

Setting Up a Stipend Track

Roles that Have Access: Funder Admin, Stipend Manager

This instruction sheet explains how to use Hubbe to create county ECE Workforce stipend tracks and invite staff participants. The Stipend Management feature can only be accessed by the roles “Funder Admin,” “Stipend Manager,” and “Stipend Approver,” but only the “Funder Admin” and “Stipend Manager” roles can create and set up a stipend track as described in this instruction sheet.

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Navigating to Stipend Management

The Stipend Management Feature can be accessed within the “County Menu” on the left-hand side of your screen.

The screenshot shows the Maple County Hubbe interface. On the left is the 'County Menu' with 'Stipend Management' highlighted in a red box. A red arrow points from this box to the 'Stipend Management' section in the main content area. The main content area shows the 'County Profile' with fields for Program Name (Maple County), Tagline (Quality Matters), and 2nd Tagline (A Strong Start for Kids!). Below this is a section for 'Agencies' with a '+ Create Agency' button and a search bar for center-based agencies. Several agency cards are visible, including 'Applebank USD', 'Bear River Band Tribal', and 'Canterville'.

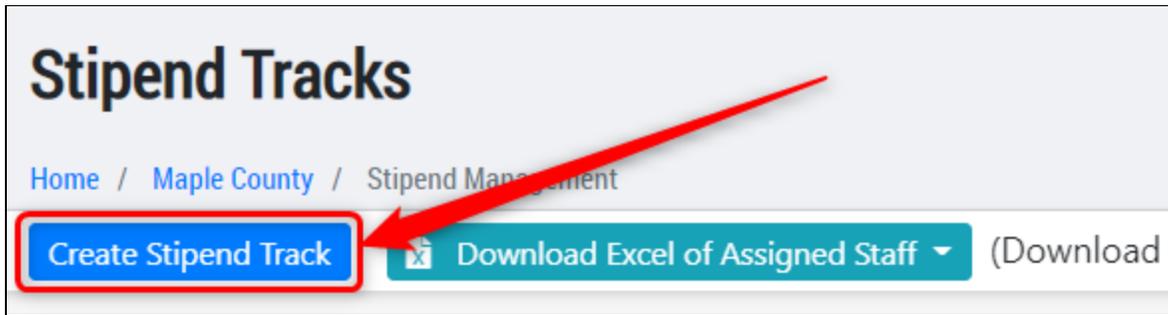
If you are a Stipend Manager, you will be directed to the county’s Stipend Management record upon logging into Hubbe.

The screenshot shows the 'Stipend Tracks' page in the Maple County Hubbe interface. The page has a 'County Menu' on the left with 'Stipend Management' selected. The main content area shows a table of 'Current Stipend Tracks' with columns for Title, Budget, Amount per Stipend, Budget Category/Cost Code, Total Allocation, Total Approved, Total Paid, and Total Balance. A red callout box with a white border contains the text: 'A Stipend Manager's menu only provides access to the Stipend Management feature'. The table contains three rows of data:

Title	Budget	Amount per Stipend	Budget Category/Cost Code	Total Allocation	Total Approved	Total Paid	Total Balance
BA Track (2020-2021)	\$568,000.00	\$100.00 - \$1,400.00	1100-Pathways2021	\$4,200.00	\$5,400.00	\$2,350.00	\$556,050.00
CA Workforce Pathways Stipend Track 2020-21	\$533,000.00	\$2,075.00 - \$2,500.00	1100-Pathways2021	\$33,300.00	\$5,000.00	\$5,000.00	\$489,700.00
Child Development Teacher Permit Stipend Track	\$2,500,000.00	\$110.00 - \$300.00	1100-Pathways2021	\$150.00	\$900.00	\$0.00	\$2,498,950.00

Creating a Stipend Track

When you are ready to create a stipend program for your county/consortia, click on the “Create Stipend Track” button.



The image below shows the modal that will appear when you’re creating a new stipend program. This modal and the information fields are used for the initial set-up of the stipend track.

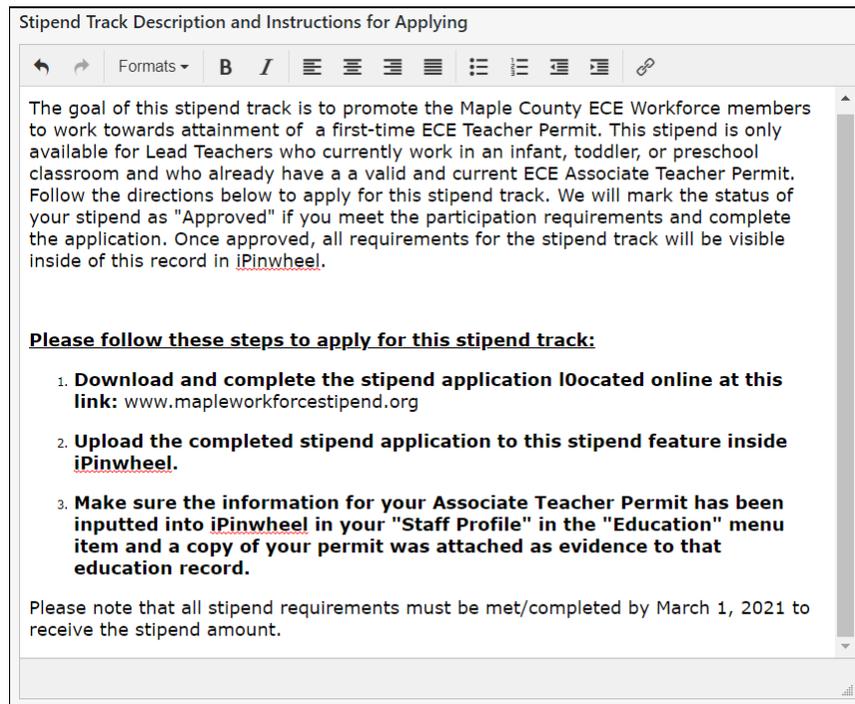
1 The "Title" text field is where you write the name of the stipend program.



Title

Child Development Teacher Permit Stipend Track

2 The "Stipend Track Description and Instructions for Applying" text box is where you put the description of the stipend track and instructions for applying. This text box is meant to replace a flyer advertising the stipend program, which is why the space is so large. In this field, you should describe the stipend program and give detailed information on how to apply for the track. There is a separate place in this feature where you input the stipend track requirements. This will be discussed later in the instruction sheet. However, you can describe the requirements here, as well as a general overview.



Stipend Track Description and Instructions for Applying

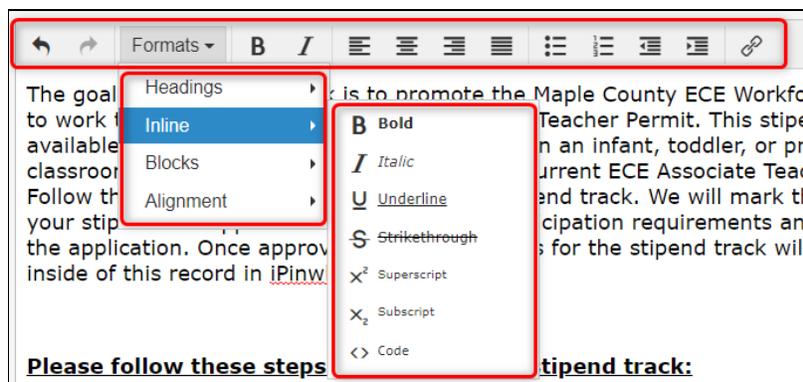
The goal of this stipend track is to promote the Maple County ECE Workforce members to work towards attainment of a first-time ECE Teacher Permit. This stipend is only available for Lead Teachers who currently work in an infant, toddler, or preschool classroom and who already have a valid and current ECE Associate Teacher Permit. Follow the directions below to apply for this stipend track. We will mark the status of your stipend as "Approved" if you meet the participation requirements and complete the application. Once approved, all requirements for the stipend track will be visible inside of this record in [iPinwheel](#).

Please follow these steps to apply for this stipend track:

1. **Download and complete the stipend application located online at this link:** www.mapleworkforcestipend.org
2. **Upload the completed stipend application to this stipend feature inside iPinwheel.**
3. **Make sure the information for your Associate Teacher Permit has been inputted into iPinwheel in your "Staff Profile" in the "Education" menu item and a copy of your permit was attached as evidence to that education record.**

Please note that all stipend requirements must be met/completed by March 1, 2021 to receive the stipend amount.

Note: The "Stipend Track Description and Instructions for Applying" text box offers a toolbar feature that allows you to design the format of your narrative. The image below shows some of the options you have to customize the appearance of your description and instructions.



The goal of this stipend track is to promote the Maple County ECE Workforce members to work towards attainment of a first-time ECE Teacher Permit. This stipend is only available for Lead Teachers who currently work in an infant, toddler, or preschool classroom and who already have a valid and current ECE Associate Teacher Permit. Follow the directions below to apply for this stipend track. We will mark the status of your stipend as "Approved" if you meet the participation requirements and complete the application. Once approved, all requirements for the stipend track will be visible inside of this record in [iPinwheel](#).

Please follow these steps to apply for this stipend track:

3 The roles “Stipend Manager” and “FunderAdmin” can establish the stipend amount in dollars. Write the stipend amount that will be awarded to those who meet the stipend requirements in this field.



A screenshot of a form field titled "Stipend Amount (in dollars)". The field contains the value "300.00" and has a small downward arrow icon on the right side.

4 The roles “Stipend Manager” and “FunderAdmin” can also establish the stipend budget in dollars. In this field, you record the budget for the stipend program you are creating.



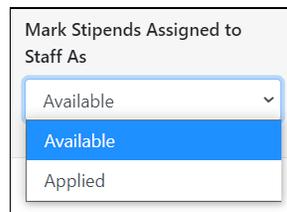
A screenshot of a form field titled "Stipend Budget (in dollars)". The field contains the value "2500000.00" and has a small downward arrow icon on the right side.

5 The “Budget Category/Cost Code” field can be used to label that stipend according to the budget category or cost code that can be used to search for stipends in the grid.



A screenshot of a form field titled "Budget Category / Cost Code". The field contains the value "1245".

6 The “Mark Stipends Assigned to Staff As” field enables you to mark the stipend track as “Available” or “Applied.” If you already know the ECE workforce members who are participating in the stipend track, mark it as “Applied.” This saves you from going through the application process. If you are starting a new stipend, mark this field as “Available.” This means that you would want the ECE workforce members to go through the application process before they are approved to participate. This status impacts what the workforce sees when they log-in to Hubbe.



A screenshot of a dropdown menu titled "Mark Stipends Assigned to Staff As". The menu is open, showing three options: "Available" (selected), "Available", and "Applied".

7 Enter the “Stipend Start Date” and the “Stipend End Date.” Once staff members are assigned to the stipend, it will be available to them from their Hubbe accounts during the span of time reflected in the dates entered here.



A screenshot of two date input fields. The first field is labeled "Stipend Start Date" and contains the date "07/01/2020". The second field is labeled "Stipend End Date" and contains the date "06/30/2021". Both fields have a calendar icon on the right side.

8

Click the “Save” button when you are done.

Create Stipend Track

Title

Child Development Teacher Permit Stipend Track

Stipend Track Description and Instructions for Applying

The goal of this stipend track is to promote the Maple County ECE Workforce members to work towards attainment of a first-time ECE Teacher Permit. This stipend is only available for Lead Teachers who currently work in an infant, toddler, or preschool classroom and who already have a valid and current ECE Associate Teacher Permit. Follow the directions below to apply for this stipend track. We will mark the status of your stipend as "Approved" if you meet the participation requirements and complete the application. Once approved, all requirements for the stipend track will be visible inside of this record in [iPinwheel](#).

Please follow these steps to apply for this stipend track:

- Download and complete the stipend application located online at this link:** www.mapleworkforcestipend.org
- Upload the completed stipend application to this stipend feature inside [iPinwheel](#).**
- Make sure the information for your Associate Teacher Permit has been inputted into [iPinwheel](#) in your "Staff Profile" in the "Education" menu item and a copy of your permit was attached as evidence to that education record.**

After clicking “Save,” you will then see this new stipend track listed in the “Current Stipend Tracks” grid at the top of the page.

Current Stipend Tracks		Completed Stipend Tracks					
Total Allocation: \$38,150.00		Total Approved: \$11,300.00		Total Paid: \$7,350.00			
Search:	<input type="text"/>	Show	10	entries			
Title	Budget	Amount per Stipend	Budget Category/Cost Code	Total Allocation	Total Approved	Total Paid	Total Balance
BA Track (2020-2021)	\$568,000.00	\$100.00 - \$1,400.00	1100-Pathways2021	\$4,200.00	\$5,400.00	\$2,350.00	\$556,050.00
CA Workforce Pathways Stipend Track 2020-21	\$533,000.00	\$2,075.00 - \$2,500.00	1100-Pathways2021	\$33,300.00	\$5,000.00	\$5,000.00	\$489,700.00
Child Development Teacher Permit Stipend Track	\$2,500,000.00	\$100.00 - \$300.00	Child Development	\$0.00	\$0.00	\$0.00	\$2,500,000.00
Pathway to Higher Education Stipend (20-21)	\$100,000.00	\$500.00 - \$4,000.00	1100-19-20rollover	\$500.00	\$0.00	\$0.00	\$99,500.00

To manage this stipend, click on the title. You will be led to the “Stipend Track” page.

Title	Budget	Amount per Stipend	Budget Category/Cost Code	Total Allocation	Total Approv
CA Workforce Pathways Stipend Track 2020-21	\$33,000.00	\$1,350.00 - \$2,500.00		\$20,000.00	\$7,500.00
CA Workforce Pathways Stipend Track 2020-21 - FCCH Only	\$33,000.00	\$750.00 - \$2,500.00		\$0.00	\$0.00
Child Development Teacher Permit Stipend Track			Child Development	\$0.00	\$0.00
Maple County Stipend BA Track (2020-2021)	\$568,000.00	\$100.00 - \$1,400.00		\$4,200.00	\$5,400.00

Click on the title to navigate to that stipend



Child Development Teacher Permit Stipend Track

Home / Maple County / Child Development Teacher Permit Stipend Track

[← Back to Stipend Track Grid](#)

[Edit Stipend Track](#) [Copy Stipend Track](#) [Delete Stipend Track](#)

Stipend Amount: \$300.00 Budget: \$2,500,000.00
Start Date: 7/1/2020 End Date: 6/30/2021
Budget Category/Cost Code: Child Development

> [Stipend Instructions](#)

Stipend Requirements [Add / Modify](#)

Assigned Staff Stipends Stipend Progress

The first card on the stipend page displays high-level details about the stipend, including the stipend amount, budget, start and end dates, and the budget category/cost code. Within this card, Funder Admins and Stipend Managers can edit, copy, or delete the stipend. To edit the stipend, click the “Edit Stipend Track” button and in the modal that appears, update the information and then click “Save.”

Child Development Teacher Permit Stipend Track

Home / Maple County / Child Development Teacher Permit Stipend Track

[← Back to Stipend Track Grid](#)

[Edit Stipend Track](#) [Copy Stipend Track](#) [Delete Stipend Track](#)

Stipend Amount: \$300.00 Budget: \$2,500,000.00 Start Date: 7/1/2020 End Date: 6/30/2021
Budget Category/Cost Code: Child Development



Update Stipend Track

Title

Stipend Track Description and Instructions for Applying

The goal of this stipend track is to promote the Maple County ECE Workforce members to work towards attainment of a first-time ECE Teacher Permit. This stipend is only available for Lead Teachers who currently work in an infant, toddler, or preschool classroom and who already have a valid and current ECE Associate Teacher Permit. Follow the directions below to apply for this stipend track. We will mark the status of your stipend as "Approved" if you meet the participation requirements and complete the application. Once approved, all requirements for the stipend track will be visible inside of this record in [iPinwheel](#).

