

# Updating Staff Stipend Requirements

**Roles that Have Access: Funder Admin, Stipend Manager, Stipend Approver**

The Hubbe Stipend Management feature allows users to seamlessly integrate stipend requirements with staff records. The requirements feature automated completion, overriding capabilities, manual completion, and a unique feature that indicates which requirements are being pursued by participating staff to give an accurate allocation of the stipend's budget. This instruction sheet explains how to manage staff's requirement progress within a stipend track.

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# Updating Staff Stipend Progress

Within the “Stipend Progress” tab, each requirement included in the stipend program will exist as a column in the grid.

Assigned Staff Stipends **Stipend Progress**

[Download Staff Progress](#) [Update Selected Staff](#) ?

Search:  Show **25** entries

Staff Name	Agency	Sites	Total Earned	Initial Stipend Program Meeting with Your Professional Growth Advisor	Complete a Pathway to Quality Application	Complete the W-9/590 Forms using your legal name	Complete the Invoice with your legal name	Higher Education Pathway Stipend - 12 Units	Higher Education Pathway Stipend - 9 Units	Higher Education Pathway Stipend - 6 Units	Higher Education Pathway Stipend - 3 Units
<input type="checkbox"/> AnaMaria Lopez	Applebank USD	Forrest Avenue Head Start	\$0.00	In Progress	In Progress	In Progress	In Progress				
<input type="checkbox"/> Benjamin Nickels	Applebank USD		\$0.00	In Progress	In Progress	In Progress	In Progress				
<input type="checkbox"/> Brady	Applebank										

Each requirement will display its own column in this grid

Each column displaying a requirement will display the progress that staff member has made on that requirement. In the example below, Claire is still in the process of completing the “Spring Higher Education Pathway Stipend-7 Units” requirement, while Mittie has completed her “Meet with Your Professional Growth Advisor” requirement.

Staff Name	Total Earned	Spring Higher Education Pathway Stipend - 3 Units	Spring Higher Education Pathway Stipend - 7 Units	Fall Higher Education Pathway Stipend - 3 Units	Fall Higher Education Pathway Stipend - 7 Units	Meet with Your Professional Growth Advisor	Complete the Invoice with your legal name	Complete the W-9/590 Forms using your legal name	Complete a Pathway To Quality Application	Higher Education Pathway Stipend - 3 Units
<input type="checkbox"/> Claire Crandall	\$0.00		In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	
<input type="checkbox"/> Mittie Lin	\$0.00	In Progress		In Progress		Completed	Completed	In Progress	Completed	

Showing 1 to 2 of 2 entries Previous 1 Next

Still in progress

Completed

The greyed-out fields indicate that the staff member is not pursuing that requirement. This helps to accurately allocate the stipend’s budget by selecting which requirements the staff member is pursuing and will be paid for. To learn how to do this, please refer to the [“Indicating Requirements Pursued”](#) section below.

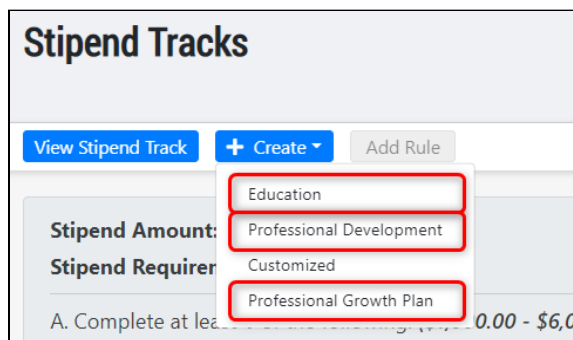
Staff Name	Total Earned	Spring Higher Education Pathway Stipend - 3 Units	Spring Higher Education Pathway Stipend - 7 Units	Fall Higher Education Pathway Stipend - 3 Units	Fall Higher Education Pathway Stipend - 7 Units	Meet with Your Professional Growth Advisor	Complete the Invoice with your legal name	Complete the W-9/590 Forms using your legal name	Complete a Pathway To Quality Application	Higher Education Pathway Stipend - 3 Units
<input type="checkbox"/> Claire Crandall	\$0.00		In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	
<input type="checkbox"/> Mittie Lin				In Progress		Completed	Completed	In Progress	Completed	

Showing 1 to 2 of 2 entries Previous 1 Next

Pursuing this requirement

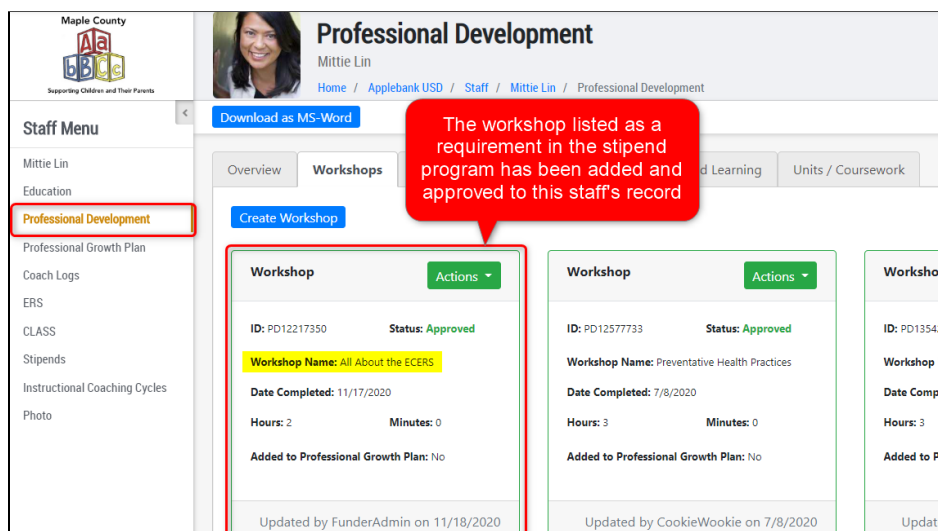
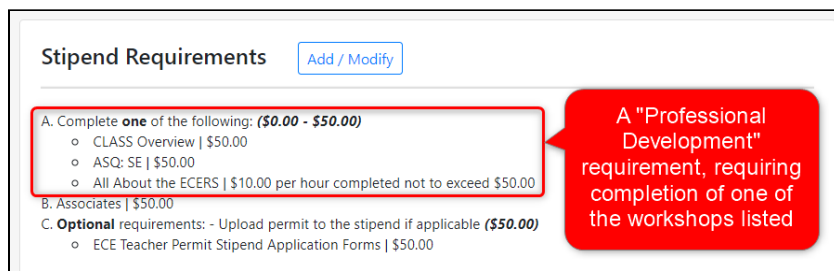
NOT pursuing this requirement

For “Education,” “Professional Development” (PD), and “Professional Growth Plan” (PGP) requirements, the status will be automatically updated as “Completed” when the appropriate data has been entered into Hubbe in the participating staff’s record, such as a workshop in their PD record.



For example, if there is a “Professional Development” stipend requirement, once one of the workshops listed in the stipend program has been added and approved in the staff member’s “Professional Development” (PD) record, the data will populate the field within that staff member’s row on the Stipend Track page within the “Stipend Progress” tab at the bottom of the page. Please refer to the section titled, [“Automating Requirement Completion”](#) for instructions on how to enter a workshop to automatically satisfy a stipend requirement.

Notice that Mittie Lin has the “All About the ECERS” workshop in her “Professional Development” record, which is listed as a stipend requirement. The number of hours she spent at the workshop and the total amount of money that Mittie has earned for the workshop has populated within her “Stipend Progress” field in the workshop’s column.



Assigned Staff Stipends

Stipend Progress

Update Selected Staff ?

Search:  Show  entries

	Staff Name	Total Earned	CLASS Overview	ASQ: SE	All About the ECERS	ECE Teacher Permit
<input type="checkbox"/>	Mittie Lin	\$50.00	In Progress	In Progress	<div> <div>✓ \$20.00</div> <div>2.00 hours</div> </div>	

Showing 1 to 1 of 1 entries (filtered from 7 total entries) Previous  Next

The workshop in Mittie's PD record has populated this requirement as completed

## Marking Customized Requirements as Completed

1 A “Customized” stipend requirement will not be connected to any data entered into the Hubbe data system, since it is used when the requirement does not fall under one of Hubbe’s requirement categories (Education, Professional Development, and Professional Growth Plan). As such, these requirements must be marked “Completed” manually.

