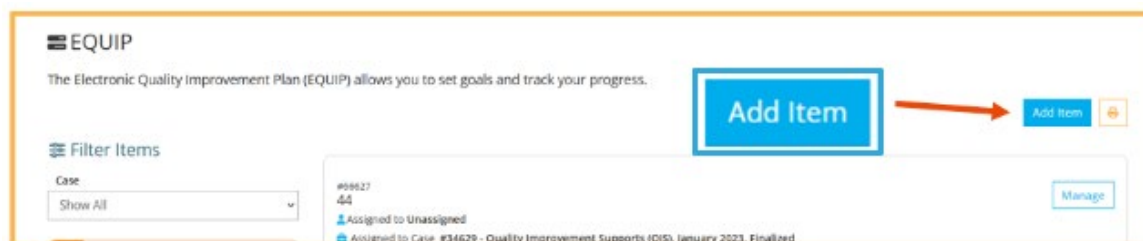


5. Scroll down to the **EQUIP** section on the **Quality Dashboard** page.

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

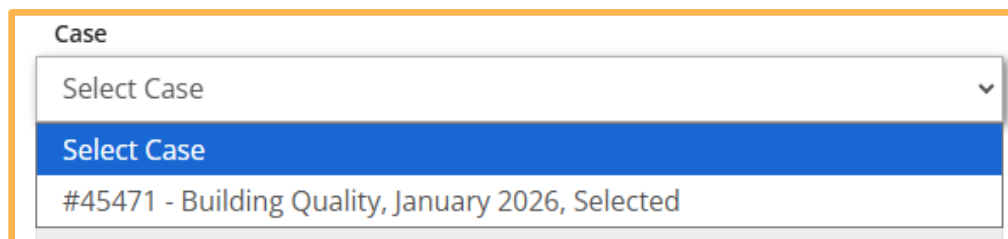


7. Enter information about the purchase or reimbursement.

Action Item fields:

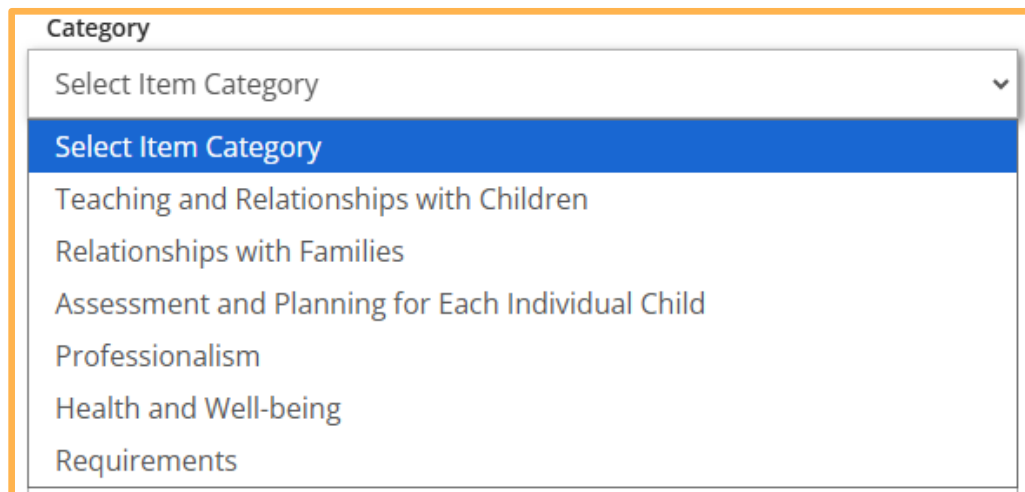
- Case: Select the correct Building Quality or QIS grant case. If you have questions about which case to select, talk with your Quality Coach.

