

How to Use the Stipend Management Feature

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

This instruction sheet serves as an overall guide to HUBBE's Stipend Management feature to manage all county ECE Workforce stipends, combining the stipend preparation work and all steps of the stipend management process in one resource. We will explain how to prepare for stipend management, including an overview of the record and the roles that need to be assigned to manage the stipend tracks, and then how to set up a new stipend track and manage staff progress. The Stipend Management feature can only be accessed by the roles "Funder Admin," "Stipend Manager," and "Stipend Approver."

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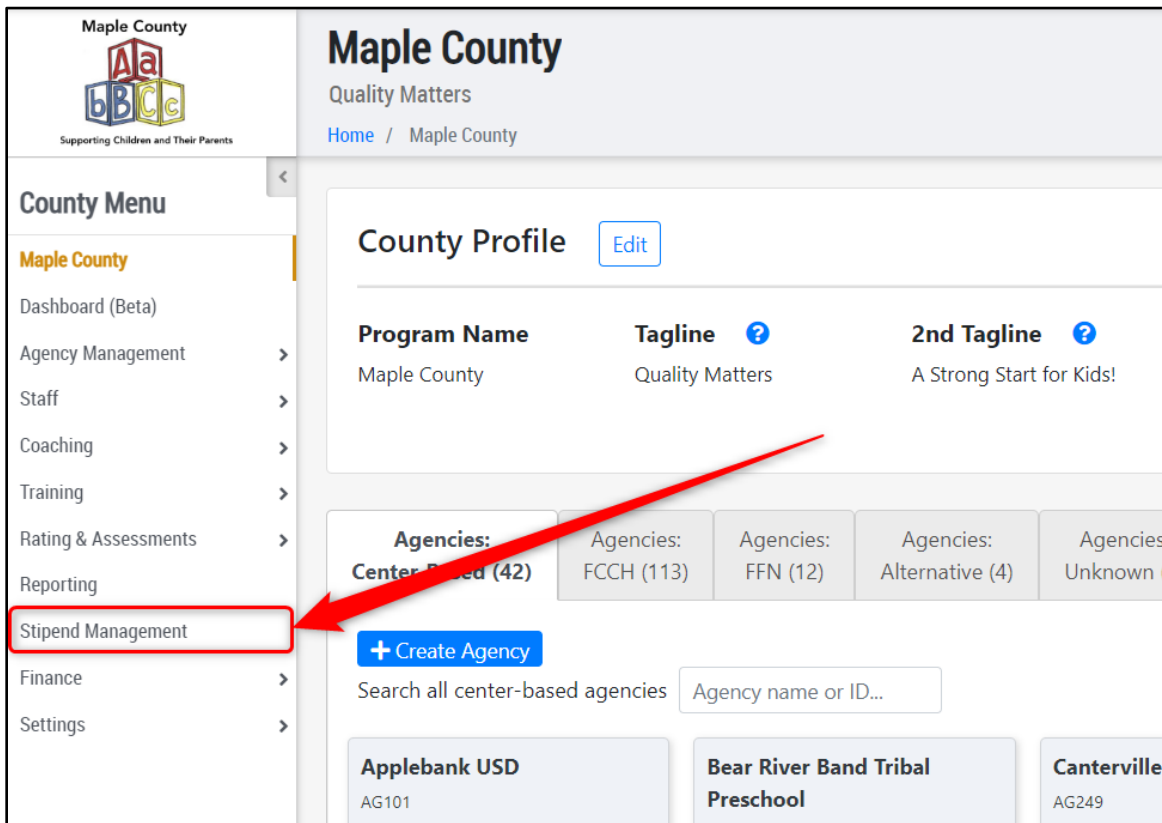
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Navigating to Stipend Management

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



Two roles were specially created for this feature, “Stipend Manager” and “Stipend Approver.”

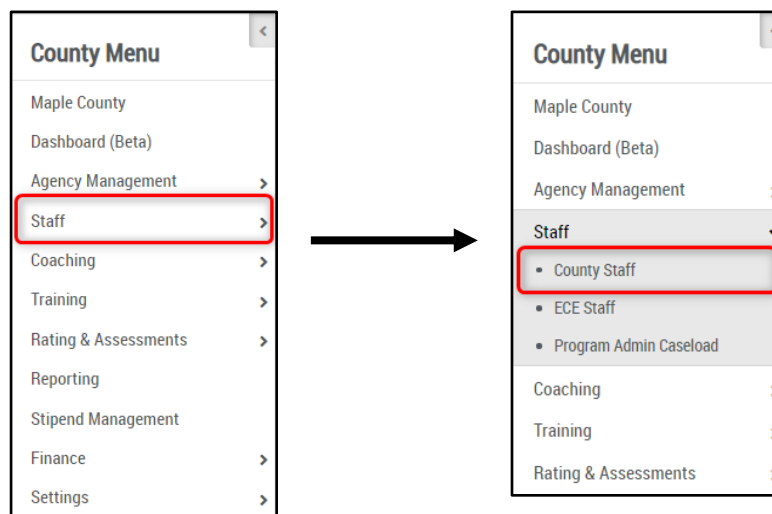
- You would assign the “**Stipend Manager**” role to the person in your organization who is responsible for managing the stipends for your county/consortia. The “Stipend Manager” role will have access to stipend budgets and marking stipends as paid. This role grants high level permission and access to the assigned staff. Responsibilities in HUBBE include creating a stipend track, assigning staff to stipend tracks, and caseloading staff participants to Stipend Approvers.
- The “**Stipend Approver**” role does not have as much access as a “Stipend Manager” role. The “Stipend Approver” role cannot mark things paid nor can this role establish stipend budgets, having no influence over the monetary part of stipends. Additionally, a “Stipend Approver” cannot edit parts of the stipend, such as the instructions, details, and requirements. However, this role revolves around managing participating ECE workforce members in their stipend tracks. Responsibilities in HUBBE include assigning their caseloaded staff to stipend tracks and monitoring the staff’s progress, including approving completed stipend requirements.

Note: The reason we gave the “Stipend Approver” the ability to assign staff to a stipend track is because they can deal closely with ECE staff in deciding the best stipends for them and managing their progress within those stipends.

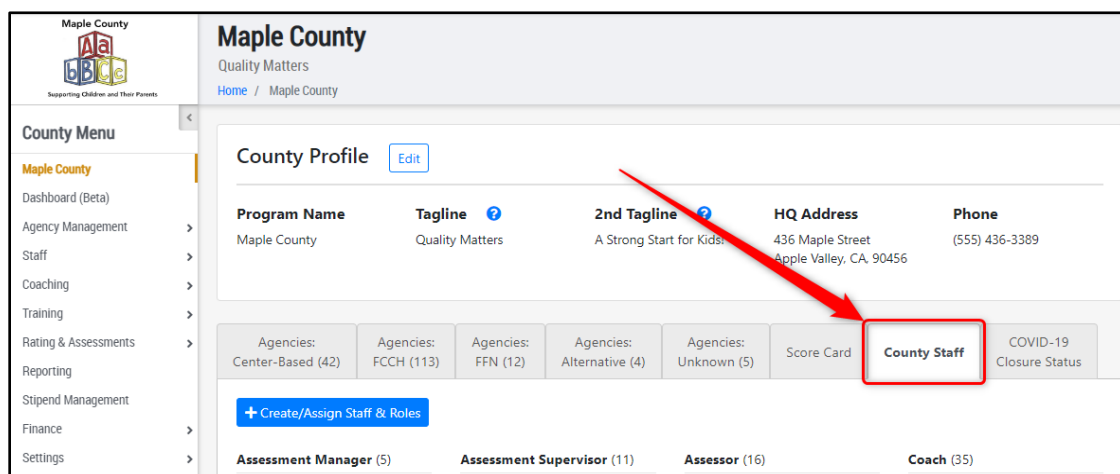
Assigning Stipend Management Roles

The stipend process starts with assigning the “Stipend Manager” and “Stipend Approver” roles. The role “Funder Admin” has complete access to the stipend features, so there is no need for Funder Admins to additionally assign themselves the Stipend Manager role to manage and view data.

Similar to assigning any other role inside of HUBBE, you must first create a QRIS staff record. There are two ways to create a county staff record: First, you can click on the “Staff” drop-down menu on the left-hand “County Menu”, and click on “County Staff”; second, you can click on the “County Staff” tab located on the county record. If you need help creating a QRIS staff record, please reference Instruction Sheet 103 “[How to Create a County \(QRIS\) Staff Record, Log-In Credential, and Assign a County \(QRIS\) Role](#)”. You can find this instruction sheet and other tutorials by clicking on the “Instructions and Training Videos” link located under the “Help” drop-down menu at the top right corner of your screen.



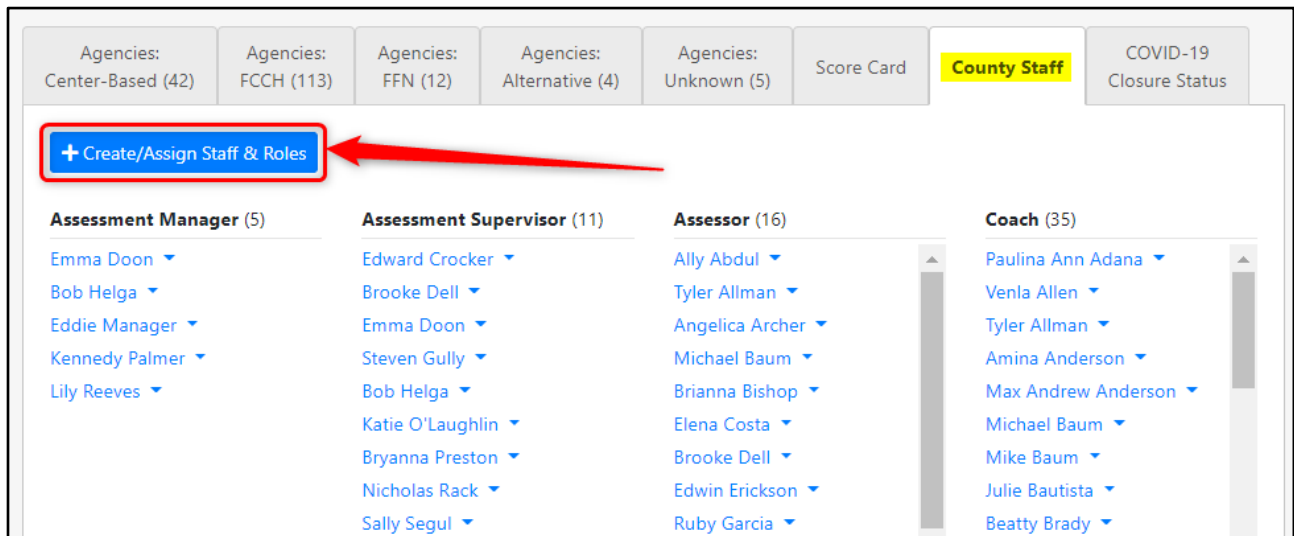
~OR~



Note: Both of the options described above allow you to create a staff record. To assign a role to the new or existing staff record, such as the role of “Stipend Manager” or “Stipend Approver,” you must navigate to the “County Staff” tab on the county home page, i.e., the second option pictured above.

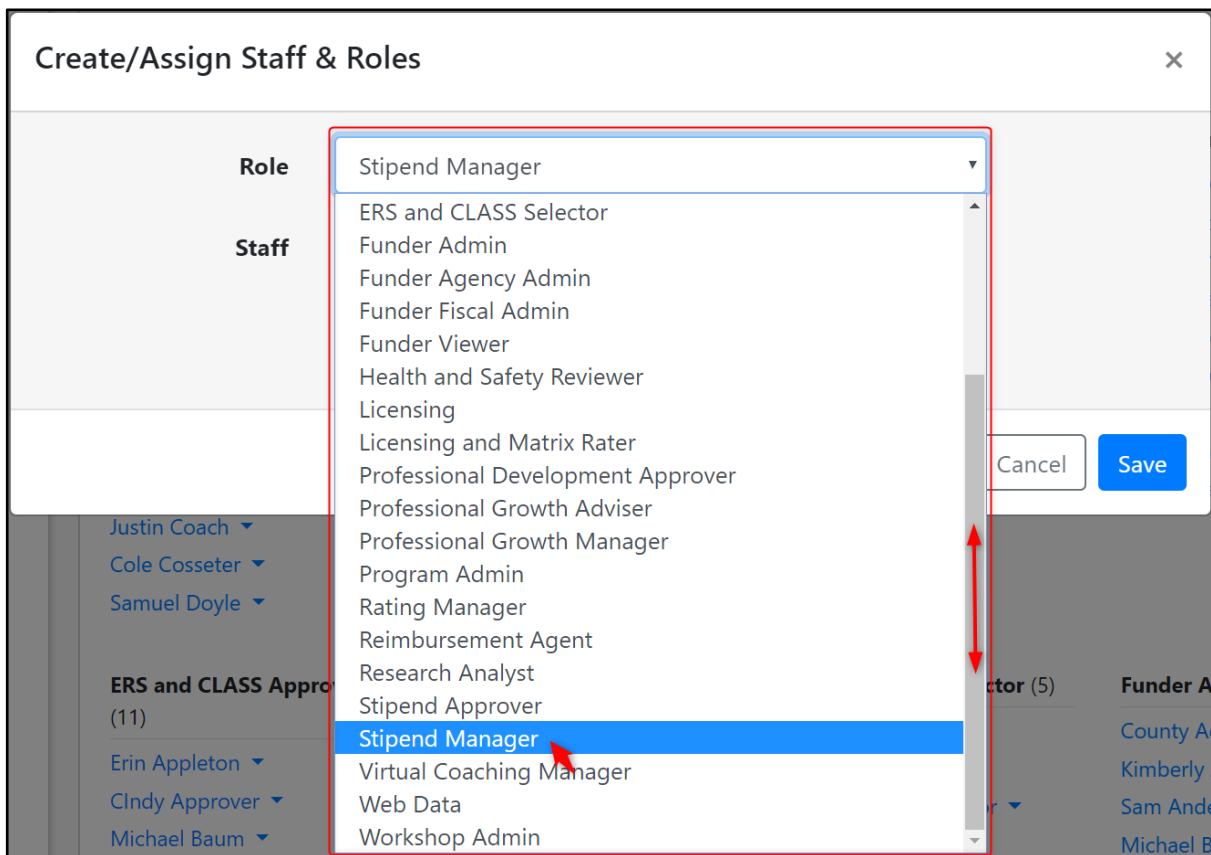
1

Click on the blue “Create/Assign Staff & Roles” button in the “Count Staff” tab on the county record.



2

Click on the “Role” drop-down menu and select “Stipend Manager” or “Stipend Approver” (The process for assigning both roles is identical, so the screenshots will only feature the assignment of the “Stipend Manager” role).



Note: The roles are listed in alphabetical order. You must scroll down the drop-down list of roles to locate “Stipend Manager.”

3

Click on the “Staff” drop-down menu and select the staff member that you would like to assign the role to.

Create/Assign Staff & Roles

Role Stipend Manager

Staff - SELECT -

Search in this menu...

ERSCCLASSSelector, Eric

Estrada, Alexis

Fiscal, Frieda

Foley, Clifford

Fondera, Leah

Fonta, Elvis

Forrest, Kate

Cancel Save

Note: The staff are listed in alphabetical order by last name. Similar to roles, you can scroll, or simply type the name of the staff member that you want to assign the role to in the search field.