In the example below, the “Complete a Pathway to Quality Application” requirement is a “Customized” requirement, so it needs to be marked “Completed” manually. To do so, click on the field in that column in the staff member’s row for which you want to mark the requirement as completed.

Assigned Staff Stipends

Stipend Progress

Download Staff Progress

Update Selected Staff ?

Search:  Show  entries

	Staff Name	Agency	Sites	Total Earned	Initial Stipend Program Meeting with Your Professional Growth Advisor	Complete a Pathway to Quality Application	Complete the W-9/590 Forms using your legal name	Complete the Invoice with your legal name	Higher Education Pathway Stipend 12 Units
<input type="checkbox"/>	AnaMaria Lopez	Applebank USD	Forrest Avenue Head Start	\$0.00	In Progress	In Progress	In Progress	In Progress	
<input type="checkbox"/>	Benjamin Nickels	Applebank USD		\$0.00	In Progress	In Progress	In Progress	In Progress	

2

In the modal that appears, select the “Mark requirement as completed” checkbox, enter the date of completion, and then click “Save.” The requirement will then be displayed as “Completed” with a green checkmark for that staff member.

Update Stipend for AnaMaria Lopez

Complete a Pathway to Quality Application

☒ Mark requirement as completed

Date completed

01/25/2021

Cancel Save



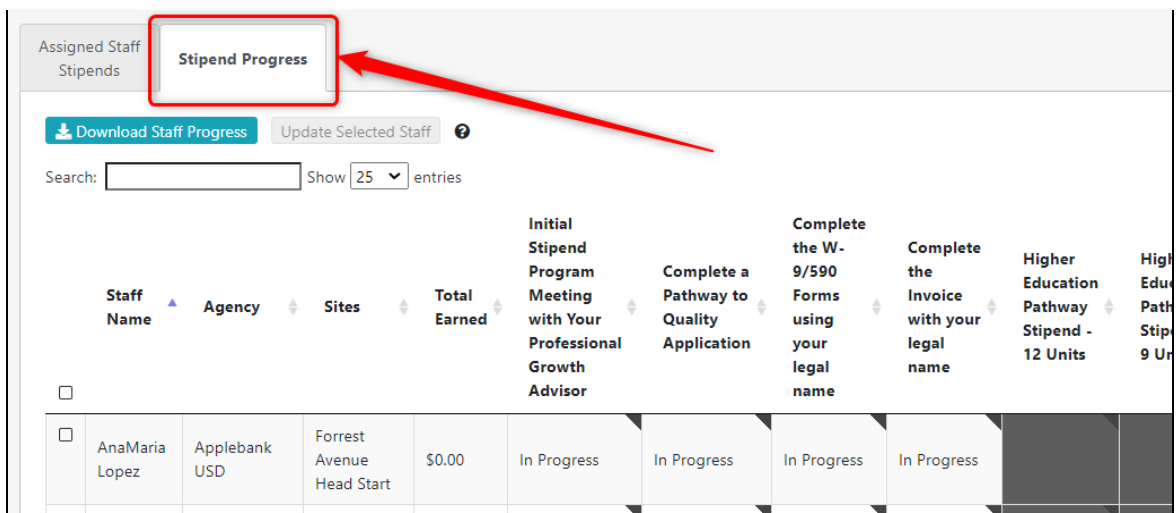
Initial Stipend Program Meeting with Your Professional Growth Advisor	Complete a Pathway to Quality Application	Complete the W-9/590 Forms using your legal name
In Progress	Completed	In Progress

## Overriding Requirements

The Requirements of a stipend program are set up to be integrated with the data within the Hubbe system. For example, if a requirement is to attend and complete a workshop, once that workshop is entered and accepted in a staff member's "Professional Development" record, it will be automatically marked as "Complete" in the stipend for that staff member.

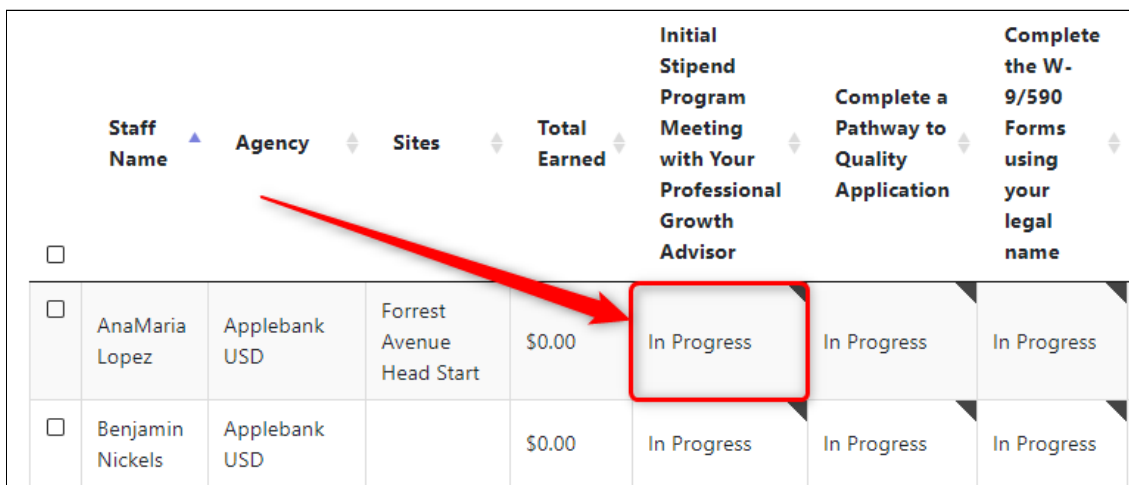
However, if this data is not entered into Hubbe, then the Funder Admin, Stipend Manager, or Stipend Approver needs to "override the requirement" and manually mark it as complete. Please follow the steps below to override a requirement.

1 First, enter the "Stipend Progress" tab.



Staff Name	Agency	Sites	Total Earned	Initial Stipend Program Meeting with Your Professional Growth Advisor	Complete a Pathway to Quality Application	Complete the W-9/590 Forms using your legal name	Complete the Invoice with your legal name	Higher Education Pathway Stipend - 12 Units	High Education Pathway Stipend - 9 Units
<input type="checkbox"/>	AnaMaria Lopez	Applebank USD	Forrest Avenue Head Start	\$0.00	In Progress	In Progress	In Progress	In Progress	

2 **Option A- One Staff Member at a Time:** To override a requirement and mark it as completed, click on the requirement field for the staff member you'd like to update. In the example below, we want to override Ana's "Initial Stipend Program Meeting with Your Professional Growth Advisor" requirement, so we will click the field for that requirement in Ana's row.



Staff Name	Agency	Sites	Total Earned	Initial Stipend Program Meeting with Your Professional Growth Advisor	Complete a Pathway to Quality Application	Complete the W-9/590 Forms using your legal name
<input type="checkbox"/>	AnaMaria Lopez	Applebank USD	Forrest Avenue Head Start	\$0.00	In Progress	In Progress
<input type="checkbox"/>	Benjamin Nickels	Applebank USD		\$0.00	In Progress	In Progress

**Option B- Multiple Staff Members:** You can also override a requirement for multiple staff members at one time by selecting the staff members within the grid and then clicking the blue “Update Selected Staff” button at the top of the tab.

The screenshot shows the 'Assigned Staff Stipends' tab. At the top, there are two buttons: 'Download Staff Progress' and 'Update Selected Staff' (highlighted with a red circle 2). Below these is a search bar and a 'Show 25 entries' dropdown. The main table has columns: Staff Name, Agency, Sites, Total Earned, Initial Stipend Program Meeting with Your Professional Growth Advisor, Complete a Pathway to Quality Application, and Complete the W-9/590 Forms using your legal name. The first two rows are selected, indicated by checkboxes (highlighted with a red circle 1).

Staff Name	Agency	Sites	Total Earned	Initial Stipend Program Meeting with Your Professional Growth Advisor	Complete a Pathway to Quality Application	Complete the W-9/590 Forms using your legal name
<input checked="" type="checkbox"/> AnaMaria Lopez	Applebank USD	Forrest Avenue Head Start	\$0.00	In Progress	In Progress	In Progress
<input checked="" type="checkbox"/> Benjamin Nickels	Applebank USD		\$0.00	In Progress	In Progress	In Progress
<input type="checkbox"/> Brady	Applebank		\$0.00	In Progress	In Progress	In Progress

**3 Option A- One Staff Member:** In the modal that appears, select the “Override requirement as completed” checkbox, enter the date you are overriding it, and then provide a reason (*optional*). Then click “Save.”