Please follow these steps to apply for this stipend track:

Download and complete the stipend application located online at this link:
www.mapleworkforcestipend.org

Upload the completed stipend application to this stipend feature inside iPinwheel

Stipend Amount (in dollars) <input type="text" value="300.00"/>	Stipend Budget (in dollars) <input type="text" value="2500000.00"/>	Budget Category / Cost Code <input type="text" value="Child Development"/>
Mark Stipends Assigned to Staff As <input type="text" value="Available"/>	Stipend Start Date <input type="text" value="07/01/2020"/>	Stipend End Date <input type="text" value="06/30/2021"/>

To make a copy of the stipend, which will then exist as its own stipend in the “Stipend Management” grid, click the “Copy Stipend Track” button. In the modal that appears, edit any information you would like to change, such as the title, and then click “Save.” We recommend you enter/change the year of the stipend in the title to differentiate it easily in the grid. You can then find this stipend in the “Current Stipend Tracks” grid.

This feature assists users with managing stipend programs that occur on a regular basis (*i.e., annually*).

Home / Maple County / Child Development Teacher Permit Stipend Track

[← Back to Stipend Track Grid](#)

Stipend Amount: \$300.00
Budget: \$2,500,000.00
Start Date: 7/1/2020
End Date: 6/30/2021
Budget Category/Cost Code:
Child Development



Copy Stipend Track

Title
Child Development Teacher Permit Stipend Track 21-22

Stipend Track Description and Instructions for Applying

The goal of this stipend track is to promote the Maple County ECE Workforce members to work towards attainment of a first-time ECE Teacher Permit. This stipend is only available for Lead Teachers who currently work in an infant, toddler, or preschool classroom and who already have a valid and current ECE Associate Teacher Permit. Follow the directions below to apply for this stipend track. We will mark the status of your stipend as "Approved" if you meet the participation requirements and complete the application. Once approved, all requirements for the stipend track will be visible inside of this record in iPinwheel.

Please follow these steps to apply for this stipend track:

Stipend Amount (in dollars) Stipend Budget (in dollars) Budget Category / Cost Code
 300.00 2500000.00 1100-Pathways2021

Mark Stipends Assigned to Staff As Stipend Start Date Stipend End Date
 Available 07/01/2020 06/30/2021

Cancel **Save**

To delete the stipend, click the “Delete Stipend Track” button. A confirmation modal will appear, click “Delete.” By deleting a stipend track, you will be deleting every stipend within it, so use caution when choosing to delete a stipend track.

Home / Maple County / Child Development Teacher Permit Stipend Track

[← Back to Stipend Track Grid](#)

[Edit Stipend Track](#) [Copy Stipend Track](#) **[Delete Stipend Track](#)**

Stipend Amount: \$300.00 **Budget:** \$2,500,000.00 **Start Date:** 7/1/2020 **End Date:** 6/30/2021
Budget Category/Cost Code:
 Child Development

Delete Stipend Track

Deleting this stipend track will also delete every stipend.

Are you sure you want to delete this stipend track?

Cancel **Delete**

The next card on the stipend track page is “Stipend Instruction.” The instructions will be hidden from view until you click the words “Stipend Instructions.”

Child Development Teacher Permit Stipend Track

Home / Maple County / Child Development Teacher Permit Stipend Track

[← Back to Stipend Track Grid](#)

[Edit Stipend Track](#) [Copy Stipend Track](#) [Delete Stipend Track](#)

Stipend Amount: \$300.00 **Budget:** \$2,500,000.00 **Start Date:** 7/1/2020 **End Date:** 6/30/2021

Budget Category/Cost Code:

Click here to expand the instructions

> [Stipend Instructions](#)



▼ [Stipend Instructions](#)

The goal of this stipend track is to promote the Maple County ECE Workforce members to work towards attainment of a first-time ECE Teacher Permit. This stipend is only available for Lead Teachers who currently work in an infant, toddler, or preschool classroom and who already have a valid and current ECE Associate Teacher Permit. Follow the directions below to apply for this stipend track. We will mark the status of your stipend as "Approved" if you meet the participation requirements and complete the application. Once approved, all requirements for the stipend track will be visible inside of this record in iPinwheel.

Please follow these steps to apply for this stipend track:

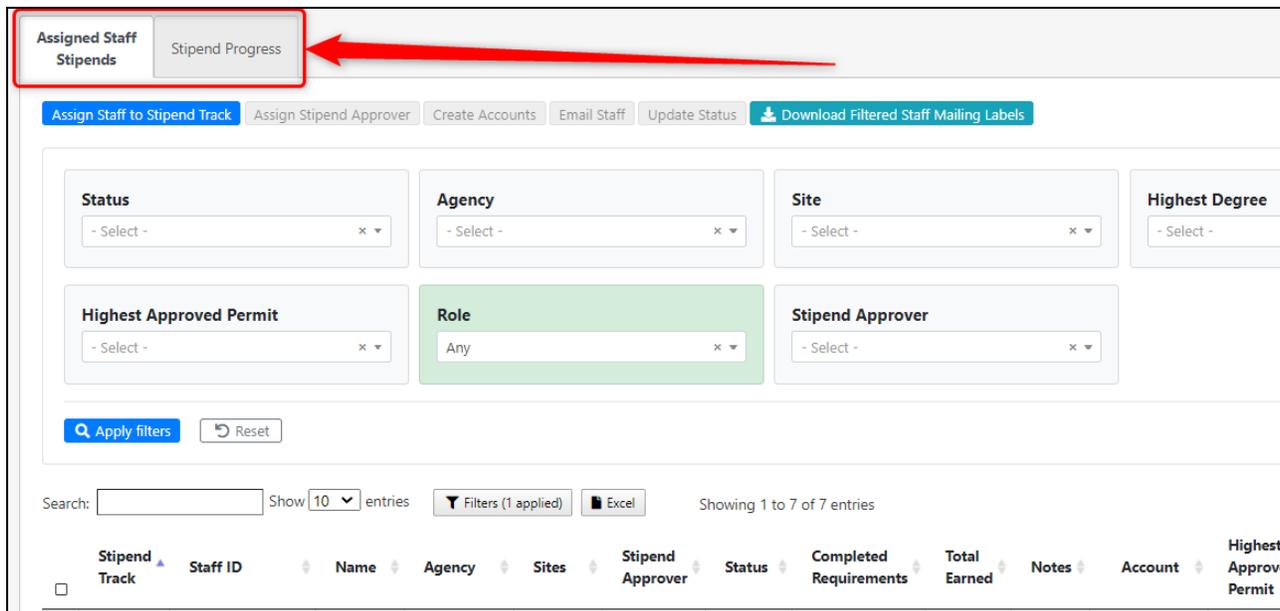
- Download and complete the stipend application located online at this link: www.mapleworkforcestipend.org
- Upload the completed stipend application to this stipend feature inside iPinwheel.
- Make sure the information for your Associate Teacher Permit has been inputted into iPinwheel in your "Staff Profile" in the "Education" menu item and a copy of your permit was attached as evidence to that education record.

Please note that all stipend requirements must be met/completed by March 1, 2021 to receive the stipend amount.

Below the instructions, you will see the “Stipend Requirements” section. This card will remain empty until you add a requirement. Please [refer to the next section](#) to learn how to add a requirement.

Stipend Requirements [Add / Modify](#)

At the bottom of the stipend track page, you will see two tabs: “Assigned Staff Stipends” and “Stipend Progress.” The “Assigned Staff Stipends” section features many buttons and filters that will be outlined in this instruction sheet.



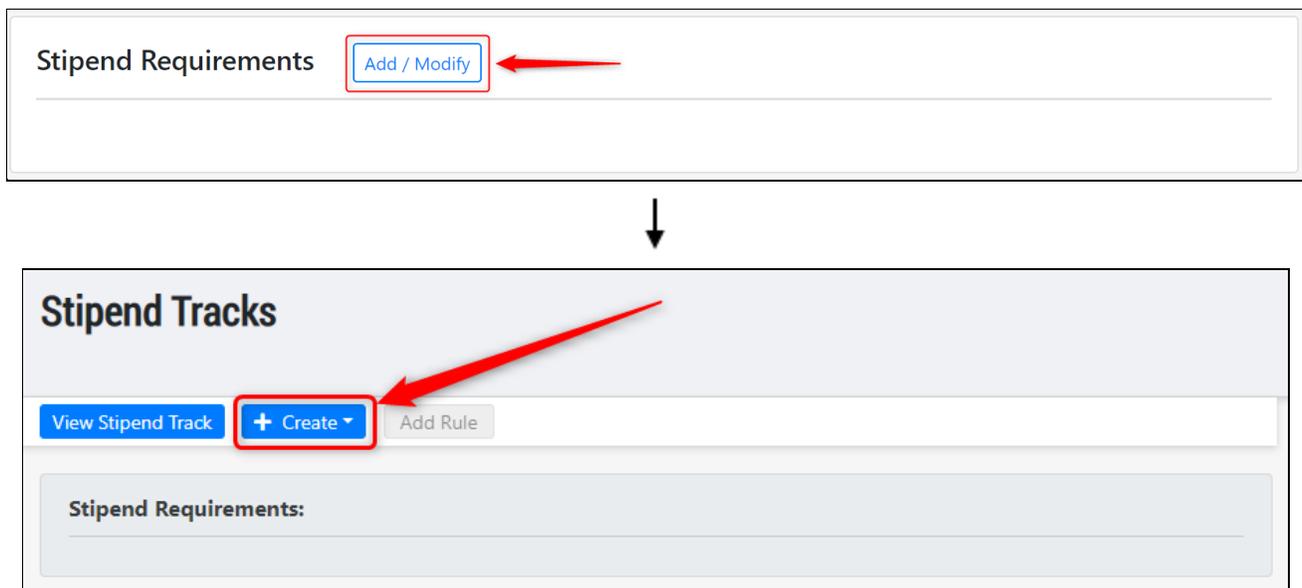
Both the grids will be empty since the stipend track was just created. As soon as you create requirements and assign staff to the stipend program the grids will display data. The instruction sheet will walk you through the requirements and assigning process.

Creating Stipend Requirements

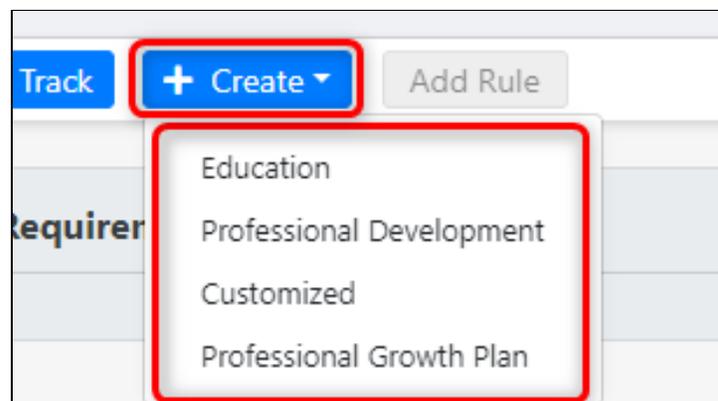
The next step is to set-up the stipend requirements.

Stipend tracks can be set-up with different types of requirements. This space is where you will establish the various requirements for your track. There are several different options here.

When you set-up requirements you will go to the “Stipend Requirements” section on the “Stipend Track” page. This section has a grid that displays the requirement(s) for the stipend. Since requirements have not yet been established for this stipend track, nothing displays in the grid. Click “Add/Modify” to create a new stipend requirement.

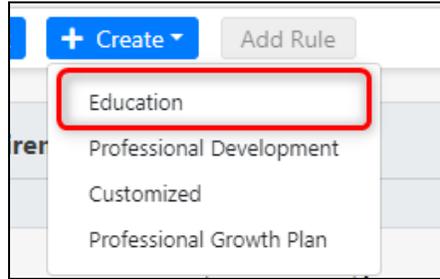


Once you click “Create” the “Type of Requirement” drop-down menu will appear. There are four types to choose from: “Education,” “Professional Development,” “Customized,” and “Professional Growth Plan.” Each requirement type has different field options. This instruction sheet will walk you through the process of setting-up all four requirements types.



Education Requirement

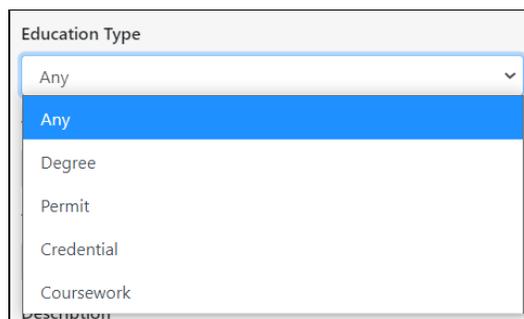
- 1 To create an educational requirement select “Education” from the drop-down menu.



A modal titled “Add Stipend Requirement” will appear.

A screenshot of a modal window titled "Add Stipend Requirement". The form contains several fields: "Education Type" (a dropdown menu with "Any" selected), "Title" (a text input field), "To Be Completed After" (a date input field with a calendar icon), "To Be Completed Before" (a date input field with a calendar icon), "Description" (a large text area), a checkbox labeled "Is this requirement mandatory for all participants in this stipend track?" which is checked, "Payment Options" section with "Amount earned for completing this requirement" (a currency input field showing "\$ 0.00"), and "Cancel" and "Save" buttons at the bottom right.

- 2 Choose the “Education Type” from the list that the drop-down menu provides. This will be the type of education that a staff member must obtain in order to fulfill the stipend requirement.



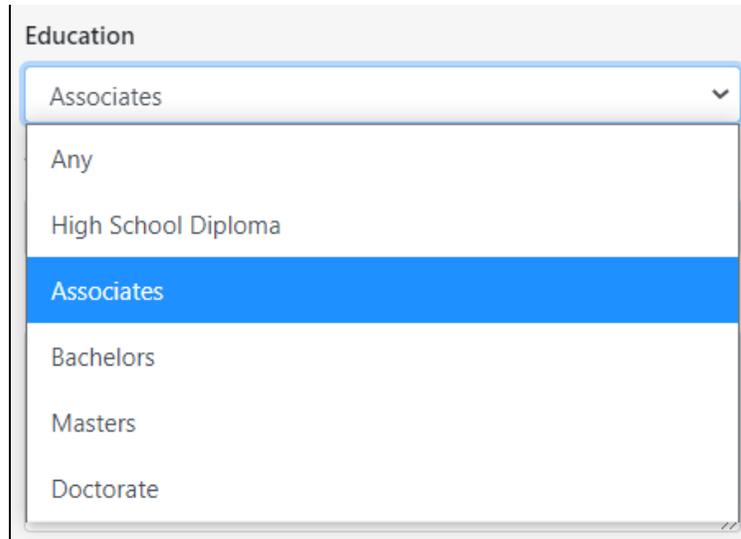
3

If you selected “**Any**” in the previous field, this field will be titled, “Title” in which you enter the name of the education type. This allows for greater freedom in your educational requirements outside of what is pre-populated in the system.



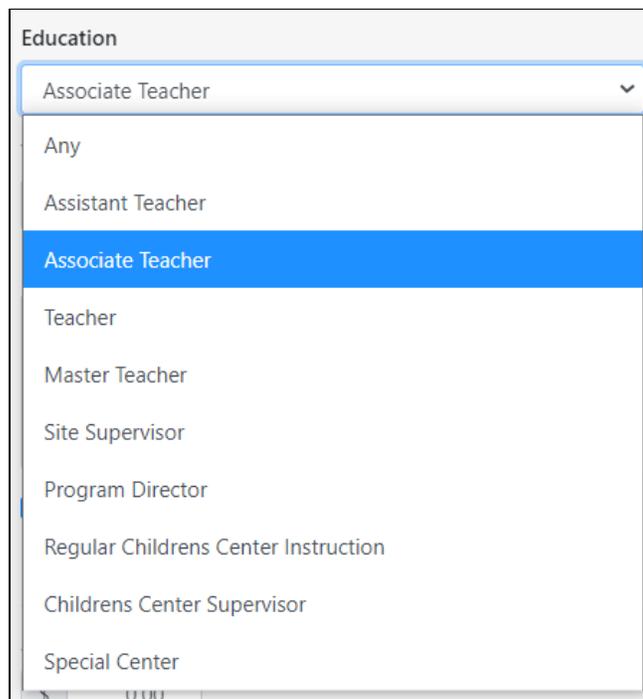
The screenshot shows a form field with a light gray header containing the word "Title". Below the header is a white text input box with a thin gray border, containing the text "ECE Teacher Permit".

If you selected “**Degree**” in the previous field, this field will be titled, “Education” and you can select one of the degrees populated in the drop-down menu.