4

Once you’ve selected the appropriate role and staff member, click “Save.” The role, along with its associated data access, will now be assigned to that staff member.

Create/Assign Staff & Roles

Role Stipend Manager

Staff Foley, Clifford x

* Assigning inactive staff will re-activate them automatically

+ Add a new staff member who isn't listed above

Cancel Save

To assign a staff member to the “Stipend Approver” role, repeat steps 1-4 above, but select “Stipend Approver” as the role in Step 2, rather than “Stipend Manager.”

Overview of the Stipend Management Record

To begin the Stipend Management process, click on the “Stipend Management” menu item in the “County Menu” on the left-hand side of your screen.



You will land on the "Stipend Tracks" record. This page is the landing page for the role "Stipend Manager." In other words, you as a “Funder Admin” will be viewing the same page as the "Stipend Manager" for your county/consortia. As mentioned, the role "Stipend Manager" has the same access and permission for managing stipends as does the role "Funder Admin."

Stipend Tracks

Home / Maple County / Stipend Management

Create Stipend TrackDownload Excel of Assigned Staff (Download could take up to several minutes to complete)

Current Stipend Tracks

Assign Staff & Caseload Approvers

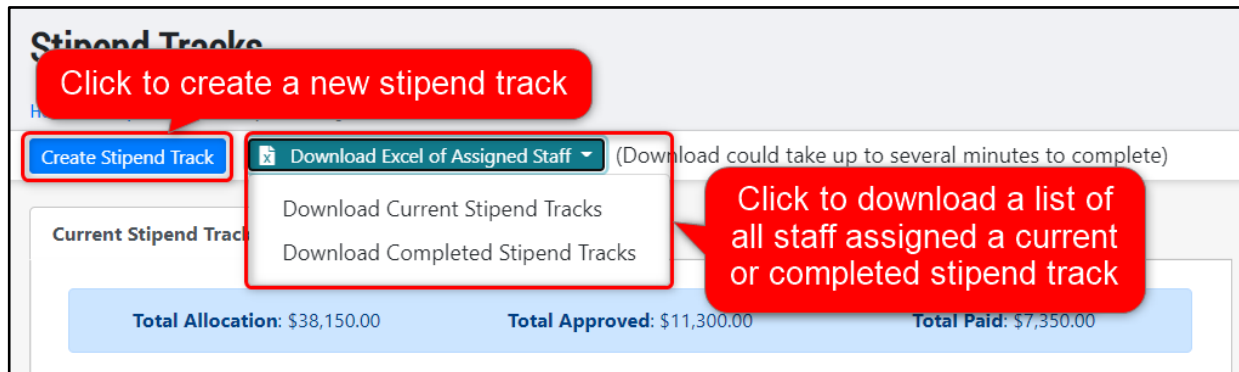
Completed Stipend Tracks

Total Allocation: \$38,150.00Total Approved: \$11,300.00Total Paid: \$7,350.00

Search: 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	\$2,500,000.00	\$110.00 - \$300.00	1100-Pathways2021	\$150.00	\$900.00	\$0.00	\$2,498,950.00

At the top of the record, you will notice a blue “Create Stipend Track” button. This is where you can create a new stipend track, as explained later in this instruction sheet. The “Download Excel of Assigned Staff” button displays a drop-down menu when clicked, allowing you to download an Excel list of all the staff members assigned a *current* or *completed* stipend track.



The Stipend Tracks record is organized to bring you all the stipend information for your county/consortia. This record will display three tabs: “Current Stipend Tracks,” “Assign Staff & Caseload Approvers,” and “Completed Stipend Tracks.”

Stipend Tracks

Home / Maple County / Stipend Management

[Create Stipend Track](#) [Download Excel of Assigned Staff](#) (Download could take up to several minutes to complete)

Current Stipend Tracks | Assign Staff & Caseload Approvers | Completed Stipend Tracks

Total Allocation: \$38,150.00 **Total Approved: \$11,300.00** **Total Paid: \$7,350.00**

Search: Show 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	\$2,500,000.00	\$110.00 - \$300.00	1100-Pathways2021	\$150.00	\$900.00	\$0.00	\$2,498,950.00

Current Stipend Tracks

The “Current Stipend Tracks” grid provides you with high level information about each of the stipend tracks that are currently in progress, meaning it is within the dates of the stipend. The blue ribbon on the top of the tab displays total amounts for all the stipend tracks setup in your county/consortia. HUBBE will calculate the math for you and will automatically update the dollar amounts as you, and your staff create new stipend tracks and approve stipend requirements. This feature is designed to help your stipend team manage the stipend tracks and budget efficiently.

Stipend Tracks

[Home](#) / [Maple County](#) / [Stipend Management](#)

[Create Stipend Track](#) [Download Excel of Assigned Staff](#) (Download could take up to several minutes to complete)

Current Stipend Tracks

Assign Staff & Caseload Approvers

Completed Stipend Tracks

Total Allocation: \$38,150.00

Total Approved: \$11,300.00

Total Paid: \$7,350.00

You can sort the grid in ascending and descending order by clicking on the column headers. The grid also has a “Search” feature that allows you to search by title.

Current Stipend Tracks

Assign Staff & Caseload Approvers

Completed Stipend Tracks

Total Allocation: \$38,150.00

Total Approved: \$11,300.00

Total Paid: \$7,350.00

Search: Show entries

Click on the title to sort the columns in ascending or descending order

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	\$2,500,000.00	\$110.00 - \$300.00	1100-Pathways2021	\$150.00	\$900.00	\$0.00	\$2,498,950.00

To view a stipend track, click on the “Title.” You will be led to the Stipend Track’s record where you can manage the stipend.

Total Allocation: \$38,150.00

Total Approved: \$11,300.00

Total Paid: \$7,350.00

Search:

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	\$554,000.00
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	\$482,700.00
Child Development Teacher Permit Stipend Track	\$2,500,000.00	\$110.00 - \$300.00	1100-Pathways2021	\$150.00	\$900.00	\$0.00	\$2,499,100.00
Pathway to Higher Education	\$1,000.00	\$100.00	1100-Pathways2021	\$100.00	\$100.00	\$0.00	\$900.00

As your stipend management team creates stipends, they will display in the “Current Stipend Tracks” grid. We will provide you with a description of each column in the grid below.

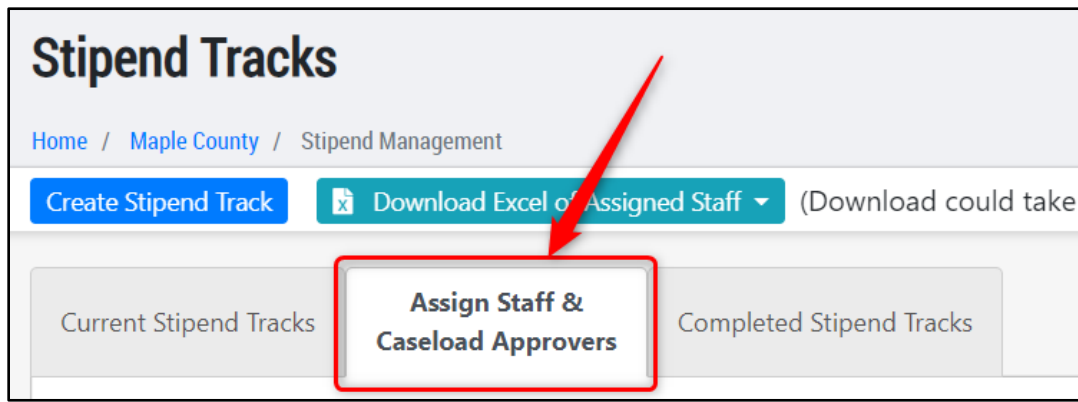
Search: <input type="text"/> Show <input type="text" value="10"/> entries							
Title	Budget	Amount per Stipend	Budget Category/Cost Code	Total Allocation	Total Approved	Total Paid	Total Balance

- **Title** — The name of the stipend track will be displayed in this column. Click the title to navigate into the stipend track.
- **Budget** — The “Budget” column displays the budget established for each stipend created.
- **Amount per Stipend** — The “Amount per Stipend” allows anyone who participates in a specific stipend to see their eligibility amount.
- **Budget Category/Cost Code** — This column serves to help you organize stipends so you can search/filter easily for certain budget categories or cost codes.
- **Total Allocation** — As you work inside of HUBBE and mark stipends available to staff inside of the system, the data system is going to keep track of the total allocation amount in the “Total Allocation” column. This column keeps track of the amount you are committing or potentially committing to avoid the possibility of overextending any of the tracks. The dollar amount displayed in this column is based on the staff that have been accepted to participate in the stipend and who are enrolled in the program, as well as the requirements within the stipend that the staff member will be pursuing.
- **Total Approved** — The “Total Approved” column displays the people who met the requirements and are ready to get paid.
- **Total Paid** — The “Total Paid” column shows the amount paid to the participants who met the stipend requirements.
- **Total Balance** — This column displays the remaining stipend budget for each stipend track. The amount displayed is the “Budget” minus the collective amount in the “Total Allocation,” “Total Approved,” and “Total Paid” columns.

Assign Staff & Caseload Approvers

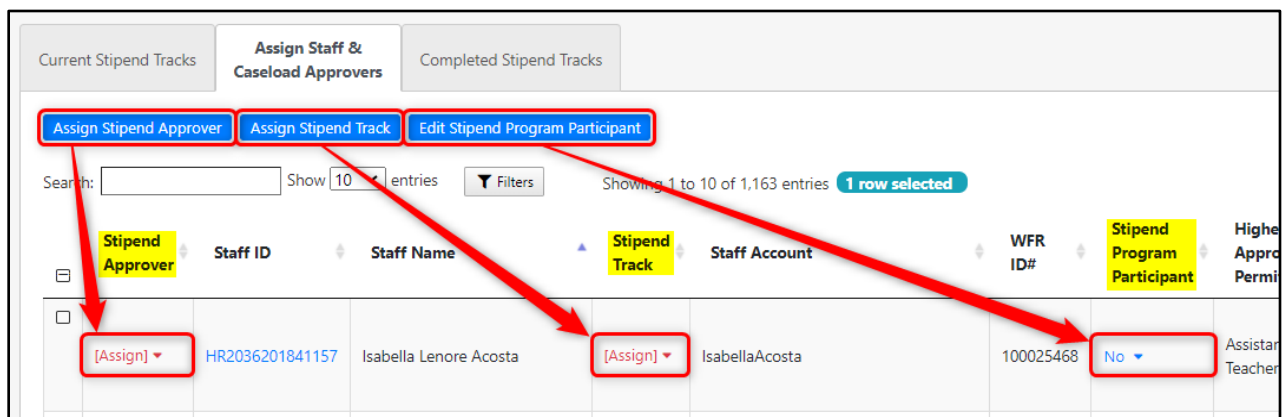
The “Assign Staff & Caseload Approvers” tab is intended to provide you with an easily accessible place to do just that: assign ECE staff to stipends and caseload Stipend Approvers with ECE staff.

Funder Admins and Stipend Managers can perform both of these tasks in this tab. Stipend Approvers also have the ability to assign staff to stipend tracks, so as the Funder Admin or Stipend Manager, you may want to use this tab to caseload the Stipend Approvers their ECE staff caseload. By organizing the stipend record like this, we have given you the option of caseloading Stipend Approvers to their ECE staff before the staff is placed in a stipend track, giving the Stipend Approver the flexibility to work with their caseloaded staff to determine which stipends are right for them before they are assigned stipend tracks.

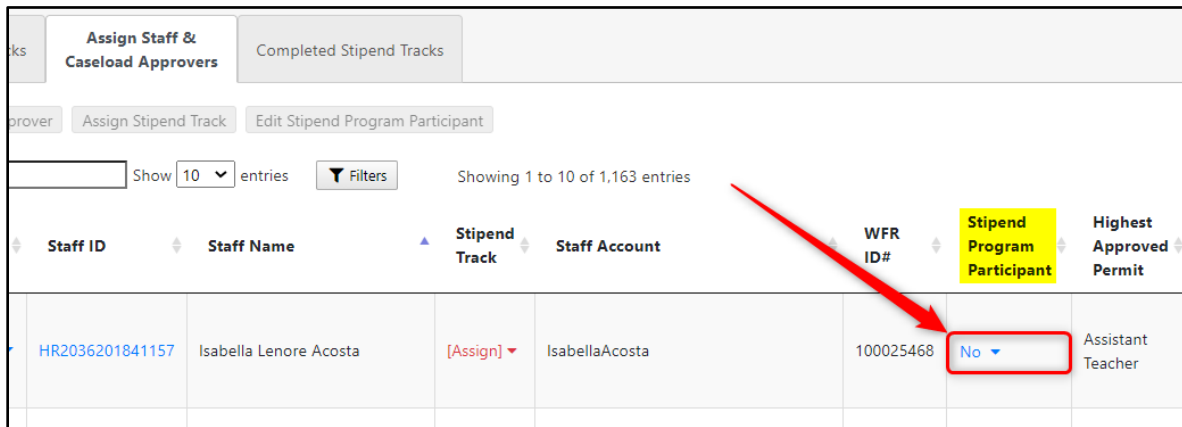


There are three actions that you can make within the grid. Each of these actions can be made by clicking the cell within the staff member's row in the grid on an individual-basis, OR for multiple staff at one time by selecting the staff in the grid and then clicking the desired action button near the top of the tab.

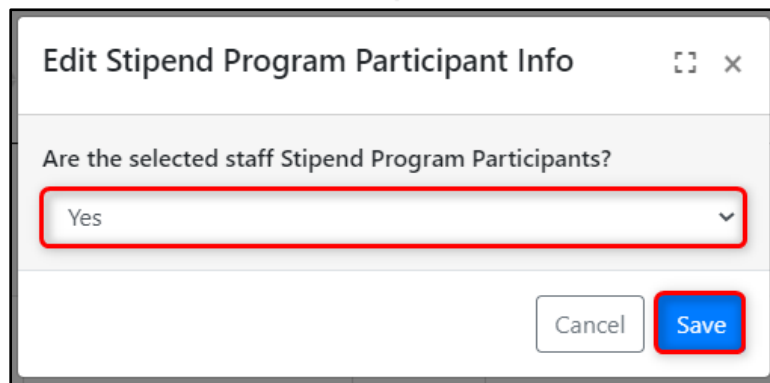
- “Assign Stipend Approver” - Assign Stipend Approvers their ECE staff caseload (*explained later*).
- “Assign Stipend Track” - Assign ECE staff to stipend tracks (*explained later*).
- “Edit Stipend Program Participant” - Indicate whether the staff member is a stipend program participant, which will make it easier to manage the workforce participating in county stipend programs. Any changes made here will be automatically updated in the staff's record.



To edit the “Stipend Program Participant” field, simply click on the “Yes” or “No” displayed in that staff member’s cell. In the pop-up modal that appears, select “Yes” if the staff member is a participant of “No” if they are not. Then click “Save.”