The screenshot shows the 'Update Stipend for AnaMaria Lopez' modal. It has a title bar with a close button. The main content area has a section titled 'Initial Stipend Program Meeting with Your Professional Growth Advisor'. Below this is a checkbox labeled 'Override requirement as completed' (checked and highlighted with a red box). Below the checkbox is a 'Date overridden' field with the value '01/25/2021' (highlighted with a red box). Below the date field is a 'Reason for override' text area with the text 'Completed but does not have a PGP with this activity in iPinwheel.' (highlighted with a red box). At the bottom right are 'Cancel' and 'Save' buttons.

**Option B- Multiple Staff Members:** In the modal that appears, select the requirement you'd like to update from the list of requirements for this stipend program. Then select the "Override requirement as completed" field, enter the date, and click "Save."

**Note:** The "Mark Selected staff as pursuing this requirement" field will be automatically selected since marking the requirement as "Completed" implies the staff member has pursued that requirement.

4

The requirement field for the staff member you have updated will then display a green checkmark and a tag that reads "override" to indicate that this requirement has been marked completed in an override action. If there is monetary compensation associated with completing the requirement, it will be displayed beside the green checkmark.

	Staff Name ▲	Agency ◆	Sites ◆	Total Earned ◆	Initial Stipend Program Meeting with Your Professional Growth Advisor ◆	Complete a Pathway to Quality Application ◆
<input type="checkbox"/>						
<input type="checkbox"/>	AnaMaria Lopez	Applebank USD	Forrest Avenue Head Start	\$0.00	<div> <input checked="" type="checkbox"/> Completed - Override </div>	In Progress

To learn how to override requirements from within a staff record, please refer to the instruction sheet titled, "[Managing Stipends in the Staff Record.](#)"



## Indicating Requirements Pursued

Often in stipend programs, you will see requirements that only require one of its following actions, such as one of the many courses listed with varying unit totals. In these cases, you can indicate which requirements each staff member is pursuing and which ones they are not pursuing, such as a specific course from the list. This helps to more accurately allocate the stipend's budget by indicating which requirements the staff member is pursuing and will be paid for and inversely, indicating which requirements a staff member is NOT pursuing and thus will NOT be paid for.

When you first enter the “Stipend Progress” tab, all required requirements will be defaulted to “pursuing” for each staff member, displaying an “In Progress” status in each staff’s field for that requirement. All requirements that are part of a rule that doesn’t require completion, such as a “complete one of the following” or “optional” rules, will be defaulted to “not pursuing” indicated by a grey box in the field. You will have to mark each requirement that a staff member is pursuing in the stipend track to accurately reflect the stipend’s allocated budget.

The screenshot shows the 'Stipend Progress' tab with a table of staff members and their progress on various requirements. The table has columns for Staff Name, Agency, Sites, Total Earned, and several requirement categories. The requirements are grouped into two sections: 'Required to complete' and 'Not required to complete'.

Staff Name	Agency	Sites	Total Earned	Initial Stipend Program Meeting with Your Professional Growth Advisor	Complete a Pathway to Quality Application	Complete the W-9/590 Forms using your legal name	Complete the Invoice with your legal name	Higher Education Pathway Stipend - 12 Units	Higher Education Pathway Stipend - 9 Units	Higher Education Pathway Stipend - 6 Units	Higher Education Pathway Stipend - 3 Units
AnaMaria Lopez	Applebank USD	Forrest Avenue Head Start	\$0.00	In Progress	In Progress	In Progress	In Progress				
Benjamin Nickels	Applebank USD		\$0.00	In Progress	In Progress	In Progress	In Progress				
Brady James	Applebank USD		\$0.00	In Progress	In Progress	In Progress	In Progress				
Emily Pine	Applebank USD	Riverbank CDC	\$0.00	In Progress	In Progress	In Progress	In Progress				
Ina	Applebank	Washington									

1

In the stipend track example here, participants have the choice of completing a 3 Unit, 6 Unit, 9 Unit, or 12 Unit course -- of which they are only required to complete one to complete the stipend. We will want to un-block/indicate which course each participant is pursuing to accurately allocate the stipend's budget, such as Ana Maria only pursuing a 12 unit course. In your case, click on the box for whichever requirement your staff member will be pursuing.

The screenshot shows the 'Stipend Progress' tab with a table of staff members and their progress on various requirements. The table has columns for Staff Name, Agency, Sites, Total Earned, and several requirement categories. The requirements are grouped into two sections: 'Required to complete' and 'Not required to complete'.

Staff Name	Agency	Sites	Total Earned	Initial Stipend Program Meeting with Your Professional Growth Advisor	Complete a Pathway to Quality Application	Complete the W-9/590 Forms using your legal name	Complete the Invoice with your legal name	Higher Education Pathway Stipend - 12 Units	Higher Education Pathway Stipend - 9 Units	Higher Education Pathway Stipend - 6 Units	Higher Education Pathway Stipend - 3 Units
AnaMaria Lopez	Applebank USD	Forrest Avenue Head Start	\$0.00	In Progress	In Progress	In Progress	In Progress				
Benjamin Nickels	Applebank USD		\$0.00	In Progress	In Progress	In Progress	In Progress				

2

In the modal that appears, select “Yes” under “Is [Staff Name] pursuing this requirement?” Then click “Save.”

3

The requirement will then display an “In Progress” status, indicating that they will be pursuing the requirement. Repeat steps 1-2 for each requirement you would like to “un-block” for each staff member. Note that a “blocked” requirement does not inhibit the staff member from completing the requirement, but only serves to provide a more accurate portrayal of budget allocations and can be changed at any time.

	Staff Name	Agency	Sites	Total Earned	Initial Stipend Program Meeting with Your Professional Growth Advisor	Complete a Pathway to Quality Application	Complete the W-9/590 Forms using your legal name	Complete the Invoice with your legal name	Higher Education Pathway Stipend - 12 Units	Higher Education Pathway Stipend - 9 Units	Higher Education Pathway Stipend - 6 Units	Higher Education Pathway Stipend - 3 Units
<input type="checkbox"/>	AnaMaria Lopez	Applebank USD	Forrest Avenue Head Start	\$0.00	In Progress	In Progress	In Progress	In Progress	In Progress			
<input type="checkbox"/>	Benjamin Nickels	Applebank USD		\$0.00	In Progress	In Progress	In Progress	In Progress				



# Automating Requirement Completion

## Workshops Requirements

If there is a workshop listed as a stipend requirement in a stipend track, that requirement will automatically be marked as “Completed” in the “Stipend Progress” tab upon entering that workshop in the staff member’s record. There are two ways in which you can enter a workshop for a staff member that will share data with the stipend requirement, both described below.

1 The first way that you can automatically satisfy a workshop requirement using data from other parts of the HUBBE platform is by creating a Professional Development workshop event in the staff member’s record.

First, click on “View Stipend” next to the staff member for whom you’d like to enter a workshop event in the “Assigned Staff Stipends” tab on the Stipend Track page.

The screenshot shows the 'Assigned Staff Stipends' tab in the HUBBE platform. At the top, there are tabs for 'Assigned Staff Stipends' (active) and 'Stipend Progress'. Below these are several action buttons: 'Assign Staff to Stipend Track', 'Assign Stipend Approver', 'Create Accounts', 'Email Staff', 'Update Status', and 'Download Filtered Staff Mailings'. A filter section contains dropdowns for 'Status', 'Agency', 'Site', 'Highest Approved Permit', 'Role' (set to 'Any'), and 'Stipend Approver'. Below the filters are 'Apply filters' and 'Reset' buttons. A table lists staff members with columns: 'Stipend Track', 'Staff ID', 'Name', 'Agency', 'Sites', 'Stipend Approver', 'Status', and 'Completed Requirements'. The first row shows a staff member with ID HR18487741, name AnaMaria Lopez, agency Applebank USD, and status Available. A red callout box with the text 'Click here to navigate to the staff member's stipend record' points to the 'View Stipend' link in the 'Stipend Track' column of this row. The second row shows a staff member with ID HR10104071, name Emili Wong, agency Applebank USD, and status Available.