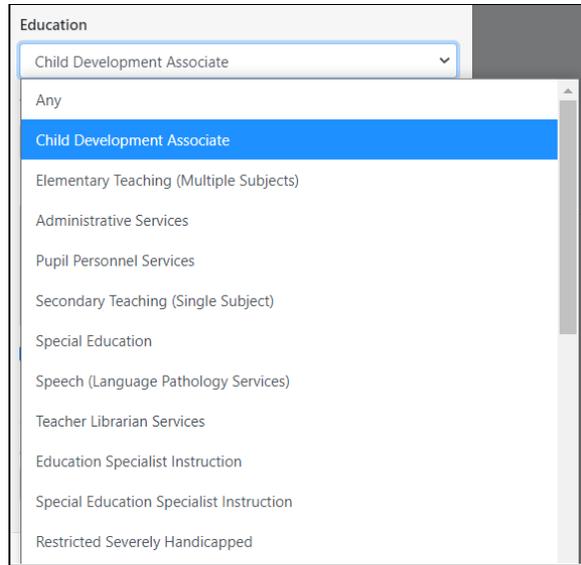
The screenshot shows a drop-down menu with a light gray header titled "Education". The menu is open, showing a list of options: "Associates", "Any", "High School Diploma", "Associates", "Bachelors", "Masters", and "Doctorate". The "Associates" option is highlighted with a blue background. A small downward arrow is visible in the top right corner of the menu box.

If you selected “**Permit**” in the previous field, this field will be titled, “Education” and you can select one of the permits populated in the drop-down menu.



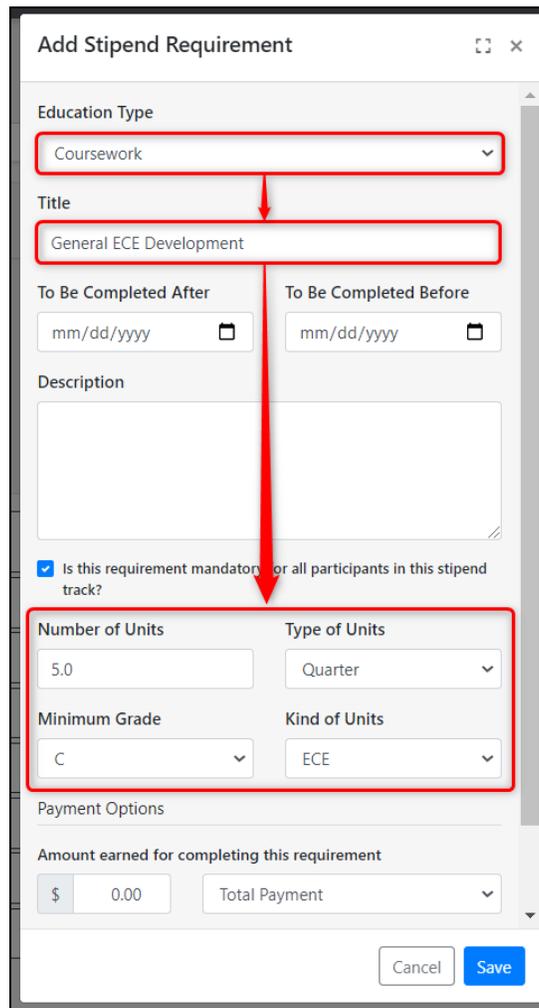
The screenshot shows a drop-down menu with a light gray header titled "Education". The menu is open, showing a list of options: "Associate Teacher", "Any", "Assistant Teacher", "Associate Teacher", "Teacher", "Master Teacher", "Site Supervisor", "Program Director", "Regular Childrens Center Instruction", "Childrens Center Supervisor", and "Special Center". The "Associate Teacher" option is highlighted with a blue background. A small downward arrow is visible in the top right corner of the menu box.

If you selected “**Credential**” in the previous field, this field will be titled, “Education” and you can select one of the credentials populated in the drop-down menu.



The screenshot shows a modal window titled "Education". At the top, there is a dropdown menu with "Child Development Associate" selected. Below this, a list of options is displayed, with "Child Development Associate" highlighted in blue. The other options in the list are: Any, Elementary Teaching (Multiple Subjects), Administrative Services, Pupil Personnel Services, Secondary Teaching (Single Subject), Special Education, Speech (Language Pathology Services), Teacher Librarian Services, Education Specialist Instruction, Special Education Specialist Instruction, and Restricted Severely Handicapped.

If you selected “**Coursework**” in the previous field, this field will be titled, “Title” in which you enter the name of the coursework. You will also notice four (4) additional fields appear in this modal upon selecting “Coursework” in the first field: Number of Units, Type of Units, Minimum Grade, and Kind of Units.



The screenshot shows a modal window titled "Add Stipend Requirement". The "Education Type" dropdown is set to "Coursework". The "Title" field contains "General ECE Development". Below the title are two date pickers: "To Be Completed After" and "To Be Completed Before", both showing "mm/dd/yyyy". A "Description" text area is empty. A checkbox labeled "Is this requirement mandatory for all participants in this stipend track?" is checked. Below this, a red box highlights four fields: "Number of Units" (5.0), "Type of Units" (Quarter), "Minimum Grade" (C), and "Kind of Units" (ECE). At the bottom, there are "Payment Options" and "Amount earned for completing this requirement" fields, with a "Total Payment" dropdown set to "\$ 0.00". "Cancel" and "Save" buttons are at the bottom right.

- 4 Use the two fields to establish a time box for the stipend track. These dates will be used to automate credit for educational milestones achieved. In the example below, if a teacher permit was achieved in 2018 it would not earn credit for this stipend track.

To Be Completed After	To Be Completed Before
07/01/2020 	06/30/2021 

- 5 Write the stipend requirement description in the “Description” field.

Description

Obtain an Associates Degree. In your coursework, you must obtain 20 Early Childhood Education (ECE) or Child Development (CD) units. You must pass each ECE or CD course with a grade of "C" or better.

Note: The core ECE courses include Child/Human Growth & Development; Child/Family/Community and Family Relations;

Note: You can expand the text box by dragging the expanding tool located on the bottom right corner.

- 6 Select the checkbox below the description field if you would like to make this requirement mandatory for all participants in the stipend track. If not, un-check the box.

Is this requirement mandatory for all participants in this stipend track?

- 7 Enter the dollar amount earned for completing this requirement.

Payment Options

Amount earned for completing this requirement

\$ 50.00

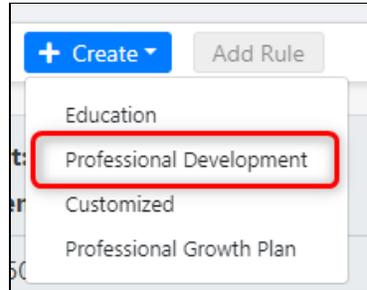
- 8 Click “Save.”

Cancel Save

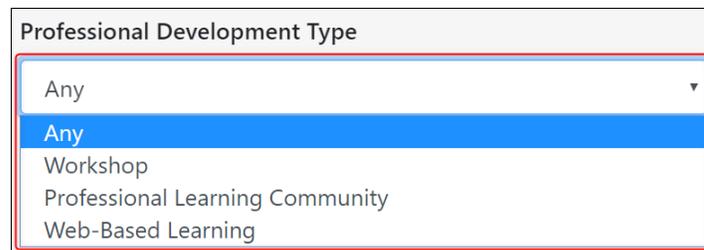
Professional Development Requirement

“Professional Development” is another type of stipend requirement. The set-up page is similar to the “Education” requirement; however, some of the fields differ.

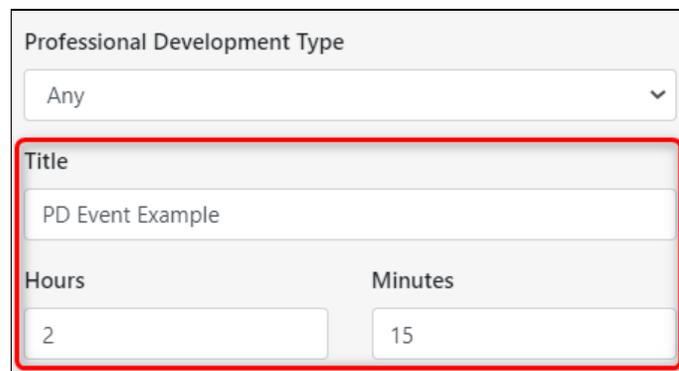
- 1 Click the “Create” button and select “Professional Development” from the drop-down menu.



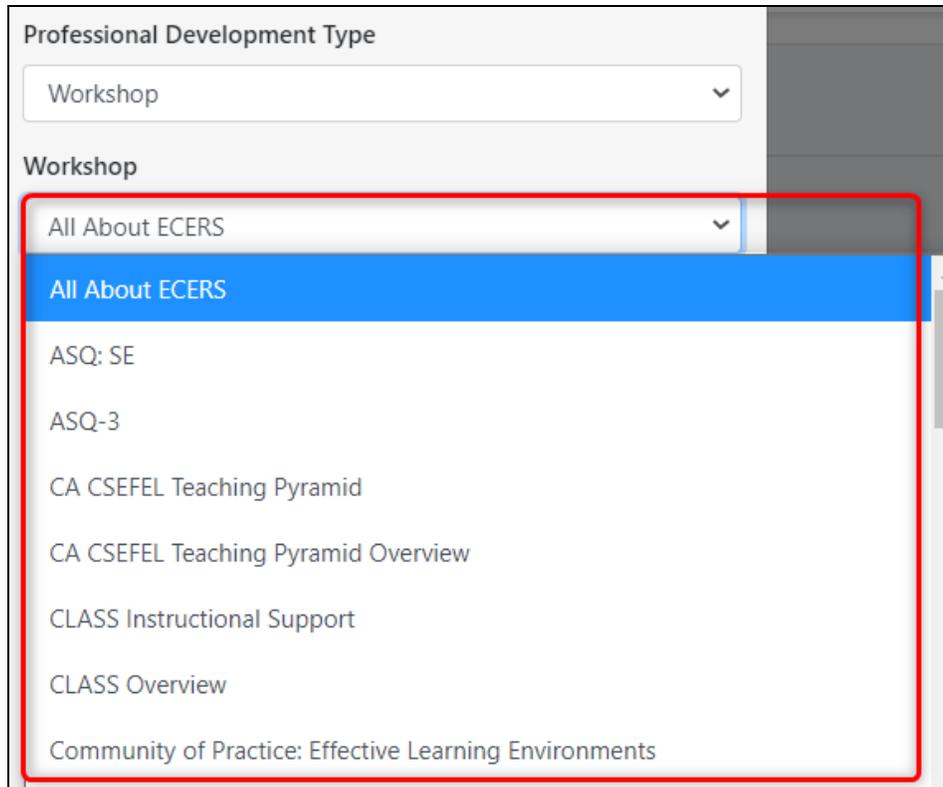
- 2 Choose the “Professional Development Type” from the list that the drop-down menu provides. There are three different kinds of professional development activities inside of Hubbe, each having identical fields. Selecting “Any” means that any of the three types of Professional Development will count for the Professional Development requirement. The instruction sheet will only cover the “Workshop” type of professional development. Follow the same instructions if you wish to add a rule regarding the other two types of professional development.



- 3 If you selected “**Any**” in the previous field, this field will be titled, “Title” in which you enter the name of the professional development type. You will also notice two (2) additional fields appear in this modal upon selecting “Any” in the first field: Hours and Minutes.

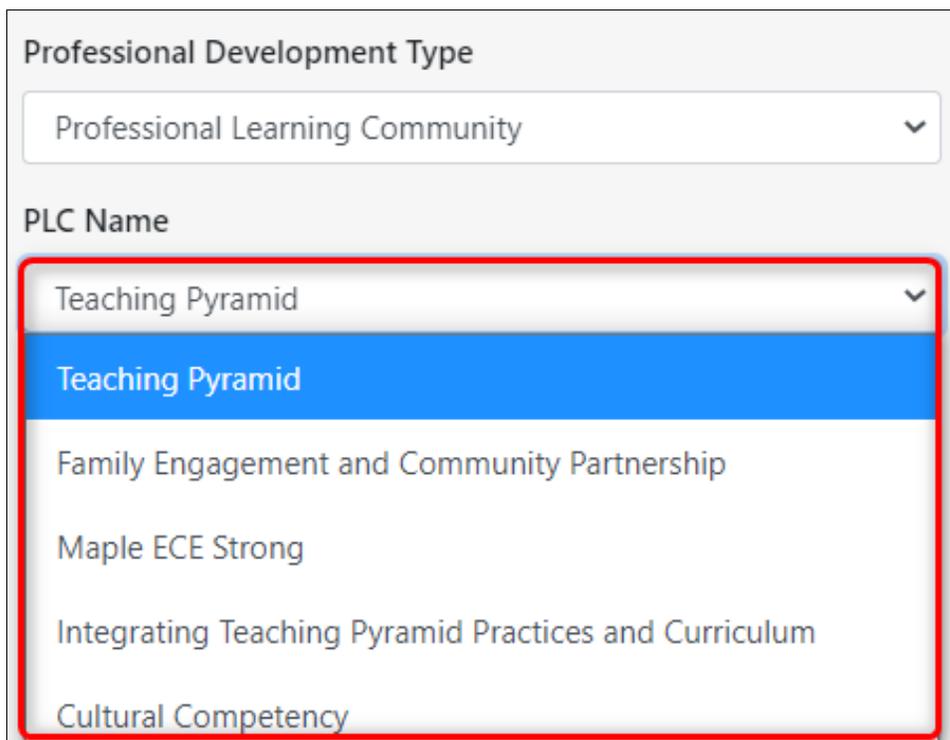
A screenshot of the 'Professional Development Type' form. The dropdown menu is set to 'Any'. Below it, a 'Title' field contains the text 'PD Event Example'. At the bottom, there are two input fields: 'Hours' with the value '2' and 'Minutes' with the value '15'. A red rectangular box highlights the 'Title', 'Hours', and 'Minutes' fields.

If you selected “**Workshop**” in the previous field, this field will be titled, “Workshop” and you can select one of the workshops populated in the drop-down menu.



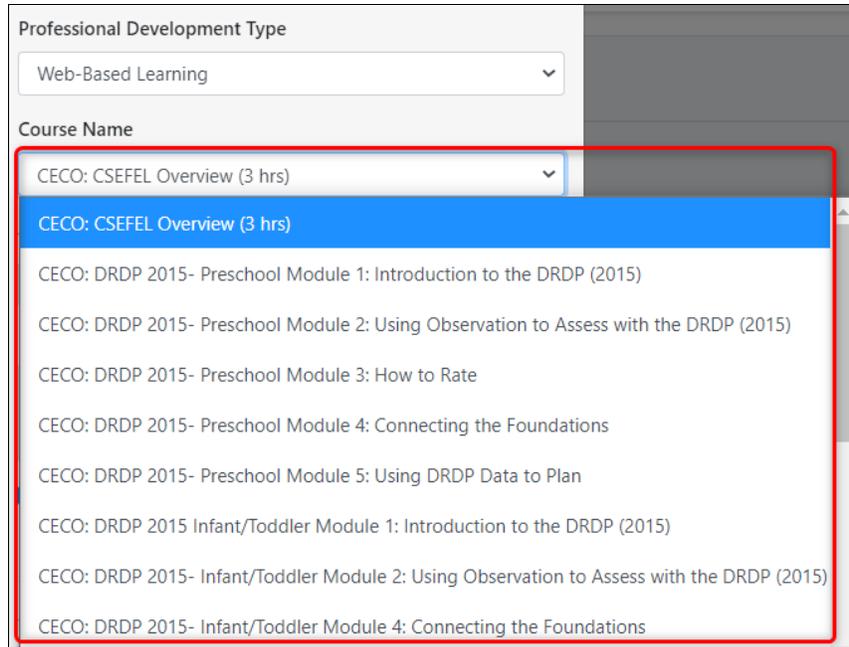
The screenshot shows a form with two main sections. The first section is titled "Professional Development Type" and contains a dropdown menu with "Workshop" selected. The second section is titled "Workshop" and contains a dropdown menu with "All About ECERS" selected. The dropdown menu is open, showing a list of options: "All About ECERS", "ASQ: SE", "ASQ-3", "CA CSEFEL Teaching Pyramid", "CA CSEFEL Teaching Pyramid Overview", "CLASS Instructional Support", "CLASS Overview", and "Community of Practice: Effective Learning Environments". The "All About ECERS" option is highlighted in blue.