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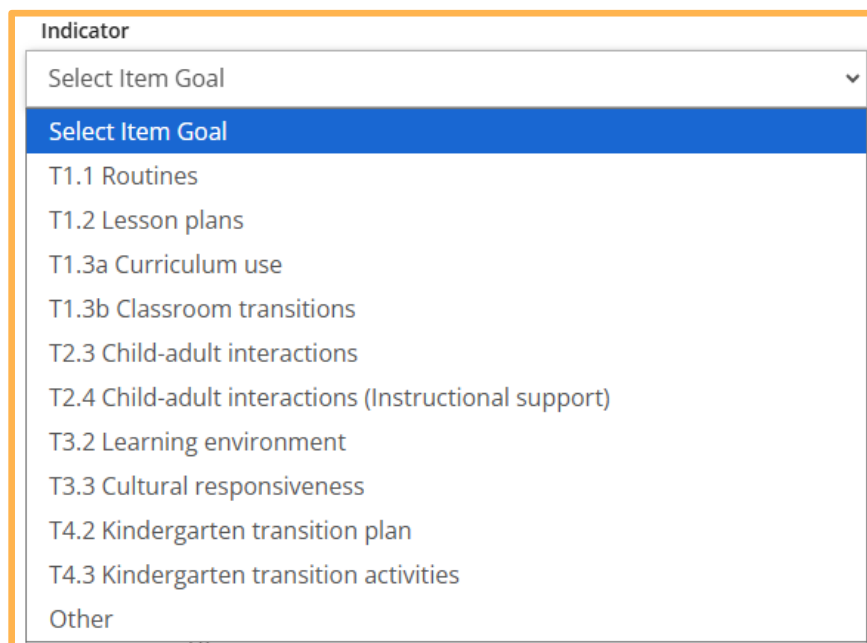
A screenshot of a dropdown menu titled "Case". The menu is open, showing three options: "Select Case" (highlighted in blue), "Select Case", and "#45471 - Building Quality, January 2026, Selected".

- b. Category: Select from the drop-down list the appropriate category.



A screenshot of a dropdown menu titled "Category". The menu is open, showing a list of categories: "Select Item Category" (highlighted in blue), "Teaching and Relationships with Children", "Relationships with Families", "Assessment and Planning for Each Individual Child", "Professionalism", "Health and Well-being", and "Requirements".

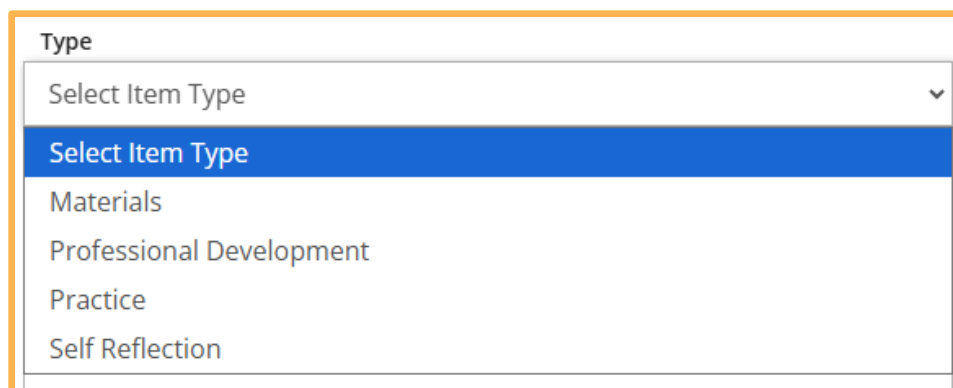
- c. Indicator: Select the Indicator from the drop-down list that best fits the goal.



A screenshot of a dropdown menu titled "Indicator". The menu is open, showing a list of indicators: "Select Item Goal" (highlighted in blue), "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", and "Other".

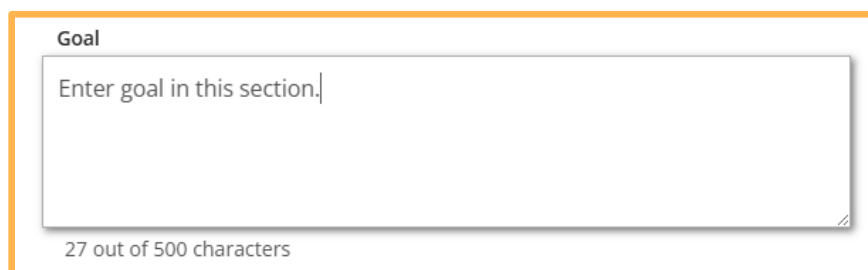
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- d. Type: Select from the drop-down list the item type. Select Materials or Professional Development for Grant Action Items.



