

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.

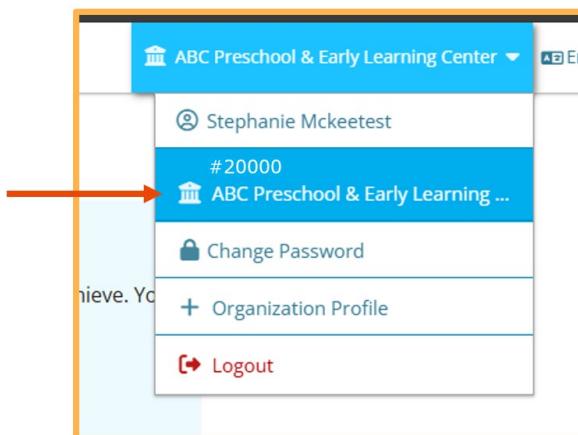
Programs that receive Building Quality or Full-Rating grants through Parent Aware will use EQUIP to document their purchases or reimbursements for the grant. The Action Items that programs create will describe how the requested purchases are improving program quality.

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.



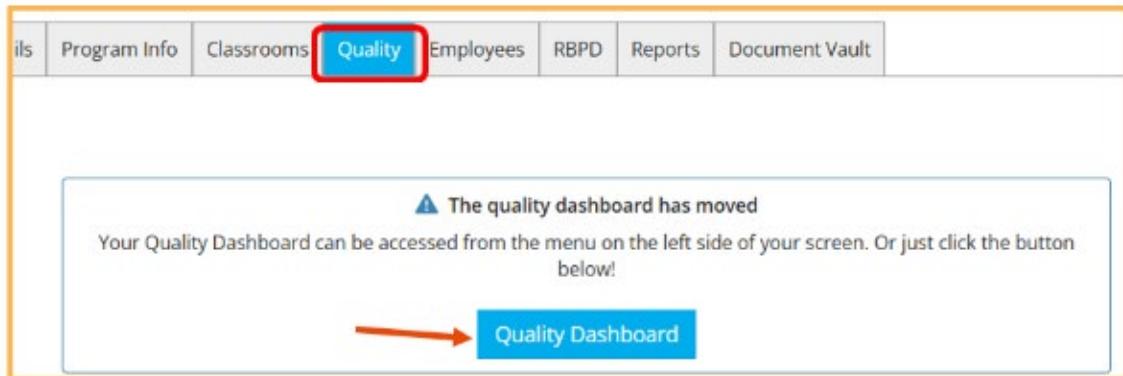
3. Navigate and click on the **Quality** tab.