Stipend Track	Staff ID	Name	Agency	Sites	Stipend Approver	Status	Completed Requirements
<a href="#">View Stipend</a>	HR18487741	AnaMaria Lopez	Applebank USD	Forrest Avenue Head Start	[Assign] ▼	Available	1 out of 3
<a href="#">View Stipend</a>	HR10104071	Emili Wong	Applebank USD	Allen State Preschool	[Assign] ▼	Available	0 out of 3

2

You will be led to the staff member's record on the view page of their assigned stipend. Click "Professional Development" in the Staff Menu.

The screenshot shows the Maple County Applebank USD Staff Menu on the left. The "Professional Development" option is highlighted with a red box and a red arrow pointing to it. The main content area shows the "Child Development Teacher Permit Stipend Track" for AnaMaria Lopez. The status is "Available". Below this, there is a link to "Stipend Description and Instructions for Applying". Further down, the track details are listed: Stipend Amount: \$100.00 - \$300.00, Completion Status: In Progress, and Completed Requirements: 0 out of 2.

3

On the "Professional Development" page, navigate to the "Workshops" tab.

The screenshot shows the "Professional Development" page for AnaMaria Lopez. The "Workshops" tab is highlighted with a red box. Below the tabs, there is a "Create Workshop" button.

4

Click "Create Workshop" to enter a new workshop record for the staff member that matches the one listed in the stipend requirement. **Please note that you must enter the same workshop listed as a stipend requirement, meaning the title must be exactly the same.**

The screenshot shows the "Workshops" tab in the Professional Development page. The "Create Workshop" button is highlighted with a red box and a red arrow pointing to it. Below the button, there is a table with one row showing a workshop with ID: PD8346845 and Status: Approved.

5

In the modal that appears, we recommend you leave the ID as is, select the workshop name, select the date completed, and enter the number of hours spent in the workshop. Then click “Save.” **Please note that the workshop title must match the one listed in the stipend exactly. The “Date Completed” must allow fall within the dates the stipend is available.**

The screenshot shows a 'Create Workshop' modal with the following fields and callouts:

- Professional Development ID:** Text input containing 'PD12418682'.
- Professional Development Type:** Dropdown menu with 'Workshop' selected.
- Workshop Name:** Dropdown menu with 'All About ECERS' selected. A red callout bubble points to this field with the text: "Must be the same workshop listed in the stipend".
- Date Completed:** Date picker showing '12/07/2020'. A red callout bubble points to this field with the text: "Must have been completed within the dates listed in the stipend requirement".
- Hours:** Text input containing '2'.
- Minutes:** Text input containing '0'.
- Buttons:** 'Cancel' and 'Save' buttons at the bottom right.

You will then notice the workshop even listed in the “Workshops” tab.

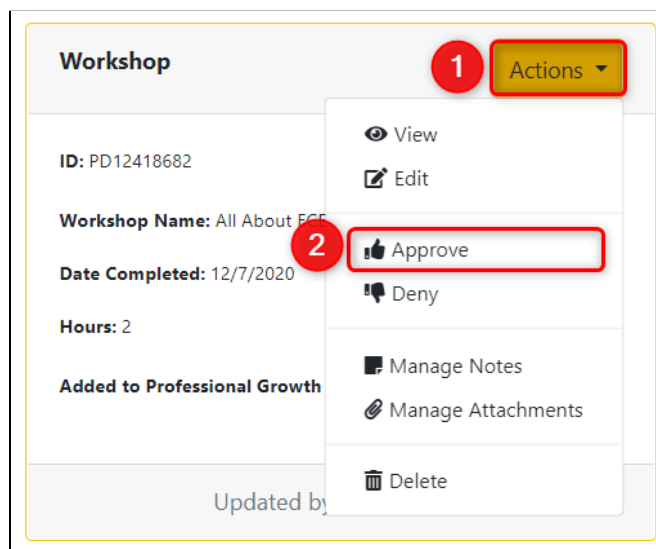
The screenshot shows the 'Workshops' tab in the system interface. A red box highlights the details of the newly created workshop:

- Workshop ID:** PD12418682
- Status:** Pending
- Workshop Name:** All About ECERS
- Date Completed:** 12/7/2020
- Hours:** 2
- Minutes:** 0
- Added to Professional Growth Plan:** No
- Updated by:** FunderAdmin on 12/7/2020

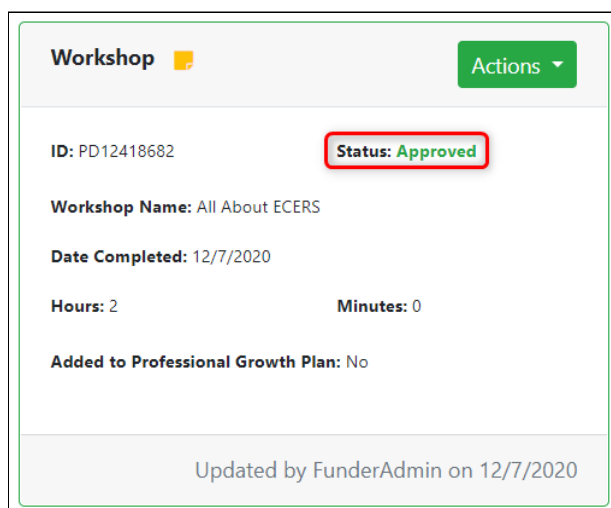
Other tabs visible include Overview, Professional Learning Community, and Web-Ba. A 'Create Workshop' button is also present at the top left of the Workshops section.

6

In order for the workshop to be marked “Completed” within the stipend track, it must be Approved. Click the “Actions” button within the workshop tile and then click “Approve” in the drop-down menu.



You will then notice the workshop tile turn to green and the status will be “Approved.”



7

Back in the stipend track, you will then notice the workshop requirement will be marked as “Completed” for the staff member, displaying the total number of hours spent in the workshop and the total earned.

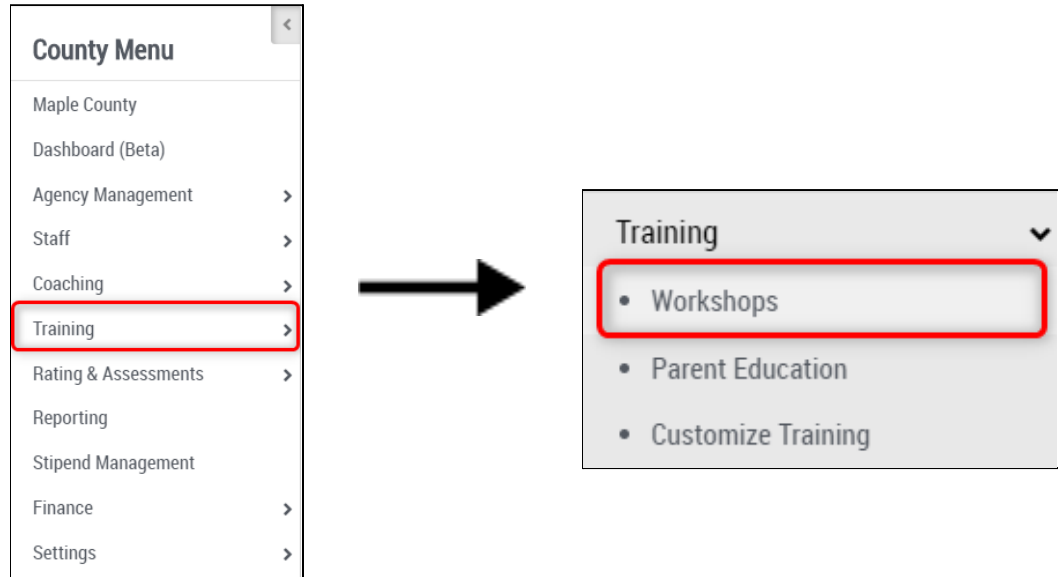
Assigned Staff Stipends		Stipend Progress					
Update Selected Staff ?							
Search: <input type="text"/>		Show 25 entries					
<input type="checkbox"/>	Staff Name	Total Earned	CLASS Overview	ASQ: SE	All About ECERS	Associates	ECE Teacher Permit
<input type="checkbox"/>	AnaMaria Lopez	\$50.00			<div> <span>✓</span> \$20.00  2.00 hours </div>	In Progress	In Progress
<input type="checkbox"/>	Emili Wong	\$0.00			In Progress	In Progress	In Progress

The data has automatically populated here, displaying the number of hours spent and a green checkmark to indicate completion

The other way that you can enter a workshop for a staff member that will automatically data share with the stipend and mark the requirement as completed is by marking the staff member as an attendee in the “Workshop” record.