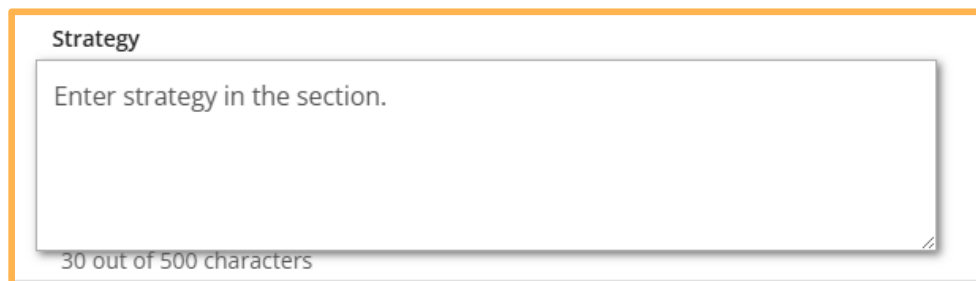
The screenshot shows a dropdown menu titled "Type". The menu is open, displaying a list of options: "Select Item Type" (highlighted in blue), "Materials", "Professional Development", "Practice", and "Self Reflection". The dropdown is enclosed in an orange border.

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



The screenshot shows a text input field titled "Goal". The field contains the placeholder text "Enter goal in this section." and a character count at the bottom indicating "27 out of 500 characters". The input field is enclosed in an orange border.

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

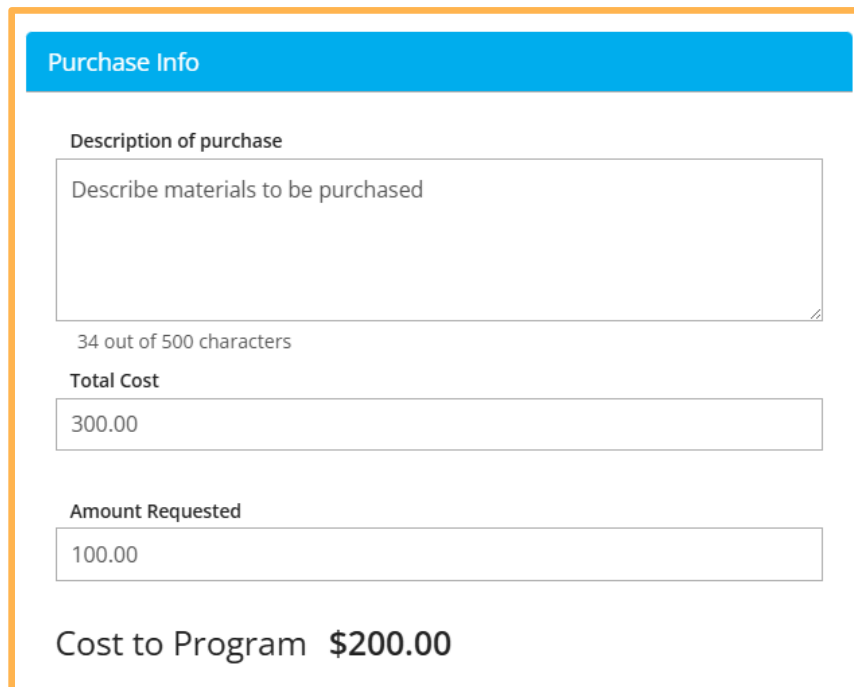


The screenshot shows a text input field titled "Strategy". The field contains the placeholder text "Enter strategy in the section." and a character count at the bottom indicating "30 out of 500 characters". The input field is enclosed in an orange border.

- 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.

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The screenshot shows a form titled "Purchase Info" with a blue header. Below the header, there is a section for "Description of purchase" with a text area containing the placeholder "Describe materials to be purchased" and a character count "34 out of 500 characters". Below this is a "Total Cost" field with the value "300.00". Then, an "Amount Requested" field with the value "100.00". At the bottom, it displays "Cost to Program \$200.00".

Purchase Info

Description of purchase

Describe materials to be purchased

34 out of 500 characters

Total Cost

300.00

Amount Requested

100.00

Cost to Program \$200.00

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

Select the group served. This is required.



The screenshot shows a form titled "Population Served" with a red "required" label. Below the title, there are three radio button options: "Infants & Toddlers", "Preschool", and "School-Age".