Staff ID	Staff Name	Stipend Track	Staff Account	WFR ID#	Stipend Program Participant	Highest Approved Permit
HR2036201841157	Isabella Lenore Acosta	[Assign]	IsabellaAcosta	100025468	No	Assistant Teacher



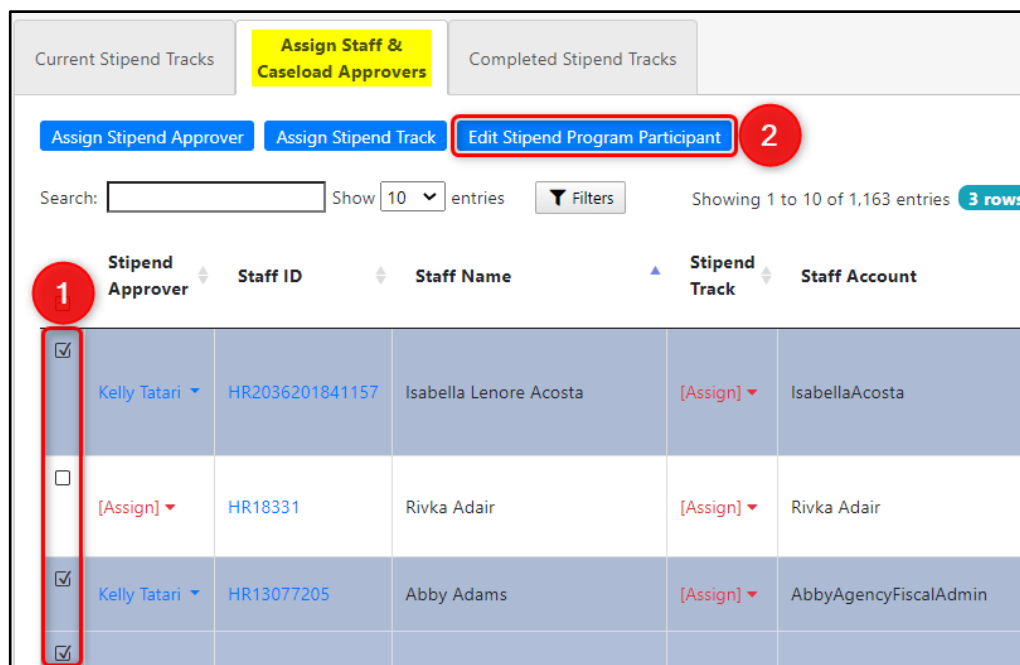
Edit Stipend Program Participant Info

Are the selected staff Stipend Program Participants?

Yes

Cancel Save

If you would like to edit this field for multiple staff members at one time, select the staff members in the grid and then click the blue “Edit Stipend Program Participant” button. The same pop-up modal will appear and upon clicking “Save,” all selected staff members will display the updated information.



Stipend Approver	Staff ID	Staff Name	Stipend Track	Staff Account
<input checked="" type="checkbox"/>	Kelly Tatari	HR2036201841157	Isabella Lenore Acosta	[Assign]
<input type="checkbox"/>	[Assign]	HR18331	Rivka Adair	[Assign]
<input checked="" type="checkbox"/>	Kelly Tatari	HR13077205	Abby Adams	[Assign]
<input checked="" type="checkbox"/>				

Completed Stipend Tracks

The “Completed Stipend Tracks” grid displays stipend tracks that have ended, which means the date range that the stipend was available has ended.

Current Stipend Tracks

Assign Staff & Caseload Approvers

Completed Stipend Tracks

Search:

Show

10

 entries

Title	Budget	Amount per Stipend	Budget Category/Cost Code	Total Allocation	Total Approved	Total Paid	Total Balance
AB212 Maple County Stipend	\$568,000.00	\$100.00 - \$1 350.00	1100-20-21rollover	\$4,050.00	\$4,050.00	\$2,700.00	\$557,200.00

You can view information on a stipend track by clicking on a title (*reference the image below*). You will be able to view information, requirements, and staff that completed the stipend track. You also have the ability to copy a stipend track from previous years, making it easier to roll over recurring stipends year-to-year. The copied stipend track will then appear in the “Current Stipend Tracks” grid.

Title	Budget	Amount per Stipend	Budget Category/Cost Code	Total Allocation	Total Approved	Total Paid
AB212 Maple County Stipend Track	\$568,000.00	\$100.00 - \$1,350.00	1100-20-21rollover	\$4,050.00	\$4,050.00	\$2,700.00
AB212 Stipend Track	\$25,000.00	\$500.00	1100-20-21rollover	\$0.00	\$500.00	\$1,000.00
Assistant Teacher ECE Permit	\$3,000.00	\$300.00	1100-20-21rollover	\$0.00	\$300.00	\$600.00
Assistant Teacher			1100-19-			

Assistant Teacher ECE Permit

Home / Maple County / Assistant Teacher ECE Permit

[← Back to Stipend Track Grid](#)

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

Stipend Amount: \$300.00 Budget: \$3,000.00

Start Date: 7/7/2017

Budget Category/Cost Code: 1100-20-21rollover

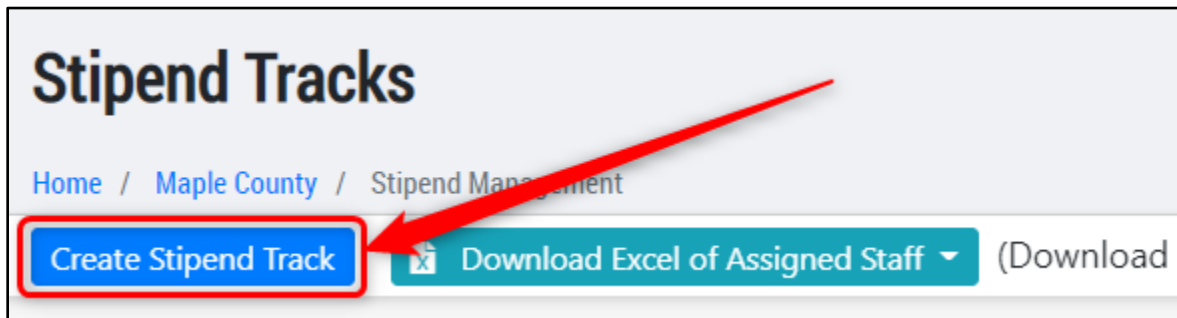
> [Stipend Instructions](#)

Stipend Requirements [Add / Modify](#)

Click here to copy the same details from a completed stipend track - just alter the start and end dates to those of the current fiscal year and the copy will then appear in the "Current Stipend Tracks" grid

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.

A screenshot of a modal window titled "Create Stipend Track". The modal contains several input fields and a rich text editor. At the top is a "Title" field. Below it is a "Stipend Track Description and Instructions for Applying" section with a rich text editor toolbar (including undo, redo, bold, italic, text color, background color, bulleted list, numbered list, link, and unlink) and a large text area. At the bottom, there are three rows of input fields: "Stipend Amount (in dollars)" with a value of "0.00", "Stipend Budget (in dollars)", and "Budget Category / Cost Code". Below these are "Mark Stipends Assigned to Staff As" with a dropdown menu showing "Available", "Stipend Start Date" with a date input field showing "mm/dd/yyyy" and a calendar icon, and "Stipend End Date" with a date input field showing "mm/dd/yyyy" and a calendar icon. At the bottom right are "Cancel" and "Save" buttons.

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:

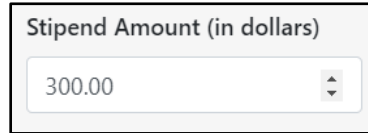
1. **Download and complete the stipend application located online at this link:** www.mapleworkforcestipend.org
2. **Upload the completed stipend application to this stipend feature inside iPinwheel.**
3. **Make sure the information for your Associate Teacher Permit has been inputted into iPinwheel in 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.

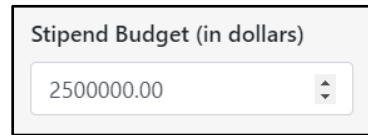
[illegible]

- 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 web form field titled "Stipend Amount (in dollars)". It features a text input box containing the value "300.00" and a small up/down arrow icon to its right.

- 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.



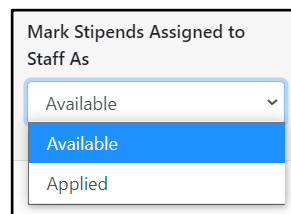
A screenshot of a web form field titled "Stipend Budget (in dollars)". It features a text input box containing the value "2500000.00" and a small up/down arrow icon to its right.

- 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.



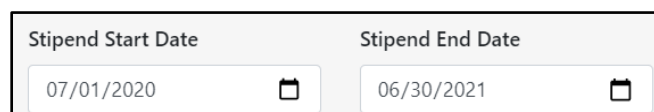
A screenshot of a web form field titled "Budget Category / Cost Code". It features a text input box containing the value "1245".

- 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 web form field titled "Mark Stipends Assigned to Staff As". It is a dropdown menu with "Available" selected and highlighted in blue. Other options visible are "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 a web form section with two date input fields. The first field is titled "Stipend Start Date" and contains the date "07/01/2020". The second field is titled "Stipend End Date" and contains the date "06/30/2021". Both fields have a calendar icon to their right.

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

< >

Formats ▾

B I

[List Icons]

[Link Icon]

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.

Cancel Save

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		Assign Staff & Caseload Approvers	Completed Stipend Tracks
------------------------	--	-----------------------------------	--------------------------

Total Allocation: \$38,150.00		Total Approved: \$11,300.00	Total Paid: \$7,350.00
-------------------------------	--	-----------------------------	------------------------

Search: Show 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	\$110.00 - \$300.00	1100-Pathways2021	\$0.00	\$0.00	\$0.00	\$2,500,000.00
Pathway to Higher Education	\$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 Approved
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

Click here to go back to the stipend management page

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) 300.00

Stipend Budget (in dollars) 2500000.00

Budget Category / Cost Code 1100-Pathways2021

Mark Stipends Assigned to Staff As Available

Stipend Start Date 07/01/2020

Stipend End Date 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:
CL

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.

The screenshot displays the 'Assigned Staff Stipends' tab interface. At the top, there are two tabs: 'Assigned Staff Stipends' (selected) and 'Stipend Progress'. Below the tabs, a row of action buttons includes 'Assign Staff to Stipend Track', 'Assign Stipend Approver', 'Create Accounts', 'Email Staff', 'Update Status', and 'Download Filtered Staff Mailing Labels'. A red arrow points to the 'Assigned Staff Stipends' tab. The main content area features several filter panels: 'Status' (dropdown), 'Agency' (dropdown), 'Site' (dropdown), 'Highest Degree' (dropdown), 'Highest Approved Permit' (dropdown), 'Role' (dropdown, highlighted in green), and 'Stipend Approver' (dropdown). Below the filters are 'Apply filters' and 'Reset' buttons. At the bottom, there is a search bar, a 'Show 10 entries' dropdown, a 'Filters (1 applied)' indicator, an 'Excel' button, and a 'Showing 1 to 7 of 7 entries' message. A table header is visible with columns: 'Stipend Track', 'Staff ID', 'Name', 'Agency', 'Sites', 'Stipend Approver', 'Status', 'Completed Requirements', 'Total Earned', 'Notes', 'Account', and 'Highest Approve Permit'.

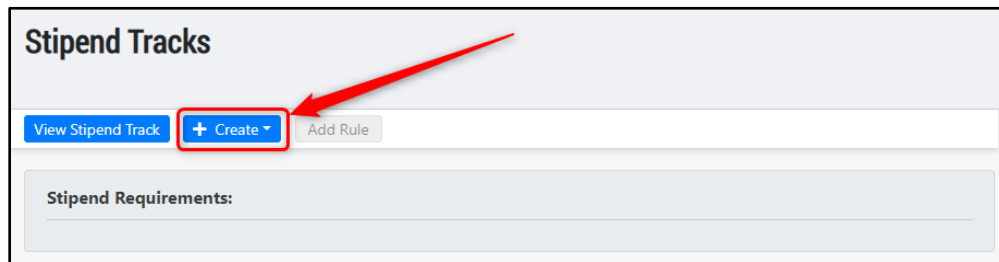
Both the grids will be empty since the stipend track was just created. As soon as you create requirements and assign staff to the stipend program the grids will display data. The instruction sheet will walk you through the requirements and assigning process.

Creating Stipend Requirements

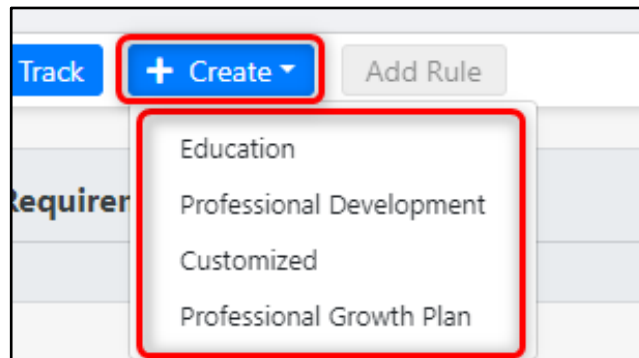
The next step is to set-up the stipend requirements.

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.

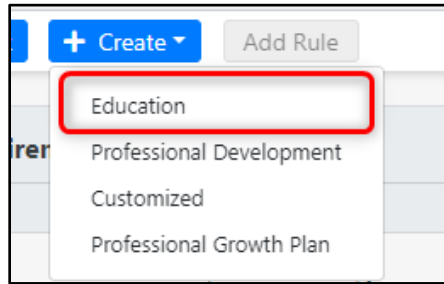


Once you click “Create” the “Type of Requirement” drop-down menu will appear. There are four types to choose from: “Education,” “Professional Development,” “Customized,” and “Professional Growth Plan.” Each requirement type has different field options. This instruction sheet will walk you through the 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' and 'To Be Completed Before' (date pickers with 'mm/dd/yyyy' placeholders), 'Description' (a large text area), a checkbox labeled 'Is this requirement mandatory for all participants in this stipend track?' which is checked, 'Payment Options' (a section header), and 'Amount earned for completing this requirement' (a field with a '\$' symbol and '0.00'). At the bottom right are 'Cancel' and 'Save' buttons.

- 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. Your selection in this field will populate your options in the following field.

A close-up screenshot of the 'Education Type' dropdown menu. The dropdown is open, showing a list of options: 'Any' (highlighted in blue), 'Degree', 'Permit', 'Credential', and 'Coursework'. The dropdown is titled 'Education Type'.

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.

Title

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.

Education

Associates

Any

High School Diploma

Associates

Bachelors

Masters

Doctorate

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.

