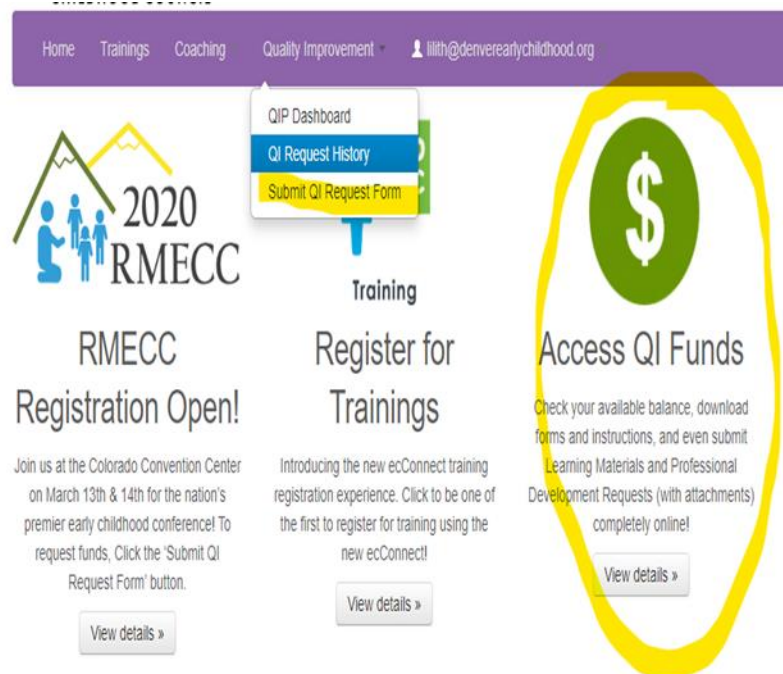


## **How to assist a Program with requesting QI funds in ecConnect!**

Do you have a Program who is ready to spend their Quality Improvement Grant Funding? AWESOME! Wondering how to help this Program get started? This article can help! Below are the steps to get a Program ready to submit a Spending request in ecConnect today!

**Step 1-** Log in to [ecConnect](#). If you do not have a log in, you will Create one and then log in.

**Step 2-** Click on Submit QI Request from the Quality Improvement Drop down or click Access QI Funds.



**Step 3-** Choose your childcare Site/ Program, the QI funds you wish to utilize, and click NEXT!

## Submit QI Request Form<sup>beta</sup>

Welcome to our new Quality Improvement (QI) Request Form tool! It is still in beta testing, so please

**Step 1** Select the Childcare Site that will be benefited from this QI Request. **Step 2** Select the QI Funds you'd like to use and press

**Step 3** If you have a QI Request saved as a Draft, you must complete and submit the Draft before starting a new QI Request Form.

Select [Continue Draft QI Request](#) or [Open new QI Request](#)

Childcare Site: [Bill's Childcare TEST](#)

QI Funds: [BILL CSQI20 QI Dollars - \\$1,281.19](#)

[Next](#)

If you need to enter any previous orders in Sugar, please use [Enter Previous Orders](#)

**WARNING:** If you use the Submit button, you are financially responsible for the request.

**Step 4-** Click Open New QI Request! You are only allowed to have ONE open QI request at a time. Please make sure you complete and finish your QI request before starting additional requests.

[Next](#)

Your search has completed, but no records were found

**Bill's Childcare TEST**

**BILL CSQI20 QI Dollars with an available balance of \$1,281.19**

No Draft QI Request forms were found. You may open a new form.

[Continue Draft QI Request](#) [Open new QI Request](#) [Enter Previously Processed Orders](#)

[Request Funds for RMECC](#) [Open or Continue CSQI Capital Improvement Request](#)

**DUPLICATING a previously processed QI Request is financially responsible for redundant order**

Not sure what button to push? Email support@denverearlychildhood.org

**Step 5-** Select a QIP Goal Category from the drop-down menu.

Childcare Site: [Bill's Childcare TEST](#)

Available QI Funds: [BILL CSQI20 QI Dollars - \\$1,281.19](#)

[Click here](#) for a description of the quality improvement purchases that you may use your QI Funds for. Each QI Request can only use one QI Fund.

For a List of Preferred Vendors and discounts, please [click here](#).

QIP Goal Category: [Select QIP Goal Category](#)

Payable to:

- [Select QIP Goal Category](#)
- [Child Health](#)
- [Family Partnerships](#)
- [Leadership Management and Administration](#)
- [Learning Environment](#)
- [Optional](#)
- [Workforce & Professional Development](#)

**Step 6-** Select the Payable to type from the drop-down menu. For example, if you chose Childcare Site (Reimbursement) you would need to attach additional documentation. Click [HERE](#) for a complete list! You can also check out what these Payable to Types mean [HERE](#)!

QIP Goal Category Select QIP Goal Category ▼

Payable to (Select Payable to Type) ▼

- (Select Payable to Type)
- Child Care Site (Reimbursement)
- Direct to Approved Vendor
- Direct to Training Provider
- Request to Use Other Vendor

**Step 7-** If you are requesting Learning Materials (and you are NOT shopping Kaplan, Lakeshore, Discount, or School Specialty) click on the Learning Material + Button and then fill in the relevant information. You can add more items by clicking the ADD LEARNING MATERIAL REQUEST ITEM+

You must click a blue button to request items.

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

**Learning Materials**

Learning Materials selected must be tied to an individual classroom whenever possible for grant reporting and tied to a QIP. You can use the same QIP more than once.

Learning Materials Request Items							Subtotal ✕
#	Item # (if applicable)	Item Name	Quantity	Unit Price	Age Appropriate Level	QIP Goals	
1			1	\$	(Select one)	Select a QIP Goal QI	
Scope (Select one)							

Add Learning Materials Request Item +

**Step 8-** Attach any documentation you may need depending on the Payable to type you selected earlier. **Once you are finished adding items you will see your total. Do not add discounts unless your Early Childhood Council Person has instructed you to do so.** Describe in a brief summary why you are requesting these Items, sign your Name, then click SUBMIT!

Subtotal	
Total Shipping or Additional Fees	\$ 0
Total Discount	\$ 0
Total	

**Attachments**

QI Additional Documentation + QI Detailed Invoice + QI Proof of Payment +

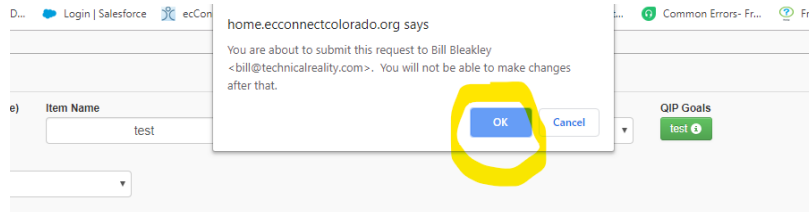
Please describe how and why these items or activities will improve the quality of your program and the services you provide to children. Please describe how these items or activities are tied to your Quality Improvement Plan, quality indicators, Colorado Licensing Rules or the Early Childhood Environment Rating Scale (ECERS-R). Completion of this section is required for the approval of your order. \*

Please Type Your Name to Sign

View in SugarCRM + Save Draft Cancel Request ✕ Submit

Your request was last saved at 10:21:50 GMT-0700 (Mountain Standard Time).

***Once you click submit you will see a dialogue box at the top of your screen. Click OK!***



***Congratulations!! \*\*Your Early Childhood Council will be in touch with you regarding your Request and any further information needed or changes needing to be***