



Supporting Excellence in Early Education

ITQI Pilot Project March Extended Reporting



Infant and Toddler Quality Improvement Grant

Laura Fuller, Senior Project Manager
March, 2024



MiLEAP Announcement

Groundbreaking change effective as of February 25, 2024

- Per ECIC's recommendation, Michigan is eliminating the requirement that parents help the state collect child support from their child's other parent to qualify for the child care subsidy program (soon to be renamed the *child care scholarship*).





Reminder: ITQI Purpose

- To increase equitable access to high quality infant and toddler childcare in the State of Michigan.
- To increase pay equity for those in the Infant and Toddler workforce.
- To improve quality in early learning using an equity lens.



Payment Schedule

Grant Payment Date*	Report Due
December 5, 2023	January 10, 2024
January 4, 2023	February 10, 2024
February 1, 2024	March 10, 2024
March 5, 2024	April 10, 2024
April 5, 2024	May 10, 2024
May 5, 2024	June 10, 2024
June 5, 2024	July 10, 2024
July 5, 2024	August 10, 2024
August 1, 2024	September 10, 2024
September 5, 2024	October 10, 2024

*Payment dates may vary, depending on when ECIC receives funds from MiLEAP



Terms and Conditions

When you applied for the ITQI grant, you agreed to the following:

- I agree to **spend funds appropriately, be fiscally responsible, and retain accurate documentation.**
- All child care programs/providers that receive funds may be subject to monitoring review and may be required to submit supporting documentation. I agree to **provide information and supporting documentation as requested in a timely manner.**
- Keep all receipts and documentation for spending. Supporting documentation for all expenses must be retained for a period of **four** years. ECIC and MDE reserve the right to investigate any suspicion of misuse of funds by requesting receipts and documentation of spending.



Monthly Reporting

- **Standard Reporting** (Every month)
 - Enrollment Information
 - Grant Spending
- **Extended Reporting** (March, July & October)
 - Enrollment Information
 - Grant Spending
 - Workforce Questions
 - Impact Story



Two Ways to Complete Standard Monthly Report

- Via TEXT Message
 - To use the text reporting, be sure to begin each survey by texting the phone number **517-816-9112**, then enter the assigned survey code into the response field, "**75256**".
 - The first survey question will not appear until the correct number has been entered into the reply field.
- Through your GSQ profile, on the grants tab, under the ITQI Grant.
- **Due by the 10th of each month.**



Screenshot of Reporting in GSQ

Update Data | Pictures | View Profile | Cost of Care | Consumer Ed | Referral Counts | PIF Email | PIF Print | Grants

Grants » Infant and Toddler Quality Improvement Grants Pilot » Application Details

Applications Details | Notification Letter | Grant Monthly Report | Documentation | Impact Story

Grant Spending Report

Last Updated: 1/1/2024

To receive the monthly payment of your award, you must complete a Grant Spending Report by the 10th of each month for the prior month, with the first report being due on January 10, 2024. Not submitting your report by the 10th will cause the next month's payment to be delayed. We encourage you to contact our ITQI Team for support with your reporting requirements at ITQIGrants@ecic4kids.org.

2024	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT
Did you increase staff compensation?	Yes ▾	▾	▾	▾	▾	▾	▾	▾	▾	▾
If yes, in what way?										
Bonuses	Yes ▾	▾	▾	▾	▾	▾	▾	▾	▾	▾
Wages	No ▾	▾	▾	▾	▾	▾	▾	▾	▾	▾
Both	No ▾	▾	▾	▾	▾	▾	▾	▾	▾	▾
What else did you spend the money on?										
Staff benefits	No ▾	▾	▾	▾	▾	▾	▾	▾	▾	▾
Minor improvements to increase infant/toddler slots	Yes ▾	▾	▾	▾	▾	▾	▾	▾	▾	▾
Copays for infant/toddler subsidy families	No ▾	▾	▾	▾	▾	▾	▾	▾	▾	▾
Infant/toddler materials	No ▾	▾	▾	▾	▾	▾	▾	▾	▾	▾
Did you enroll any new infants or toddlers from subsidy families?	No ▾	▾	▾	▾	▾	▾	▾	▾	▾	▾
If yes, how many?										
One infant or toddler	No ▾	▾	▾	▾	▾	▾	▾	▾	▾	▾
Two infants or toddlers	No ▾	▾	▾	▾	▾	▾	▾	▾	▾	▾
More than two new I/T	Yes ▾	▾	▾	▾	▾	▾	▾	▾	▾	▾

[Update Report](#)



Questions

2024

Did you increase staff compensation?