Population Served

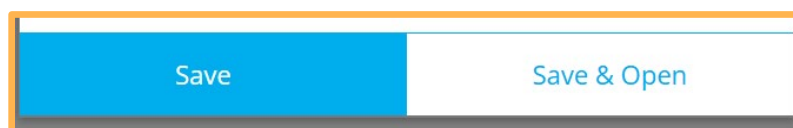
required

☐ Infants & Toddlers

☐ Preschool

☐ School-Age

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



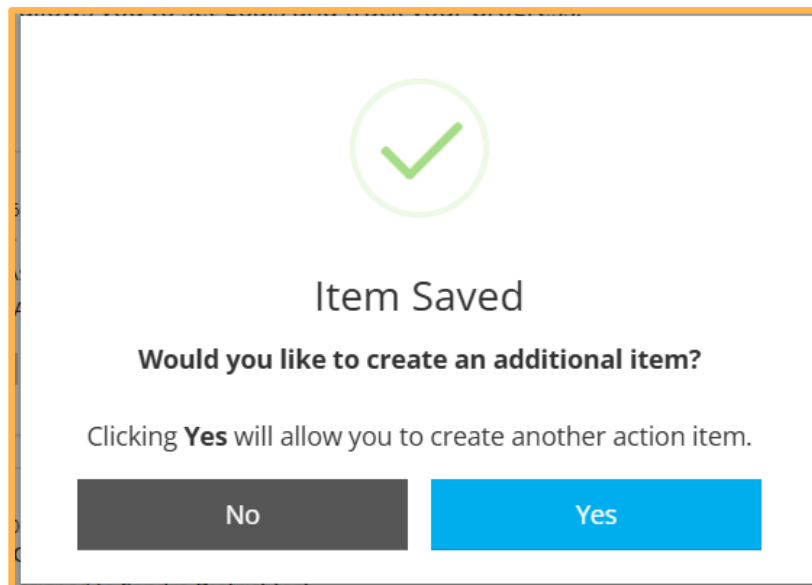
The screenshot shows two buttons: a blue "Save" button and a white "Save & Open" button.

Save

Save & Open

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

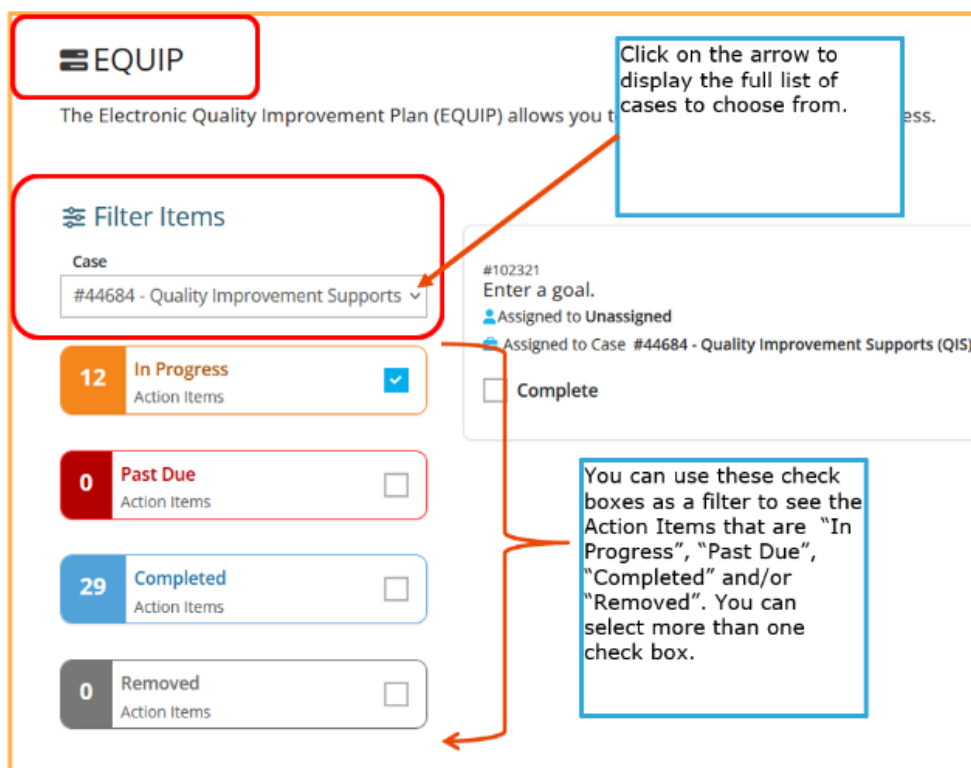
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A dialog box with a green checkmark icon at the top. The text reads: "Item Saved", "Would you like to create an additional item?", and "Clicking **Yes** will allow you to create another action item." At the bottom are two buttons: "No" (grey) and "Yes" (blue).