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

- Click on the **Quality Dashboard** button

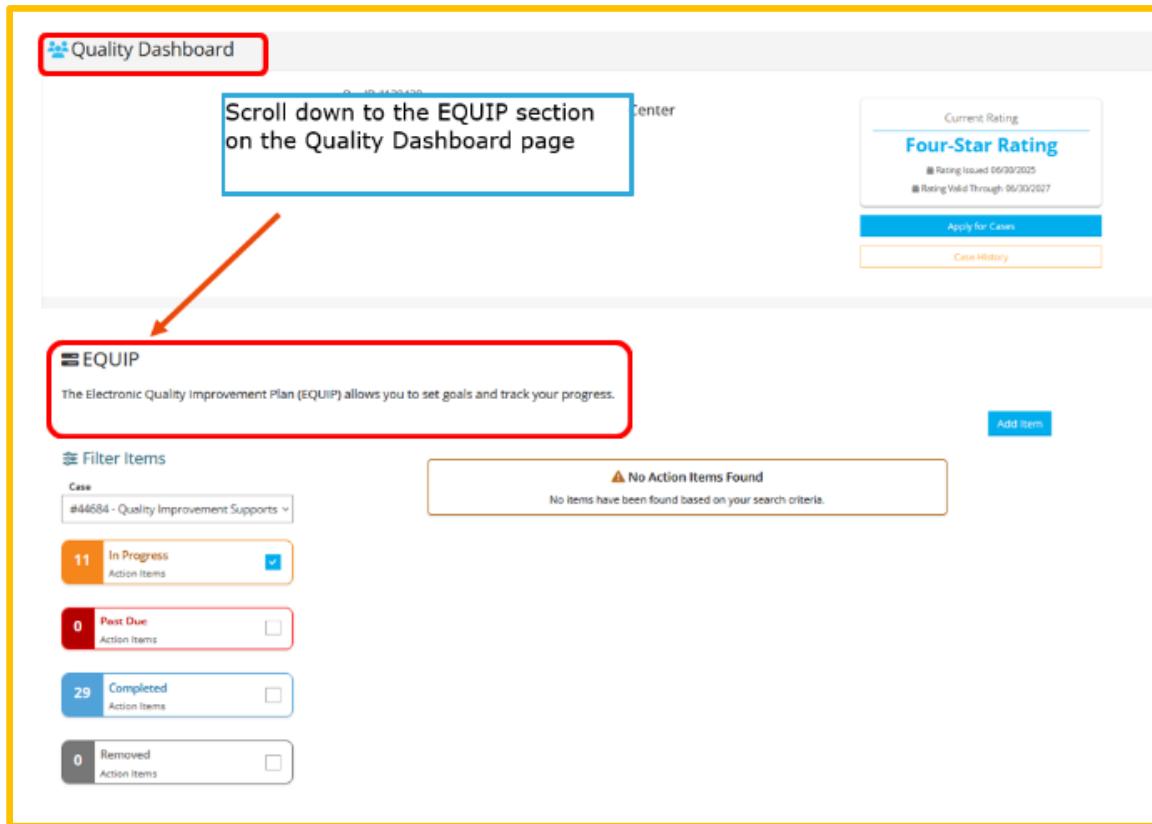


- Use the navigation panel on the left side of the screen and select the three lines. Select the **Quality Overview**.



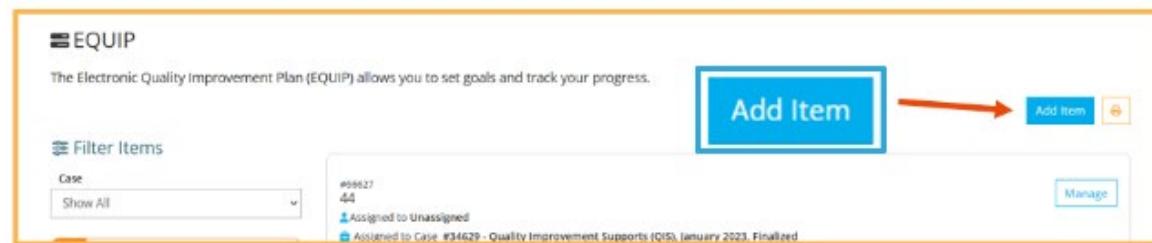
5. Scroll down to the **EQUIP** section on the **Quality Dashboard** page.

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The screenshot shows the Quality Dashboard page with a yellow border. At the top left is a red box labeled "Quality Dashboard". A blue box with the text "Scroll down to the EQUIP section on the Quality Dashboard page" has a red arrow pointing to the EQUIP section. The EQUIP section is highlighted with a red box and contains the text: "The Electronic Quality Improvement Plan (EQUIP) allows you to set goals and track your progress." Below this is a "Filter Items" section with a dropdown menu set to "Case #44684 - Quality Improvement Supports". Under "Action Items", there are four categories: "In Progress" (11 items, checked), "Past Due" (0 items, unchecked), "Completed" (29 items, unchecked), and "Removed" (0 items, unchecked). To the right of the EQUIP section is a "Current Rating" box showing "Four-Star Rating" with a "Rating Valid Through 06/30/2027". Below the EQUIP section is a "No Action Items Found" box stating "No items have been found based on your search criteria." At the bottom right of the EQUIP section is a blue "Add Item" button.

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



The screenshot shows the EQUIP page with a yellow border. At the top left is a red box labeled "EQUIP". Below it is the EQUIP section with the same text as the previous screenshot. To the right is a "Filter Items" section with a dropdown menu set to "Case Show All". Under "Action Items", there is a "Manage" button. A red arrow points to the "Add Item" button, which is highlighted with a blue box. Below the EQUIP section is a "No Action Items Found" box. At the bottom right of the EQUIP section is a blue "Add Item" button.

7. Enter information about the purchase or reimbursement.

Action Item fields:

- a. 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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Case

Select Case

Select Case

#45471 - Building Quality, January 2026, Selected

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

Category

Select Item Category

Select Item Category

Teaching and Relationships with Children

Relationships with Families

Assessment and Planning for Each Individual Child

Professionalism

Health and Well-being

Requirements

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

Indicator

Select Item Goal

Select Item Goal

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

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.