Education

Associate Teacher

Any

Assistant Teacher

Associate Teacher

Teacher

Master Teacher

Site Supervisor

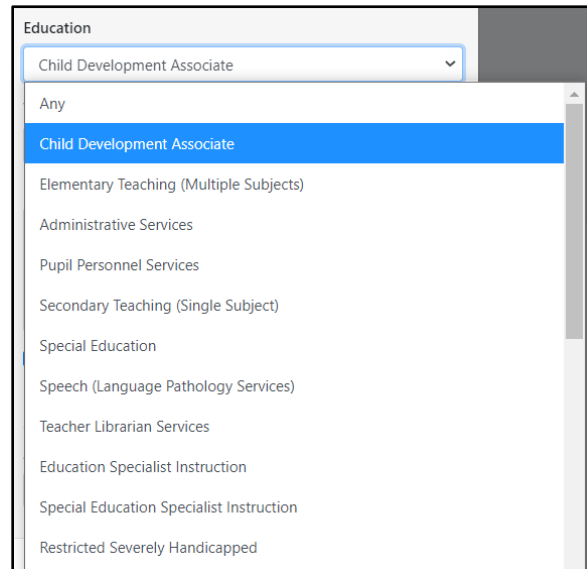
Program Director

Regular Childrens Center Instruction

Childrens Center Supervisor

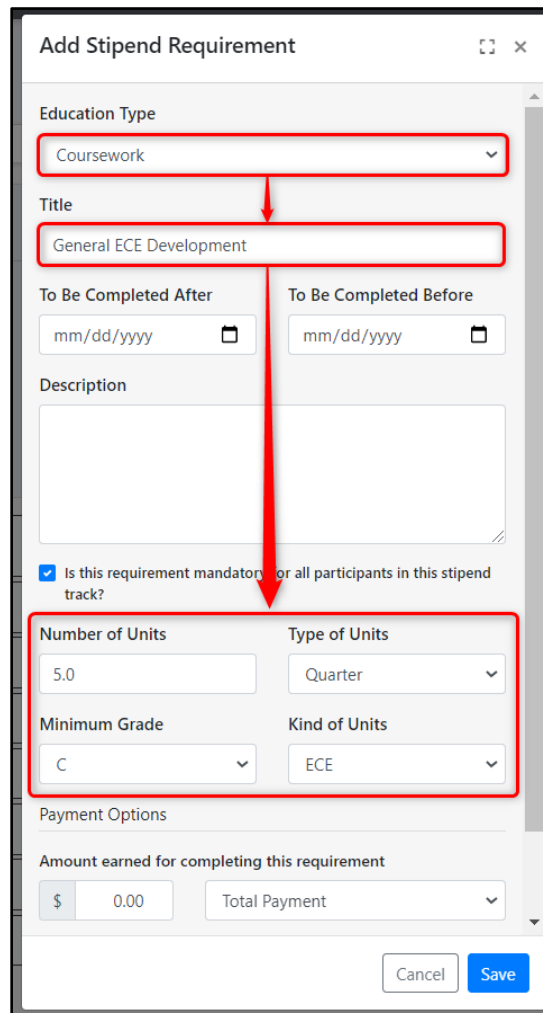
Special Center

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 credentials is displayed, with "Child Development Associate" highlighted in blue. The list includes: Any, Child Development Associate, 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, there are two date pickers: "To Be Completed After" and "To Be Completed Before", both set to "mm/dd/yyyy". A description field 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 is a "Payment Options" section with "Amount earned for completing this requirement" set to "\$ 0.00" and a "Total Payment" dropdown. "Cancel" and "Save" buttons are at the bottom right.

- 4 Use the next 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.”

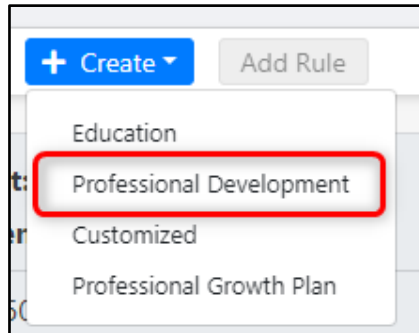
Cancel

Save

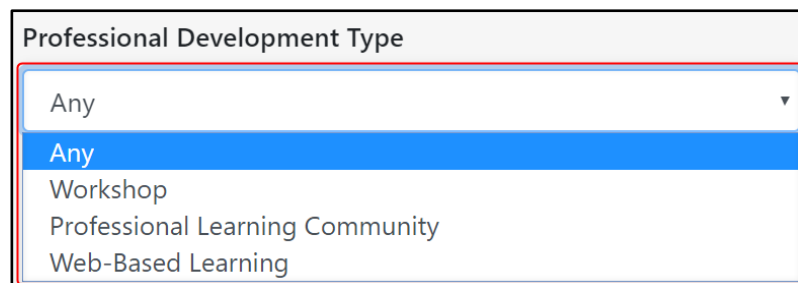
Professional Development Requirement

“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.



- 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 a form titled 'Professional Development Type'. It features a dropdown menu with the text 'Any' and a downward arrow. Below the dropdown, there are three input fields: a text field labeled 'Title' containing 'PD Event Example', a text field labeled 'Hours' containing '2', and a text field labeled 'Minutes' containing '15'. These three input fields are grouped together and highlighted with a red rectangular border.

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.

Professional Development Type

Workshop

Workshop

All About ECERS

All About ECERS

ASQ: SE

ASQ-3

CA CSEFEL Teaching Pyramid

CA CSEFEL Teaching Pyramid Overview

CLASS Instructional Support

CLASS Overview

Community of Practice: Effective Learning Environments

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.

Professional Development Type

Professional Learning Community

PLC Name

Teaching Pyramid

Teaching Pyramid

Family Engagement and Community Partnership

Maple ECE Strong

Integrating Teaching Pyramid Practices and Curriculum

Cultural Competency

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 has a dropdown menu with "Web-Based Learning" selected. The second section is titled "Course Name" and has a dropdown menu that is open, showing a list of courses. The first course in the list is "CECO: CSEFEL Overview (3 hrs)", which is highlighted in blue. Below it are several "CECO: DRDP 2015- Preschool Module" courses and "CECO: DRDP 2015 Infant/Toddler Module" courses. The list is enclosed in a red rectangular border.

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 a form with two date fields. The first field is labeled "To Be Completed After" and has a date of "07/01/2020" entered. The second field is labeled "To Be Completed Before" and has a date of "06/30/2021" entered. Both fields have a calendar icon next to them.

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 text area labeled "Description". The text inside the text area reads: "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

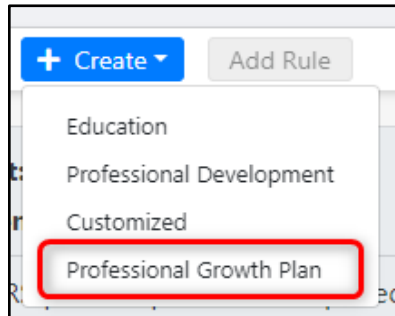
- 8 Click “Save.”

Cancel

Save

Professional Growth Plan Requirement

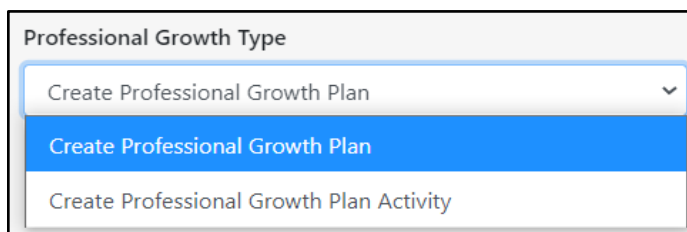
- 1 Click the “Create” button and select “Professional Growth Plan” from the drop-down menu.



- 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

\$

50.00

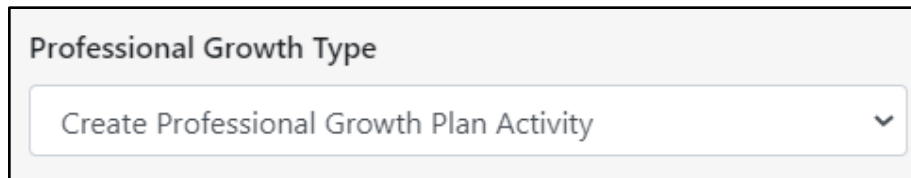
8 Click “Save.”

Cancel

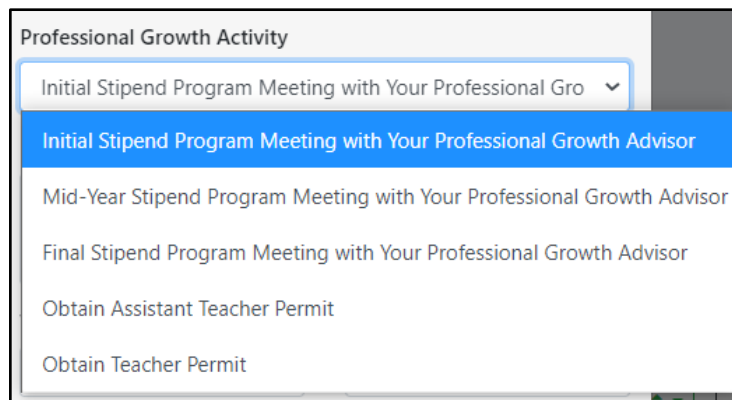
Save

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.

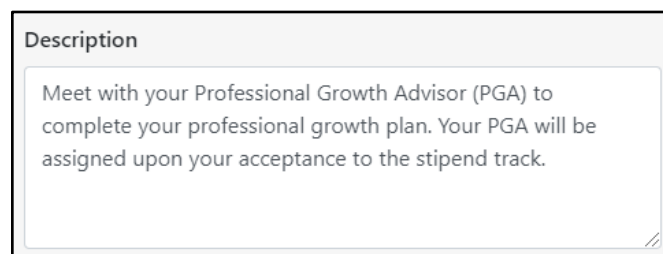
9 If you would like to select “Create Professional Growth Plan Activity” as the Professional Growth Type, this allows you to select the specific action that the staff must complete (or have already completed) from a list of activities that are created in the “Customized Coaching” page of HUBBE. To learn 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". Below the title is a dropdown menu with the text "Create Professional Growth Plan Activity" and a downward arrow icon on the right.

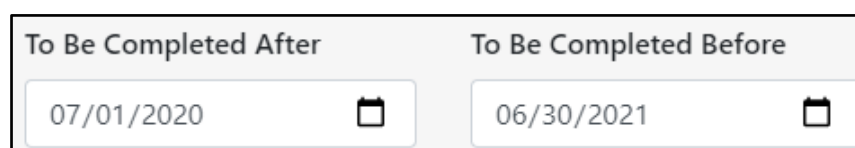
10 Select the Professional Growth Activity from the drop-down menu.

A screenshot of a web form titled "Professional Growth Activity". Below the title is a dropdown menu. The current selection is "Initial Stipend Program Meeting with Your Professional Gro". The dropdown is open, showing a list of options: "Initial Stipend Program Meeting with Your Professional Growth Advisor" (highlighted in blue), "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".

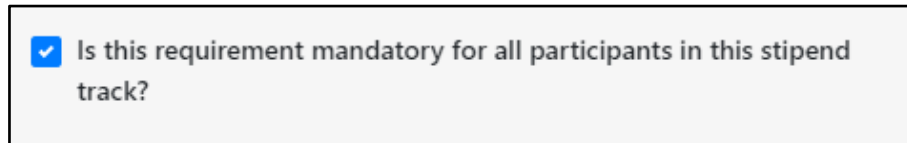
11 In the “Description” box, write a description of the professional growth plan activity requirement, how to complete it, etc. The description you write in this field should be detailed and lists the step(s) necessary for completing the requirement.

A screenshot of a web form titled "Description". Below the title is a text box containing the text: "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.

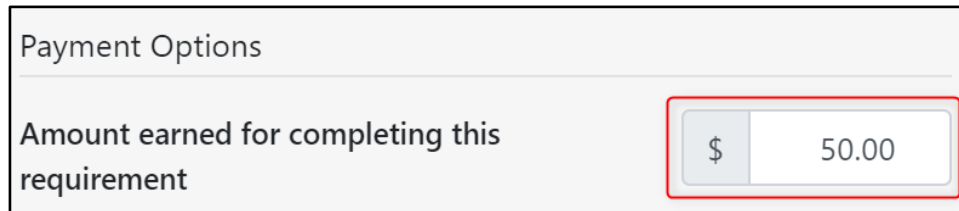
A screenshot of a web form showing two date fields. The first field is labeled "To Be Completed After" and contains the date "07/01/2020". The second field is labeled "To Be Completed Before" and contains the date "06/30/2021". Both fields have a calendar icon to the right of the date input.

- 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?

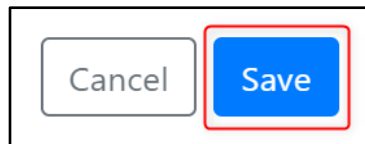
- 14 Enter the dollar amount earned for completing this requirement.



Payment Options

Amount earned for completing this requirement \$ 50.00

- 15 Click "Save."

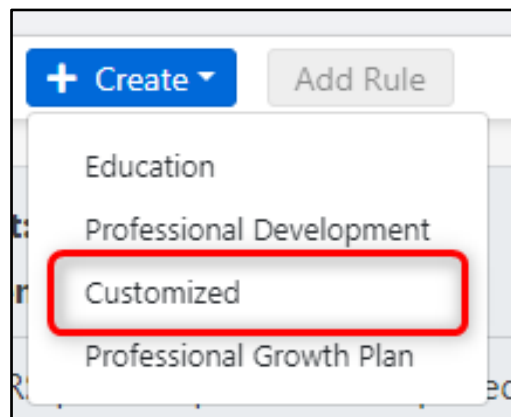


Cancel Save

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.



+ Create Add Rule

Education

Professional Development

Customized

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

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.

Stipend Tracks

[View Stipend Track](#) [+ Create](#) [Add Rule](#)

Stipend Amount: \$110.00 - \$300.00

Stipend Requirements:

- A. ECE Teacher Permit Stipend Application Forms | \$50.00
- B. All About ECERS | \$10.00 per hour completed not to exceed \$50.00
- C. Associates | \$50.00

<input type="checkbox"/> ECE Teacher Permit Stipend Application Forms	Edit Delete Reorder
<input type="checkbox"/> All About ECERS	Edit Delete Reorder
<input type="checkbox"/> Associates	Edit Delete Reorder

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

Stipend Tracks

[View Stipend Track](#) [+ Create](#) [Add Rule](#)

Stipend Amount: \$110.00 - \$300.00

Stipend Requirements:

- A. ECE Teacher Permit Stipend Application Forms | \$50.00
- B. All About ECERS | \$10.00 per hour completed not to exceed \$50.00
- C. Associates | \$50.00

<input checked="" type="checkbox"/> ECE Teacher Permit Stipend Application Forms	Edit Delete Reorder
<input type="checkbox"/> All About ECERS	Edit Delete Reorder
<input type="checkbox"/> Associates	Edit Delete Reorder

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

Add Rule

Count: Only the number chosen of the selected requirements need to be completed.

Rule Type
Count

Rule Explanation

Number of Requirements
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

Cancel 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.

Count: Only the number chosen of the selected requirements need to be completed.

Rule Type

Count

Count

Or

And

Optional

Not

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

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

Rule Type

Or

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: \$210.00 - \$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

1

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

Completed 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*).

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*).

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.

The screenshot shows a configuration window for an 'Optional' rule. At the top, a light blue banner contains an information icon and the text 'Optional: The selected requirements are optional.' Below this, a 'Rule Type' dropdown menu is set to 'Optional'. An arrow points down to a list of requirements, each with an unchecked checkbox and action icons (edit, delete, expand). The requirements listed are 'Optional requirements', 'CLASS Overview', 'ASQ: SE', and '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 Master’s 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 cannot invite staff with a Master’s to the stipend.

The top part of the screenshot shows the 'Not' rule configuration. A light blue banner reads 'Not: This requirement must not be completed.' Below it, the 'Rule Type' dropdown is set to 'Not'. An arrow points down to a detailed stipend requirements page. This page includes a 'Stipend Amount' of '\$110.00 - \$300.00' and a list of 'Stipend Requirements' (A through E). A red callout bubble points to the requirements list with the text 'This is how participants will view the requirements'. At the bottom, a list of requirements is shown with checkboxes. Two red callout bubbles highlight specific items: 'Must not have completed' with the note '"Not" rule applied to degree' and 'Masters' with the note '"Masters" degree requirement'.