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

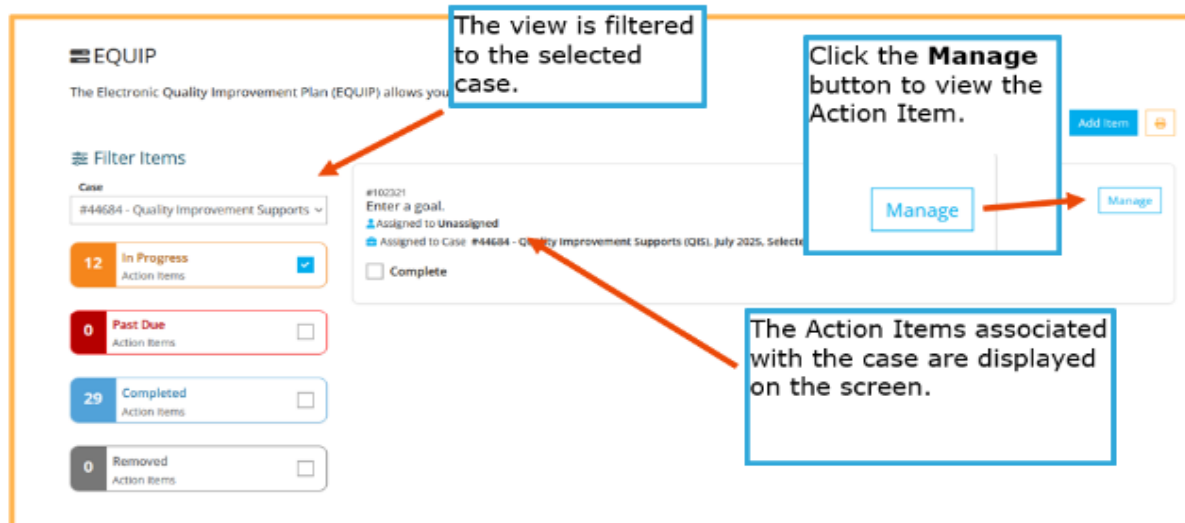
You can also use the check boxes to filter case that are "In Progress", "Past Due", "Completed" and "Removed".



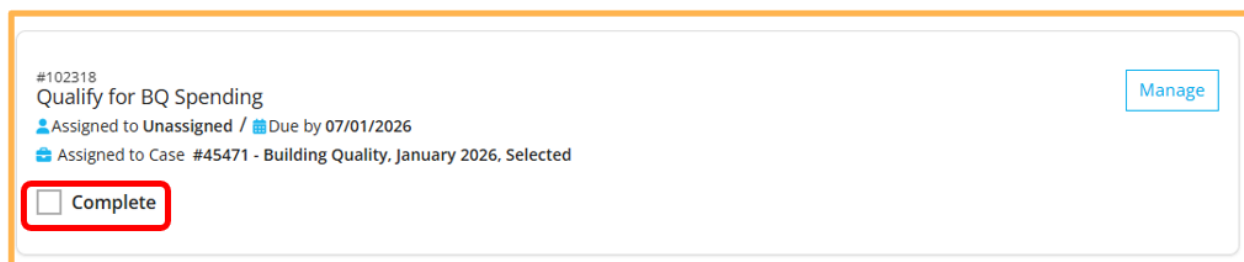
The EQUIP interface is shown with several annotations. A red box highlights the "EQUIP" header. A blue box with an arrow pointing to the "Case" dropdown menu contains the text: "Click on the arrow to display the full list of cases to choose from." The "Filter Items" section is also highlighted with a red box. It contains a "Case" dropdown menu with the selected value "#44684 - Quality Improvement Supports". Below this are four filter checkboxes: "In Progress" (12 Action Items, checked), "Past Due" (0 Action Items, unchecked), "Completed" (29 Action Items, unchecked), and "Removed" (0 Action Items, unchecked). A blue box with an arrow pointing to these checkboxes contains the text: "You can use these check boxes as a filter to see the Action Items that are 'In Progress', 'Past Due', 'Completed' and/or 'Removed'. You can select more than one check box." The main content area shows a case summary for "#102321" with a goal, assigned to "Unassigned", and assigned to Case "#44684 - Quality Improvement Supports (QIS)". A "Complete" checkbox is also visible.