Type

Select Item Type

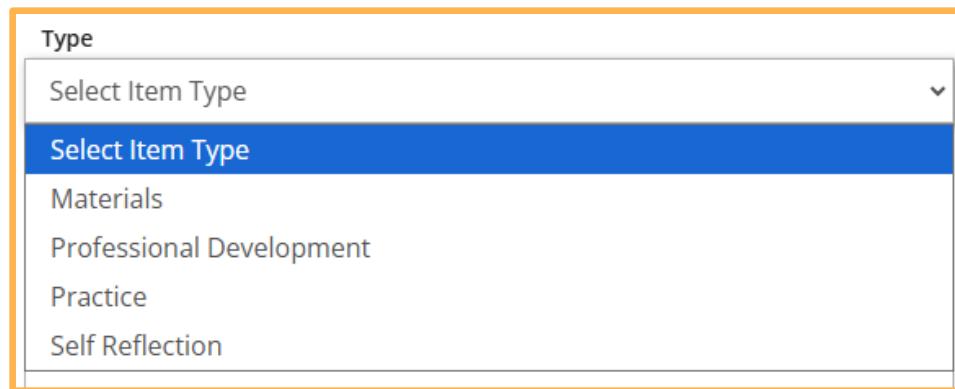
Select Item Type

Materials

Professional Development

Practice

Self Reflection

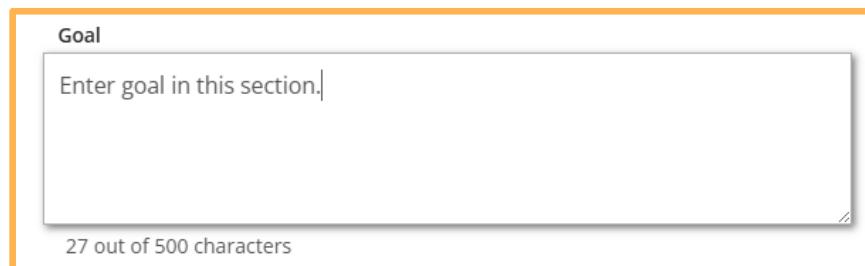


e. Goal: Type and enter the goal information. The goal is what you want to accomplish with the items purchased.

Goal

Enter goal in this section.

27 out of 500 characters

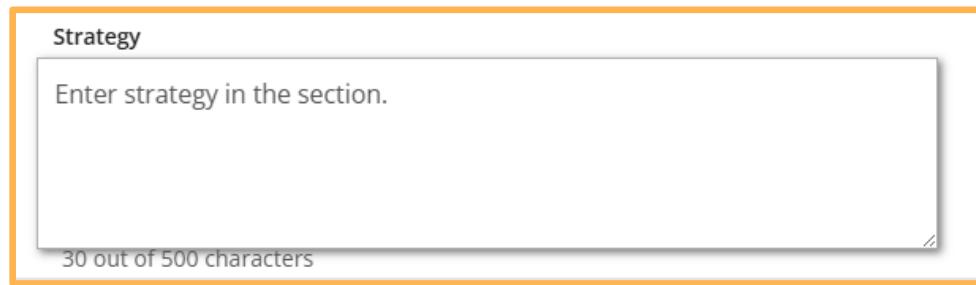


f. Strategy: Type and enter in the strategy information. The strategy is the action you will take to accomplish the goal.

Strategy

Enter strategy in the section.

30 out of 500 characters



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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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.

Population Served
required

Infants & Toddlers

Preschool

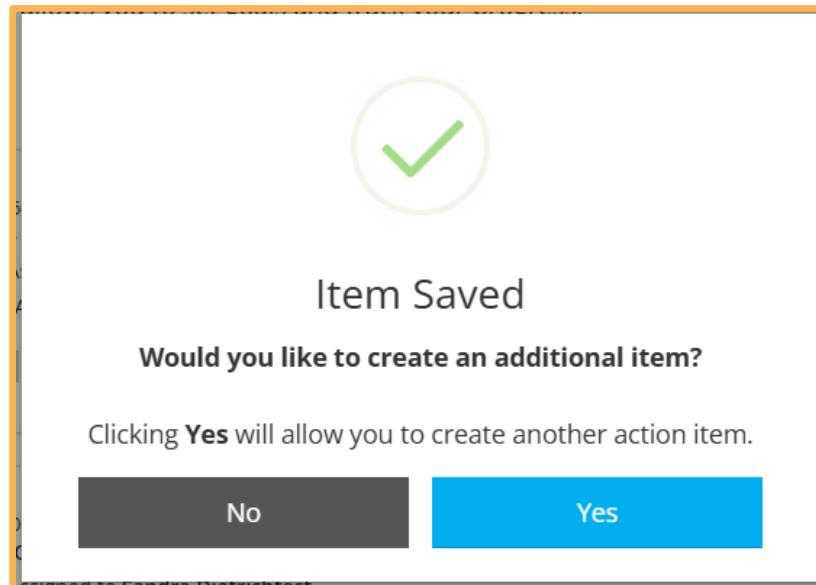
School-Age

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

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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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".