- 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	  

After you set-up the requirements for your stipend track, all that is left to do is:

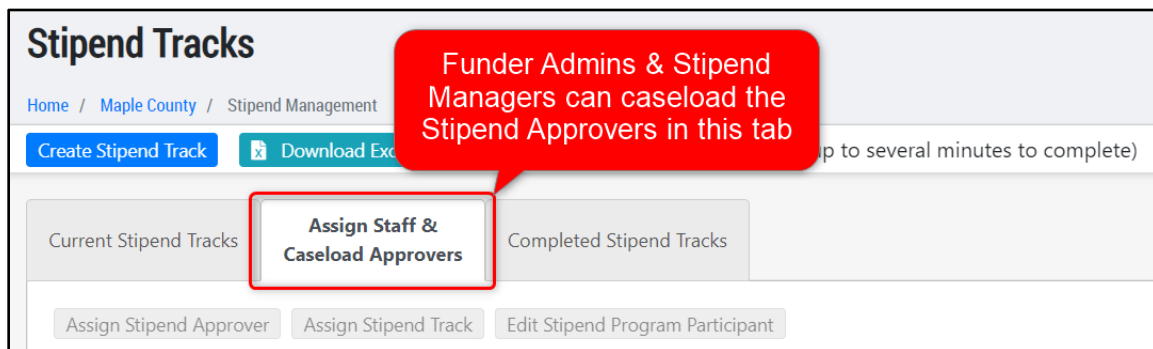
1. **Assign Stipend Approvers their ECE staff caseload.** The Stipend Approver can assign their caseloaded staff to the stipends they determine to join and then manage the staff's progress within those stipend tracks.
2. *(Optional)* **Assign ECE staff to the stipend track.** Funder Admins, Stipend Managers, and Stipend Approvers all have permission to assign staff to stipends. Funder Admins and Stipend Managers can choose to delegate this responsibility to the Stipend Approver or choose to assign staff to stipends themselves. Please note, however, that all roles can assign staff to stipends and this is simply a preference of position responsibilities at your county.

The following sections will show you how to assign Stipend Approvers and assign ECE staff to stipend tracks.

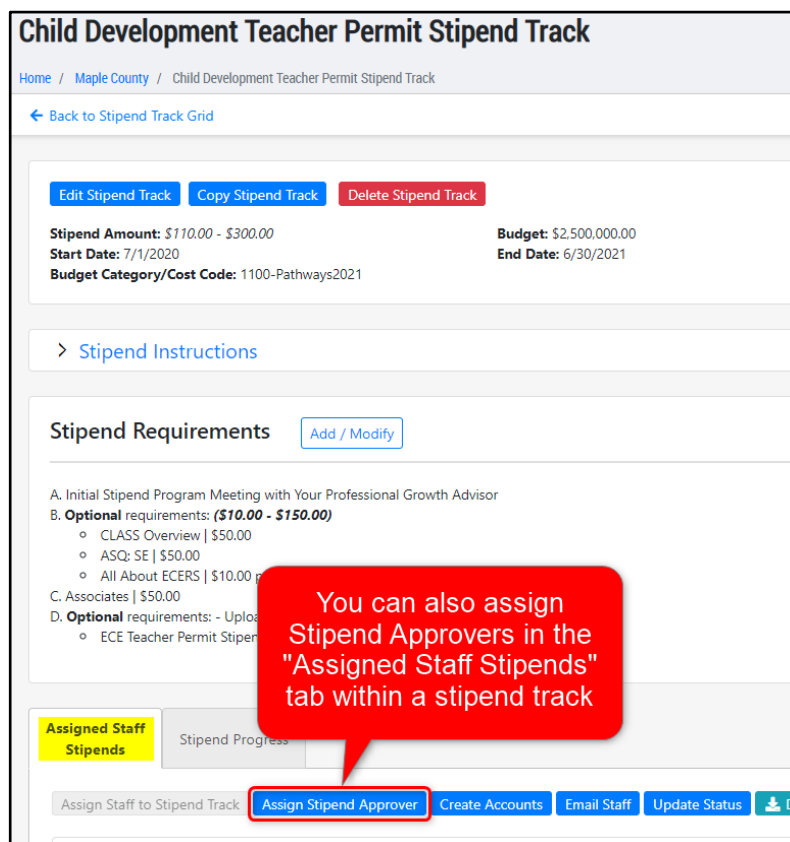
Assigning Stipend Approvers

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.

The screenshot shows the 'Assign Staff & Caseload Approvers' tab. At the top, there are three buttons: 'Assign Stipend Approver', 'Assign Stipend Track', and 'Edit Stipend Program Participant'. Below these is a search bar and a 'Show 10 entries' dropdown. The main table has columns: Stipend Approver, Staff ID, Staff Name, Stipend Track, and Staff Account. A red callout bubble with the text 'Click to assign a Stipend Approver to this staff member' points to the '[Assign]' button in the 'Stipend Approver' column for the staff member 'Isabella Lenore Acosta'.

Stipend Approver	Staff ID	Staff Name	Stipend Track	Staff Account
[Assign]	HR2036201841157	Isabella Lenore Acosta	[Assign]	IsabellaAcosta

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.

The screenshot shows the 'Assign Staff & Caseload Approvers' tab. At the top, there are three buttons: 'Assign Stipend Approver', 'Assign Stipend Track', and 'Edit Stipend Program Participant'. Below these is a search bar and a 'Show 10 entries' dropdown. The main table has columns: Stipend Approver, Staff ID, Staff Name, Stipend Track, Staff Account, and WF ID. A red box highlights the selection column (checkboxes) and a red circle highlights the 'Assign Stipend Approver' button. The table shows four staff members, all of whom have their checkboxes selected.

Stipend Approver	Staff ID	Staff Name	Stipend Track	Staff Account	WF ID
[Assign]	HR10233991	Zach Tenna	BA Track (2020-2021) CA Workforce Pathways Stipend Track 2020-21	zteacher	
[Assign]	HR8517182	Ana Smith	[Assign]	Wizard	
[Assign]	HR1372214445	Wilburn O'Reilly	[Assign]	WilburnO'Reilly	
[Assign]	HR1438150802	Wendy Farmer	CA Workforce Pathways Stipend Track 2020-21	WendyFarmer	

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.”

Select Stipend Approver

I want to: ☒ Assign Stipend Approver ☐ Unassign Stipend Approver

Search: Show 10 entries

Select	Name	Title	Role	Employer
<input type="radio"/>	Emily Gonzales	Professional Growth Advisor	Stipend Approver	Maple County Office of Education
<input type="radio"/>	Rico Martinez	QCC Coordinator	Stipend Approver	Maple County Office of Education
<input type="radio"/>	Jeffrey Rodriguez	Professional Growth Advisor and QCC Coordinator	Stipend Approver	Maple County Office of Education
<input checked="" type="radio"/>	Sarah SarahStipendApprover	Professional Growth Advisor	Stipend Approver	Maple County Office of Education
<input type="radio"/>	Kelly Tatars	Professional Growth Coordinator	Stipend Approver	Maple County Office of Education
<input type="radio"/>	Carly Wheaton	Professional Growth Advisor and QCC Coordinator	Stipend Approver	Maple County Office of Education
<input type="radio"/>	Jared Wolf	Professional Growth Advisor	Stipend Approver	Maple County Office of Education

Showing 1 to 7 of 7 entries Previous 1 Next

Cancel 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.”

Assign Staff & Caseload Approvers

Assign Stipend Approver Assign Stipend Track Edit Stipend Program Participant

Search: Show 10 entries Filters Showing 1 to 10 of 1,163 entries

Stipend Approver	Staff ID	Staff Name	Stipend Track	Staff Account
Kelly Tatars	HR2036201841157	Isabella Lenore Acosta	[Assign]	IsabellaAcosta

+ Assign another stipend approver

<input type="checkbox"/>	Stipend Approver	Staff ID	Staff Name	Stipend Track	Staff Account
<input type="checkbox"/>	<div> <div>Kelly Tatari</div> <div>Jared Wolf</div> </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

<input type="checkbox"/>	Stipend Approver	Staff ID	Staff Name	Stipend Track	Staff Account	WFR ID#
<input checked="" type="checkbox"/>	<div> <div>Kelly Tatari</div> <div>Jared Wolf</div> </div>				IsabellaAcosta	10002546
<input checked="" type="checkbox"/>	<div> <div>Kelly Tatari</div> </div>				RivkaAdair	10285938
<input checked="" type="checkbox"/>	[Assign]				AbbyAgencyFiscalAdmin	1238

1

Will add a 3rd approver to this staff

Will add a 2nd approver to this staff

Will add the 1st approver to this staff



<input type="checkbox"/>	Stipend Approver	Staff ID	Staff Name	Stipend Track	Staff Account
<input type="checkbox"/>	<div> <div>Kelly Tatari</div> <div>Carly Wheaton</div> <div>Jared Wolf</div> </div>	HR2036201841157	Isabella Lenore Acosta	[Assign]	Isab
<input type="checkbox"/>	<div> <div>Kelly Tatari</div> <div>Carly Wheaton</div> </div>	HR18331	Rivka Adair	[Assign]	Rivk
<input type="checkbox"/>	<div> <div>Carly Wheaton</div> </div>	HR13077205	Abby Adams	[Assign]	Abb

4

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).

Current Stipend Tracks **Assign Staff & Caseload Approvers** Completed Stipend Tracks

Assign Stipend Approver Assign Stipend Track Edit Stipend Program Participant

Search: Show 10 entries Showing 1 to 10 of 1,163 entries **6 rows selected**

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

+ Assign another stipend approver

In the pop-up modal, if you select “Unassign Stipend Approver,” any Stipend Approved 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

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' tab. At the top, there are tabs for 'Assigned Staff Stipends' (highlighted in yellow) and 'Stipend Progress'. Below these are several 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'. Below the filters are 'Apply filters' and 'Reset' buttons. A search bar and 'Show 10 entries' are present. The main table has 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. A red box highlights the '[Assign]' button in the first row of the table. A red arrow points from the 'Assigned Staff Stipends' tab 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 of the staff grid from the previous screenshot. A red arrow points to the '[Assign]' button in the 'Stipend Approver' column for the first staff member, Selina Martinez.

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 Preschool	[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.

Click this checkbox to select/unselect all staff displayed in the grid

Or select each row individually in the grid

<input type="checkbox"/>	View Stipend	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.

Assigned Staff Stipends | Stipend Progress

Assign Staff to Stipend Track | **Assign Stipend Approver** | Create Accounts | Email Staff | Update Status | Download File

Status

Agency

Site

Highest Approved Permit

Role

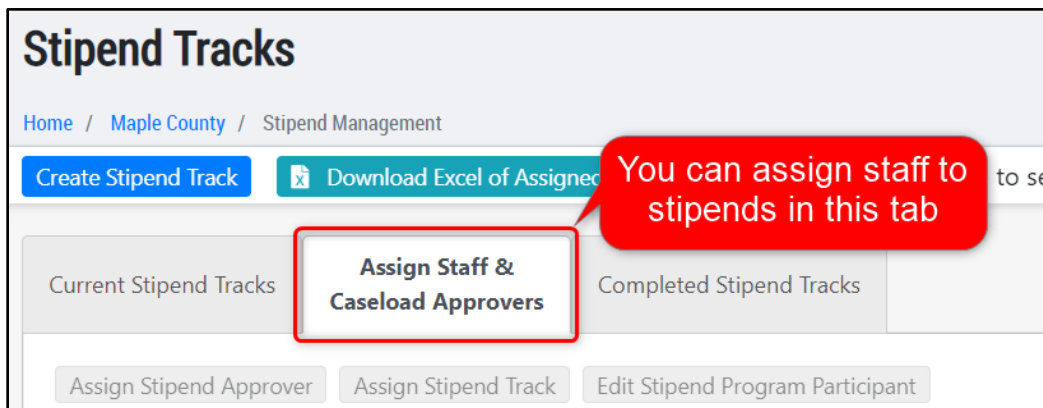
Stipend A

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

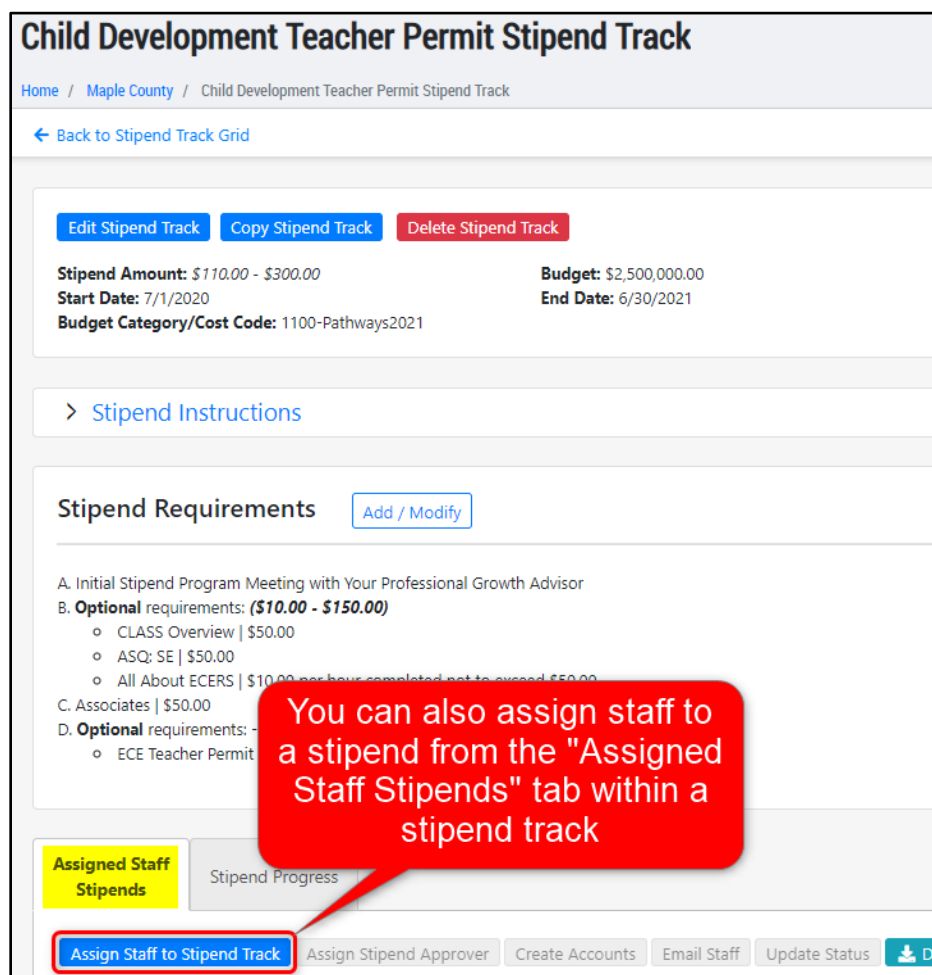
Assigning Staff to the Stipend Track

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.

The screenshot shows the 'Assign Staff & Caseload Approvers' tab. At the top, there are three buttons: 'Assign Stipend Approver', 'Assign Stipend Track', and 'Edit Stipend Program Participant'. Below these is a search bar and a 'Show 10 entries' dropdown. A table with the following columns is displayed: Stipend Approver, Staff ID, Staff Name, Stipend Track, and Staff Account. The first row shows Kelly Tatari as the approver, HR2036201841157 as the staff ID, and Isabella Lenore Acosta as the staff name. In the Stipend Track column for this row, there is a red '[Assign]' button. A red callout bubble with the text 'Click to assign this staff member to a stipend track' points to this button.

