

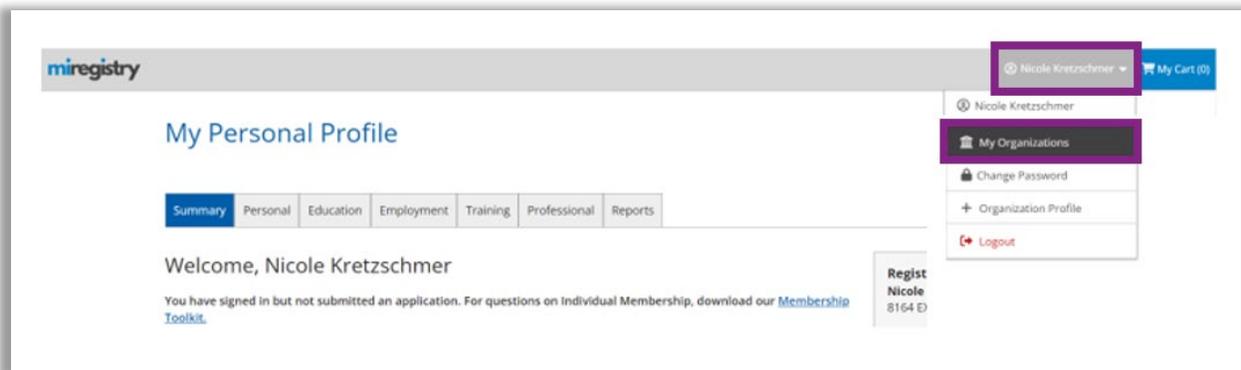


Supporting Excellence in Early Education

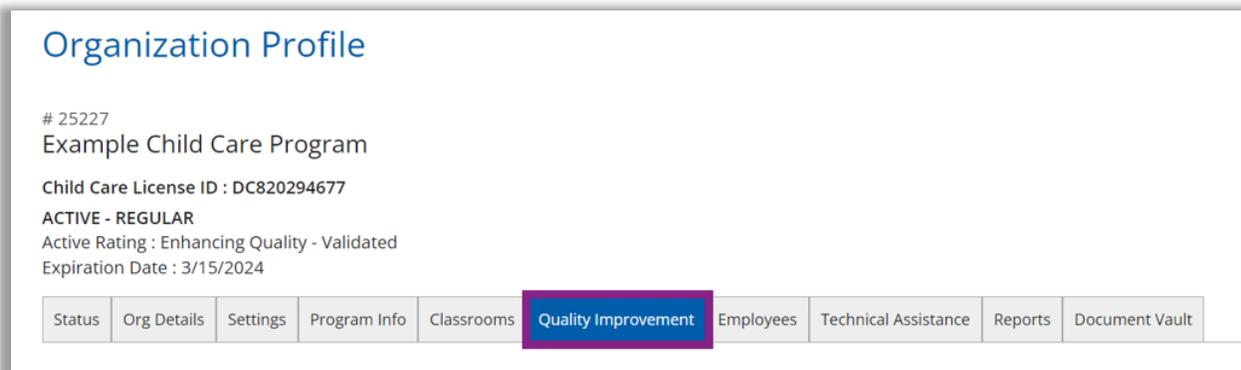
## Managing the Quality Improvement Plan (QIP)

### Creating Goals in a Quality Improvement Plan (QIP)

1. Login to your Individual Account in MiRegistry and select the Organization in the Context Menu.



2. Select the Quality Improvement tab at the top of the Organization Profile.



3. On the Quality Dashboard page, scroll to the bottom to see the Quality Improvement Plan.

**Great Start to Quality - Quality Improvement Plan**

Access the Quality Improvement Plan to identify and create goals, strategies, and action steps to help in your quality improvement efforts. Use the color-coded chart in the Quality Improvement Plan to track progress on goals. Reach out to the local Resource Center at 1.877.614.7328 for support with creating goals in the Quality Improvement Plan.

**Filter Goals**

Case: Show All

- 3 In Progress Goals**
- 1 Requires Coach Review Goals**
- 0 Past Due Goals**
- 0 Completed Goals**
- 0 Archived Goals**

**Goal #7643:** I will take training on suspension and expulsion prevention by February 1, 2023. I will then use what I learned from the training to create a description for families and staff about how I prevent suspension and expulsion in my program by June 1, 2023. Assigned to Unassigned.  Complete. [Manage](#)

**Goal #7642:** I will develop a process to complete annual evaluations and individual professional development goals for my staff by April 1, 2023. I will then start implementing the process and complete the evaluation and individual development plans with all staff by June 1, 2023. Assigned to Tamarah Minortest / Due by 02/20/2023.  Complete. [Manage](#)

**Goal #7641:** Both my assistant and I will register for training in MiRegistry about anti-bias approaches by May 1, 2023. I will then add a goal to my QIP by July 1, 2023, about something I learned and want to implement in my program. Assigned to Anna Duncantest / Due by 03/15/2023. **Coach Review Required**.  Complete. [Manage](#)

4. Select the Add Goal button to add goals to the program's Quality Improvement Plan (QIP).

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**Filter Goals**

Case: Show All

- 2 In Progress Goals**
- 1 Requires Coach Review Goals**

**Goal #7643:** I will take training on suspension and expulsion prevention by February 1, 2023. I will then use what I learned from the training to create a description for families and staff about how I prevent suspension and expulsion in my program by June 1, 2023. Assigned to Unassigned.  Complete. [Manage](#)

**Add Goal**

5. First, type in the goal. Then under Required Info, select the Quality Improvement Category, Supports GSQ Quality Indicator, and Type.

