



# Guide to Completing Quality Improvement Grant Reporting Requirements

May 2, 2017

This support document was created to support Quality Improvement Grant awardees in completing their QI Grant reporting requirements. Should you need additional assistance at any time, you should contact their local Great Start to Quality Resource Center by calling 1-877-614-7328.

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## ***QI Grant Reporting Due Dates***

<b><i>Cycle Awarded</i></b>	<b><i>Reporting Requirement Due</i></b>
<b><i>Pilot</i></b>	<b><i>May 30, 2017</i></b>
<b><i>Cycle 2</i></b>	<b><i>September 1, 2017</i></b>
<b><i>Cycle 3</i></b>	<b><i>October 27, 2017</i></b>

## ***QI Grant Reporting Tips***

1. Check your email account associated with the email address included in your QI Grant application. This is the email address that the reporting link will be sent to!
2. Complete your grant status report six months after receiving your award. QI Grant awardees are legally obligated to complete the report upon accepting grant funds.
3. Expect to receive a follow-up email from Great Start to Quality to remind you to complete your reporting requirement. If Great Start to Quality has not received your report approximately 1 month before it is due, expect to hear from your local Great Start to Quality Resource Center, who will follow-up with you around your reporting requirements.
4. Double check that the license number you include in the report form prior to submitting. This is important, as we will match your programs report to its license number, to determine whether or not your program's report was completed.
5. Provide as much information as you feel comfortable sharing! The report will be used to support Great Start to Quality in to determining the effectiveness of the Quality Improvement Grants in relation to the desired outcomes. There are no right or wrong answers.
6. Upload your receipts within the report form. Please do not email them separately.

7. Please wait to submit your report until you have spent *all* funds.
8. A webinar is available on [www.greatstarttoquality.org](http://www.greatstarttoquality.org) to support you in completing your report form.
9. Don't stress! If you need support please contact your local Great Start to Quality Resource Center at 1-877-614-7328.

## ***Completing Sections within the Report Form***

### **Contact Information**

Complete all fields within the Contact Information Section.

Use the business name and license number that appears on your programs' state of Michigan child care license or registration.

Licensed and registered programs and providers: Your license number will include the prefix DF, DG, or DC. It will also include 9 numeral digits. The license number that was provided on your QI Grant application should be the license number that is used on your reporting form.

### **Grant Reporting**

1. Choose the amount, or level of funding that you received.
2. Answer the questions "Did these grants funds help you achieve your Quality Improvement Plan goals or contribute to the longer-term sustainability of your program?"
3. Explain how funds did or did not help you program. There are no right or wrong answers! Great Start to Quality is interested in learning more about how your QI Grant funds impacted your program and/or the children in your program. Some things that you might consider telling us about include:
  - Which items do children enjoy the most?
  - Have you noticed any differences in the way children interact in their environment? With each other?
  - How have items impacted the way your daily schedule is implemented?
  - How have children and their families responded to the new items?
  - Did you purchase an approved curriculum? How has implementing a curriculum impacted your program?
  - How have items supported your program in reaching their QIP goals?

- How do you feel the items will support your program’s success in the next 5 years?
4. Include how many receipts you need to upload. There is flexibility in the way that you upload your receipts. You could choose to upload each receipt individually into the report, or choose to include all receipts in one document upload. You can choose to scan or take pictures of your receipts. If you received an electronic receipt, you could choose to upload it.
  5. Answer the remaining “yes” or “no” questions.

### **Sharing Additional Information**

Answer the question, “Would you like to share additional information about your success utilizing the Quality Improvement Grant funds?” This is not a requirement, however, Great Start to Quality would greatly appreciate any additional information that you are willing to share. Providing photos and/or narrative will support Great Start to Quality in demonstrating the impact that Quality Improvement Grants have made in increasing program quality for child care providers in Michigan!

If you do choose to include additional photos and/or narrative, you will be asked to complete a Photograph and Written Material Consent and Release Form at the end of your reporting form.

### **Is there anything else that you would like to share with Great Start to Quality, in relation to your QI Grant reporting?**

Please include any changes that would be apparent in your report, based on your original application, in this section of the form. Possible information to share might include a change in program location, a change in license type and/or details regarding the redistribution of your QI Grant funds.