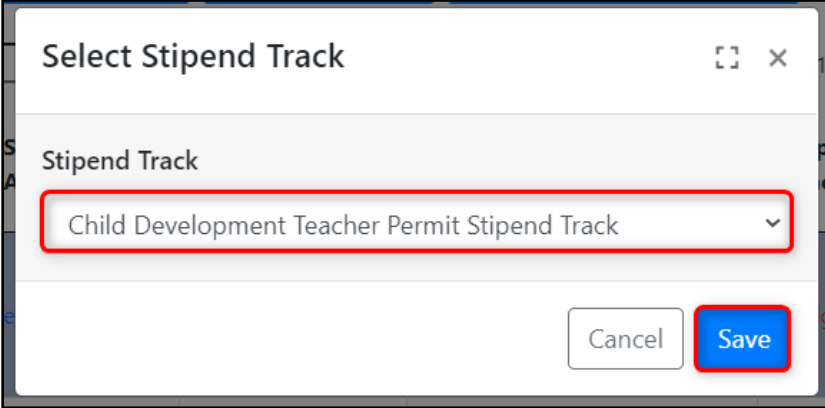
Stipend Approver	Staff ID	Staff Name	Stipend Track	Staff Account
Kelly Tatari	HR2036201841157	Isabella Lenore Acosta	[Assign]	IsabellaAcosta

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.

The screenshot shows the 'Assign Staff & Caseload Approvers' tab. The 'Assign Stipend Track' button is highlighted with a red circle and the number 2. In the table below, the first column (Stipend Approver) has a red box around the selection checkboxes, with a red circle and the number 1 next to the first checkbox. The table contains four rows of staff members, all of whom have the '[Assign]' button in the Stipend Track column.

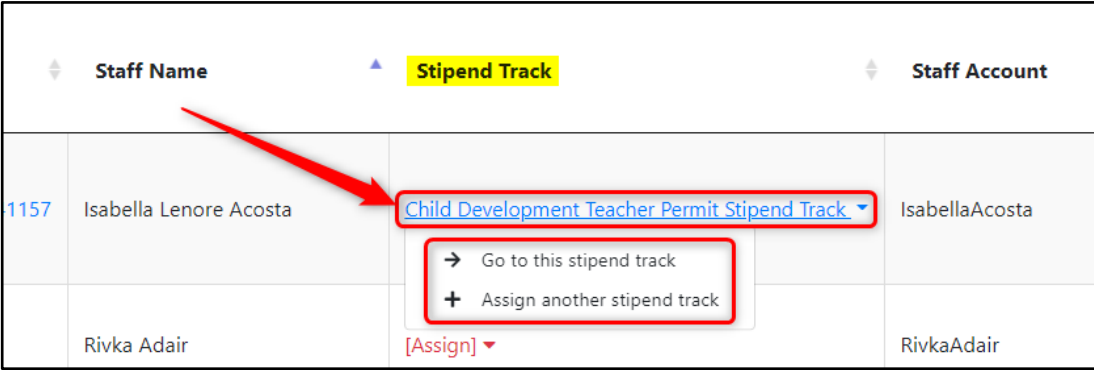
Stipend Approver	Staff ID	Staff Name	Stipend Track	Staff Account
<input checked="" type="checkbox"/> Kelly Tatari	HR2036201841157	Isabella Lenore Acosta	[Assign]	IsabellaAcosta
<input type="checkbox"/> Kelly Tatari <input type="checkbox"/> Carly Wheaton	HR18331	Rivka Adair	[Assign]	RivkaAdair
<input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

- 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.

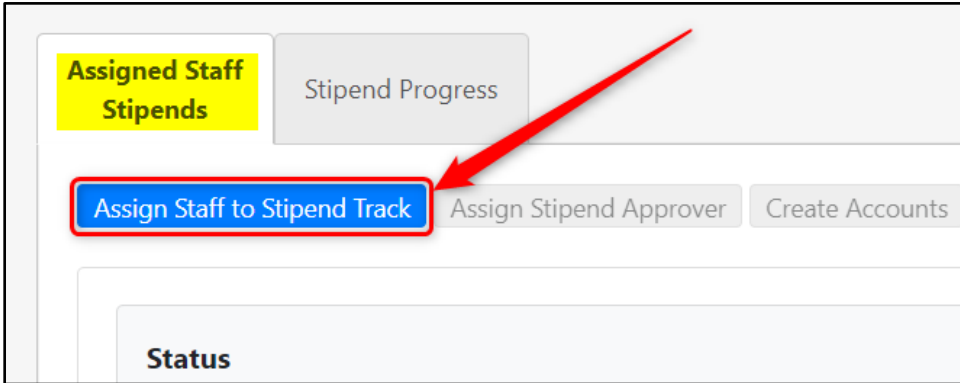
- 3 Once a stipend track has been assigned to a staff member, they will be listed in that column on the grid. Click on any stipend track to view a drop-down menu that gives you access to navigate to that stipend record or to assign another stipend track to that staff member.



	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 Application Pending: \$0.00
Total Waitlisted: \$0.00

Total Allocated: \$0.00
Total Approved: \$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 filtersReset

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 Application Pending: \$0.00
Total Waitlisted: \$0.00

Total Allocated: \$0.00
Total Approved: \$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.

The screenshot shows a staff selection interface. At the top, there are three filter sections: "Highest Degree" (dropdown: - Select -), "Highest Approved Permit" (dropdown: - Select -), and "Role" (dropdown: Any). Below these are "Apply filters" and "Reset" buttons. A red box highlights the "Assign Selected Staff" button (labeled 3) and the search field (labeled 1) which contains "Melanie". The search results show "Showing 1 to 6 of 6 entries (filtered from 1,153 total entries)" and "1 row selected". The table below has columns: Agency, Staff ID, Display Name, First Name, Middle Name, Last Name, Account, Highest Approved Permit, Highest Approved Degree, and Roles. The first row is selected (checkbox checked, labeled 2) and shows: Agency: Allred Child Development Center, Staff ID: HR1974133618598, Display Name: Melanie Preezo, First Name: Melanie, Middle Name: , Last Name: Preezo, Account: , Highest Approved Permit: , Highest Approved Degree: , Roles: Agency ASQ and Referral Contact. The second row shows: Agency: Holy Family Preschool, Staff ID: HR2036201841125, Display Name: Melanie Nunez, First Name: Melanie, Middle Name: , Last Name: Nunez, Account: , Highest Approved Permit: , Highest Approved Degree: , Roles: 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.

The screenshot shows the "Unassigned Agency Staff" filter interface. It has six filter sections: "QRIS Program" (dropdown: IMPACT), "Agency" (dropdown: 4 of 176 selected), "Site" (dropdown: Allen State Preschool (SI101.1), Riverbank), "Highest Degree" (dropdown: - Select -), "Highest Approved Permit" (dropdown: Teacher, Site Supervisor, Program Dir...), and "Role" (dropdown: [Select all]). A red box highlights the "Riverbank" option in the "Site" dropdown, with a red callout bubble saying "Use the search field to search for an item in the list". Below the filters are "Apply filters" and "Reset" buttons. At the bottom is an "Assign Selected Staff" button.

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.

Assign Selected Staff

2

Search: Show 10 entries Filters (2 applied) Showing 1 to 10 of 20 entries 20 rows selected

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

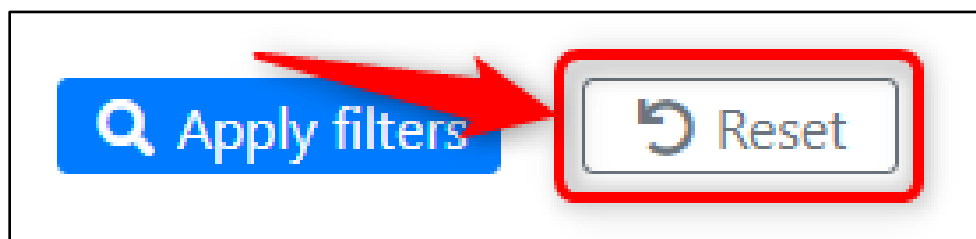
Previous

1

2

Next

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

<input type="checkbox"/>	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	<div><div></div> (0)</div>	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	<div><div></div> (1)</div>	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	<div><div></div> (0)</div>	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	<div><div></div> (0)</div>	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	<div><div></div> (0)</div>	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	<div><div></div> (0)</div>	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	<div><div></div> (0)</div>	Emili.Wong Reset Password	Teacher	Bachelors	Session Admin, Lead Teacher, Site Viewer

Previous

1

Next

Managing Staff in the Stipend

The Stipend Track page features many functionalities to streamline the stipend workflow. This section will show you how to update a staff's status of a stipend, create staff accounts/reset passwords, email staff right from the grid, download staff mailing labels, download staff progress, and remove staff from the stipend.

Updating the Status of the Stipend

The "Status" column shows the current status for those involved in the program. There are eight staff status types: "Available," "Applied," "Application Pending," "Denied," "Waitlisted," "Accepted," "Approved," and "Paid." The default status that appears next to assigned staff is "Available"; however, this can be toggled between "Available", and "Applied" through the edit feature of the stipend track described below.

1

From the "Assigned Staff Stipends" grid, the Funder Admin, Stipend Manager, and Stipend Approver roles can toggle the status of each staff member's stipend participation. To do so, select all the staff members whose status you'd like to update, and then click the blue "Update Status" button at the top of the grid.

The screenshot displays the 'Stipend Track' interface. At the top, there are several buttons: 'Assign Staff to Stipend Track', 'Assign Stipend Approver', 'Create Accounts', 'Email', 'Update Status' (highlighted with a red circle and number 2), and 'Download Filtered Staff Mailing Labels'. Below these are filter sections for 'Status', 'Agency', 'Site', 'Highest Approved Permit', 'Role', and 'Stipend Approver'. A red callout box with the text 'First select the staff members, then click the "Update Status" button' points to the 'Update Status' button and the selection checkboxes in the table. The table has columns: 'Stipend Track', 'Staff ID', 'Name', 'Agency', 'Sites', 'Stipend Approver', 'Status', 'Completed Requirements', 'Total Earned', 'Notes', and 'Account'. Three rows are visible, with the first and third rows selected (checkboxes checked). A red circle and number 1 points to the selection checkboxes. The table data is as follows:

Stipend Track	Staff ID	Name	Agency	Sites	Stipend Approver	Status	Completed Requirements	Total Earned	Notes	Account
<input checked="" type="checkbox"/>	View Stipend HR9055341	Selina Martinez	Applebank USD	Central State Preschool, Riverbank CDC	Jared Wolf	Approved	0 out of 5	\$0.00	<input type="checkbox"/> (0)	LeadTeacher Reset Password
<input type="checkbox"/>	View Stipend HR1327014503	Mittie Lin	Applebank USD	Allen State Preschool	Jared Wolf	Accepted	2 out of 5	\$0.00	<input type="checkbox"/> (0)	MittieLin Reset Password
<input checked="" type="checkbox"/>	View Stipend HR1974133618598	Melanie Preezo	Allred Child Development		Jeffrey Rodriguez	Approved	0 out of 5	\$0.00	<input type="checkbox"/> (0)	MelaniePreezo Reset Password

2

A modal will appear. Choose the status of the staff member's participation and the applicable date. Click "Save."

Update Stipend Status

Status: Approved Applied On: 01/25/2021

Cancel Save

Approver	Requirements
Central State Preschool, Riverbank CDC	Jared Wolf Approved 0 out of 5
Allen State Preschool	Jared Wolf Accepted 2 out of 5

3

The status of the stipend will be updated for each staff member you selected, which you can see in the "Status" column in the grid.

Search: Show 10 entries Filters (1 applied) Excel Showing 1 to 8 of 8 entries

<input type="checkbox"/>	Stipend Track	Staff ID	Name	Agency	Sites	Status	Completed Requirements	Total Earned	Notes	Account	High App Per
<input type="checkbox"/>	View Stipend	HR9055341	Selina Martinez	Applebank USD	Riverbank CDC	Approved	0 out of 2	\$0.00	<input type="checkbox"/> (0)	LeadTeacher Reset Password	Teach
<input type="checkbox"/>	View Stipend	HR1327014503	Mittie Lin	Applebank USD	Allen State Preschool	Applied	0 out of 2	\$0.00	<input type="checkbox"/> (0)	MittieLin Reset Password	Site Supe
<input type="checkbox"/>	View Stipend	HR1974133618598	Melanie Preezo	Allred Child Development Center		Approved	0 out of 2	\$0.00	<input type="checkbox"/> (0)		
<input type="checkbox"/>	View Stipend	HR20425778	Kendra Santos	Applebank USD	Allen State Preschool	Approved	0 out of 2	\$0.00	<input type="checkbox"/> (0)	KendraSantos Reset Password	Teach

Creating Staff Accounts and Resetting Staff Passwords

The Stipend Management feature within HUBBE is designed to allow county administrators to easily manage staff participation and progress in a stipend program. In order to do so, the staff member must have an HUBBE account. We have included the ability to create staff accounts and update log-in information right from the “Assigned Staff Stipends” grid. Funder Admins, Stipend Managers, and Stipend Approvers can all create staff accounts and reset passwords. Please follow the directions below to create and/or update staff account details.

- 1 You will notice if a staff member assigned to a stipend does not have an HUBBE account if their “Account” field is empty in the grid. For example, in the grid below Natalie Fields does not have a staff account yet.

Assigned Staff Stipends

Assign Staff to Stipend Track | Assign Stipend Approver | Create Accounts | Email Staff | Update Status | Download Filtered Staff Mailing Labels

Filters: Status, Agency, Site, Highest Degree, Highest Approved Permit, Role, Stipend Approver

Search: [] Show 10 entries Filters (1 applied) Excel Showing 1 to 8 of 8 entries

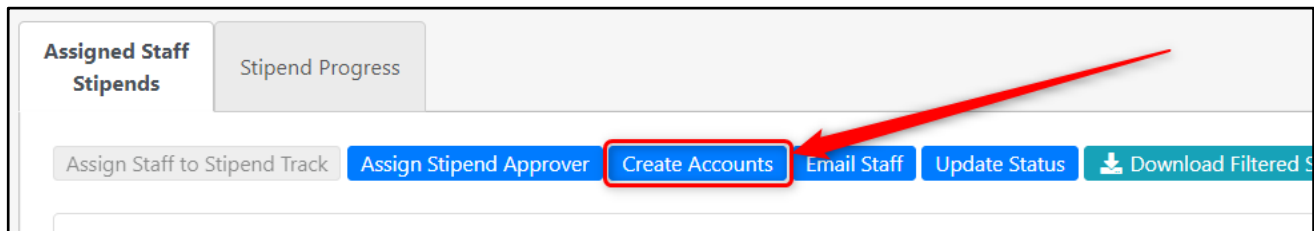
Stipend Track	Staff ID	Name	Agency	Sites	Stipend Approver	Status	Completed Requirements	Total Earned	Notes	Account	Highest Approved Permit	Highest Approved Degree	Roles
<input type="checkbox"/> View Stipend	HR15258650	Natalie Fields	Applebank USD	Riverbank CDC	[Assign]	Available	0 out of 5	\$0.00	(0)				Instructional Assistant
<input type="checkbox"/> View Stipend	HR18487741	AnaMaria Lopez	Applebank USD	Forrest Avenue Head Start	[Assign]	Available	1 out of 5	\$40.00	(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

- 2 To create an account for the staff member, select their row in the grid in the leftmost column.