A screenshot of the EQUIP interface. At the top left is a red box around the "EQUIP" section. Below it is a box for "Filter Items" with a dropdown menu set to "Case #44684 - Quality Improvement Supports". To the right of the dropdown is a blue box containing the text "Click on the arrow to display the full list of cases to choose from.". Below the dropdown are four filter buttons: "12 In Progress Action Items" (orange background), "0 Past Due Action Items" (red background), "29 Completed Action Items" (blue background), and "0 Removed Action Items" (gray background). To the right of the "In Progress" button is a blue box containing 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.".

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

The screenshot shows the EQUIP Action Item Manager interface. At the top, a message says: "The view is filtered to the selected case." On the left, there is a sidebar with a "Filter Items" section containing dropdowns for "Case" (set to "#44684 - Quality Improvement Supports"), "Status" (set to "In Progress Action Items" with a checked checkbox), and buttons for "Past Due" (0 items), "Completed" (29 items), and "Removed" (0 items). The main content area displays a single action item: "#102321 Enter a goal. Assigned to Unassigned. Assigned to Case: #44684 - Quality Improvement Supports (QISI, July 2025, Selected)." Below this, there are "Manage" buttons for "Add Item" and "Manage". A callout box on the right says: "Click the **Manage** button to view the Action Item." Another callout box at the bottom right says: "The Action Items associated with the case are displayed on the screen." A red arrow points from the "Manage" button in the main content area to the "Manage" button in the callout box.

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.

The screenshot shows the details for an action item. The title is "#102318 Qualify for BQ Spending". Below it, it says "Assigned to Unassigned / Due by 07/01/2026" and "Assigned to Case #45471 - Building Quality, January 2026, Selected". There is a "Manage" button. At the bottom, there is a red box around the "Complete" checkbox, which is currently unchecked.

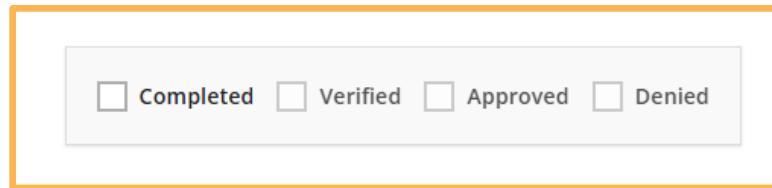
12. The Action Item Manager is broken down into sections on one full page.

- 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.

The screenshot shows the goal information section. It contains the following text: "Goal #102319 Enter goal in this section." Below this, there are two timestamped entries: "Created 10/12/2025 / by Stephanie Mckeetest" and "Updated 10/13/2025 / by Stephanie Mckeetest".

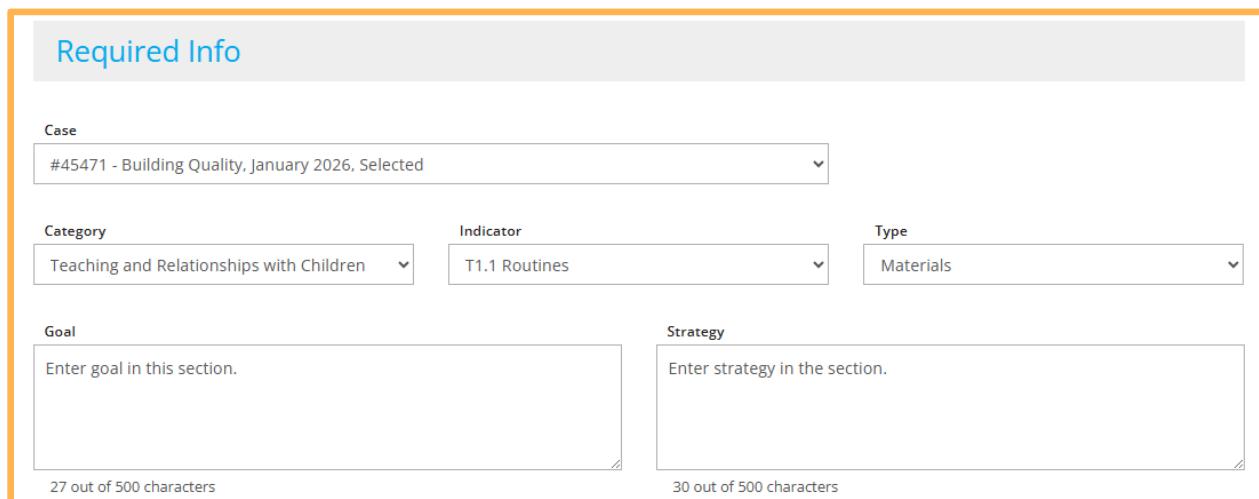
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b. Action Item status: You can access and check the **Completed** box if this action item is completed. All the other boxes are done by Grant Administrator and is greyed out.