1

First navigate to the Workshops record by clicking “Training” in the County Menu, and then selecting “Workshops” in the drop-down menu.



2

Select the workshop in the grid. **Please note that you must select the same workshop listed as a stipend requirement, meaning the title must be exactly the same.**

## Workshops

[Home](#) / [Maple County](#) / Workshops

[Create](#) [Download Trainings](#) [Download Trainings with Attendees](#)

Show  entries Search:

ID	Start Date	Event/Workshop Name	Location	Facilitators
<a href="#">WS8458193</a>	1/9/2021	CA CSEFEL Teaching Pyramid	Tribal Childcare Family Center	Venla Allen Cole Cosseter
<a href="#">WS8473441</a>	12/12/2020	Parent Learning	Tribal Childcare Family Center	Tyler Allman
<a href="#">WS8513674</a>	12/7/2020		Tribal Childcare Family Center	Venla Allen
<a href="#">WS14132914</a>	8/19/2020	All About ECERS	MCOE Training Facility	Cole Cosseter

Showing 1 to 4 of 4 entries Previous  Next

The title must be the same exact one as the workshop listed in the stipend



3

Within the workshop page, click the blue “Staff” button in the “Workshop Attendees” card.

## All About ECERS

Home / Maple County / All About ECERS

[Edit](#)
[Delete](#)
[Download Excel](#)
[Update Professional Growth Plan](#)
[Copy as New Workshop](#)

Print/Download: [Workshop](#) [Sign-In Sheet](#) [Flyer](#) [Certificates](#) [Name Tags](#)

### Workshop Meetings

[Create Meeting](#)
[Take Attendance](#)

Show  entries Search:

Meeting Date	Start Time	End Time	Total Break Minutes	Total Minutes	Prep Time	Notes
8/19/2020	3:00 PM	8:00 PM	15 (0 hours 15 minutes)	285 (4 hours 45 minutes)		
8/26/2020	12:00 PM	4:00 PM	0 (0 hours 0 minutes)	240 (4 hours 0 minutes)		

Showing 1 to 2 of 2 entries Previous **1** Next

### Workshop Attendees

Register: [Staff](#) [Walk-in](#)

Show  entries Search:

4

In the “Staff not Registered” grid, use the search field to easily locate the staff member. Then click “Register” next to the staff member's name. This will then remove the staff member from this grid and add them to the “Registered Staff” grid.

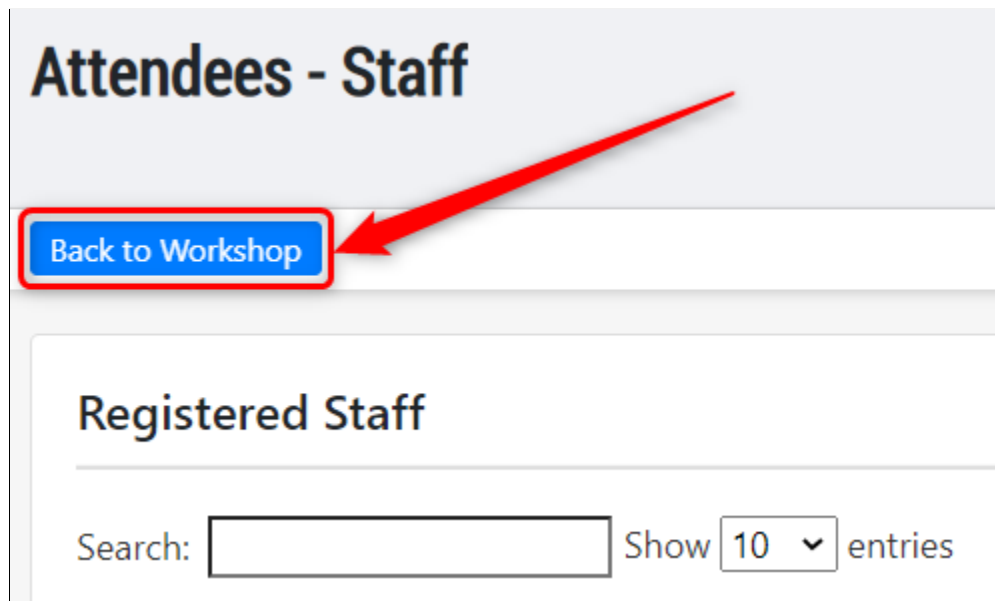
### Staff Not Registered

Search:  **1**  entries

Showing 1 to 10 of 28 entries (filtered from 1,135 total entries)

	Staff First Name	Middle	Last	Phone Number	Email	Registry ID	Agency
<b>2</b> <a href="#">Register</a>	AnaMaria		Lopez		ana@meme.com		Applebank USd
<a href="#">Register</a>	Victoria		Lopez	1-517-327-9055	VictoriaLopez@noemail.com		Applebank USD
<a href="#">Register</a>	Luz		Lopez		Luz@me.com		Yiantello Family CDC

5 At the top of the page, click the blue “Back to Workshop” button.



6 Then click the blue “Take Attendance” button in the “Workshop Meetings” card.

**All About ECERS**

Home / Maple County / All About ECERS

[Edit](#) [Delete](#) [Download Excel](#) [Update Professional Growth Plan](#) [Copy as New Workshop](#)

Print/Download: [Workshop](#) [Sign-In Sheet](#) [Flyer](#) [Certificates](#) [Name Tags](#)

**Workshop Meetings**

[Create Meeting](#) [Take Attendance](#)

Show 25 entries Search:

Meeting Date	Start Time	End Time	Total Break Minutes	Total Minutes	Prep Time	Notes
<a href="#">8/19/2020</a>	3:00 PM	8:00 PM	15 (0 hours 15 minutes)	285 (4 hours 45 minutes)		
<a href="#">8/26/2020</a>	12:00 PM	4:00 PM	0 (0 hours 0 minutes)	240 (4 hours 0 minutes)		

Showing 1 to 2 of 2 entries Previous 1 Next

7

Click the checkbox next to the name of the staff member you have just added. Make sure that the date of attendance falls within the dates that the stipend is available for.

### Workshop Attendance

[Back to Workshop](#)
[Mark All Present](#)

[< Previous](#)
August 26, 2020 - Wednesday
[Next >](#)

Present	Full Name (Last, First M.)
<input checked="" type="checkbox"/>	Acosta, Isabella Lenore
<input checked="" type="checkbox"/>	Adair, Rivka
<input checked="" type="checkbox"/>	Adams, Eliseo
<input checked="" type="checkbox"/>	AgencyExecutiveDirector, Alfred
<input checked="" type="checkbox"/>	Anders, Bella
<input checked="" type="checkbox"/>	Apple, Joe
<input checked="" type="checkbox"/>	Bailey, Tara
<input checked="" type="checkbox"/>	Carrillo, Anthony
<input checked="" type="checkbox"/>	Clairson, Bridgette
<input checked="" type="checkbox"/>	Davies, Coraline
<input checked="" type="checkbox"/>	Farmer, Wendy
<input checked="" type="checkbox"/>	Flanagan, Gianni
<input checked="" type="checkbox"/>	Garcia, Mia
<input checked="" type="checkbox"/>	Garcia, Rutilio
<input checked="" type="checkbox"/>	Glass, Annie
<input checked="" type="checkbox"/>	Hernandez, Ana
<input checked="" type="checkbox"/>	Holister, Liliana
<input checked="" type="checkbox"/>	Hughes, Luciana
<input type="checkbox"/>	Lopez, AnaMaria
<input checked="" type="checkbox"/>	Lubowitz, Anita

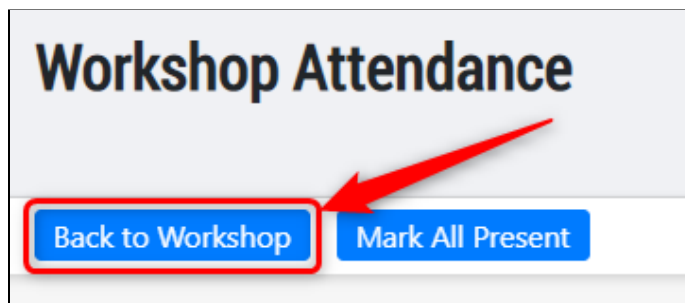
Make sure this attendance date falls within the stipend dates