Goal7643 Goal ▾

Goal

I will take training on suspension and expulsion prevention by February 1, 2023. I will then use what I learn

Created 01/27/2023 / by Nicole Kretzschmer

### Required Info

Assign To  
 Entire Program  Case

Case  
Select Case ▾

Quality Improvement Category  
Inclusive Practices ▾

Supports GSQ Quality Indicator  
IP3 Suspension and expulsion prevention ▾

Type  
Professional Development ▾

Please select the Quality Improvement Category that is best related to the goal.

If applicable, select the related Great Start to Quality Indicator.

6. To move to the Enhancing Quality level, the program must choose at least one goal for quality improvement to be reviewed by a Coach. To mark a goal for Coach Review, select the Requires Coach Review box in the details section.

## Details

**Requires Coach Review**

Require this goal to be verified before completion.

7. Next, add to whom the goal is assigned, the due date, the classrooms the person is assigned to, and the objective for the goal as these are required for goals used in the Great Start to Quality process. Additionally, documentation or notes can be added to support completing the goal.

The screenshot shows a form for creating a goal. It includes the following sections:

- Assign To:** A text input field with the placeholder "Assigned To". Below it, a tip says: "Begin typing the staff person's name to assign the goal to a specific staff member."
- Due Date:** A date input field with the placeholder "Date to be completed by". Below it, a tip says: "Select the date the goal must be completed."
- Classroom:** A dropdown menu with the placeholder "Select Classroom/Group".
- Goal Objective:** A large text area with the placeholder "Clearly define how this goal will improve your program quality". Below it, a tip says: "List the steps needed to complete the goal. Please be as specific as possible. 0 out of 4000 characters".
- Documentation:** A section with the heading "Documentation" and the instruction "Upload any documentation obtained during the completion of this goal." It includes a checkbox for "Require Documentation" (which is unchecked) and a tip: "Require supportive documentation for this goal in order to complete it." There is a "+ File" button and a message box that says "No documents have been added. Click the '+File' button to upload documents."
- Goal Notes:** A section with the heading "Goal Notes" and a "+ Note" button. Below it is a message box that says "No notes have been added."

8. Once all information has been added, select Save at the bottom of the page.

This screenshot shows the bottom portion of the form. It features a "Goal Notes" header with a "+ Note" button. Below it is a message box: "No notes have been added." At the bottom, there are two buttons: a blue "Save" button and a grey "Close" button. The "Save" button is highlighted with a red border.

# Managing Goals in the QIP

1. If updates are needed to a program's goal, select the Manage button.

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**Filter Goals**

Case: Show All

- 2 In Progress Goals
- 1 Requires Coach Review

#7643  
I will take training on suspension and expulsion prevention by February 1, 2023. I will then use what I learned from the training to create a description for families and staff about how I prevent suspension and expulsion in my program by June 1, 2023.

Assigned to Unassigned

Complete

**Manage**

2. While working on each goal, add documentation or notes to show progress or completion.

**Documentation**

Upload any documentation obtained during the completion of this goal.

**Require Documentation**  
Require supportive documentation for this goal in order to complete it.

**+ File**

**No documents have been added.**  
Click the "+File" button to upload documents.

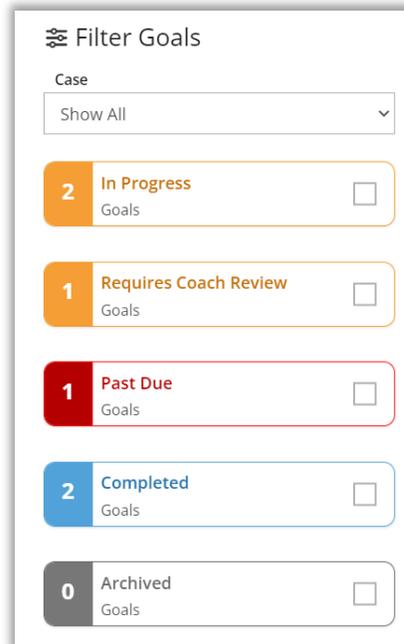
The following file types are accepted:  
.doc, .docx, .xls, .xlsx, .pdf, .rtf, .ppt, .pptx, .jpeg, .jpg, .bmp, .gif, .png, .pub, .tiff, .tif

**Goal Notes**

**+ Note**

**No notes have been added.**

3. Based on the dates selected for completion, the item will show in either the *In Progress*, *Requires Coach Review*, *Past Due*, *Completed*, or *Archived* sections of the QIP for easy tracking and monitoring.



### Creating High-Quality Goals in the QIP

The process of creating goals is important because planning for areas of improvement shows dedication to providing high-quality care. A goal also shows a plan for making progress. Rather than adding a generic statement about developing a QIP, taking professional development, or working with a Quality Improvement Coach, make the goals specific. A high-quality goal is one that is specific, requires action, and has a deadline for completion. Adding this level of detail makes the goals achievable and supports improving the program's quality. Below are some examples of high-quality goals that may help as the program's goals in the QIP are created or updated.

- Both my assistant and I will register for training in MiRegistry about anti-bias approaches by May 1, 2023. I will then add a goal to my QIP by July 1, 2023, about something I learned and want to implement in my program.
- I will develop a process to complete annual evaluations and individual professional development goals for my staff by April 1, 2023. I will then start implementing the process and complete the evaluation and individual development plans with all staff by June 1, 2023.
- I will take training on suspension and expulsion prevention by February 1, 2023. I will then use what I learned from the training to create a description for families and staff about how I prevent suspension and expulsion in my program by June 1, 2023.

For additional guidance in developing a Quality Improvement Plan and creating goals, contact the local Great Start to Quality Resource Center at 877-614-7328.

*Funding from the Office of Great Start within the Michigan Department of Education supports the implementation of Great Start.*