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

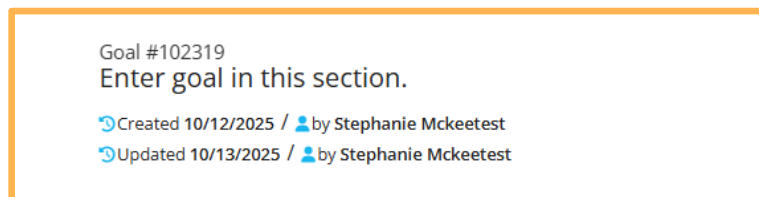


The Action Item named **Qualify for BQ Spending** can be checked as "Complete" if your program is enrolled in the Building Quality track and has completed 20 hours of RBPD Coaching with your Parent Aware Quality Coach. Your program will continue to receive email reminders to complete the 20 hours until the "Complete" check box is checked.



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

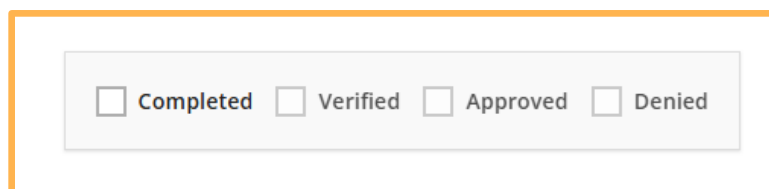
- a. Goal information: This is auto-generated and located at the top of the page with the Goal item number, name of the goal, date created and who it was created by.





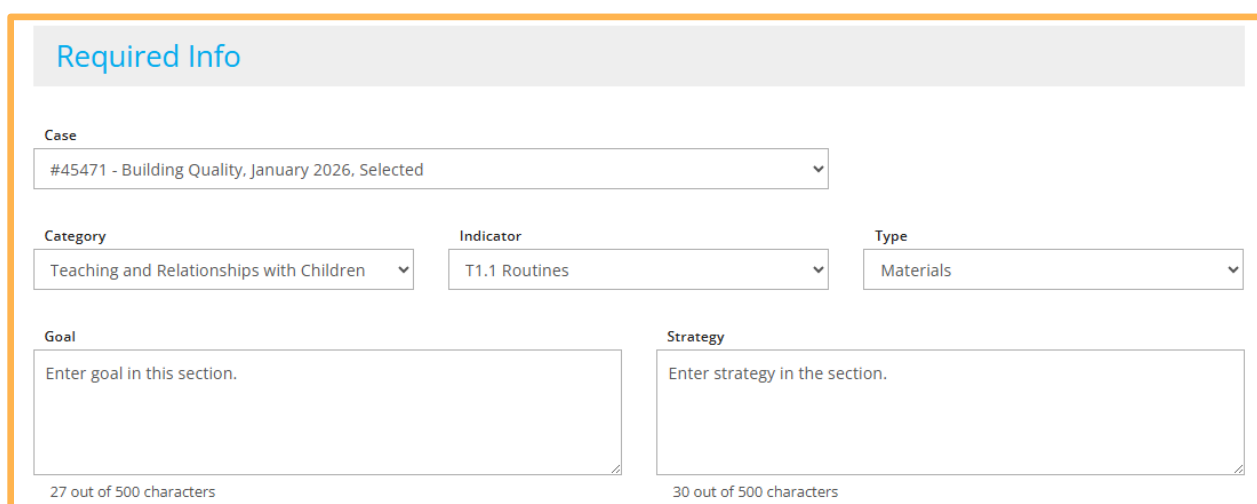
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- b. Action Item status: You can access and check the **Completed** box if this action item is completed. All the other boxes are done by Grant Administrator and is greyed out.



☐ Completed ☐ Verified ☐ Approved ☐ Denied

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



**Required Info**

Case  
#45471 - Building Quality, January 2026, Selected

Category: Teaching and Relationships with Children  
Indicator: T1.1 Routines  
Type: Materials

Goal  
Enter goal in this section.  
27 out of 500 characters

Strategy  
Enter strategy in the section.  
30 out of 500 characters

- 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.