## ***Frequently Asked Questions***

### **When will I receive the report form?**

Programs and providers who are awarded a Quality Improvement Grant are required to complete a grant status report. Awardees will receive an email with the link to access the reporting form within 45 business days of receiving funds. Grant awardees will have up to 6 months to complete and submit the report.

**What should I do if I did not receive the reporting link within 45 business days of receiving my funds?**

The reporting form is sent to the email address that was included in your QI Grant application. If any error appears in the email address included on your application, it is likely that you would not have received the link. If you have not received your QI Grant reporting link, and believe that you should have, please send an email requesting the link to [GSQIncentives@ecic4kids.org](mailto:GSQIncentives@ecic4kids.org). We would be happy to re-send the link to you!

**How should I inform Great Start to Quality that my license number is different from what was included on my application, due to a change in my childcare location or change in my program's licensing type?**

The QI Grant report includes a section which asks the question, "Is there anything else that you would like to share with Great Start to Quality, in relation to your QI Grant reporting?" This question creates a space where QI Grant awardees are able to share additional information that would be useful for someone reviewing the report to know, such as changes in program location or licensing type.

**Which file type(s) can I use to upload my receipts?**

Receipts can be attached in the following forms: jpg, jpeg, gif, png, bmp, tif, psd, pdf, doc, docx, xls, xlsx, txt, zip, gz

## Sample Report

### Quality Improvement Grant Report

Each Quality Improvement Grant recipient is required to complete a QI Grant report (see form below). QI Grant awardees may submit the required QI Grant Report anytime within six months after receiving the QI Grant award. Receipts for all purchases made using QI Grant funds must be uploaded as part of this report.

**Please contact your local Great Start to Quality Resource Center if you need assistance completing the Grant Report below by calling 1-877-614-7328.**

### Contact Information

Business Name\*

Little One Early Learning Center

(As appears on your State of Michigan Child Care License or Registration)

License Number\*

DC123456789

(As appears on your State of Michigan Child Care License or Registration)

Name\*

Sarah

Johnson

First Name

Last Name

Day Time Phone\*

(517) 816-4349

Program Location Address\*

1234 River Way

Lansing

Michigan

48912

City

State

ZIP Code

Email\*

GSQIncentives@ecic4kids.org

## Grant Reporting

What amount of funding did you receive?

\$2,501-3,500 ▼

Did these grants funds help you achieve your Quality Improvement Plan goals or contribute to the longer-term sustainability of your program?\*

- Yes  
 No

Please explain how these funds helped your program.

QI Grant funds allowed me to purchase new materials to create a dramatic play area. The children love to use the new kitchen set and play food. Children spend a lot of time in this area overall. There is much more language being used during pretend play! Children talk about how they are cooking food, and how the food "tastes". I have been working towards the goal of creating defined play spaces, and with QI Grant funds, I was able to create a dramatic play and library area. I plan to begin implementing an approved curriculum, so I am working on creating other interest areas as well.

How many receipts do you need to upload? Please note that all purchases made with grant funds must be accounted for through submission of receipts.\*

1 ▼

Receipt upload #1

Browse...

Would you like to share additional information about your success utilizing the Quality Improvement Grant funds?\*

- Yes  
 No

Have you made changes to your Quality Improvement Plan because of this funding?\*

- Yes  
 No



How many receipts do you need to upload? Please note that all purchases made with grant funds must be accounted for through submission of receipts.\*

1 ▾

Receipt upload #1

Browse...

Would you like to share additional information about your success utilizing the Quality Improvement Grant funds?\*

- Yes  
 No

Have you made changes to your Quality Improvement Plan because of this funding?\*

- Yes  
 No

Have you completed Reassessment or Re-rating since the grant award?\*

- Yes, I have completed Reassessment or Re-rating since the grant award.  
 No, but I plan to complete Reassessment or Re-rating in the future.  
 No, I do not plan to complete Reassessment or Re-rating.

Would you apply for these grant funds in the future, if available?\*

- Yes  
 No

What additional needs does your program have?\*

We would like to purchase open-ended materials for our outside environment.

Is there anything else that you would like to share with Great Start to Quality, in relation to your QI Grant reporting?

I was unable to purchase the play fridge included on my application because it was no longer in stock. I purchased a different one for the same price and uploaded the receipt in my report.