If yes, in what way?

Bonuses

Wages

Both

What else did you spend the money on?

Staff benefits

Minor improvements to increase infant/toddler slots

Copays for infant/toddler subsidy families

Infant/toddler materials

Did you enroll any new infants or toddlers from subsidy families?

If yes, how many?

One infant or toddler

Two infants or toddlers

More than two new I/T



Updating Enrollment

First Friday Texts

- The first Friday of each month, you receive a text message from GSQ, phone number **(517)742-2553**, to update your enrollment numbers.
- Replying to the text with the survey id of "**86237**" will begin the survey to update your enrollment numbers in your GSQ profile.
- Can also be updated through your GSQ profile.



Extended Reporting

The slide features a dark blue background. The title 'Extended Reporting' is centered in a large, white, sans-serif font. At the bottom of the slide, there are two decorative, wavy teal lines that create a sense of movement and depth.

SurveyMonkey

<https://www.surveymonkey.com/r/ITQIMarchReport>

- Link will be emailed to all providers from the ITQI Grants email box.
- Survey is due **March 15, 2024.**



March Extended Report



ITQI Report - March

March Report

Thank you for being an active participant in the ITQI Pilot! Now that you have received four payments of the grant, we would like to gather some information from you to get an understanding of how this pilot is impacting your program, your staff, and the families and children you care for.

Please make sure your answers are complete and accurate. You will NOT be able to return to this form and edit it.

If you are responding for more than one license, you will need to complete a survey response for each one.

[A large, empty rectangular box intended for the user to enter their survey responses.]

Next



Screenshots

ITQI Report - March

Demographics

* 1. Program License Number

* 2. Name of the Program

* 3. What is the Zip Code of the license number?

* 4. What county is your program located in?

* 5. Name of person completing the survey.

* 6. What is your role at the license? (Select the best answer.)

- Owner
- Site/Program Director
- Secretary/Receptionist/Administrative Support
- Corporate Administration

* 6. What is your role at the license? (Select the best answer.)

- Owner
- Site/Program Director
- Secretary/Receptionist/Administrative Support
- Corporate Administration
- Accountant
- Teacher/Staff
- Other (please specify)

7. If you are the owner/director, do you also care for subsidy receiving infants or toddlers?

- Yes
- No

8. Other than yourself, do you have employees at this license number? Employees are staff members for whom payroll taxes are withheld (either by you or by a staffing agency).

- Yes
- No



Screenshots

ITQI Report - March

Workforce: Staff

For the following questions, please use your staffing numbers as of the date you are submitting your report. For the purposes of this report, full time is 30 or more hours per week. Part time is less than 30 hours per week. Please enter "0" where applicable.

Do NOT include yourself.

* 9. As of today, how many FULL-TIME staff work at this license? (Full time is 30 hours or more a week.)

10. How many of these FULL-TIME staff care for subsidy receiving infants?

11. How many of these FULL-TIME staff care for subsidy receiving toddlers?

* 12. As of today, how many PART-TIME staff work at this license? (Part time is less than 30 hours a week).

13. How many of these PART-TIME staff work with subsidy receiving infants?

14. How many of these PART-TIME staff work with subsidy receiving toddlers?

ITQI Report - March

Workforce: Openings

Please enter "0" where applicable.

15. As of today, how many FULL-TIME staff openings do you have?

16. How many of these full-time openings are for subsidy receiving infant staff?

17. How many of these full-time openings are for subsidy receiving toddler staff?

18. As of today, how many PART-TIME staff openings do you have?

19. How many of these part-time openings are for subsidy receiving infant staff?

20. How many of these part-time openings are for subsidy receiving toddler staff?



Screenshots

ITQI Report - March

Workforce: Wages

Since many providers paid Bonuses to staff instead of increasing their base wage, for the following questions, please consider both bonuses and wages to determine the hourly rate.