A screenshot showing a row of four buttons. The first button, 'Completed', has a checked checkbox and is highlighted in blue. The other three buttons, 'Verified', 'Approved', and 'Denied', have empty checkboxes and are 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.



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:

- 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.
- 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.
- 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.
- 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	Due Date	Classroom
Assigned To	08/01/2026	Select Classroom/Group
Intended Outcome		
<p>Clearly define how this action will improve your program quality</p> <p>0 out of 4000 characters</p>		

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

Test 3.docx
② Size 39.14 KB

File Description

This is my program's uploaded document.

③ Maximum of 250 characters



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

Showing 1 out of 1

Filter by **Filter by Activity**

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

This is a test note.

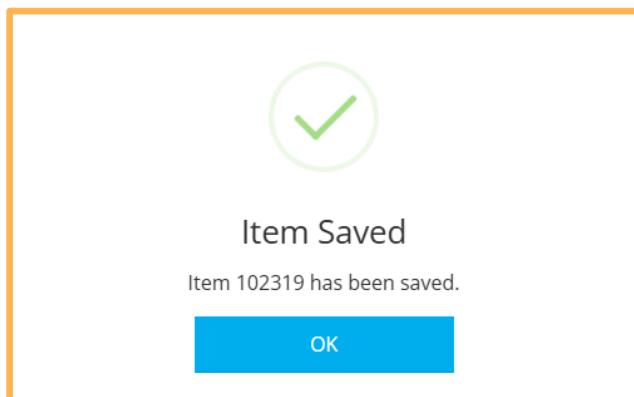
Documents 0 **View**

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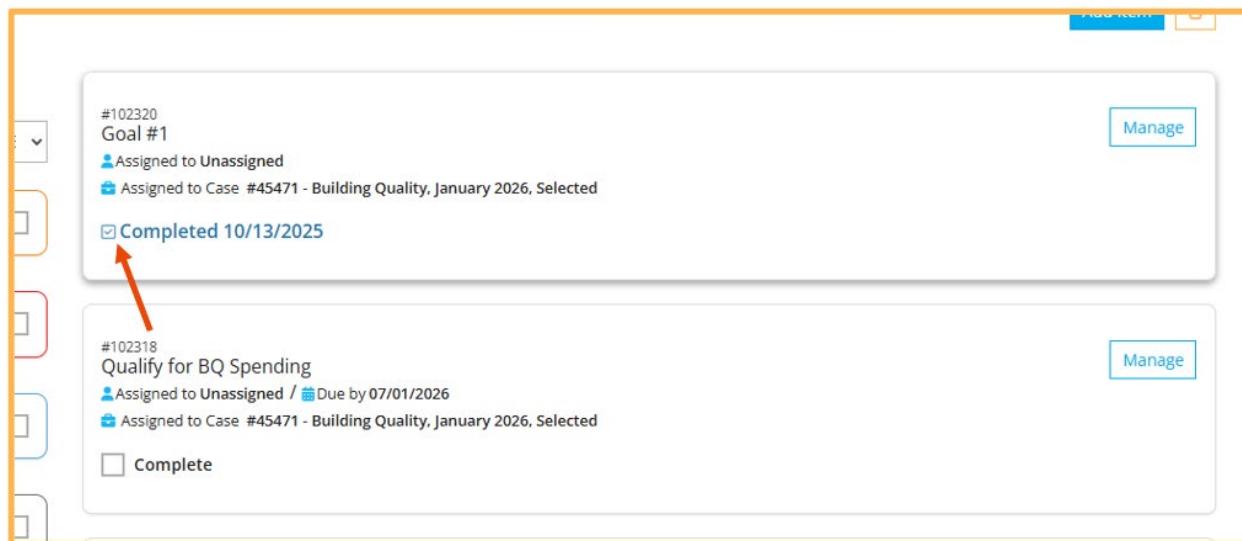
14. A message will display stating that the Item is saved. Click **OK**.



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

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