If you selected “**Professional Learning Community**” (PLC) in the previous field, this field will be titled, “PLC Name” and you can select one of the PLCs populated in the drop-down menu.



The screenshot shows a form with two main sections. The first section is titled "Professional Development Type" and contains a dropdown menu with "Professional Learning Community" selected. The second section is titled "PLC Name" and contains a dropdown menu with "Teaching Pyramid" selected. The dropdown menu is open, showing a list of options: "Teaching Pyramid", "Family Engagement and Community Partnership", "Maple ECE Strong", "Integrating Teaching Pyramid Practices and Curriculum", and "Cultural Competency". The "Teaching Pyramid" option is highlighted in blue.

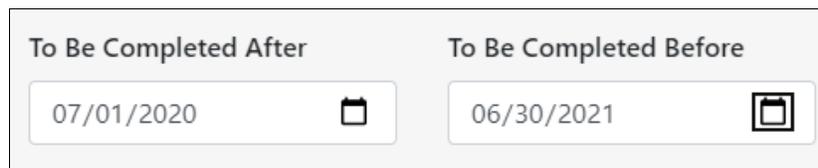
If you selected “**Web-Based Learning**” (PLC) in the previous field, this field will be titled, “Course Name” and you can select one of the web-based courses populated in the drop-down menu.



The screenshot shows a form with two main sections. The first section is titled "Professional Development Type" and contains a dropdown menu with "Web-Based Learning" selected. The second section is titled "Course Name" and contains a dropdown menu with "CECO: CSEFEL Overview (3 hrs)" selected. Below this dropdown is a list of course options, including "CECO: DRDP 2015- Preschool Module 1: Introduction to the DRDP (2015)", "CECO: DRDP 2015- Preschool Module 2: Using Observation to Assess with the DRDP (2015)", "CECO: DRDP 2015- Preschool Module 3: How to Rate", "CECO: DRDP 2015- Preschool Module 4: Connecting the Foundations", "CECO: DRDP 2015- Preschool Module 5: Using DRDP Data to Plan", "CECO: DRDP 2015 Infant/Toddler Module 1: Introduction to the DRDP (2015)", "CECO: DRDP 2015- Infant/Toddler Module 2: Using Observation to Assess with the DRDP (2015)", and "CECO: DRDP 2015- Infant/Toddler Module 4: Connecting the Foundations".

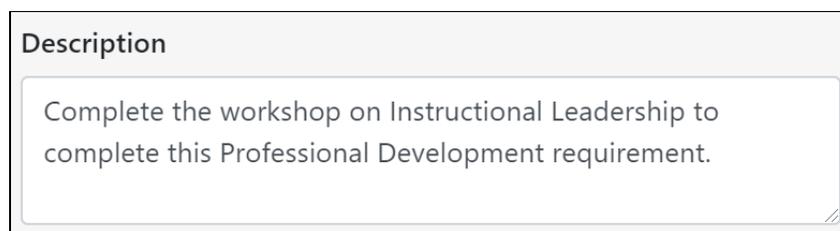
Note: The drop-down lists displayed for Workshops, Professional Learning Communities (PLC), and Web-Based Learning are completely customizable by your county/consortia. Click into “Customize Training” on the county menu under “Training” to navigate to the record where you can add or delete titles for your workshops, PLCs, or web-based courses. Please reference Instruction Sheet 114, “[How to Customize Training](#)” to access details and instructions.

4 Use the two fields to establish a time box for the stipend track. Credit will be given only for workshops that were attended and approved within the time box. Using the dates below, as an example, the staff would only get credit for workshops they attend after July 1st and before June 30th.



The screenshot shows two date selection fields. The first field is labeled "To Be Completed After" and contains the date "07/01/2020". The second field is labeled "To Be Completed Before" and contains the date "06/30/2021". Both fields have a calendar icon to the right of the date input.

5 Write in the description of the Professional Development event or series of events/activities that people of the track need to complete.



The screenshot shows a form with a section titled "Description". Below the title is a text area containing the text: "Complete the workshop on Instructional Leadership to complete this Professional Development requirement."

- 6 Select the checkbox below the description field if you would like to make this requirement mandatory for all participants in the stipend track. If not, un-check the box.

Is this requirement mandatory for all participants in this stipend track?

- 7 Enter the dollar amount earned for completing this requirement, and select whether this amount will be the total payment, or the payment “Per hour completed.”

Payment Options

Amount earned for completing this requirement

\$ 10.00

Total Payment

Total Payment

Per hour completed

Amount not to exceed

The “Amount not to exceed” condition below only applies if you chose the “Per hour completed” payment option. Enter the dollar amount here, to limit the payment to a certain dollar amount.

Amount not to exceed

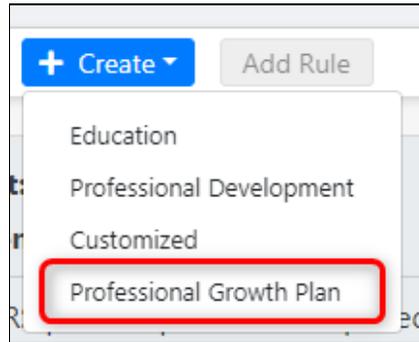
\$ 50.00

- 8 Click “Save.”

Cancel Save

Professional Growth Plan Requirement

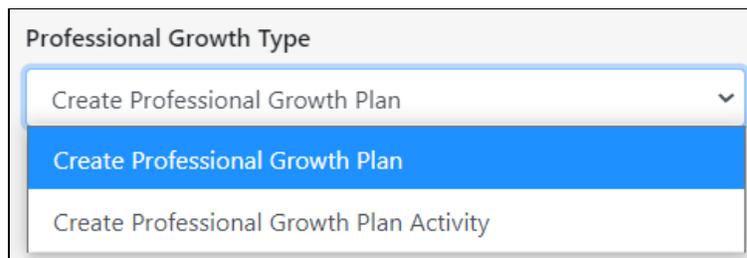
- 1 Click the “Create” button and select “Professional Growth Plan” from the drop-down menu.



- 2 The “Professional Growth Plan Requirement” modal looks a little different than the other professional development requirements. A “Professional Growth Plan” is typically a part of California’s AB212 Staff Retention Program. “Professional Growth Plans” are the documentation that is due to the state of California when staff either earn their ECE permit for the first time or if they want to renew it.

Choose the “Professional Growth Type” from the list that the drop-down menu provides. The “Create Professional Growth Plan” option will give the staff the opportunity to complete any Professional Growth Plan in the stipend time period. The “Create Professional Growth Plan Activity” option allows you to select the specific action that the staff must complete (or have already completed), such as meeting the professional growth plan advisor.

Steps 3-8 will show you how to complete the requirement when you have selected the “**Create Professional Growth Plan**” option. Steps 9-15 will show you how to complete the requirement when you have selected the “**Create Professional Growth Plan Activity**” option.



- 3 The dates to complete the Professional Growth Plan requirement will be automatically populated with the period of time that the stipend is available. These cannot be changed, unless you change the dates for the whole stipend track.

This Professional Growth Plan Requirement must be started by 7/1/2020 and completed by 6/30/2021.

4 Enter the title of the professional growth plan requirement.

Title

5 In the “Description” box, write a description of the professional growth plan requirement, how to complete it, etc. The description you write in this field should be detailed and lists the step(s) necessary for completing the requirement.

Description

Meet with your Professional Growth Advisor (PGA) to complete your professional growth plan. Your PGA will be assigned upon your acceptance to the stipend track.

6 Select the checkbox below the description field if you would like to make this requirement mandatory for all participants in the stipend track. If not, un-check the box.

Is this requirement mandatory for all participants in this stipend track?

7 Enter the dollar amount earned for completing this requirement

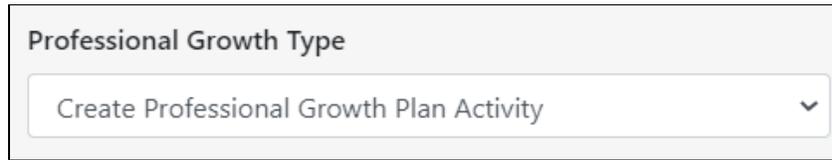
Payment Options

Amount earned for completing this requirement

8 Click “Save.”

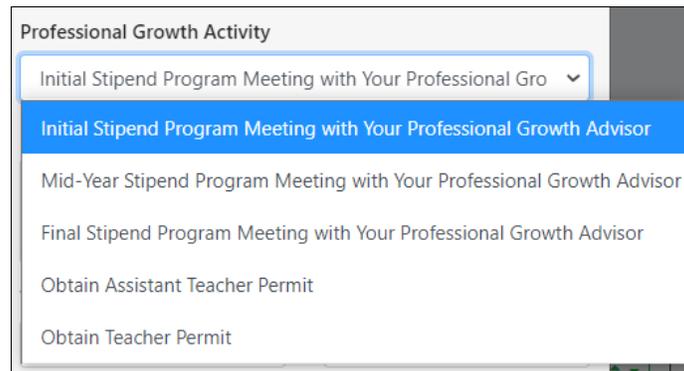
As soon as you have a “Professional Growth Plan” as part of your requirements, Hubbe will look for a completed “Professional Growth Plan” in order to give credit for that particular one. We will revisit this later in the instruction sheet.

9 If you would like to select “Create Professional Growth Plan Activity” as the Professional Growth Type, this allows you to select the specific action that the staff must complete (or have already completed) from a list of activities that are created in the “Customized Trainings” page of Hubbe. To learn how to manage the Professional Growth Plan Activities, please refer to the instruction sheet titled, [“How to Customize Coaching.”](#)



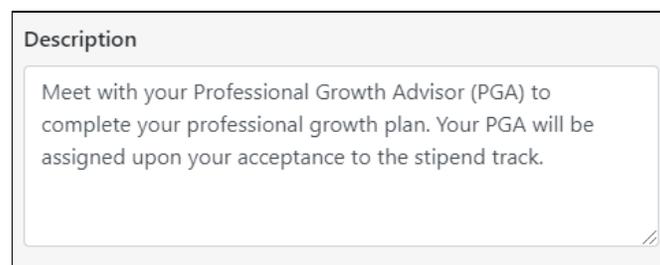
A screenshot of a web form titled "Professional Growth Type". It features a dropdown menu with the text "Create Professional Growth Plan Activity" and a downward-pointing arrow on the right side.

10 Select the “Professional Growth Activity” from the drop-down menu.



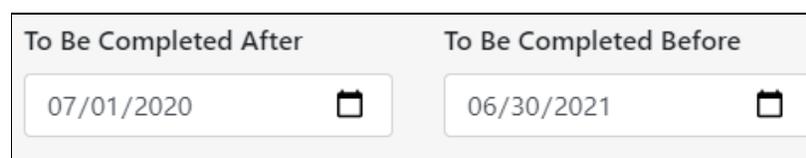
A screenshot of a web form titled "Professional Growth Activity". The dropdown menu is open, showing a list of options: "Initial Stipend Program Meeting with Your Professional Gro", "Initial Stipend Program Meeting with Your Professional Growth Advisor", "Mid-Year Stipend Program Meeting with Your Professional Growth Advisor", "Final Stipend Program Meeting with Your Professional Growth Advisor", "Obtain Assistant Teacher Permit", and "Obtain Teacher Permit". The first option is highlighted in blue.

11 In the “Description” box, write a description of the professional growth plan activity requirement, how to complete it, etc. The description you write in this field should be detailed and lists the step(s) necessary for completing the requirement.



A screenshot of a text box titled "Description". The text inside reads: "Meet with your Professional Growth Advisor (PGA) to complete your professional growth plan. Your PGA will be assigned upon your acceptance to the stipend track."

12 Use the two fields to establish a time box for the stipend track. Credit will be given only for activities that were completed within the time box. Using the dates below, as an example, the staff would only get credit for activities they complete after July 1st and before June 30th.



A screenshot of two date selection fields. The first field is labeled "To Be Completed After" and contains the date "07/01/2020". The second field is labeled "To Be Completed Before" and contains the date "06/30/2021". Both fields have a calendar icon to the right of the date input.

13 Select the checkbox below the description field if you would like to make this requirement mandatory for all participants in the stipend track. If not, un-check the box.

Is this requirement mandatory for all participants in this stipend track?

14 Enter the dollar amount earned for completing this requirement.

Payment Options

Amount earned for completing this requirement

15 Click "Save."

Customized Requirement

A "Customized" requirement would be anything that isn't data driven or a requirement that doesn't live inside of Hubbe. For example, turning in an application would be considered a "Customized" requirement.

1 Click the "Create" button and select "Customized" from the drop-down menu.

- Education
- Professional Development
-
- Professional Growth Plan

- 2 This type of requirement only has a “Title” and “Description” field. In the “Description” box, write a detailed description of the requirement and list the step(s) necessary for completing the requirement.

Title

ECE Teacher Permit Stipend Application Forms

Description

Review, complete, and sign the ECE Teacher Permit Stipend Application forms. Upload the completed document directly into this stipend record. When in edit-mode, you will see the document attachment feature at the bottom of your screen.

- 3 Select the checkbox below the description field if you would like to make this requirement mandatory for all participants in the stipend track. If not, un-check the box.

Is this requirement mandatory for all participants in this stipend track?

- 4 Enter the dollar amount earned for completing this requirement

Payment Options

Amount earned for completing this requirement

- 5 Click “Save.”

Adding Rules to Stipend Requirements

Once you've created your "Stipend Requirements" you can edit, delete, and reorder them.

The screenshot shows the "Stipend Tracks" interface. At the top, there are buttons for "View Stipend Track", "+ Create", and "Add Rule". Below this, the "Stipend Amount" is listed as "\$110.00 - \$300.00". Under "Stipend Requirements", there are three items: "A. ECE Teacher Permit Stipend Application Forms | \$50.00", "B. All About ECERS | \$10.00 per hour completed not to exceed \$50.00", and "C. Associates | \$50.00". Below the list, there are three rows of checkboxes corresponding to these requirements. The first row, "ECE Teacher Permit Stipend Application Forms", has its checkbox checked. To the right of each row are three icons: a blue pencil (Edit), a red trash can (Delete), and a green double-headed arrow (Reorder). Red callout boxes with white text point to these icons, labeled "Edit", "Delete", and "Reorder".

1 To add a rule, you must select the requirements that you wish to add the rule(s) to.

This screenshot is similar to the previous one, showing the "Stipend Tracks" interface. The "Add Rule" button is highlighted with a red box. A red callout box with white text points to this button, containing the text "Click here to add a rule to your selected requirement(s)". The "ECE Teacher Permit Stipend Application Forms" checkbox is also checked, and the "Add Rule" button is highlighted.

A modal will appear. Enter any applicable information for the rule you want to create regarding the stipend requirement.

The 'Add Rule' modal contains the following fields and options:

- Count:** Only the number chosen of the selected requirements need to be completed.
- Rule Type:** A dropdown menu currently showing 'Count'.
- Rule Explanation:** A text input field.
- Number of Requirements:** A dropdown menu currently showing '1'.
- Payment Options:**
 - Amount earned for each completed requirement: \$ 0.00
 - Amount earned for completing this rule: \$ 0.00
 - Amount not to exceed: \$ 0.00
 - Amount is highest amount from completed requirements
- Buttons:** 'Cancel' and 'Save'.

2 The first field indicates the rule type. Choose what type of rule you want to apply to the stipend requirement. The blue information field at the top of the modal explains the meaning of each rule type. We will also provide a brief explanation of each rule type below.

This image shows a close-up of the 'Rule Type' dropdown menu. The menu is open, showing the following options: 'Count', 'Or', 'And', 'Optional', and 'Not'. The 'Count' option is currently selected and highlighted in blue. Above the dropdown, a blue information field contains the text: 'Count: Only the number chosen of the selected requirements need to be completed.'

Note: When you choose a different rule type, the blue information field will update to the corresponding explanation.

This image shows a close-up of the 'Rule Type' dropdown menu with 'Or' selected. A red arrow points from the 'Or' option in the dropdown to the blue information field above it, which now contains the text: 'Or: Only one of the selected requirements need to be completed.'

For the purposes of this instruction sheet, we will select the three workshops that we have added as requirements for the stipend track. We will then apply each rule type to explain the various rules you can choose to apply to your requirements.

