

2019-2020 COSQI Grant Guidelines

Welcome to the new grant year! Please use this guide when spending your QI Grant.

REMINDER Allowable Items Include:

- ✓ Classroom materials only for infant/toddler or preschool classrooms serving children 0-5 years of age
- ✓ Classroom furniture and environmental materials
- ✓ Credentialed Coaching
- ✓ Demonstrated Competency Observations
- ✓ Professional Development, Trainings, Conferences and College Tuition
- ✓ Child Assessment/Curriculum
- ✓ Family Engagement Activities
- ✓ Technology and child portfolio costs for assessment purposes *
- ✓ Overtime/Substitute Pay for Approved Professional Development Attendance *
- ✓ Capital improvements: considered on a case-by-case basis **

* QI Manager approval needed **CDHS approval needed

Items that will not be approved are Consumable items. These are items which can be used up or thrown away, and that you would need to repurchase regularly (ex: glue, paper, paint, playdough, etc.)

Spending your money:

You will be able to access your Quality Improvement funds via the ecConnect online portal. The **Director** or **Primary Contact** (designated on your QI Application) is authorized to submit QI Requests on behalf of your site.



★ **TIP:** ecConnect works best if you use Google Chrome as your internet browser

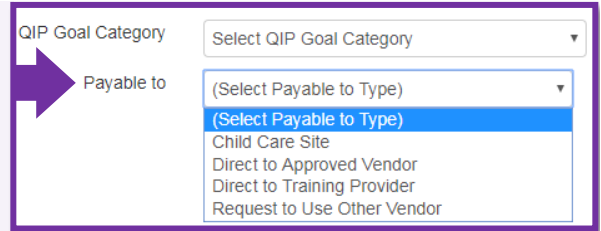
1. **Login to ecConnect**
2. Click on "Access QI Funds"
3. Make sure your program is selected and then click the green "Submit QI Request Form" button
4. Choose the Funding Stream "CSQI20 Dollars" and click "Next"
5. Scroll down and select "Open New QI Request" *Note: You will only click "Continue Draft QI Request" if you have already started working on a QI request*
6. In the first dropdown select the QIP Category that matches this purchase request (for example: if you are buying classroom materials it will be "Learning Environment")
7. In the second dropdown select an option under "**Payable to**" ([Detailed instructions for this on next page](#))
8. Scroll down and select the blue subcategory that best matches your purchase:

Child Assessment +	Coaching Reimbursement +	Curriculum +	Learning Materials +
Professional Development +	Quality Kuddos +	Ratings, Observations, or Inspections +	Scholarships and Coursework +
Screening +	Substitute/Overtime +	Technology +	

9. Enter information in the blank fields as prompted, attach any additional documents as necessary, and type a short explanation about how this purchase or materials will increase quality throughout your program
 - 10. Sign and submit!**
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Purchasing Scenarios

There are 4 options in the “Payable To” dropdown list when you are making a purchase in EcConnect. Read the directions below to clarify which one you select for different purchasing scenarios.



The screenshot shows a form with two dropdown menus. The first is labeled 'QIP Goal Category' and has a placeholder 'Select QIP Goal Category'. The second is labeled 'Payable to' and has a placeholder '(Select Payable to Type)'. The 'Payable to' dropdown is open, showing five options: '(Select Payable to Type)', 'Child Care Site', 'Direct to Approved Vendor', 'Direct to Training Provider', and 'Request to Use Other Vendor'. A purple arrow points to the 'Payable to' label.

1. Direct to Approved Vendor

Purchases are processed fastest and easiest if you are doing it with an approved vendor. When you select “Direct to Approved Vendor” you will see a list show up to the right with the vendor options. EcConnect has an embedded shopping portal feature for two of the vendors: Lakeshore and Kaplan. For other vendors you will need to have the item # and cost on hand. **Use this list of [Approved Vendors](#)** to keep notes.

2. Child Care Site

Select this option if you are receiving reimbursement for a purchase, for the scenarios bulleted below.

★ **Before you make any purchases that you want to get reimbursed for you must get pre-authorization from ECCLPC by emailing heatherh@ecclaplata.org.** She will give you the verbal or written approval that you can indeed be reimbursed for that item and the go-ahead to proceed in purchasing it.

★ Read this [Reimbursement Checklist](#) to see what documentation you’ll need to upload and submit with your request in EcConnect.

- **Professional Development/Workshop/Conference**
- **Observations (i.e. CLASS, ERS)**
- **Technology**

Providers can purchase technology in circumstances where it increases quality of the program. The purpose of the purchase must be clearly outlined in a QIP goal and will go towards increasing accessibility of training and education for you or your staff.

- **Purchase from an Unapproved Vendor**

Acceptable when the item you want to purchase cannot be found at any of the pre-approved vendors.

3. Request to Use Other Vendor

You will not ever choose this option unless otherwise directed by ECCLPC. Purchases made from other vendors are done on a reimbursement basis (see item 2. “Child Care Site”).

4. Direct to Training Provider

Choose this option when you want a check to go directly to a Training Provider (i.e. Council, Training Contractor, Health Consultant, etc.). Along with this request you will need to upload the following supporting documents: **Trainer Contract; Invoice; Agenda; Sign-In Sheet.**

Other Spending Options:

Capital Improvements

There is an opportunity to spend your grant money on a Capital Improvement if the project increases quality in your program based on [Health & Safety Requirements](#) or it [expands capacity for 0 – 3 slots](#). Email heatherh@ecclaplata.org for the **separate Capital Improvement application**.

Additional Coaching Hours

You can convert QI grant dollars into Coaching hours at any time by emailing heatherh@ecclaplata.org.