* 21. What is your hourly **starting** rate for a **lead infant teacher**?

* 22. What is your hourly **average** rate for a **lead infant teacher**?

* 23. What is your hourly **starting** rate for an **assistant infant teacher**?

* 24. What is your hourly **average** rate for an **assistant infant teacher**?

* 25. What is your hourly **starting** rate for a **lead toddler teacher**?

* 26. What is your hourly **average** rate for a **lead toddler teacher**?

* 27. What is your hourly **starting** rate for an **assistant toddler teacher**?

* 28. What is your hourly **average** rate for an **assistant toddler teacher**?

* 29. What is your hourly **starting** rate for a **lead preschool teacher**?

* 30. What is your hourly **average** rate for a **lead preschool teacher**?

* 31. What is your hourly **starting** rate for an **assistant preschool teacher**?

* 32. What is your hourly **average** rate for an **assistant preschool teacher**?



Hourly Average

How to calculate an hourly average rate:

1. Add together all the compensation (any wages and bonuses) you paid the staff in that category during the month of February. (4 weeks)
2. Divide by the number of total hours worked.
3. Add together the hourly compensation for all staff in one category.
4. Divide by the number of staff.



Hourly Average

Example:

To get the hourly rate of wage plus bonus per employee:

You have 3 employees who work as Toddler Assistant Teachers. All received \$1000 bonus in February. February had 4 weeks.

- Employee 1 makes \$13 and works 20 hours a week = $\$260/\text{week} \times 4 \text{ weeks} + \$1000 = \$2040/80 \text{ hours} = \$25.50/\text{hour}$
- Employee 2 makes \$15 and works 40 hours a week = $\$600/\text{week} \times 4 \text{ weeks} + \$1000 = \$3400/160 \text{ hours} = \21.25 hour
- Employee 3 makes \$14 and works 25 hours a week = $\$350/\text{week} \times 4 \text{ weeks} + \$1000 = \$2400/100 \text{ hours} = \$24/\text{hour}$
- $\$25.50 + \$21.25 + \$24 = \70.75
- Divide by 3 employees = $\$23.58/\text{hour}$



Screenshots

ITQI Report - March

Enrollment Data

Due to scheduling hours, you may care for more children than what your license capacity reflects.

Please enter "0" where applicable.

* 33. Based on your personal program goals (not necessarily your license capacity), are you fully enrolled?

Yes

No

* 34. How many FULL-TIME INFANTS receiving subsidy do you care for?

* 35. How many PART-TIME INFANTS receiving subsidy do you care for?

* 36. How many FULL-TIME TODDLERS receiving subsidy do you care for?

* 37. How many PART-TIME TODDLERS receiving subsidy do you care for?

ITQI Report - March

Enrollment Data (cont.)

Please enter "0" where applicable.

* 38. How many subsidy receiving infants and toddlers un-enrolled from your program since 12/1/2023?

* 39. Enter the number of subsidy receiving children who un-enrolled for the following reasons:

Aged out

Family moved

Failed to be recertified

Moved to school-based program

Other (Please be specific)

* 40. How many new subsidy receiving families have you enrolled with Infants/Toddlers?



Screenshots

ITQI Report - March

Demographics of children in your care

This set of questions asks about the children in your care just before the ITQI Pilot started. Please enter "0" where applicable.

* 41. Enter the number of children you had in each racial category on December 1, 2023 (See next question for Hispanic/Latino/a.)

American Indian or Alaskan Native	<input type="text"/>
Asian	<input type="text"/>
Black of African American	<input type="text"/>
Native Hawaiian or Other Pacific Islander	<input type="text"/>
White	<input type="text"/>
Multiracial	<input type="text"/>
Other; please specify	<input type="text"/>
Do not know	<input type="text"/>

* 42. Enter the number of children you had in each ethnicity category (of any race) on December 1, 2023.

Hispanic or Latino/a	<input type="text"/>
Middle Eastern or North African	<input type="text"/>
Other; please specify	<input type="text"/>
Do not know	<input type="text"/>

* 43. Enter the number of children participating in Early On or Early On Home Visiting, has an IEP, IFSP, or 504 plan on December 1, 2023.