Stipend Tracks

View Stipend Track + Create Add Rule 2

Stipend Amount: \$270.00 - \$300.00

Stipend Requirements:

- A. Initial Stipend Program Meeting with Your Professional Growth Advisor
- B. CLASS Overview | \$50.00
- C. ASQ: SE | \$50.00
- D. All About ECERS | \$10.00 per hour completed not to exceed \$50.00
- E. Associates | \$50.00
- F. **Optional** requirements: - Upload permit to the stipend if applicable (*\$50.00*)
 - o ECE Teacher Permit Stipend Application Forms | \$50.00

Initial Stipend Program Meeting with Your Professional Growth Advisor

CLASS Overview

ASQ: SE

All About ECERS

Associates

We selected the three workshops added as requirements

Count: If you would like to apply the “Count” rule type, this means that you will require the participants to complete a certain minimum number of the three workshops selected based on the number you select in the “Number of Requirements” field. You can choose to require a minimum completion of only **one** of the three workshops by selecting “1,” or maybe you’d like to require a minimum completion of any **two** of the three workshops by selecting “2.”

Rule Type

Count

Rule Explanation

Number of Requirements 1

2

1

2

3

Options

Required for each completed

\$ 0.00

Complete at least 1 of the following

CLASS Overview

ASQ: SE

All About ECERS

Or: If you would like to apply the “Or” rule type, this means that you will require the participants to complete only **one** of three workshops (*i.e., this one, this one, **OR** this one*).

i Or: Only one of the selected requirements need to be completed.

Rule Type

Or



Complete one of the following

CLASS Overview

ASQ: SE

All About ECERS

And: If you would like to apply the “And” rule type, this means that you will require the participants to complete all three of the workshops (*i.e., this one, this one, **AND** this one*).

i And: All of the selected requirements need to be completed.

Rule Type

And



Complete all of the following

CLASS Overview

ASQ: SE

All About ECERS

Optional: If you would like to apply the “Optional” rule type, this means that you will not require the participants to complete any of the three workshops if desired, as they are only optional. The participants will have the **choice** to complete any of the three workshops or not.

Optional: The selected requirements are optional.

Rule Type

Optional

Optional requirements

CLASS Overview

ASQ: SE

All About ECERS

Not: The “Not” rule essentially works to prevent participants with certain criteria from completing the stipend. For example, if you don’t want staff members who have received a Masters degree to participate in the stipend, you can add a “Master's Degree” education requirement and then apply a “Not” rule to that degree requirement. This translates to express: If you have completed a Master’s degree, you cannot participate in this stipend; in other words: you cannot have completed a Master’s degree to complete this stipend. Alternatively, you can not invite staff with a Master’s to the stipend.

Not: This requirement must not be completed.

Rule Type

Not

Stipend Amount: \$110.00 - \$300.00

Stipend Requirements:

A. Must **not** have completed:

- o Masters

B. Initial Stipend Program Meeting with Your Professional Growth Advisor

C. Complete at least **1** of the following: (**\$10.00 - \$150.00**)

- o CLASS Overview | \$50.00 **or**
- o ASQ: SE | \$50.00 **or**
- o All About ECERS | \$10.00 per hour completed not to exceed \$50.00

D. Associates | \$50.00

E. **Optional** requirements: - Upload permit to the stipend if applicable (**\$50.00**)

- o ECE Teacher Permit Stipend Application Forms | \$50.00

Must not have completed - "Not" rule applied to degree

Masters - "Masters" degree requirement

Initial Stipend Program Meeting with

- 3 In the “Rule Explanation” text-box, enter a description of the rule to help staff members better understand the rule. This text will appear next to the rule title.

Rule Explanation

Upload permit to the stipend if applicable



Optional requirements - Upload permit to the stipend if applicable

ECE Teacher Permit Stipend Application Forms

- 4 Enter the payment options for completing the stipend requirement. The payment options listed on your screen may differ from the image below depending on the “Rule Type” you selected in step #2.

Payment Options

Amount earned for each completed requirement ⓘ \$ 0.00

Amount earned for completing this rule ⓘ \$

Amount not to exceed ⓘ \$ 0.00

If there are multiple requirements, you may check the box at the bottom of the modal to make the payment amount equal to the highest amount from completed requirements, if applicable.

Amount is highest amount from completed requirements

- 5 Click “Save.”

Cancel Save

Once you click save, your rule will be applied to the list of Stipend Requirements.

Stipend Amount: \$100.00 - \$300.00

Stipend Requirements:

A. ECE Teacher Permit Stipend Application Forms | \$50.00

B. Complete **one** of the following: (\$50.00 - \$300.00)

- Commit to a Professional Growth Plan | \$50.00 **or**
- Instructional Leadership - PAS | \$10.00 per hour completed not to exceed \$50.00 **or**
- Associates | \$50.00

<input type="checkbox"/> ECE Teacher Permit Stipend Application Forms	  
<input type="checkbox"/> Complete one of the following	  
<input type="checkbox"/> Commit to a Professional Growth Plan	  
<input type="checkbox"/> Instructional Leadership - PAS	  
<input type="checkbox"/> Associates	  

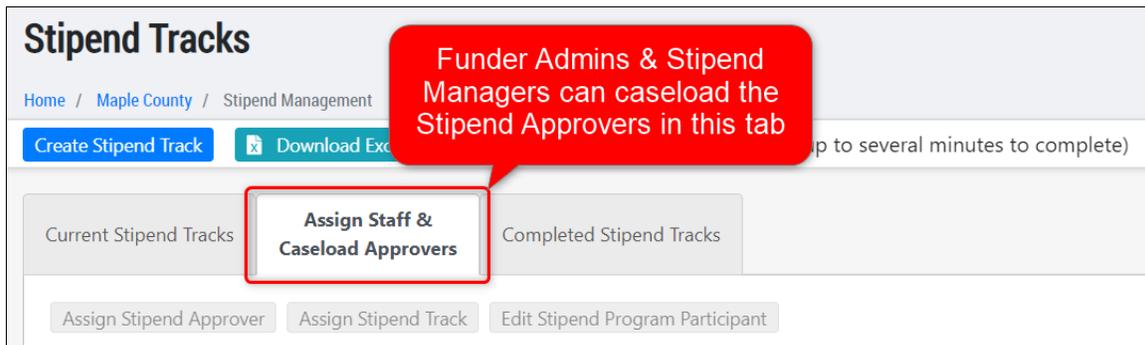
As soon as you set-up the requirements for your stipend track, then it is time to think about who in your county is going to participate in the stipend.

For details and instructions on how to manage and update stipend requirements for each assigned staff, please refer to the instruction sheet titled, "[Updating Stipend Requirements.](#)"

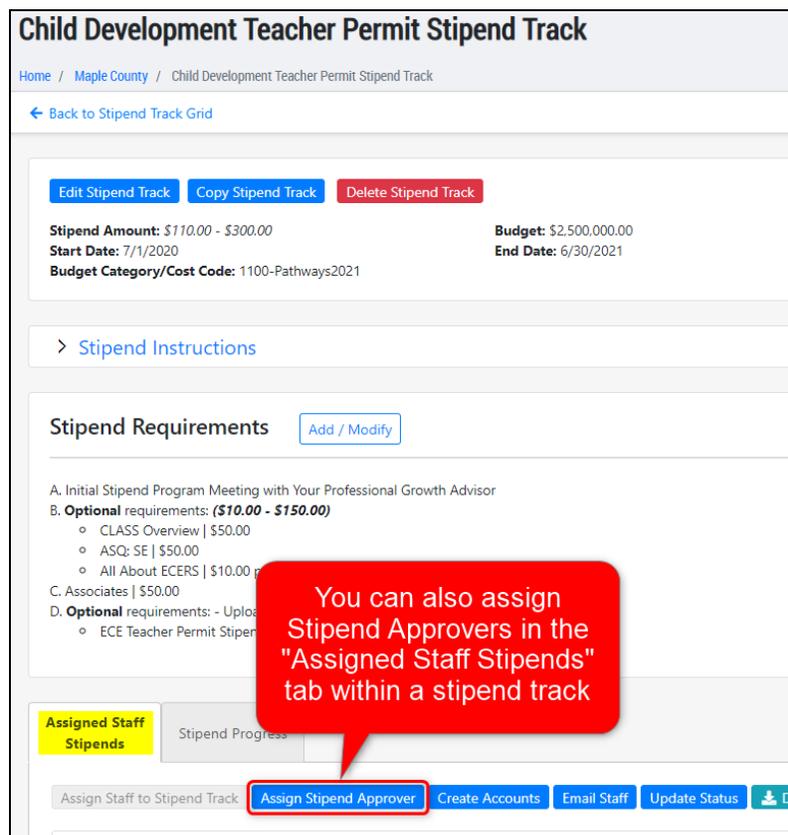
Assigning Stipend Approvers

A Stipend Approver will be assigned a caseload of ECE staff. The role will act as a case manager for their caseload staff, assigning staff to stipend tracks and then reviewing and approving the stipend requirements that a staff member completes. The Stipend Approver role does not have the ability to edit the details of the stipend track, such as budgeting, but does have functionality within the “Assigned Staff Stipends” and “Stipend Progress” grids, such as creating staff accounts, emailing participating staff, updating the status of the stipend for each participating staff, and approving completed requirements for each staff caseloaded to them.

The Funder Admin and Stipend Manager roles can assign Stipend Approvers from the “Assign Staff & Caseload Approvers” tab on the Stipend Tracks landing page.



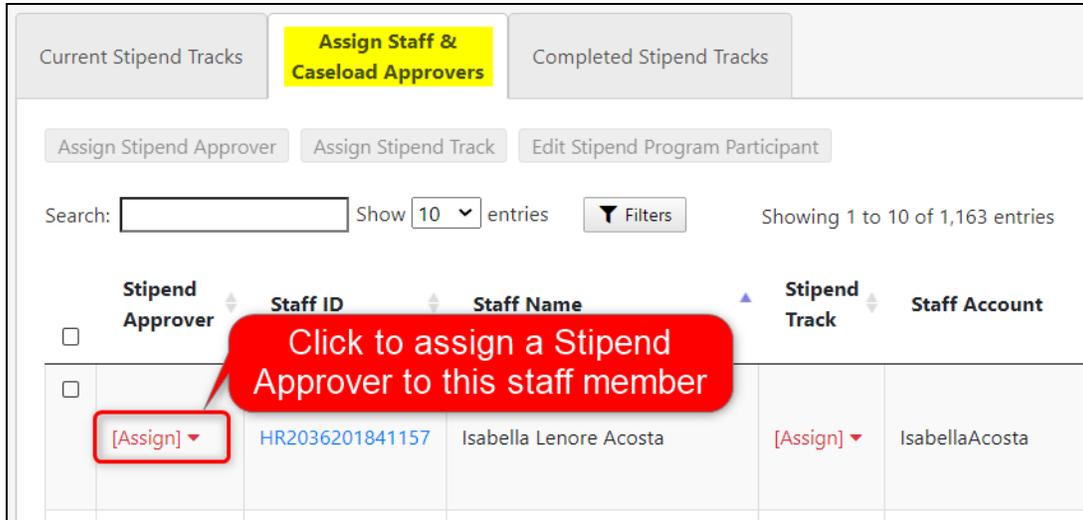
Stipend Approvers can also be assigned from the “Assigned Staff Stipends” grid within a stipend track. This way to caseload Stipend Approvers will be reviewed after the first method mentioned above.



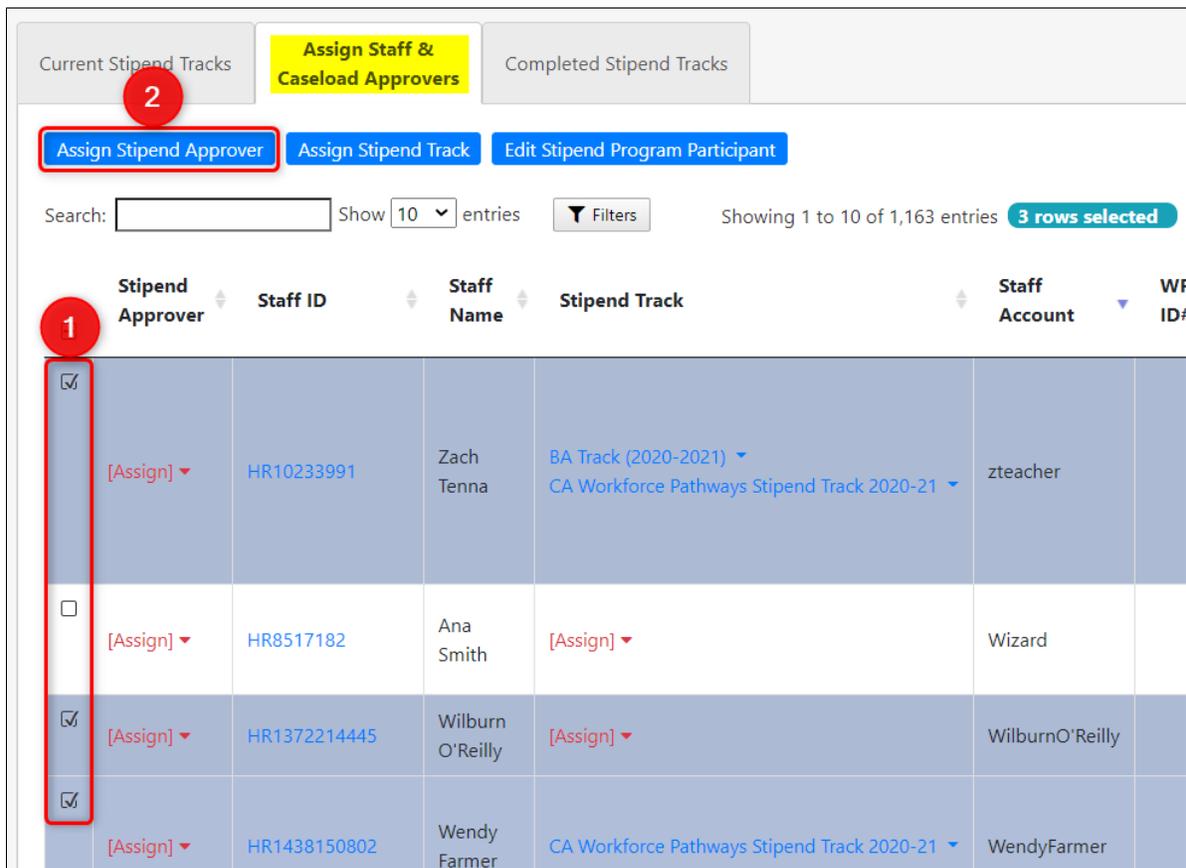
1

Within the “Assign Staff & Caseload Approvers” tab, you have the ability to assign a Stipend Approver to one staff member at a time or to multiple staff members at one time. The “[Assign]” in red font is used to indicate that a Stipend Approver has not yet been assigned to the staff member.

Individually - To assign a Stipend Approver to one staff member, click on “[Assign]” in the “Stipend Approver” column for that staff member.