<input checked="" type="checkbox"/>	Holister, Liliana
<input checked="" type="checkbox"/>	Hughes, Luciana
<input checked="" type="checkbox"/>	Lopez, AnaMaria
<input checked="" type="checkbox"/>	Lubowitz, Anita
<input checked="" type="checkbox"/>	MacPherson, Alijah

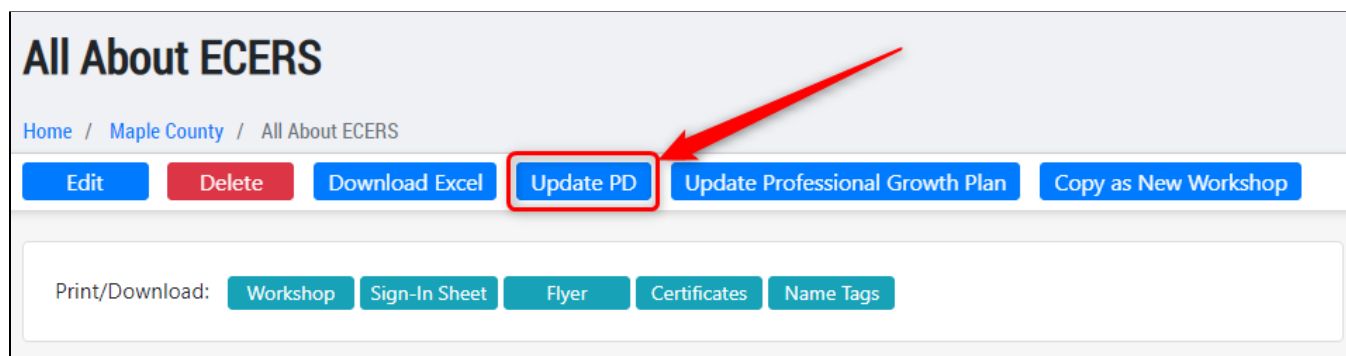
8

Once you have selected the staff member to mark them as present at the workshop, click “Back to Workshop” at the top of the page.



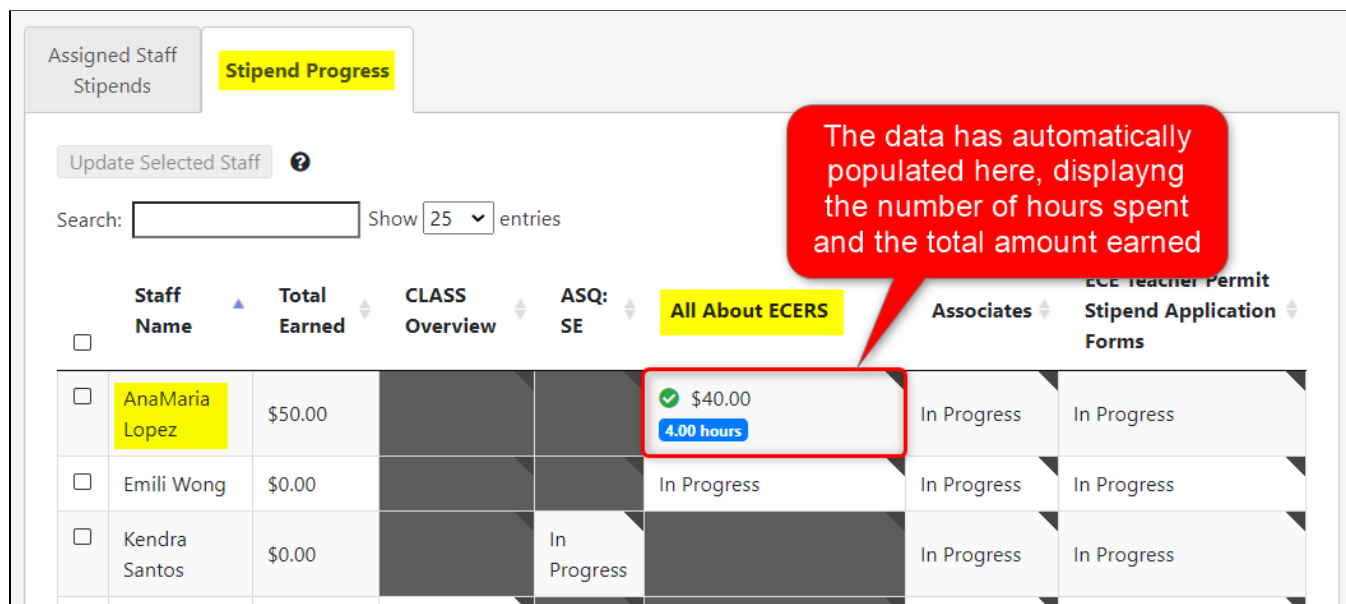
9

Back on the main view page of the workshop, click the blue “Update PD” button at the top of the page. This will add the Professional Development (PD) event to the staff member’s record.



10

For our purposes here, this will then automatically populate the stipend requirement as “Completed” in the “Stipend Progress” tab within the stipend track for that staff member.



## Professional Growth Activity Requirements

If there is a Professional Growth Activity listed as a stipend requirement in a stipend track, that requirement will automatically be marked as “Completed” in the “Stipend Progress” tab upon entering that Professional Growth Activity in the staff member’s record, as described below. For details and instructions on how to create Professional Growth Activity titles, please refer to the instruction sheet titled, [“How to Customize Coaching.”](#)

- 1 First click the “View Stipend” button next to the staff member for whom you’d like to add the professional growth activity in the “Assigned Staff Stipends” tab.

The screenshot shows the 'Assigned Staff Stipends' tab. At the top, there are buttons: 'Assign Staff to Stipend Track', 'Assign Stipend Approver', 'Create Accounts', 'Email Staff', 'Update Status', and 'Download Filtered Staff Mailin'. Below these are filter boxes for Status, Agency, Site, Highest Approved Permit, Role (set to 'Any'), and Stipend Approver. A search bar and 'Apply filters' button are present. The table below has columns: Stipend Track, Staff ID, Name, Agency, Sites, Stipend Approver, Status, and Completed Requirements. The first row shows a stipend track for Mittie Lin (Staff ID: HR1327014503) with a 'View Stipend' button highlighted by a red box and a red arrow pointing to it.

Stipend Track	Staff ID	Name	Agency	Sites	Stipend Approver	Status	Completed Requirements
<a href="#">View Stipend</a>	HR1327014503	Mittie Lin	Applebank USD	Allen State Preschool	Jared Wolf	Accepted	2 out of 3

- 2 You will be led to the staff member’s record on the view page of their assigned stipend. Click “Professional Growth Plan” in the Staff Menu.

The screenshot shows the staff member's record for Mittie Lin. The page title is 'Child Development Teacher Permit Stipend Track'. There are buttons for 'Edit', 'Delete', and 'Download PDF'. A message states 'The Status of your Stipend Track is Accepted'. Below this is a link for 'Stipend Description and Instructions for Applying'. The 'Staff Menu' on the left has 'Professional Growth Plan' highlighted with a red box and a red arrow pointing to it. The main content area shows 'Child Development Teacher Permit Stipend Track' with details: Stipend Amount: \$100.00 - \$150.00, Completion Status: In Progress, and Completed Requirements: 1 out of 3.