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Details

Assign To  
Assigned To

Due Date  
08/01/2026

Classroom  
Select Classroom/Group

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

0 out of 4000 characters

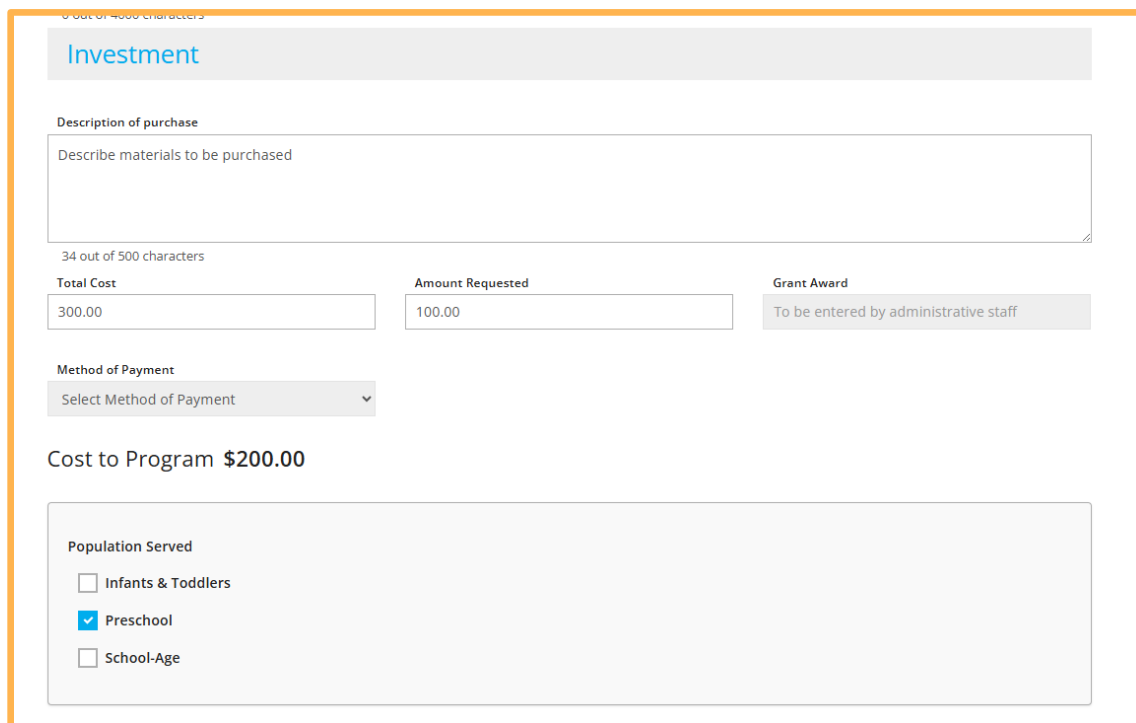
- e. Investment: On the Investment tab, use the Description of purchase field to describe what your program wants to buy.

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.
- 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.

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0 out of 4000 characters

### Investment

Description of purchase

Describe materials to be purchased

34 out of 500 characters

Total Cost	Amount Requested	Grant Award
300.00	100.00	To be entered by administrative staff

Method of Payment

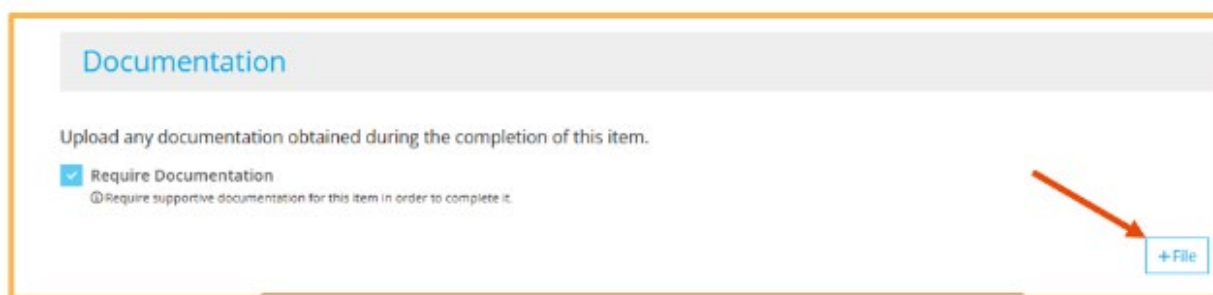
Select Method of Payment

Cost to Program \$200.00

Population Served

- ☐ Infants & Toddlers
- ☒ Preschool
- ☐ School-Age

- 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**.