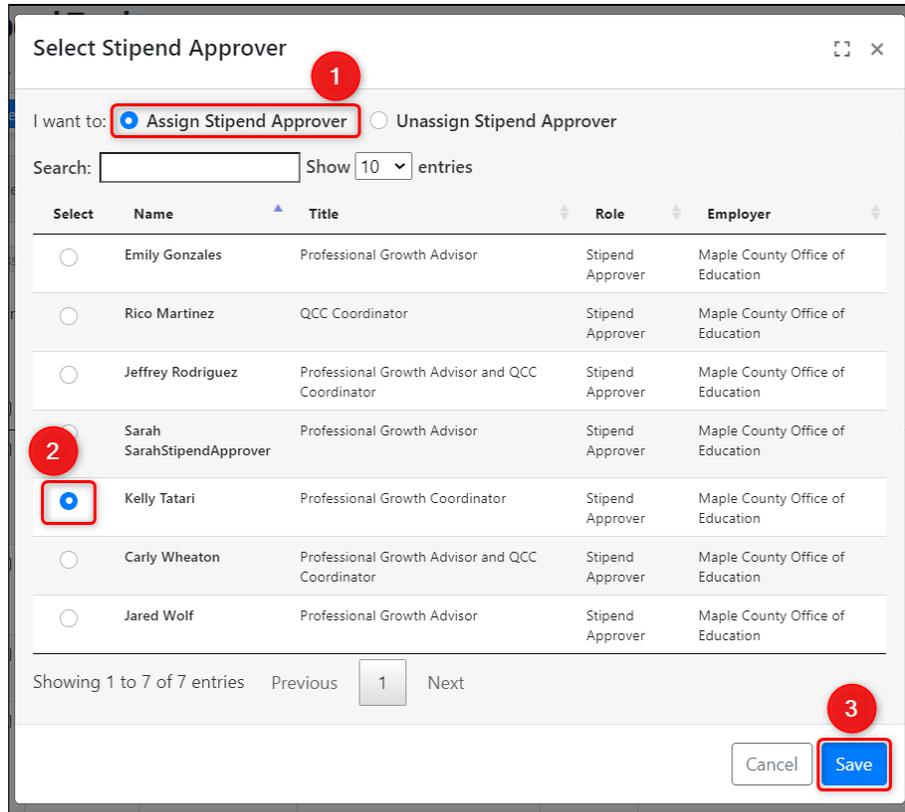


Multiple at one time - You can also assign the same Stipend Approver to many staff members at one time. First select all the staff members in the grid and then click the blue “Edit Stipend Program Participant” button at the top of the tab. Note: The Stipend Approver selected will be the one assigned to every staff member selected.



2

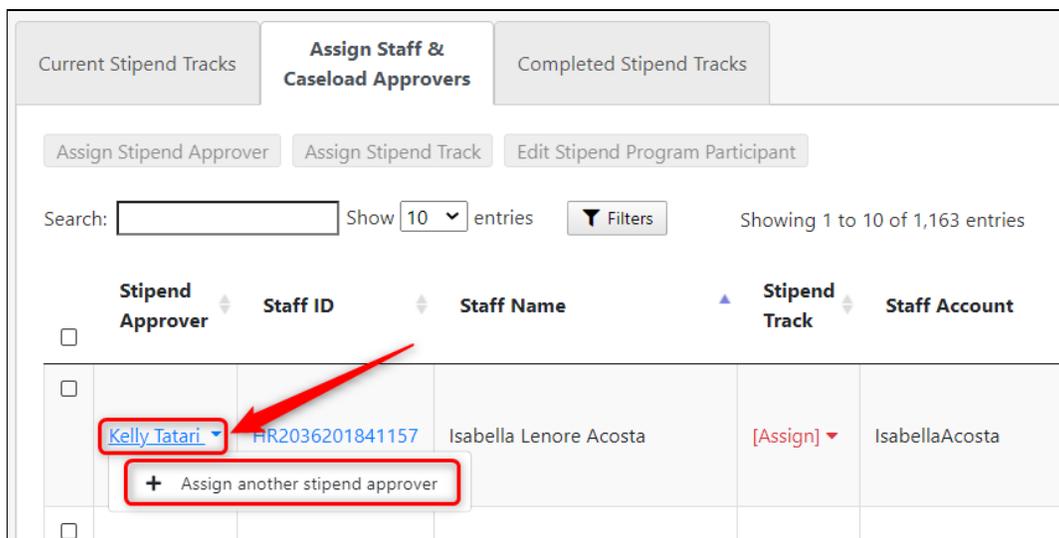
In the pop-up modal that appears, select “Assign Stipend Approver” at the top. Then select one of the Stipend Approvers listed. This modal will include all staff that have been assigned the Stipend Approver role at your county. Lastly, click “Save.”



3

You can assign more than one Stipend Approver to an ECE staff member. You will simply follow the same steps as before either individually or multiple at one time.

Individually - Rather than on clicking “[Assign]” you will be clicking on any Stipend Approver’s name in that staff member’s cell. In the drop-down menu that appears, click “+Assign another stipend approver.” The same pop-up modal will appear where you select an additional stipend approver and then click “Save.”



Stipend Approver	Staff ID	Staff Name	Stipend Track	Staff Account
<input type="checkbox"/> <div style="border: 1px solid red; padding: 2px;"> Kelly Tatari ▾ Jared Wolf ▾ </div>	HR2036201841157	Isabella Lenore Acosta	[Assign] ▾	IsabellaAcosta
<input type="checkbox"/> [Assign] ▾	HR18331	Rivka Adair	[Assign] ▾	

Multiple at one time - Select all staff members you'd like to assign the same approver to in the grid, then click the blue "Assign Stipend Approver" button. The same pop-up modal will appear where you select an additional stipend approver and then click "Save."

Current Stipend Tracks
Assign Staff & Caseload Approvers
Completed Stipend Tracks

2
Assign Stipend Approver
Assign Stipend Track
Edit Stipend Program Participant

Search: Show entries Showing 1 to 10 of 1,163 entries 3 rows selected

	Stipend Approver	Staff ID	Staff Name	Stipend Track	Staff Account	WFR ID#
1	<input checked="" type="checkbox"/> <div style="border: 1px solid red; padding: 2px;"> Kelly Tatari ▾ Jared Wolf ▾ </div>				IsabellaAcosta	10002546
	<input checked="" type="checkbox"/> Kelly Tatari ▾				RivkaAdair	10285938
	<input checked="" type="checkbox"/> [Assign] ▾				AbbyAgencyFiscalAdmin	1238

Will add a 3rd approver to this staff

Will add a 2nd approver to this staff

Will add the 1st approver to this staff



Stipend Approver	Staff ID	Staff Name	Stipend Track	Staff Account
<input type="checkbox"/> <div style="border: 1px solid red; padding: 2px;"> Kelly Tatari ▾ Carly Wheaton ▾ Jared Wolf ▾ </div>	HR2036201841157	Isabella Lenore Acosta	[Assign] ▾	Isab
<input type="checkbox"/> Kelly Tatari ▾ Carly Wheaton ▾	HR18331	Rivka Adair	[Assign] ▾	Rivk
<input type="checkbox"/> Carly Wheaton ▾	HR13077205	Abby Adams	[Assign] ▾	Abb

5

If you would like to **remove a Stipend Approver**, click on any individual Stipend Approver's name in a staff member's row or select multiple staff members in the grid (*which are the same starting points described above to assign a Stipend Approver individually or multiple staff members at one time*).

Stipend Approver	Staff ID	Staff Name	Stipend Track	Staff Account	WFR ID#	
Kelly Tatari Jared Wolf	HR2036201841157	Isabella Lenore Acosta	[Assign]	IsabellaAcosta	10002	
<input checked="" type="checkbox"/>	Kelly Tatari	HR18331	Rivka Adair	[Assign]	RivkaAdair	10285
[Assign]	HR13077205	Abby Adams	[Assign]	AbbyAgencyFiscalAdmin	1238	
<input checked="" type="checkbox"/>	Jared Wolf	HR1230124736	Barton Adams	[Assign]		

In the pop-up modal, if you select “Unassign Stipend Approver,” any Stipend Approver assigned to the staff member will be removed. This means that if two Stipend Approvers are assigned to a staff member, both will be removed upon clicking “Save.”

Select Stipend Approver

I want to: Assign Stipend Approver Unassign Stipend Approver

Cancel Save

Assigning Stipend Approvers Within a Stipend Track

- 1 First navigate to the “Assigned Staff Stipends” tab within a stipend track. The grid containing all invited/participating staff will display a column titled “Stipend Approver.” The “[Assign]” in red font in this column is used to indicate that a Stipend Approver has not yet been assigned to the staff member.

The screenshot shows the 'Assigned Staff Stipends' interface. At the top, there are tabs for 'Assigned Staff Stipends' (highlighted in yellow) and 'Stipend Progress'. Below the tabs are several action buttons: 'Assign Staff to Stipend Track', 'Assign Stipend Approver', 'Create Accounts', 'Email Staff', 'Update Status', and 'Download Filtered Staff Mailing Labels'. There are also filter sections for 'Status', 'Agency', 'Site', 'Highest Approved Permit', 'Role' (set to 'Any'), and 'Stipend Approver'. A search bar and 'Apply filters' button are present. Below the filters, there is a table with columns: Stipend Track, Staff ID, Name, Agency, Sites, Stipend Approver, Status, Completed Requirements, Total Earned, and Notes. The 'Stipend Approver' column is highlighted in yellow, and the '[Assign]' button in the first row is circled in red. A red arrow points from the top-left tab area to the '[Assign]' button.

Stipend Track	Staff ID	Name	Agency	Sites	Stipend Approver	Status	Completed Requirements	Total Earned	Notes
View Stipend	HR9055341	Selina Martinez	Applebank USD	Central State Preschool, Riverbank CDC	[Assign]	Available	0 out of 5	\$0.00	
View Stipend	HR1327014503	Mittie Lin	Applebank USD	Allen State Preschool	[Assign]	Available	0 out of 5	\$0.00	
View Stipend	HR1974133618598	Melanie Preezo	Allred Child Development Center		[Assign]	Available	0 out of 5	\$0.00	

- 2 As described previously, there are two ways you can assign a Stipend Approver: individually or multiple staff at a time.

Individually - To assign a specific staff member a Stipend Approver, click the red “[Assign]” button in the “Stipend Approver” column in that staff member’s row.

This is a close-up view of the table from the previous screenshot. The 'Stipend Approver' column is highlighted in yellow, and the '[Assign]' button in the first row is circled in red. A red arrow points from the top-left of the table area to the '[Assign]' button.

Stipend Track	Staff ID	Name	Agency	Sites	Stipend Approver	Status	Completed Requirements	Total Earned	Notes
View Stipend	HR9055341	Selina Martinez	Applebank USD	Central State Preschool, Riverbank CDC	[Assign]	Available	0 out of 5	\$0.00	(0)
View Stipend	HR1327014503	Mittie Lin	Applebank USD	Allen State	[Assign]	Available	0 out of 5	\$0.00	(1)

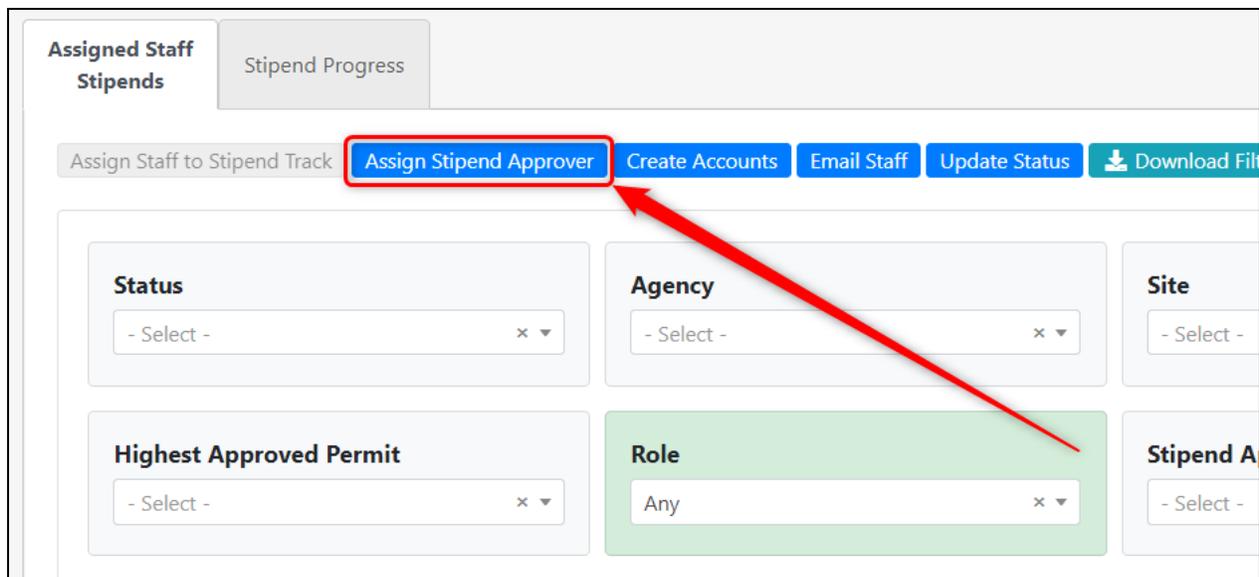
Multiple at one time - If you would like to assign multiple participating staff the same Stipend Approver, first select the staff in the grid. You can also click the checkbox next to the column titles to select all staff displayed in the grid.



The screenshot shows a table with columns: Stipend Track, Staff ID, Name, Agency, Sites, Stipend Approver, Status, Completed Requirements, and Total Earned. There are 7 rows of data. A red callout box points to a checkbox in the top left corner of the table, with the text "Click this checkbox to select/unselect all staff displayed in the grid". Another red callout box points to the checkboxes in the first column of the table, with the text "Or select each row individually in the grid". The first four rows have their checkboxes checked, and the last row has its checkbox unchecked. The "Stipend Approver" column contains a dropdown menu with "[Assign]" selected for each row.

Stipend Track	Staff ID	Name	Agency	Sites	Stipend Approver	Status	Completed Requirements	Total Earned	
<input checked="" type="checkbox"/>	View Stipend HR9055341	Selina	Applebank USD	Central State Preschool, Riverbank CDC	[Assign]	Approved	0 out of 5	\$0.00	<input type="checkbox"/>
<input checked="" type="checkbox"/>	View Stipend HR1327014503	Mittie Lin	Applebank USD	Allen State Preschool	[Assign]	Accepted	2 out of 5	\$0.00	<input type="checkbox"/>
<input type="checkbox"/>	View Stipend HR1974133618598	Melanie Preezo	Allred Child Development Center		[Assign]	Approved	0 out of 5	\$0.00	<input type="checkbox"/>
<input checked="" type="checkbox"/>	View Stipend HR20425778	Kendra Santos	Applebank USD	Allen State Preschool	[Assign]	Approved	0 out of 5	\$0.00	<input type="checkbox"/>
<input checked="" type="checkbox"/>	View Stipend HR13245306	Monica Rodriguez	Applebank USD	Riverbank CDC	[Assign]	Available	0 out of 5	\$0.00	<input type="checkbox"/>
<input type="checkbox"/>	View Stipend HR18487741	AnaMaria Lopez	Applebank USD	Forrest Avenue Head	[Assign]	Available	1 out of 5	\$40.00	<input type="checkbox"/>

Click the blue "Assign Stipend Approver" button at the top of the tab.



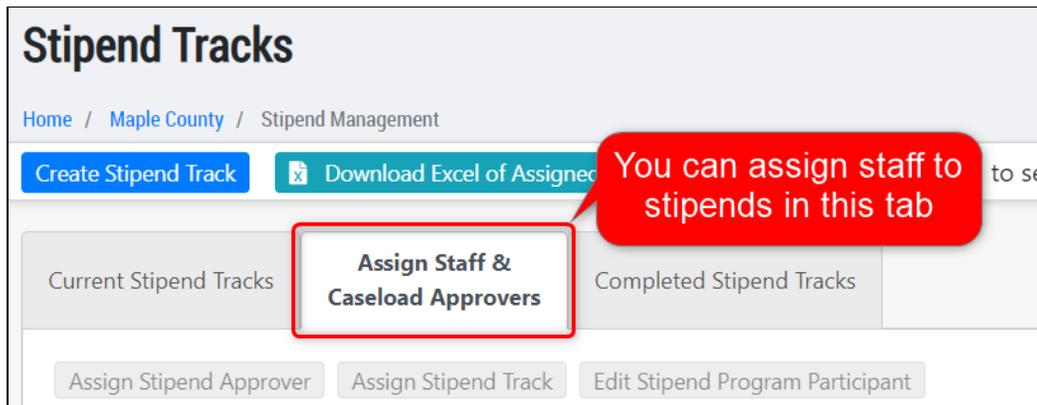
The screenshot shows the "Assigned Staff Stipends" form. At the top, there are two tabs: "Assigned Staff Stipends" (active) and "Stipend Progress". Below the tabs, there is a row of buttons: "Assign Staff to Stipend Track", "Assign Stipend Approver" (highlighted with a red box and a red arrow), "Create Accounts", "Email Staff", "Update Status", and "Download File". Below the buttons, there are several dropdown menus for "Status", "Agency", "Site", "Highest Approved Permit", "Role", and "Stipend A". The "Role" dropdown is highlighted with a green background and has "Any" selected.

Please follow the same steps as described previously to then assign or unassign the Stipend Approver.