Maple County  
bBCCc  
Supporting Children and Their Parents

**Child Development Teacher Permit Stipend Track**  
Mittie Lin  
Home / Applebank USD / Staff / Mittie Lin / Child Development Teacher Permit Stipend Track

Edit Delete Download PDF

The Status of your Stipend Track is **Accepted**

> [Stipend Description and Instructions for Applying](#)

**Child Development Teacher Permit Stipend Track**

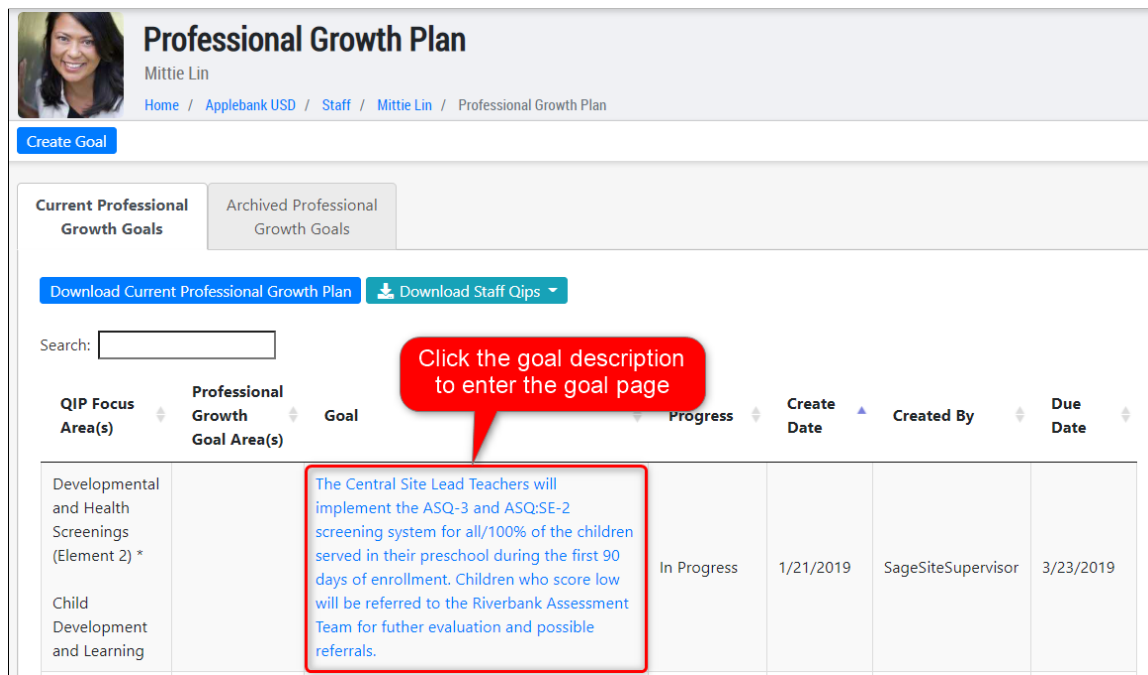
Stipend Amount: \$100.00 - \$150.00  
Completion Status: In Progress  
Completed Requirements: 1 out of 3

**Staff Menu**

- Mittie Lin
- Education
- Professional Development
- Professional Growth Plan**
- Coach Logs
- ERS
- CLASS
- Stipends
- Instructional Coaching Cycles
- Photo

3

Within the staff member's "Professional Growth Plan" record, select the goal to which you would like to add the activity. You will be led to the view page of the PGP goal.



**Professional Growth Plan**  
Mittie Lin  
Home / Applebank USD / Staff / Mittie Lin / Professional Growth Plan

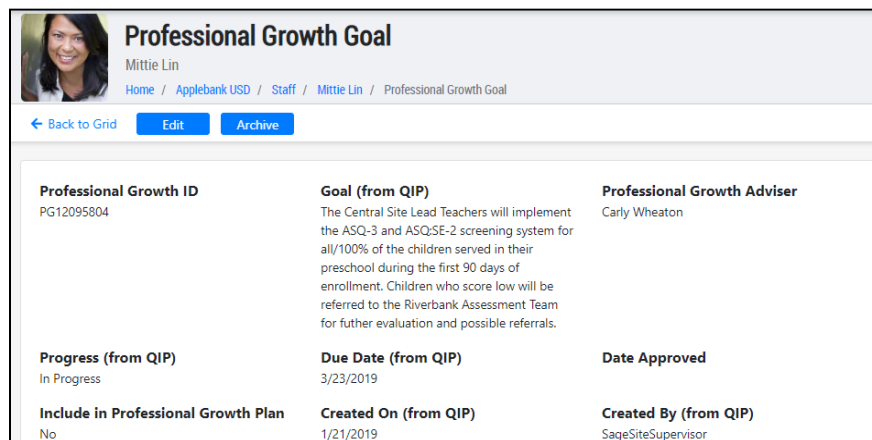
Create Goal

Current Professional Growth Goals | Archived Professional Growth Goals

Download Current Professional Growth Plan | Download Staff Qips

Search:

QIP Focus Area(s)	Professional Growth Goal Area(s)	Goal	Progress	Create Date	Created By	Due Date
Developmental and Health Screenings (Element 2) *		The Central Site Lead Teachers will implement the ASQ-3 and ASQ:SE-2 screening system for all/100% of the children served in their preschool during the first 90 days of enrollment. Children who score low will be referred to the Riverbank Assessment Team for further evaluation and possible referrals.	In Progress	1/21/2019	SageSiteSupervisor	3/23/2019

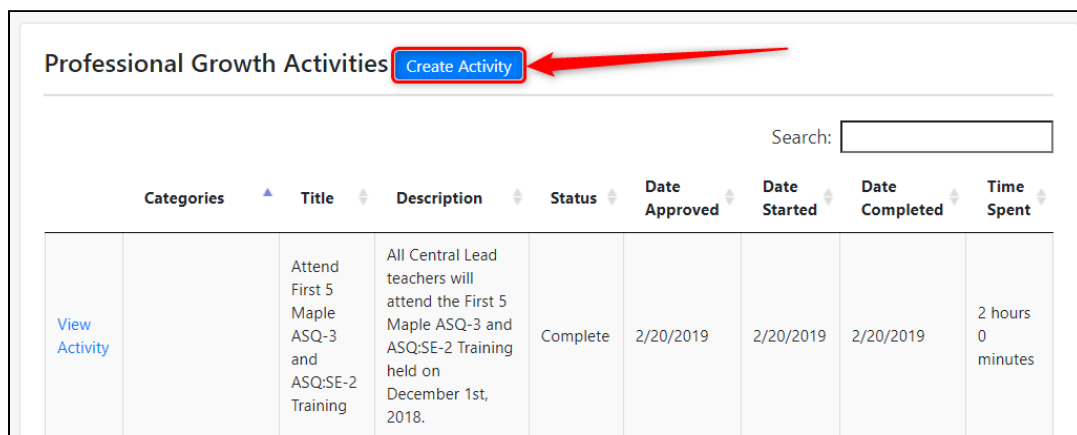
**Professional Growth Goal**  
Mittie Lin  
Home / Applebank USD / Staff / Mittie Lin / Professional Growth Goal

Back to Grid | Edit | Archive

<b>Professional Growth ID</b> PG12095804	<b>Goal (from QIP)</b> The Central Site Lead Teachers will implement the ASQ-3 and ASQ:SE-2 screening system for all/100% of the children served in their preschool during the first 90 days of enrollment. Children who score low will be referred to the Riverbank Assessment Team for further evaluation and possible referrals.	<b>Professional Growth Adviser</b> Carly Wheaton
<b>Progress (from QIP)</b> In Progress	<b>Due Date (from QIP)</b> 3/23/2019	<b>Date Approved</b>
<b>Include in Professional Growth Plan</b> No	<b>Created On (from QIP)</b> 1/21/2019	<b>Created By (from QIP)</b> SageSiteSupervisor

4

Click the blue "Create Activity" button in the "Professional Growth Activities" card.



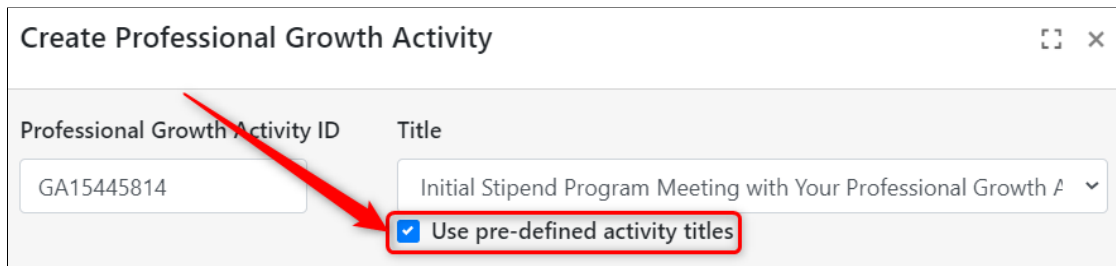
**Professional Growth Activities** Create Activity

Search:

Categories	Title	Description	Status	Date Approved	Date Started	Date Completed	Time Spent
<a href="#">View Activity</a>	Attend First 5 Maple ASQ-3 and ASQ:SE-2 Training	All Central Lead teachers will attend the First 5 Maple ASQ-3 and ASQ:SE-2 Training held on December 1st, 2018.	Complete	2/20/2019	2/20/2019	2/20/2019	2 hours 0 minutes