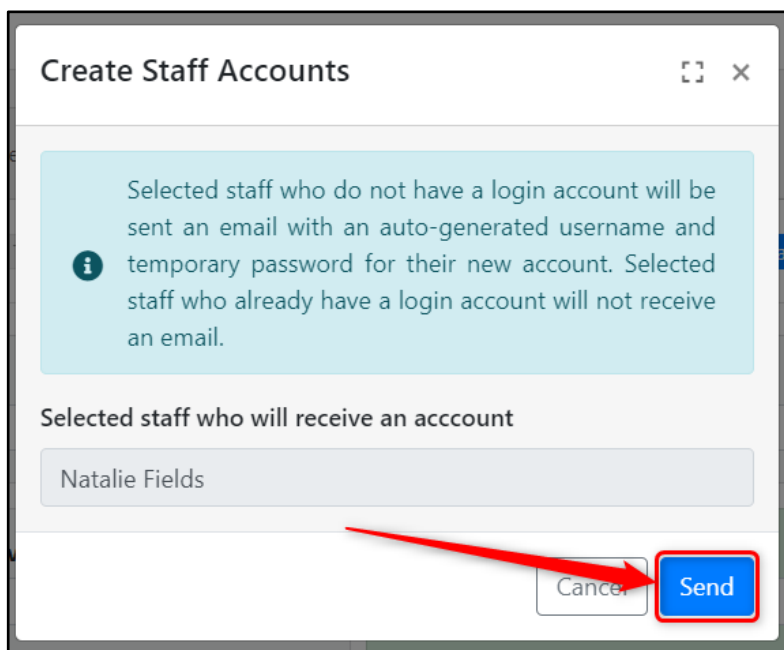
Search: [] Show 10 entries Filters (1 applied) Excel Showing 1 to 8 of 8 entries 1 row selected

Stipend Track	Staff ID	Name	Agency	Sites	Stipend Approver	Status	Completed Requirements	Total Earned	Notes	Account
<input checked="" type="checkbox"/> View Stipend	HR15258650	Natalie Fields	Applebank USD	Riverbank CDC	[Assign]	Available	0 out of 5	\$0.00	(0)	
<input type="checkbox"/> View Stipend	HR18487741	AnaMaria Lopez	Applebank USD	Forrest Avenue Head Start	[Assign]	Available	1 out of 5	\$40.00	(0)	AnaLopez2 Reset Password

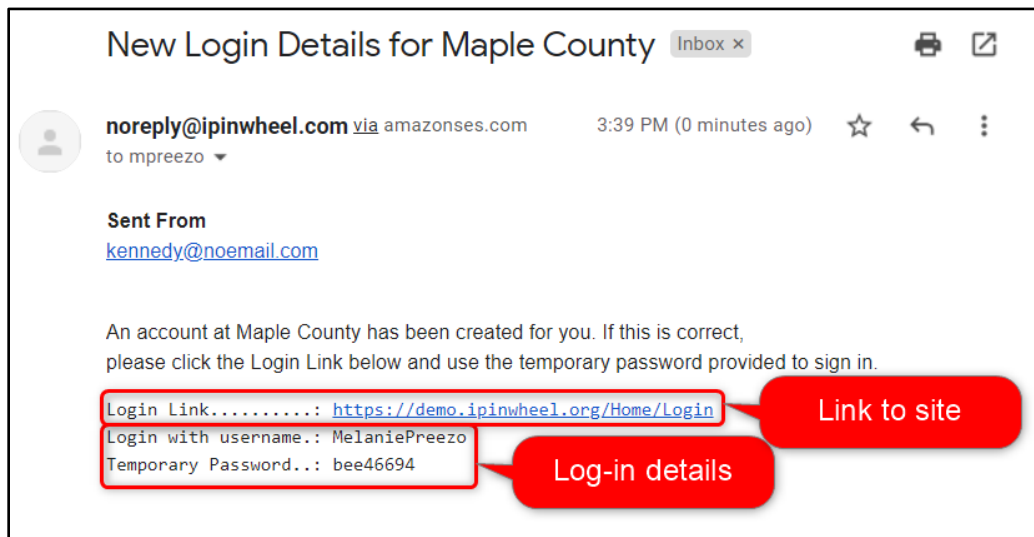
3 Then, click the blue “Create Accounts” button.



4 A modal will appear that shows the staff member(s) for which you are creating an account. Click “Send” and they will be sent an email with log-in information and a link to the log-in page. The username and password will be automatically generated by HUBBE. Once they sign in, they will have access to their staff account.



The email sent will look like the image below.



5

In the grid, you will then see account details in the “Account” column for that staff member.

Search: Show 10 entries Filters (1 applied) Excel Showing 1 to 8 of 8 entries

Stipend Track	Staff ID	Name	Agency	Sites	Stipend Approver	Status	Completed Requirements	Total Earned	Notes	Account	Highest Approved Permit	Highest Approved Degree
<input type="checkbox"/>	View Stipend	HR15258650	Natalie Fields	Applebank USD	Riverbank CDC	[Assign]	Available	0 out of 5	\$0.00	<input type="checkbox"/> (0)	NatalieFields Reset Password	
<input type="checkbox"/>	View Stipend	HR18487741	AnaMaria Lopez	Applebank USD	Forrest Avenue Head Start	[Assign]	Available	1 out of 5	\$40.00	<input type="checkbox"/> (0)	AnaLopez2 Reset Password	Bachelors

6

If you would like to reset a staff member’s password to their account, click “Reset Password” in the “Account” column.

Total Earned	Notes	Account	Highest Approved Permit
\$0.00	<input type="checkbox"/> (0)	MelaniePreezo Reset Password	

7

Enter the new password and then again in the “Confirm Password” field. HUBBE will automatically generate a random password which you will see in the password fields. You can choose to keep or override this password. We recommend you keep the “Email changes to staff” checked so the staff member will be sent an email with their new password to their staff account. Then click “Save.”

Reset Password

mpreezo@noemail.com

The changes made below will be sent to the staff's personal email address. If they do not have a personal email address, it will be sent to their work email address.

New Password

bird50660

Confirm Password

bird50660

☒ Email changes to staff

We recommend you keep this selected

Cancel Save

Emailing Staff from the Stipend Grid

The “Email Staff” feature allows you to communicate with the stipend participants right from the stipend track. You may want to email participants to welcome them to the stipend track, remind a participant to complete requirements by a certain date, or bring any issues about submitted material to a participant’s attention. Funder Admins, Stipend Managers, and Stipend Approvers can all email staff from the “Assigned Staff Stipends” grid. Please follow the directions below to send an email.

- 1 The “Assigned Staff Stipends” tab features an “Email Staff” functionality that allows you to send a personal email or email blast to assigned staff regarding the stipend program. To do so, first select all the staff members to whom you wish to send an email in the leftmost column. Then click the blue “Email Staff” button.

The screenshot shows the 'Assigned Staff Stipends' tab in a software 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' (highlighted with a red circle and the number 2), 'Update Status', and 'Download Filtered Staff Mailing Label'. A search bar and a 'Show 10 entries' dropdown are also present. Below the buttons is a table with columns: 'Stipend Track', 'Staff ID', 'Name', 'Agency', 'Sites', 'Stipend Approver', 'Status', 'Completed Requirements', and 'Total Earn'. The first two rows of the table are selected, indicated by checkboxes in the 'Stipend Track' column (highlighted with a red circle and the number 1). The first row shows Natalie Fields at Applebank USD, Riverbank CDC, with Stipend Approver Jared Wolf. The second row shows AnaMaria Lopez at Applebank USD, Forrest Avenue Head Start, with Stipend Approver [Assign]. The third row shows Emili Wong at Applebank USD, Allen State Preschool, with Stipend Approver [Assign].

Stipend Track	Staff ID	Name	Agency	Sites	Stipend Approver	Status	Completed Requirements	Total Earn	
<input checked="" type="checkbox"/>	View Stipend	HR15258650	Natalie Fields	Applebank USD	Riverbank CDC	Jared Wolf	Available	0 out of 5	\$0.00
<input checked="" type="checkbox"/>	View Stipend	HR18487741	AnaMaria Lopez	Applebank USD	Forrest Avenue Head Start	[Assign]	Available	1 out of 5	\$40.00
<input type="checkbox"/>	View Stipend	HR10104071	Emili Wong	Applebank USD	Allen State Preschool	[Assign]	Available	0 out of 5	\$0.00

- 2 In the modal that appears, you will notice the email addresses of the selected staff populated in the “Recipients” field. You have the option of adding more email addresses here, or clicking the “Copy Emails” button to copy the emails and send the message in your own email account as another option.

The screenshot shows the 'Send Email' modal. It has a 'Sender' field with the name 'Kennedy Palmer'. Below it is the 'Recipients' field, which contains three email addresses: 'ewong@me.com', 'kendrasantos@me.com', and 'mittie.lin@gmail.com'. A red box highlights the 'Recipients' field, and a red speech bubble points to it with the text 'Click to copy all email addresses to your clipboard'. A blue button labeled 'Copy Emails' is located to the right of the 'Recipients' field. At the bottom of the modal, it says 'Recipients are emailed individually and do not see each other's addresses'.

3

Then enter the subject and body of the email. If applicable, add attachments at the bottom. When you are done, click “Send.”

Send Email

Sender

Kennedy Palmer

Recipients

Copy Emails

ewong@me.com

kendrasantos@me.com

mittie.lin@gmail.com

Recipients are emailed individually and do not see each other's addresses

Subject

Pathways to Quality Stipend

Body

Hello Staff!

We are excited to have you on board the Pathway to Quality Stipend. Please feel free to reach out with any

Attachments

Choose Files

No attachments selected

Cancel

Send

Downloading Filtered Staff Mailing Labels

The Staff Mailing Labels feature allows you to download and access the mailing labels for any staff in a stipend, which can be useful for sending stipend compensation. Any filters that you apply to the grid will influence the download to only include the staff displayed in the grid, such as all staff that work at Applebank USD agency as seen in the example below. The Funder Admin, Stipend Manager, and Stipend Approver roles can all download staff mailing labels.

- 1 To download a list of the staff mailing addresses, you can first use the filters to display only certain staff in the grid. For example, we filtered for only staff from the Applebank USD agency.

The screenshot shows the 'Assigned Staff Stipends' interface. At the top, there are tabs for 'Assigned Staff Stipends' 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'. A red box highlights the 'Agency' filter, which is set to 'Applebank USD (AG101)'. A red arrow points from this filter to the 'Agency' column in the staff list below. The staff list has columns: Stipend Track, Staff ID, Name, Agency, Sites, Stipend Approver, Status, Completed Requirements, Total Earned, Notes, Account, Highest Approved Permit, and Highest Approve Degree. Two staff members are listed, both from 'Applebank USD'.

Stipend Track	Staff ID	Name	Agency	Sites	Stipend Approver	Status	Completed Requirements	Total Earned	Notes	Account	Highest Approved Permit	Highest Approve Degree	
<input type="checkbox"/>	View Stipend	HR20425778	Kendra Santos	Applebank USD	Allen State Preschool	Jared Wolf	Approved	0 out of 5	\$0.00	<input type="checkbox"/> (0)	KendraSantos Reset Password	Teacher	Associates
<input type="checkbox"/>	View Stipend	HR9055341	Selina Martinez	Applebank USD	Central State Preschool, Riverbank CDC	Jared Wolf	Approved	0 out of 5	\$0.00	<input type="checkbox"/> (0)	LeadTeacher Reset Password	Teacher	Bachelors

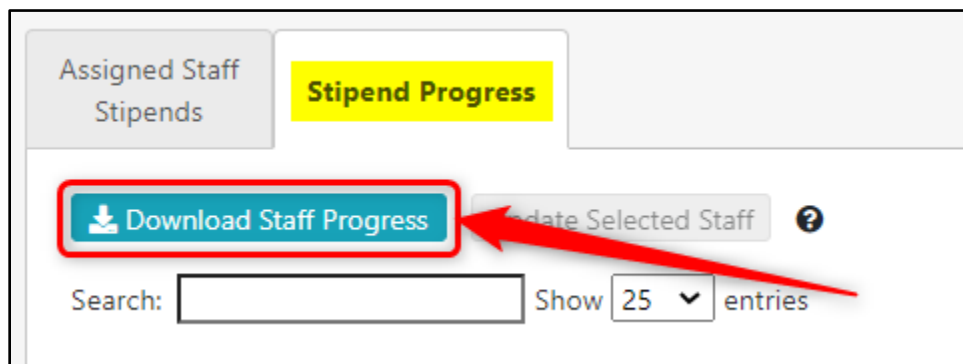
- 2 Then click the “Download Filtered Staff Mailing Labels” button at the top of the tab. Your download will include only the mailing addresses for the staff members who are from the Applebank USD agency in this example. Apply all the filters you desire to display certain staff participants and then click to download.

A close-up of the 'Download Filtered Staff Mailing Labels' button, which is highlighted with a red box and a red arrow pointing to it from the left.

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 App
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

Removing Staff from the Stipend

In the event that you invited a staff member to a stipend track that you would like to remove/disinvite, you can do so from the staff's stipend record.

- 1 To remove a staff member's access to a stipend, first click on "View Stipend" next to the "Staff ID" from whom you want to remove the availability of the stipend. This button is located in the "Assigned Staff Stipends" tab within a stipend track record.

← Back to Stipend Track Grid

C. Associates | \$50.00
D. **Optional** requirements: - Upload permit to the stipend if applicable (**\$50.00**)
 o ECE Teacher Permit Stipend Application Forms | \$50.00

Assigned Staff Stipends Stipend Progress

[Assign Staff to Stipend Track](#) [Assign Stipend Approver](#) [Create Accounts](#) [Email Staff](#) [Update Status](#) [Download Filtered Staff](#)

Search: Show entries [Filters](#) [Excel](#) Showing 1 to 10 of 11 entries

<input type="checkbox"/>	Stipend Track	Staff ID	Name	Agency	Sites	Stipend Approver	Status	Completed Requirement
<input type="checkbox"/>	View Stipend	HR9055341	Selina Martinez	Applebank USD	Central State Preschool, Riverbank CDC	Jared Wolf	Approved	0 out of 2
<input type="checkbox"/>	View	HR1337014503	Maria L...	Applebank	Allen State	Kell...	Approved	1 out of 2

- 2 You will be redirected to that staff member's Stipend Track page. At the top of the page, under the staff member's profile picture, there is a red "Delete" button. Click this button to remove that staff member's access to the stipend. They will be removed from the grid within the "Assigned Staff Stipends" tab back on your main Stipend Track page.

Child Development Teacher Permit Stipend Track
Zach Tenna
[Home](#) / [Applebank USD](#) / [Staff](#) / [Zach Tenna](#) / Child Development Teacher Permit Stipend Track

[Edit](#) [Delete](#)

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

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

Child Development Teacher Permit Stipend Track

Stipend Amount: \$110.00 - \$300.00
Completion Status: In Progress
Completed Requirements: 0 out of 2

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

Each requirement will display its own column in this grid

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 James	Applebank USD		\$0.00	In Progress	In Progress	In Progress	In Progress				

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

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

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.

Stipend Tracks

View Stipend Track + Create Add Rule

Stipend Amount: Stipend Requirement: A. Complete at least

Education Professional Development Customized Professional Growth Plan

0.00 - \$6,000

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.