* 44. Enter the number of children on December 1, 2023 who spoke these languages at home.

Arabic	<input type="text"/>
Chinese	<input type="text"/>
English	<input type="text"/>
Spanish	<input type="text"/>
Swahili	<input type="text"/>
Other: please specify	<input type="text"/>
Do not know	<input type="text"/>

* 45. Enter the number of SUBSIDY receiving children you have in each racial category in your care **now** (See next question for Hispanic/Latino/a.)

American Indian or Alaskan Native	<input type="text"/>
Asian	<input type="text"/>
Black or African American	<input type="text"/>
Native Hawaiian or Other Pacific Islander	<input type="text"/>
White	<input type="text"/>
Multiracial	<input type="text"/>
Other: please specify	<input type="text"/>
Do not know	<input type="text"/>



Screenshots

* 46. Enter the number of SUBSIDY receiving children you have in each ethnicity category (of any race) in your care **now**.

Hispanic or Latino/a	<input type="text"/>
Middle Eastern or North African	<input type="text"/>
Other: please specify	<input type="text"/>
Do not know	<input type="text"/>

* 47. Enter the number of SUBSIDY receiving children participating in Early On or Early On Home Visiting, has an IEP, IFSP, or 504 plan in your care **now**.

* 48. Enter the number of SUBSIDY receiving children who speak these languages at home in your care **now**.

Arabic	<input type="text"/>
Chinese	<input type="text"/>
English	<input type="text"/>
Spanish	<input type="text"/>
Swahili	<input type="text"/>
Other: please specify	<input type="text"/>
Do not know	<input type="text"/>



Screenshots

ITQI Report - March

Waiting List

Please enter "0" where applicable.

* 49. Does your license currently have a waiting list?

Yes

No

* 50. How many families are looking for an infant slot are on your waiting list currently?

* 51. How many families are looking for a toddler slot are on your waiting list currently?

ITQI Report - March

Staff Credentials

Please enter "0" where applicable.

* 52. How many of your infant and/or toddler staff had a credential in early care and education prior to participating in the ITQI Pilot? (CDA, associates degree, bachelor's degree, etc).

* 53. Since December 1, 2023, have any of your staff completed a new early care and education credential?

Yes

No

54. If yes, what are the names (first & last) of the staff. (Please remember to upload documentation for reflecting the new credentials to the ITQI Documentation tab in your GSQ profile)

55. What sort of credential?

CDA

Associate Degree

Bachelor's Degree

Other (please specify)



Screenshots

ITQI Report - March

Quality Level

* 56. Since December 1, 2023, has the official GSQ Quality Level of your program changed?

- Yes
 No
 Unsure

* 57. Are you in the process of being rated or re-rated in GSQ?

- Yes
 No

* 58. Do you require additional support to help you with the process?

- Yes
 No

ITQI Report - March

Barriers

* 59. Are you struggling to find staff?

- Yes
 No

60. Have you posted your open positions to the ECIC Job Board? Found here: [ECIC Job Board](#)

- Yes
 No

61. Would you like help creating job postings?

- Yes
 No

* 62. Are you struggling to fill open or expansion child care slots?

- Yes
 No

63. If yes, what do you find is your biggest barrier in enrolling in childcare subsidy seats?

* 64. Did your program have any issues involving iBilling in January or February 2024 regarding an approved child not showing in the system?

- Yes
 No

65. If yes, please include name(s) (First & Last) of children for verification.



Screenshots

ITQI Report - March

Impacts

66. How has your program been affected by the end of pandemic-related funding and support from both the state and federal government?

67. Has the increase in available GSRP program slots impacted your program's ability to recruit and/or retain staff?

No

Yes

If yes, please explain

68. Has the increase in available GSRP program slots impacted your program's ability to enroll and/or re-enroll preschool-aged children?