5

In the modal that appears, click the checkbox to enable the “Use pre-defined activity titles” preference. This will populate a list of your pre-defined activities, which you can select from in the drop-down menu. Select the activity that is listed as a stipend requirement. **Please note that you must select the same activity with the same title as listed in the stipend.**

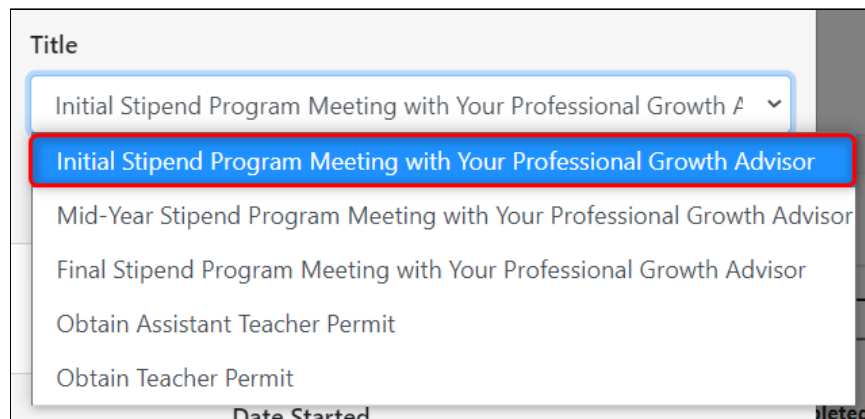


Create Professional Growth Activity

Professional Growth Activity ID: GA15445814

Title: Initial Stipend Program Meeting with Your Professional Growth A

☒ Use pre-defined activity titles

Title

Initial Stipend Program Meeting with Your Professional Growth A

Initial Stipend Program Meeting with Your Professional Growth Advisor

Mid-Year Stipend Program Meeting with Your Professional Growth Advisor

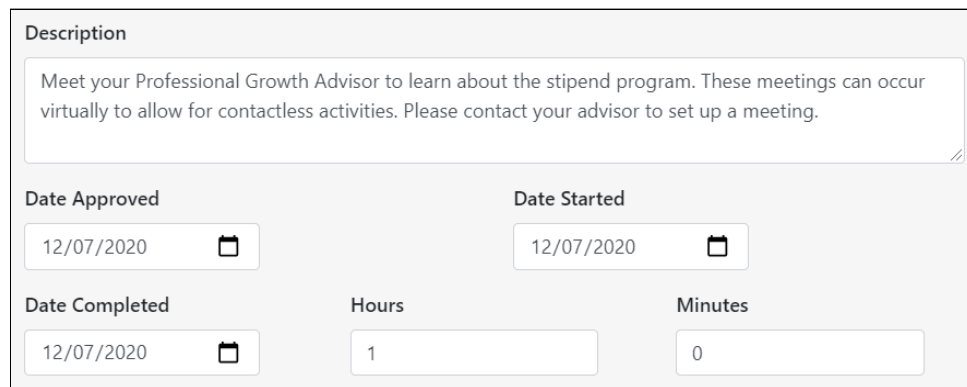
Final Stipend Program Meeting with Your Professional Growth Advisor

Obtain Assistant Teacher Permit

Obtain Teacher Permit

6

Complete the description, the date approved, the date started & completed, and the time spent on the activity. We recommend keeping the randomly generated ID as is.



Description

Meet your Professional Growth Advisor to learn about the stipend program. These meetings can occur virtually to allow for contactless activities. Please contact your advisor to set up a meeting.

Date Approved: 12/07/2020


Date Started: 12/07/2020

Date Completed: 12/07/2020

Hours: 1

Minutes: 0

In order for the stipend requirement to be marked as completed in the stipend, you must select “Complete” as the “Progress” in the modal.



Progress

Complete

7

Once you are done, click “Save.” You will then notice the activity listed in the “Professional Growth Activities” card.

Date Approved: 12/07/2020

Date Started: 12/07/2020

Date Completed: 12/07/2020

Hours: 1

Minutes: 0

Progress: Complete

Buttons: Cancel, Save



Professional Growth Activities [Create Activity](#)

Search:

Categories	Title	Description	Status	Date Approved	Date Started	Date Completed	Time Spent
<a href="#">View Activity</a>	Initial Stipend Program Meeting with Your Professional Growth Advisor	Meet your Professional Growth Advisor to learn about the stipend program. These meetings can occur virtually to allow for contactless activities. Please contact your advisor to set up a meeting.	Complete	12/7/2020	12/7/2020	12/7/2020	1 hour 0 minutes

8

Back in the stipend track, you will then notice the Professional Growth Activity requirement will be marked as “Completed” for the staff member.

Assigned Staff Stipends

Stipend Progress

Update Selected Staff ?

Search:  Show 25 entries

Initial Stipend Program Meeting with Your Professional Growth Advisor

The data has automatically populated here, displaying her completion of this requirement

☐

Staff Name

Total Earned

CLASS Overview

ASQ: SE

All About ECERS

Associates

ECE Teacher Permit Stipend Application Forms

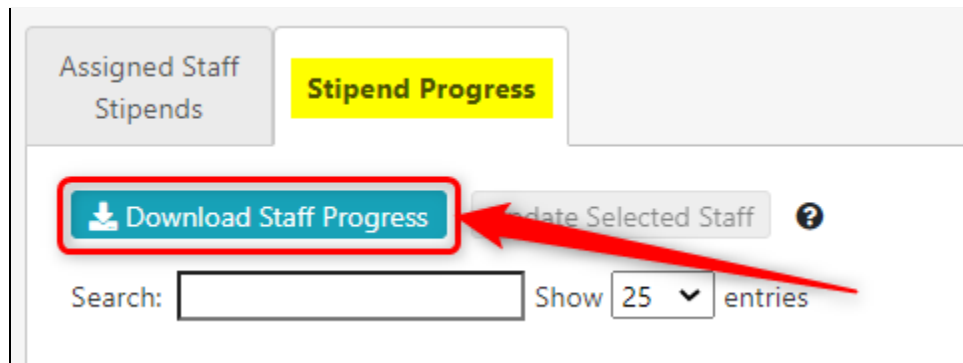
<input type="checkbox"/>	Mittie Lin	\$50.00	✓ Completed		✓ Completed - Override	In Progress	In Progress
<input type="checkbox"/>	Selina Martinez	\$0.00	In Progress		In Progress	In Progress	In Progress
<input type="checkbox"/>	Monica Rodriguez	\$0.00	In Progress	In Progress		In Progress	In Progress



# Downloading Staff Progress

The “Stipend Progress” tab allows you to track each staff’s progress on the various requirements they are pursuing, as reviewed in the instruction sheet above. Additionally, you can download the grid in this tab at any point during the stipend. The download will reflect the staff member’s current status on the overall stipend, as well as for each requirement in the stipend that they are pursuing. The download will also include staff information, such as their staff ID, name, agency, and sites.

To download staff progress, click on the “Download Staff Progress” button at the top of the “Stipend Progress” tab.



The download will display staff information in the first columns, and then the staff’s progress on each requirement in the following columns.

	A	B	C	D	E
1	Staff ID	Staff Name	Agency	Sites	Stipend Status
2	HR15258650	Natalie Fields	Applebank USD	Riverbank CDC	Available
3	HR1327014503	Mittie Lin	Applebank USD	Allen State Preschool	Accepted
4	HR9055341	Selina Martinez	Applebank USD	Central State Preschool, Riverbank CDC	Approved
5	HR1974133618598	Melanie Preezo	Allred Child Development Center	Allen State Preschool	Approved
6	HR20425778	Kendra Santos	Applebank USD	Allen State Preschool	Approved
7	HR18487741	AnaMaria Lopez	Applebank USD	Forrest Avenue Head Start	Available
8	HR10104071	Emili Ally Wong	Applebank USD	Allen State Preschool	Available
9	HR13245306	Monica Rodriguez	Applebank USD	Riverbank CDC	Available



	F	G	H	I	J	K
1	Initial Stipend Program Meeting with Your Professional Growth Advisor	CLASS Overview	ASQ: SE	All About ECERS	Associates	ECE Teacher Permit Stipend Appl
2	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress
3	Completed	In Progress	In Progress	Completed	In Progress	In Progress
4	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress
5	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress
6	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress
7	In Progress	In Progress	In Progress	Completed	In Progress	In Progress
8	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress
9	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress