

4. CREATING QIP ACTION ITEMS

At any point, after you have an Organization Profile in MiRegistry, you can access your Organization's Quality Improvement Plan to create and track goals for program quality improvement. Take these steps:

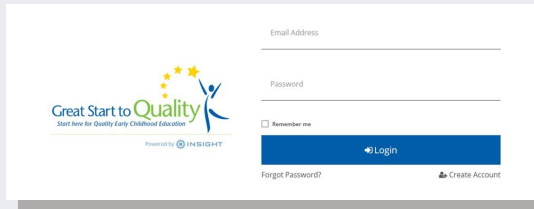
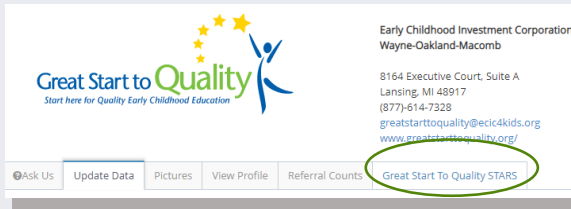


1. Access Profile

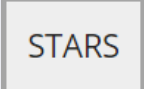
You can access your profile by visiting www.greatstarttoquality.org/getting-started



2. Sign into GSQ STARS



*If you signed into MiRegistry to access your Organization Profile, navigate to the **Case Overview** button, by selecting the **STARS** tab.

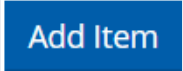


3. Go to the Quality Improvement Plan

Scroll down in the Case Overview to locate the Quality Improvement Plan.

4. Add an Action Item

Select the **Add Item** button.



Choose an item from **Category** and **Goal** drop-downs to indicate the Self-Assessment Survey or PQA indicator connected to your tasks.

Select the **Type** of action.

Clearly describe the task by typing in the **Action** text box.

Select **Save & Open** to add more detail to the task in the Item Manager.

Category: Family and Community Partnerships
Goal: C-CP3 Community Association
Type: Materials
Action: Gather opportunities to share with staff.
41 out of 200 characters

Buttons: Save, Save & Open

5. Manage the Action Item

Assign the task to employees, select a due date, and indicate the intended outcome.

Details
Assign To: Myra Senyktest
Due Date: 01/16/2020
Classroom: Select Classroom/Group
Intended Outcome: Staff will select a community organization in which they would like to participate.
63 out of 200 characters

Questions? Contact your local Great Start to Quality

Resource Center at 1-877-614-7328 or email greatstarttoquality@ecic4kids.org

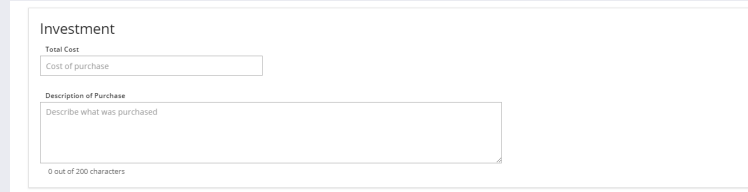


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6. Manage the Action Item (continued)

Add the cost and the description of anything purchased for the activity.

Documentation and Action Items Notes can also be added.



7. Save the Action Item

Select the **Save** button at the bottom of the page once your changes are complete. Edits can be made later, if needed.



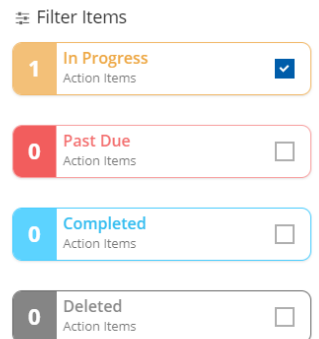
8. Edit Action Items

Select the **Manage** button to go back to the Action Item details and make edits.



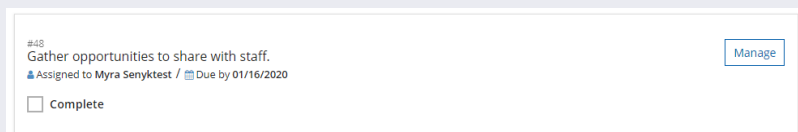
9. Track Progress

Use the color-coded chart in the Quality Improvement Plan to track progress on Action Items.



10. Complete Action Items

Check the box next to **Complete** to indicate the Action Item tasks are done.



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