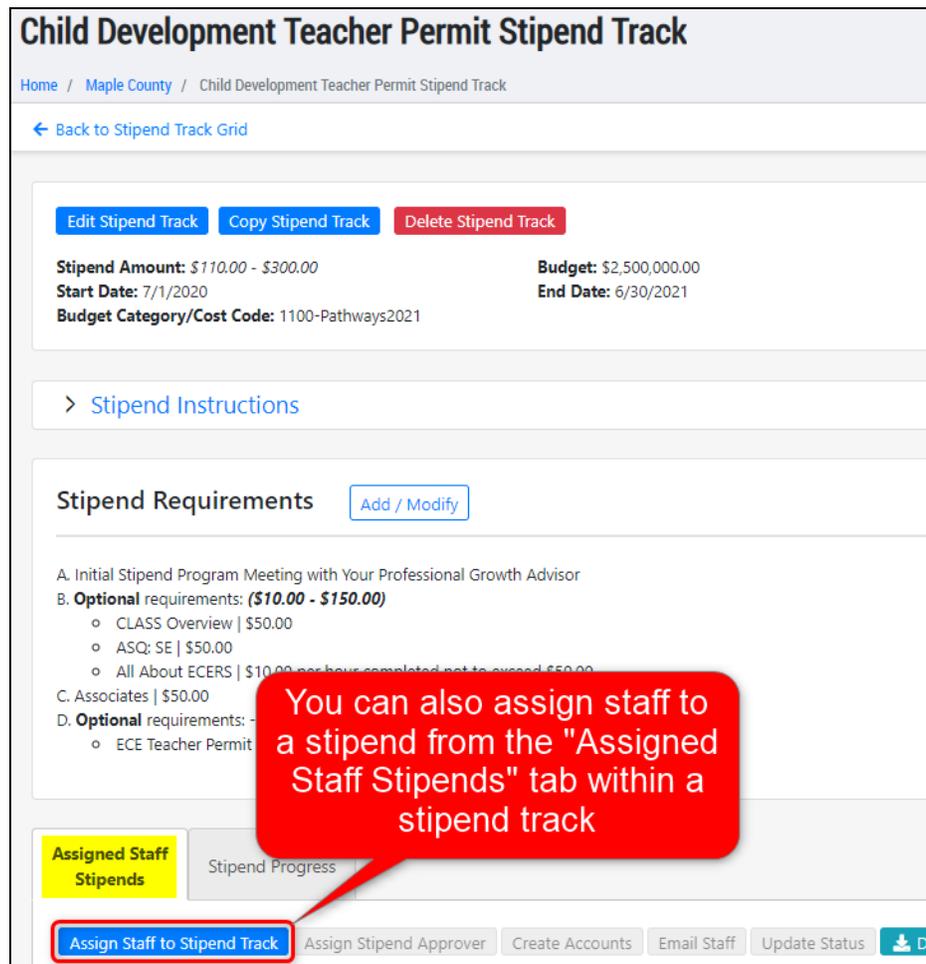
Assigning Staff to the Stipend Track

Once you have created your stipend track, you will need to assign ECE staff to the stipend. Funder Admins, Stipend Managers, and Stipend Approvers can all assign staff to stipend tracks.

You can assign staff from the “Assign Staff & Caseload Approvers” tab on the Stipend Tracks landing page.



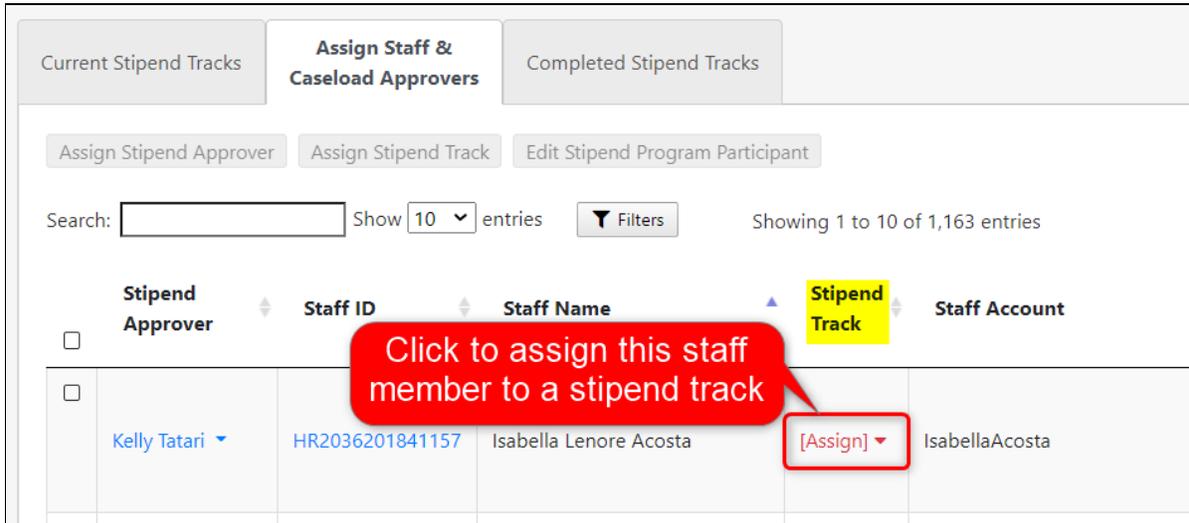
Staff can also be assigned from the “Assigned Staff Stipends” grid within a stipend track. This way to assign staff will be reviewed after the first method mentioned above.



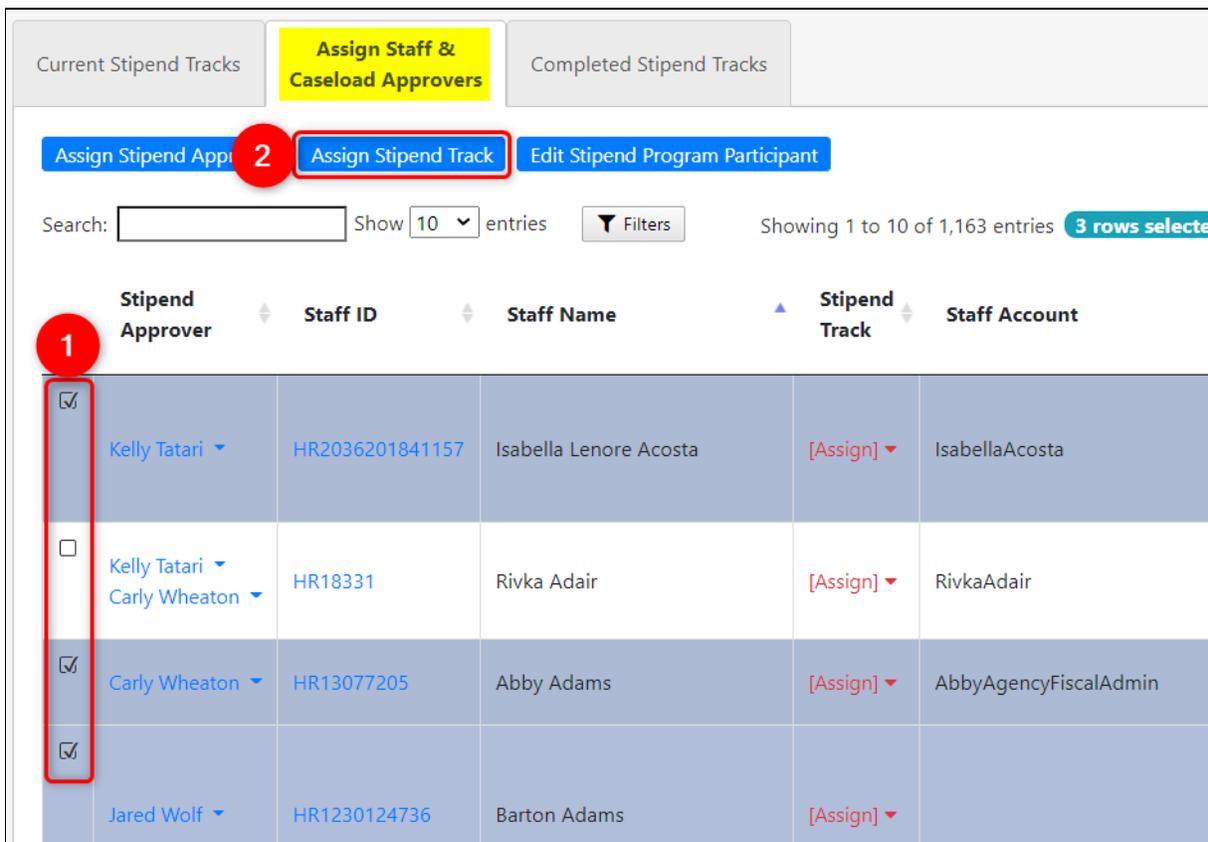
1

Within the “Assign Staff & Caseload Approvers” tab, you have the ability to assign one staff member to a stipend individually or multiple staff members at one time. The “[Assign]” in red font is used to indicate that a staff member has not been assigned to any stipend tracks yet.

Individually - To assign a stipend to one staff member, click on “[Assign]” in the “Stipend Track” column for that staff member.

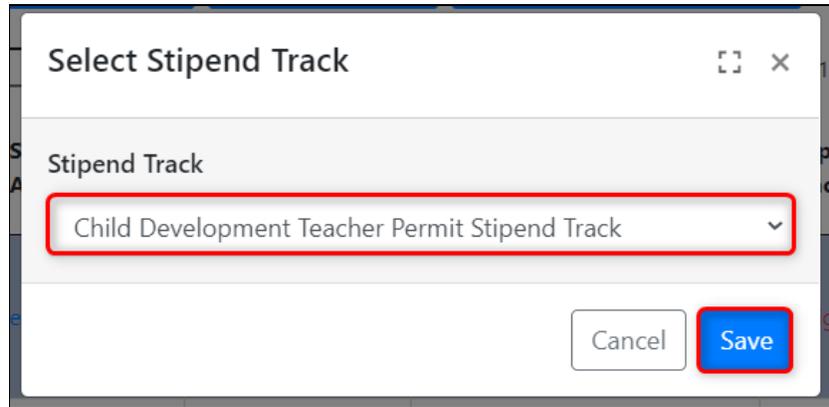


Multiple at one time - You can also assign the same stipend track to many staff members at one time. First select all the staff members in the grid and then click the blue “Assign Stipend Track” button at the top of the tab. Note: The stipend track selected will be the one assigned to every staff member selected.



2

In the pop-up modal that appears, select the stipend track from the drop-down menu. This list will include every **current** stipend track at the county. Then click “Save.”



Repeat this process for every stipend track you wish to assign to the staff.

3

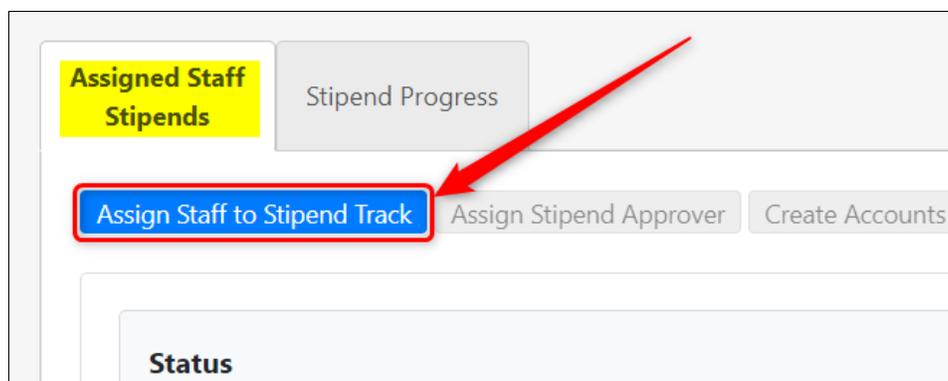
Once a stipend track has been assigned to a staff member, they will be listed in that column on the grid. Click on any stipend track to view a drop-down menu that gives you access to navigate to that stipend record or to assign another stipend track to that staff member.

	Staff Name	Stipend Track	Staff Account
1157	Isabella Lenore Acosta	Child Development Teacher Permit Stipend Track	IsabellaAcosta
	Rivka Adair	[Assign]	RivkaAdair

Assigning Staff Within a Stipend Track

1

To assign staff to the stipend track, click on the “Assign Staff to Stipend Track” button on the Stipend Track view-page.



A modal will appear in which you can assign and manage participating staff in the stipend program. This modal can be made smaller by clicking the minimize icon in the upper right-hand corner of the modal. To make the modal large again, click the expansion icon in the same spot.

Assign Staff to Stipend Track

Total Applied: \$0.00 Total Allocated: \$0.00
Total Application Pending: \$0.00 Total Approved: \$0.00
Total Waitlisted: \$0.00 Total Paid: \$0.00

Unassigned Agency Staff

QRIS Program: - Select -
Agency: - Select -
Site: - Select -
Highest Degree: - Select -
Highest Approved Permit: - Select -
Role: Any

Apply filters Reset

Assign Selected Staff

Search: Show 10 entries Filters (1 applied) Showing 1 to 10 of 1,153 entries

Agency	Staff ID	Display Name	First Name	Middle Name	Last Name	Account	Highest Approved Permit	Highest Approved Degree	Roles
--------	----------	--------------	------------	-------------	-----------	---------	-------------------------	-------------------------	-------

Close



Assign Staff to Stipend Track

Total Applied: \$0.00 Total Allocated: \$0.00
Total Application Pending: \$0.00 Total Approved: \$0.00
Total Waitlisted: \$0.00 Total Paid: \$0.00

Unassigned Agency Staff

QRIS Program: - Select -
Agency: - Select -

2

To assign staff members, you must select them in the grid in the left-most column next to the “Agency” column. If you know the name of the staff member you’d like to assign, you can type their name into the search field. Then click the blue “Assign Selected Staff” button. That staff member will be removed from this grid and added to the “Assigned Staff Stipends” tab outside of this modal and the stipend will be available to them through their Hubbe staff account.

Search: 10 entries Filters (1 applied)

Showing 1 to 6 of 6 entries (filtered from 1,153 total entries) 1 row selected

Agency	Staff ID	Display Name	First Name	Middle Name	Last Name	Account	Highest Approved Permit	Highest Approved Degree	Roles
<input checked="" type="checkbox"/> Allred Child Development Center	HR1974133618598	Melanie Preezo	Melanie		Preezo				Agency ASQ and Referral Contact
<input type="checkbox"/> Holy Family Preschool	HR2036201841125	Melanie Nunez	Melanie		Nunez				Session Admin, Lead Teacher

3

There are also six (6) search filters that you can use to filter the staff members in the grid: QRIS Program, Agency, Site, Highest Degree, Highest Approved Permit, and Role. Select as many items as you’d like in all the categories you’d like to filter for, and then click “Apply Filters.” The grid will then only display the staff members with the filtered criteria.

Unassigned Agency Staff

QRIS Program: IMPACT

Agency: 4 of 176 selected

Site: Allen State Preschool (SI101.1), Riverbank

 [Select all]
 Riverbank CDC (SI101.2)
 Riverbank Preschool (SI101.7)

Highest Degree: - Select -

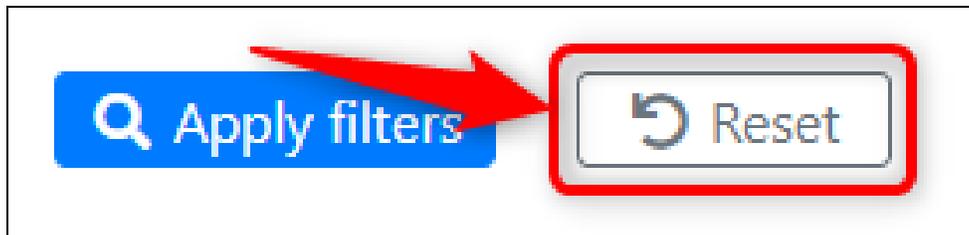
Highest Approved Permit: Teacher, Site Supervisor, Program Dir..*

If you would like to assign everyone on the grid with your filtered criteria, as seen above, then click the checkbox above the grid in the leftmost column. This will select everyone currently displayed in the grid (*excluding* staff outside of these filter parameters).

After you have selected your staff members, click the “Assign Selected Staff” button. These staff members will disappear from this grid and be added to the grid in the “Assigned Staff Stipends” tab behind this modal and the stipend will be available to them through their Hubbe staff account.