### 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

- 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.

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## 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

Test 3.docx  
Size 39,14 KB

File Description

This my program's uploaded document.

ⓘ Maximum of 250 characters

+ File

- 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.

## Notes

Notes

Filter by Filter by Activity

Showing 1 out of 1

Staff Notes

Created 01/11/2026 / By Melanie Blisstest / Effective 01/01/2026 / User Note

This is a test note.

Documents 0

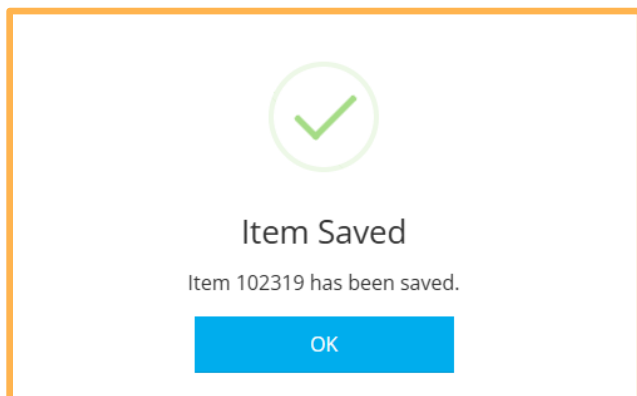
View

13. When you have entered all the information for a requested purchase, click **Save**. It will display in the color blue to allow you to save when all information is entered.

Save

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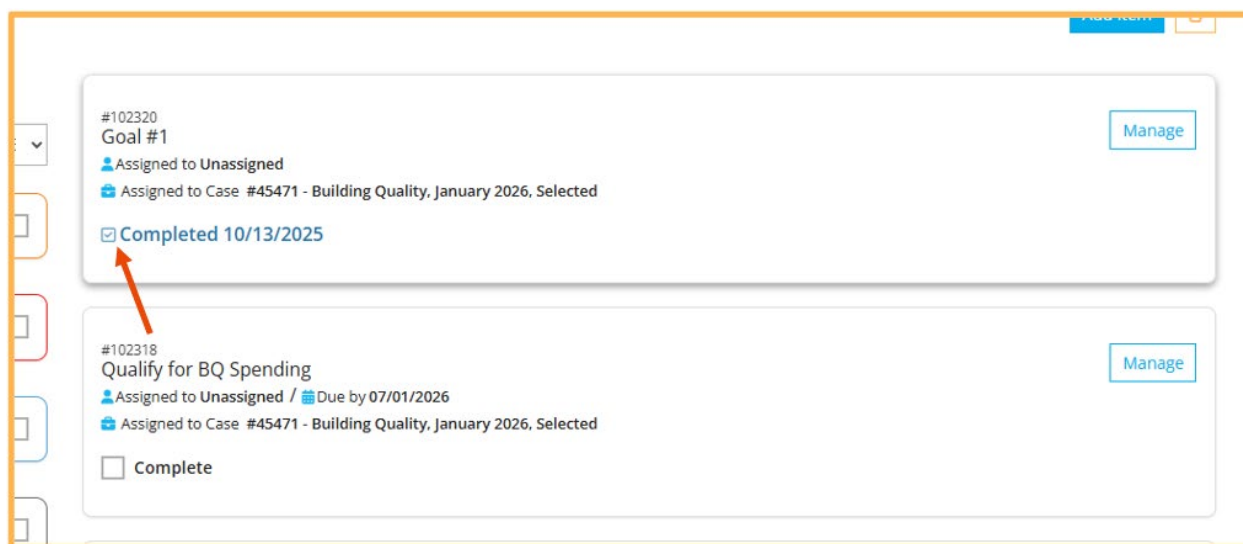
14. A message will display stating that the Item is saved. Click **OK**.



15. If you have more than one Action Item, complete steps 6-14 until you have entered all your Action Items/requested purchases.

16. Your Grant Administrator will review each Action Item for approval.

17. When you have accomplished the goal in the Action Item, check the Complete check box.



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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.
- 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