No

Yes

If yes, please explain

69. Has the GSRP expansion impacted your ability to provide affordable infant/toddler care?

No

Yes

If yes, please explain



Screenshots

70. How has participation in the ITQI Pilot changed your program's business/operations model?

No

Yes

If yes, please explain

71. What were you able to do with this grant that you could not do before?



Documentation



Spending Documentation

- You are required to maintain records that support your grant application and the use of funds for four years in the event that the records are requested for an audit or other purposes.
- To help with record keeping, the best practice would be to upload your receipts and documentation into the system as the money is spent. We strongly encourage you to utilize this option to help support any audits that may occur.



Documentation and Receipts

Must upload documentation to the **DOCUMENTS** tab in your GSQ grant

- If you indicated that you care for a child with **Special Needs** on your application, you were required to submit an *IFSP* or *Early-On* document by loading it to the "*Documents*" tab with your first grant report.
- If you indicated that you have or are applying for **GSRP**, your participation will be verified with MiLEAP in December.
- Subsidy counts will be re-verified in March with MiLEAP to track change for expansion slots.
- **MAKE SURE TO KEEP SUBSIDY BILLING UP TO DATE!!!!**



Documentation for Quarterly Reports

Must upload documentation to the **DOCUMENTS** tab in your GSQ grant

- If you indicate on the March, June, or October Report that you had a staff member complete a credential, upload a copy of their certificate, diploma, or transcript.
- If your program Quality Level changed, you will not need to document it as we will verify it with the GSQ team.

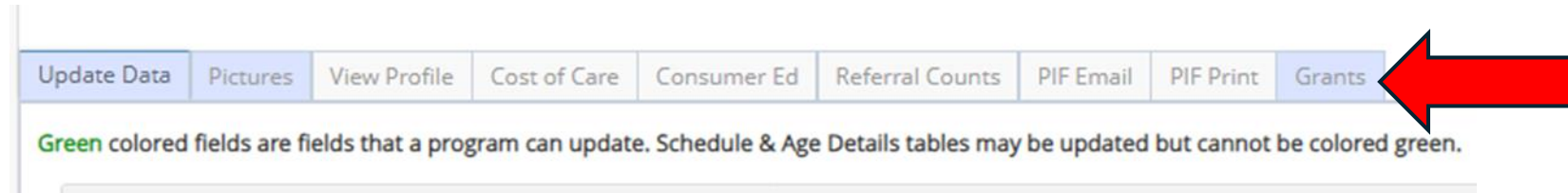
Pending the availability of funds, these two situations may generate a bonus for the program/employee with documentation.




Submitting Documentation

Update Data Pictures View Profile Cost of Care Consumer Ed Referral Counts PIF Email PIF Print Grants

Green colored fields are fields that a program can update. Schedule & Age Details tables may be updated but cannot be colored green.

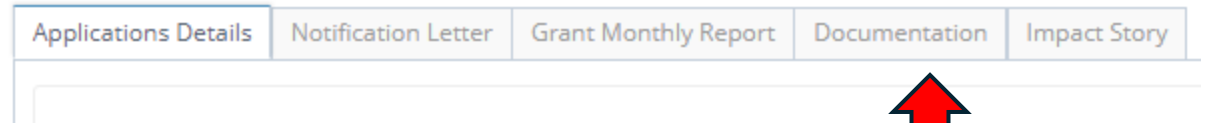


Approved Grant Applications

- Child Care Stabilization Grant, Summer 2022
 - Child Care Stabilization Grant, Spring 2022
 - Infant and Toddler Quality Improvement Grants Pilot
 - Child Care Stabilization Grant, Fall 2021
- 

Grants » [Infant and Toddler Quality Improvement Grants Pilot](#) » Application Details

Applications Details Notification Letter Grant Monthly Report Documentation Impact Story



Submitting Documentation

Add New Receipt/Documentation

Type*

Category*

Receipt Date

Purchase Amount

Item Description

Attach New Receipt/Documentation
 No file chosen





Questions?





Contact Information

Laura Fuller, Senior Project Manager

Email: itqigrants@ecic4kids.org



The logo features a stylized teal infinity symbol with two small teal dots above it, one on each loop.

GREAT
START TO
Quality

Supporting Excellence in Early Education

A large, stylized teal graphic at the bottom of the page, consisting of several overlapping, wavy, curved bands that create a sense of movement and depth.

greatstarttoquality.org