<input checked="" type="checkbox"/>	Staff ID	Display Name	First Name	Middle Name	Last Name	Account	Highest Approved Permit	Highest Degree
<input checked="" type="checkbox"/>	HR1372214424	Avery Smith	Avery		Smith	AverySmith	Program Director	Associate
<input checked="" type="checkbox"/>	HR10078160	Sara Marie Martinez	Sara	Marie	Martinez	SaraMartinez		Bachelors
<input checked="" type="checkbox"/>	HR1372214434	Tess Rempel	Tess		Rempel	TessRempel	Associate Teacher	Associate
<input checked="" type="checkbox"/>	HR1372214430	Ellia Bayer	Ellia		Bayer	ElliaBayer	Site Supervisor	Bachelors
<input checked="" type="checkbox"/>	HR17533080	Donna Baser	Donna		Baser	DonnaBaser	Assistant Teacher	Associate
<input checked="" type="checkbox"/>	HR1853110273	Barbra Waters	Barbra		Waters	BartonWaters	Teacher	Associate
<input checked="" type="checkbox"/>	HR14217860	Jesse Kai Ocean	Jesse	Kai	Ocean	JesseOcean		
<input checked="" type="checkbox"/>	HR20437131	Katherine Gomez	Katherine		Gomez	KatherineGomez	Assistant Teacher	High Sch
<input checked="" type="checkbox"/>	HR8427025	Kevin Lanes	Kevin		Lanes	KevinLanes		Masters
<input checked="" type="checkbox"/>	HR87908	Elena Lee Wester	Elena	Lee	Wester	ElenaWester	Teacher	Bachelors

To clear all your search filters in all filter categories, click the “Reset” button.



4

Once you have finished assigning staff to the stipend program, click the “Close” button in the modal. You will then see all the staff in the “Assigned Staff Stipends” tab. The grid displays the staff assigned to the stipend program. The grid presents useful information on staff participants and those who may potentially participate in the stipend track.

Search: Show 10 entries Filters (1 applied) Excel Showing 1 to 7 of 7 entries

Stipend Track	Staff ID	Name	Agency	Sites	Stipend Approver	Status	Completed Requirements	Total Earned	Notes	Account	Highest Approved Permit	Highest Approved Degree	Roles
<input type="checkbox"/> View Stipend	HR9055341	Selina Martinez	Applebank USD	Central State Preschool, Riverbank CDC	[Assign]	Available	0 out of 5	\$0.00	(0)	LeadTeacher Reset Password	Teacher	Bachelors	Session Admin, Lead Teacher, Teacher
<input type="checkbox"/> View Stipend	HR1327014503	Mittie Lin	Applebank USD	Allen State Preschool	[Assign]	Available	0 out of 5	\$0.00	(1)	MittieLin Reset Password	Site Supervisor	Bachelors	Lead Teacher
<input type="checkbox"/> View Stipend	HR1974133618598	Melanie Preezo	Allred Child Development Center		[Assign]	Available	0 out of 5	\$0.00	(0)	MelaniePreezo Reset Password			Agency ASQ and Referral Contact
<input type="checkbox"/> View Stipend	HR20425778	Kendra Santos	Applebank USD	Allen State Preschool	[Assign]	Available	0 out of 5	\$0.00	(0)	KendraSantos Reset Password	Teacher	Associates	Session Admin, Teacher
<input type="checkbox"/> View Stipend	HR13245306	Monica Rodriguez	Applebank USD	Riverbank CDC	[Assign]	Available	0 out of 5	\$0.00	(0)	Teacher Reset Password	Teacher	Associates	Session Admin, Teacher
<input type="checkbox"/> View Stipend	HR18487741	AnaMaria Lopez	Applebank USD	Forrest Avenue Head Start	[Assign]	Available	0 out of 5	\$0.00	(0)	AnaLopez2 Reset Password		Bachelors	Site Admin
<input type="checkbox"/> View Stipend	HR10104071	Emili Wong	Applebank USD	Allen State Preschool	[Assign]	Available	0 out of 5	\$0.00	(0)	Emili.Wong Reset Password	Teacher	Bachelors	Session Admin, Lead Teacher, Site Viewer

Previous 1 Next

For details and instructions on how to manage staff in the grid, please refer to the instruction sheet titled, “[Managing Assigned Staff in a Stipend Track.](#)”

Assigned Staff Perspective

When the assigned staff log-in to Hubbe, they will see a new item appear on their left-hand staff menu titled “Stipends” upon being assigned to the stipend. If the staff has already been assigned to stipends in the past, this menu item will already exist for them.

Maple County
Supporting Children and Their Parents

Mittie Lin
Home / Mittie Lin

Staff Menu

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

Staff IDs

Pinwheel ID: HR1327014503
Workforce Registry ID: 567854
Link to Workforce Registry: <https://www.caregistry.org/>
Workforce Pathways Participant: No

Employment

Title: Lead Teacher
Current Staff Roles: Lead Teacher for Hedgehogs AM

Work Contact

Employer: AISD
Phone: 1-517-327-9255
Email: MittieLin@applebankusd.edu
Address: 5988 River Valley
Mapleton, CA, 90000

Home Contact

Home Phone: 555-515-2689
Cell Phone: 555-913-9471
Email: mittie.lin@gmail.com
Address: 738 Via Montero
Maple, CA, 91827

Staff Information | Resume Builder | Employment Information | Immunization and Health | Attachments | Custom Fields

In this case, when Mittie Lin clicks into the menu item, the “Stipends” page will display the stipends available for her to apply to, her active stipends, and her completed stipends listed in their respective cards. Notice the stipend we just created and assigned to her is displayed in the “Stipends Available to Apply For” card.

Stipends
Mittie Lin
Home / Mittie Lin / Stipends

Stipends Available to Apply For

Action	Title	Amount Available	Dates Available
Apply	Child Development Teacher Permit Stipend Track	\$100.00 - \$1,400.00	7/1/2020 - 6/30/2021

Your Active Stipends

Title	Status	Date Applied	Earned To Date	Amount Available	Dates Available
Maple County Stipend BA Track (2020-21)	Applied	11/18/2020	\$0.00	\$110.00 - \$150.00	7/1/2020 - 6/30/2021
Pathway to Quality Stipend 20/21 Higher Education	Accepted		\$0.00	\$1,000.00 - \$2,000.00	11/1/2020 - 6/1/2021
CA Workforce Pathways Stipend Track 2020-21	Approved	8/31/2020	\$2,500.00	\$1,350.00 - \$2,500.00	7/1/2020 - 7/1/2021

Your Completed Stipends

Title	Status	End Date	Total Earned	Date Applied
Associate Degree to Transfer Track 2019-2020	Available	6/30/2020	\$0.00	
BA Degree Track 2019-2020	Available	6/30/2020	\$0.00	
Assistant Teacher ECE Permit 2019-2020	Available	6/30/2020	\$0.00	
Quality Counts BA Degree Track	Available	6/30/2019	\$0.00	

Before Mittie Lin decides to apply for the stipend, she may want to review the requirements, which she can do by clicking the title of the stipend. This will lead her to the stipend track page.

Stipends
Mittie Lin
Home / Mittie Lin / Stipends

Stipends Available to Apply For

Action	Title	Amount Available	Dates Available
Apply	Child Development Teacher Permit Stipend Track	\$100.00 - \$1,400.00	7/1/2020 - 6/30/2021

Your Active Stipends

Title	Status
Maple County Stipend BA Track (2020-21)	Applied
Pathway to Quality Stipend 20/21 Higher Education	Accepted
CA Workforce Pathways Stipend Track 2020-21	Approved



Child Development Teacher Permit Stipend Track
Mittie Lin
Home / Mittie Lin / Child Development Teacher Permit Stipend Track

[Add Attachments/Notes](#)

The Status of your Stipend Track is **Available**. The status of the stipend program will be displayed here.

> [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 2
Applied On: 11/18/2020
Total Earned: \$50.00

Stipend Requirements

A staff member can then apply for the stipend within the stipend track page by clicking “Apply for Stipend” at the top of the page. The staff member can also apply for the stipend on their “Stipends” page by clicking the blue “Apply” button next to the appropriate stipend in the “Stipends Available to Apply for” card.

Child Development Teacher Permit Stipend Track
Mittie Lin
Home / Mittie Lin / Child Development Teacher Permit Stipend Track

[Add Attachments/Notes](#) [Apply for Stipend](#)

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

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

Child Development Teacher Permit Stipend Track

~OR~

Stipends
Mittie Lin
Home / Mittie Lin / Stipends

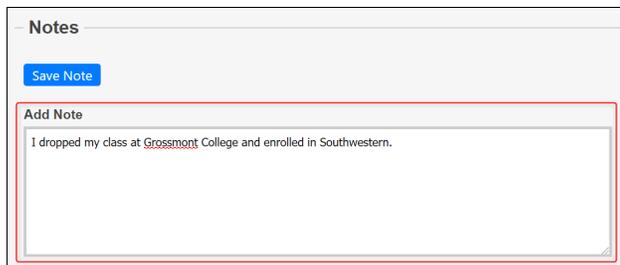
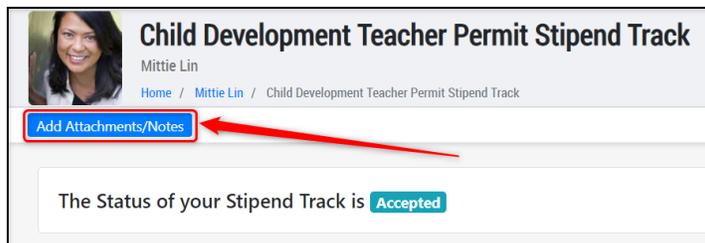
Stipends Available to Apply For				Your Active Stipends	
Action	Title	Amount Available	Dates Available	Title	Status
Apply	Child Development Teacher Permit Stipend Track	\$100.00 - \$1,400.00	7/1/2020 - 6/30/2021	Maple County Stipend BA Track (2020-21)	Applied
				Pathway to Quality Stipend	Accepted

When a staff member completes a requirement, a green icon containing the dollar value awarded will appear under the “Completed” column in the “Stipend Requirements” grid.

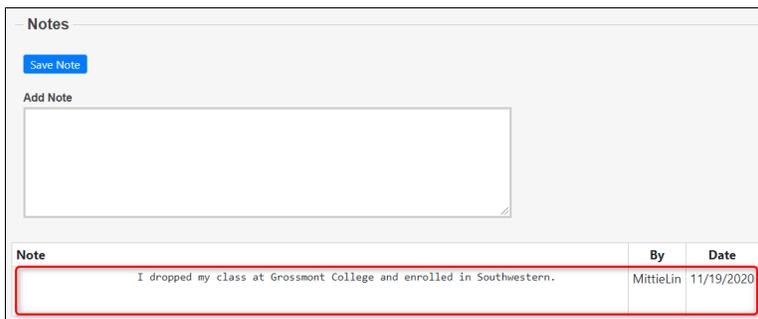
Stipend Requirements

Status	Completed	Total Earned
	Complete one of the following: (\$0.00 - \$50.00)	
In Progress	CLASS Overview \$50.00	\$50.00
In Progress	ASQ: SE \$50.00	or
Completed	All About the ECERS \$10.00 per hour completed not to exceed \$50.00	\$20.00 2.00 hours
In Progress	Associates \$50.00	
	Optional requirements: - Upload permit to the stipend if applicable (\$50.00)	
In Progress	ECE Teacher Permit Stipend Application Forms \$50.00	
	Total	\$50.00

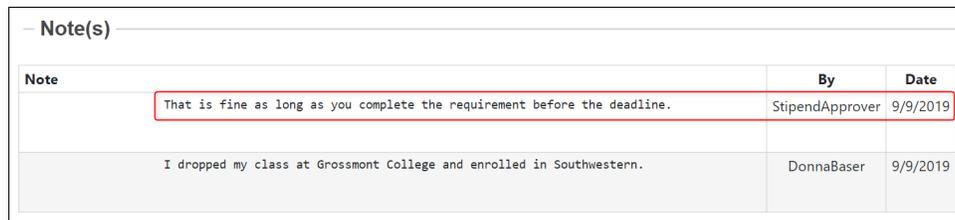
The ECE Staff member can add attachments and notes for their stipends by clicking on the blue “Add Attachments/Notes” at the top of their page. This will allow the ECE workforce and those managing the stipend track to easily communicate with one another.



Once the note is saved it will appear below the “Add Note” field. The “By” column will display the workforce member’s account name.



The “Stipend Approver” will be able to see the note and can respond.

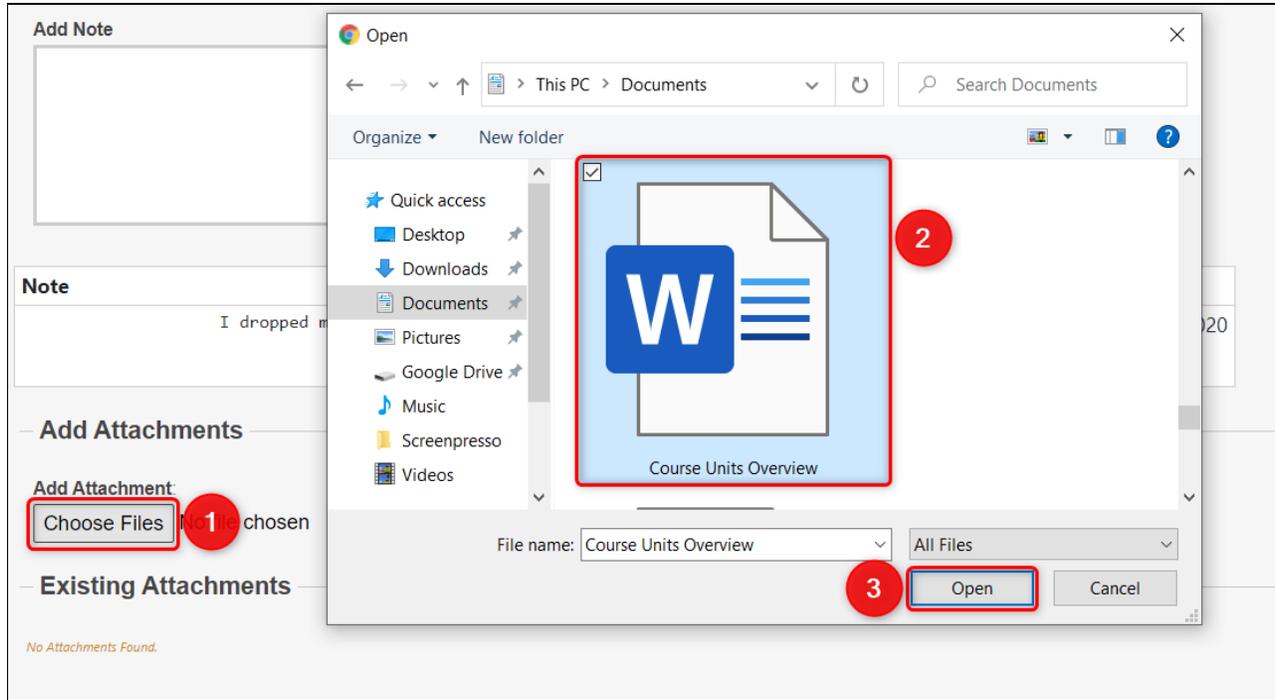


This feature allows the communication between the workforce, “Stipend Approver” and “Stipend Manager” to be documented in one convenient location inside of Hubbe. If there is ever a situation that requires you to reference correspondence and directions given to the workforce member, you can look here.

The workforce member does not have the ability to delete notes, only the roles “Stipend Manager” and “FunderAdmin” can delete notes.

There is also the ability to add attachments. This is where applications, forms, and other documents would be uploaded and saved. Any kind of documents that are required should be attached here. Both the participating staff and stipend manager can add attachments making this feature a convenient way to manage documents for stipends.

To add attachments, first click the “Choose Files” button, then select the correct file, and then click “Open.” Your attachment will then appear under the “Existing Attachments” title.



Add Attachments

Add Attachment
Choose Files No file chosen

Existing Attachments

Delete	File Name	File Extension	Type	Size	Date
<input type="checkbox"/>	Course Units Overview.docx	.docx	application/vnd.openxmlformats-officedocument.wordprocessingml.document	11.58 KB	11/19/2020