Stipend Requirements Add / Modify

A. Complete **one** of the following: **(\$0.00 - \$50.00)**

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

B. Associates | \$50.00

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

- ECE Teacher Permit Stipend Application Forms | \$50.00

A "Professional Development" requirement, requiring completion of one of the workshops listed

Maple County
Supporting Children and Their Parents

Professional Development
Mittie Lin
Home / Applebank USD / Staff / Mittie Lin / Professional Development

Download as MS-Word

Overview Workshops

Create Workshop

Workshop Actions

ID: PD12217350 Status: **Approved**

Workshop Name: All About the ECERS

Date Completed: 11/17/2020

Hours: 2 Minutes: 0

Added to Professional Growth Plan: No

Updated by FunderAdmin on 11/18/2020

The workshop listed as a requirement in the stipend program has been added and approved to this staff's record

Workshop Actions

ID: PD12577733 Status: **Approved**

Workshop Name: Preventative Health Practices

Date Completed: 7/8/2020

Hours: 3 Minutes: 0

Added to Professional Growth Plan: No

Updated by CookieWookiee on 7/8/2020

Workshop Actions

ID: PD135428

Workshop Name:

Date Completed:

Hours: 3

Added to Professional Growth Plan:

Updated by:

Assigned Staff Stipends

Stipend Progress

Update Selected Staff ?

Search: Show entries

	Staff Name	Total Earned	CLASS Overview	ASQ: SE	All About the ECERS	Assoc	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 Uni
<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.

Stipend the W.

Update Stipend for AnaMaria Lopez

Complete a Pathway to Quality Application

☒ Mark requirement as completed

Date completed

01/25/2021

Cancel Save



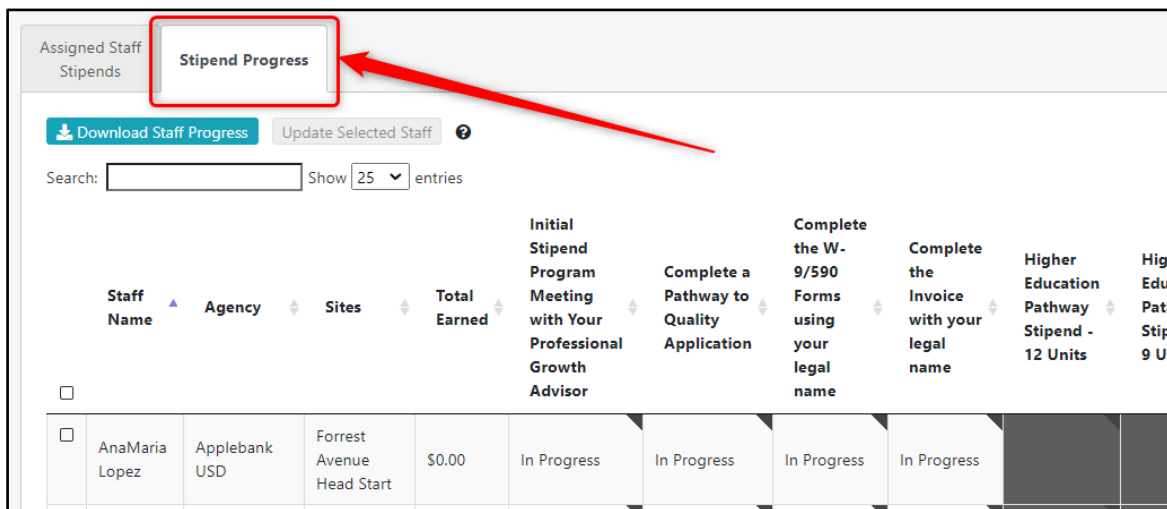
Initial Stipend Program Meeting with Your Professional Growth Advisor	Complete a Pathway to Quality Application	Complete the W- 9/590 Forms using your legal name
In Progress	Completed	In Progress

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.

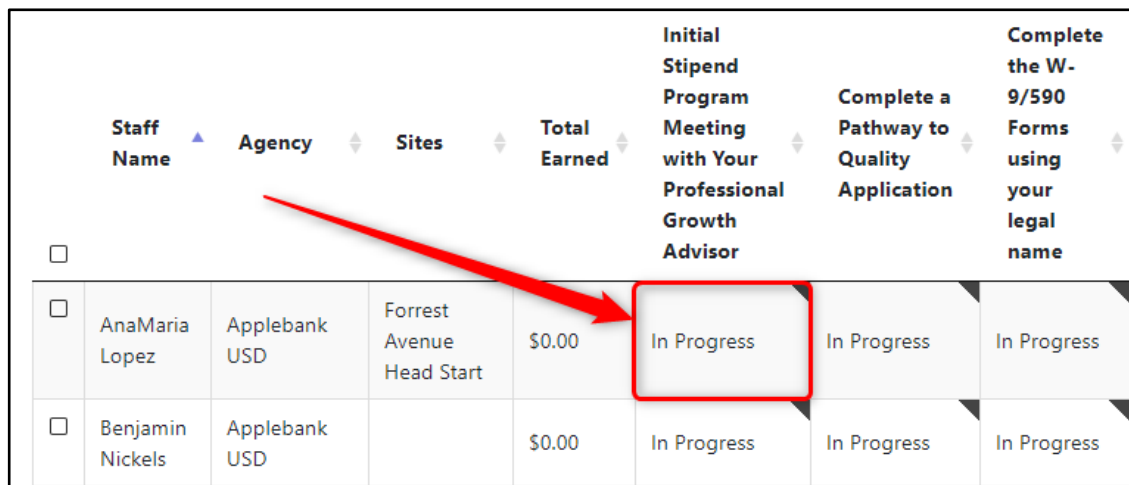
However, if this data is not entered into HUBBE, then the Funder Admin, Stipend Manager, or Stipend Approver needs to "override the requirement" and manually mark it as complete. Please follow the steps below to override a requirement.

1 First, enter the "Stipend Progress" tab.



Assigned Staff Stipends									
Stipend Progress									
<div>Download Staff Progress Update Selected Staff ?</div> <div>Search: <input type="text"/> Show <input type="text" value="25"/> entries</div>									
	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	

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	In Progress
<input type="checkbox"/>	Benjamin Nickels	Applebank USD		\$0.00	In Progress	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 'Stipend Progress' tab with a table of staff members. A red circle '1' highlights the checkboxes in the first column, and a red circle '2' highlights the 'Update Selected Staff' button at the top.

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. The 'Override requirement as completed' checkbox is checked. The date overridden is 01/25/2021. The reason for override is 'Completed but does not have a PGP with this activity in iPinwheel.'

Update Stipend for AnaMaria Lopez

Initial Stipend Program Meeting with Your Professional Growth Advisor

☒ Override requirement as completed

Date overridden: 01/25/2021

Reason for override: Completed but does not have a PGP with this activity in iPinwheel.

Cancel Save

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."

Update Stipends

Update stipend records for **3 staff**:

Select a stipend requirement to update

Initial Stipend Program Meeting with Your Professional Gro

This only applies to requirements that have not been marked as mandatory

☒ Mark selected staff as pursuing this requirement

☒ **Override requirement as completed**

Date overridden

01/25/2021

Reason for override

These staff members do not have a PGP in iPinwheel with this activity completed, though they have all met with their advisors.

Cancel 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	✓ Completed - Override	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.

Required to complete

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
<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 James	Applebank USD		\$0.00	In Progress	In Progress	In Progress	In Progress				
<input type="checkbox"/> Emily Pine	Applebank USD	Riverbank CDC	\$0.00	In Progress	In Progress	In Progress	In Progress				
<input type="checkbox"/> Jose Rodriguez	Applebank USD	Washington Head Start	\$0.00	In Progress	In Progress	In Progress	In Progress				

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.

Click on the requirement they will be pursuing

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				

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"/>	<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"/>	<input type="checkbox"/>	Benjamin Nickels	Applebank USD		\$0.00	In Progress	In Progress	In Progress	In Progress			

This information will be used to estimate the budget allocation on the “Stipend Management” page. The dollar amount displayed in that grid will represent all of the requirements that you have indicated the staff members are pursuing, and excluding the requirements that you have indicated the staff members will NOT be pursuing.

Stipend Tracks

Home / Maple County / Stipend Management

[Create Stipend Track](#)
[Download Excel of Assigned Staff](#) (Download could take up to several minutes to complete)

Current Stipend Tracks

Assign Staff & Caseload Approvers

Completed Stipend Tracks

Total Allocation: \$38,150.00

Total Approved: \$11,300.00

Total Paid: \$7,350.00

Search:

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 2020-2021				\$33,300.00	\$5,000.00	\$5,000.00	\$489,700.00
Child Development Teacher Per Stipend Track				\$150.00	\$900.00	\$0.00	\$2,498,950.00
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
Pathway to Higher Education Stipend (21-22)	\$500,000.00	\$500.00 - \$2,000.00	1100-20-21rollover	\$0.00	\$0.00	\$0.00	\$500,000.00

This number represents all the requirements that staff members are pursuing and will be paid for

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.

Assigned Staff Stipends | Stipend Progress

Assign Staff to Stipend Track | Assign Stipend Approver | Create Accounts | Email Staff | Update Status | Download Filtered Staff Mailin

Status: - Select -
Agency: - Select -
Site: - Select -
Highest Approved Permit: - Select -
Role: Any
Stipend Approver: - Select -

Apply filters | Reset

Showing 1 to 8 of 8 entries

Stipend Track	Staff ID	Name	Agency	Sites	Stipend Approver	Status	Completed Requirements
View Stipend	HR18487741	AnaMaria Lopez	Applebank USD	Forrest Avenue Head Start	[Assign]	Available	1 out of 3
View Stipend	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 staff interface. On the left is the 'Staff Menu' with options: AnaMaria Lopez, Education, Professional Development (highlighted with a red box and a red arrow), Professional Growth Plan, Coach Logs, ERS, CLASS, Stipends, Instructional Coaching Cycles, and Photo. The main content area is titled 'Child Development Teacher Permit Stipend Track' for AnaMaria Lopez. It includes a breadcrumb trail: Home / Applebank USD / Staff / AnaMaria Lopez / Child Development Teacher Permit Stipend Track. Below the title are buttons for 'Edit', 'Delete', and 'Download PDF'. A status message says 'The Status of your Stipend Track is Available'. A link '> Stipend Description and Instructions for Applying' is visible. Below that, the 'Child Development Teacher Permit Stipend Track' details are shown: 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. It includes a breadcrumb trail: Home / Applebank USD / Staff / AnaMaria Lopez / Professional Development. A 'Download as MS-Word' button is at the top. Below are tabs: Overview, Workshops (highlighted with a red box), Professional Learning Community, Web-Based Learning, and Units / Coursework. A 'Create Workshop' button is located below the 'Workshops' tab.

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.

This screenshot is a closer view of the 'Workshops' tab. The 'Create Workshop' button is highlighted with a red box and a red arrow. Below the tabs, there is a table with one row for a workshop. The table has columns for 'Workshop' and 'Actions'. The workshop entry shows '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 window. It contains the following fields and callouts:

- Professional Development ID:** A text input field containing 'PD12418682'.
- Professional Development Type:** A dropdown menu with 'Workshop' selected.
- Workshop Name:** A 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:** A 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:** A numeric input field containing '2'.
- Minutes:** A numeric input field containing '0'.
- Buttons:** 'Cancel' and 'Save' buttons at the bottom right.

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

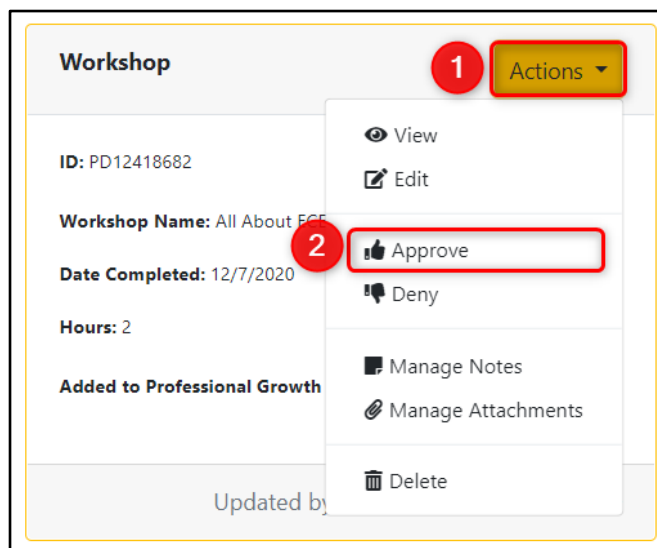
The screenshot shows the 'Workshops' tab in a web application. It displays a list of workshops, with the first one highlighted by a red border:

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

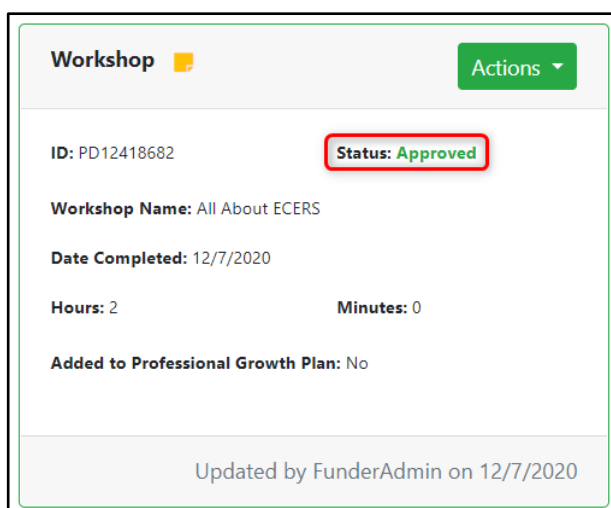
Other workshop entries are partially visible on the right side of the screen.

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

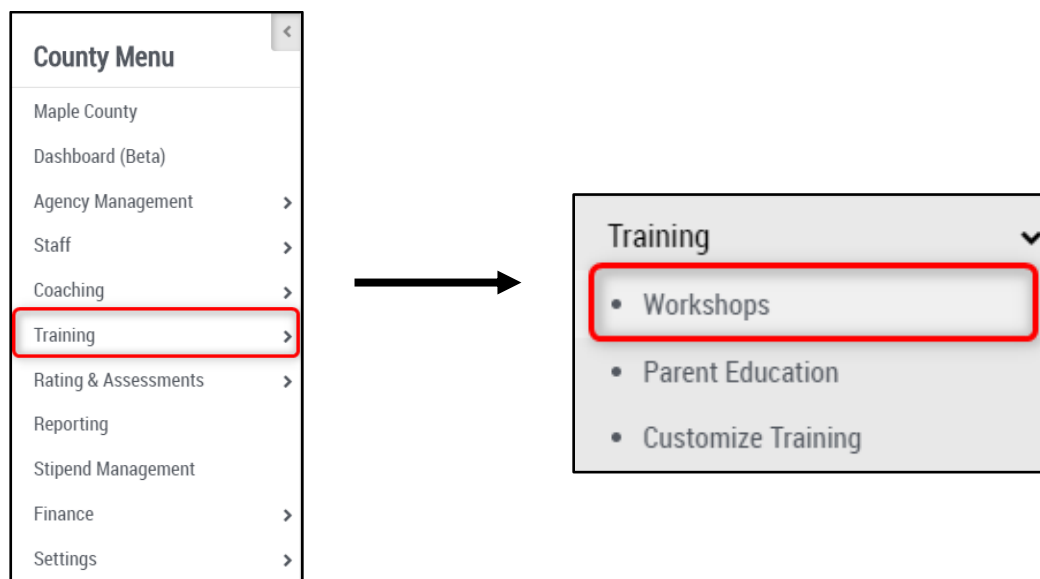
Back in the stipend track, you will then notice the workshop requirement will be marked as “Completed” for the staff member, displaying the total number of hours spent in the workshop and the total earned.

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> <div>✓</div> <div>\$20.00</div> <div>2.00 hours</div> </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 25 entries Search:

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

Showing 1 to 4 of 4 entries Previous 1 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 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.

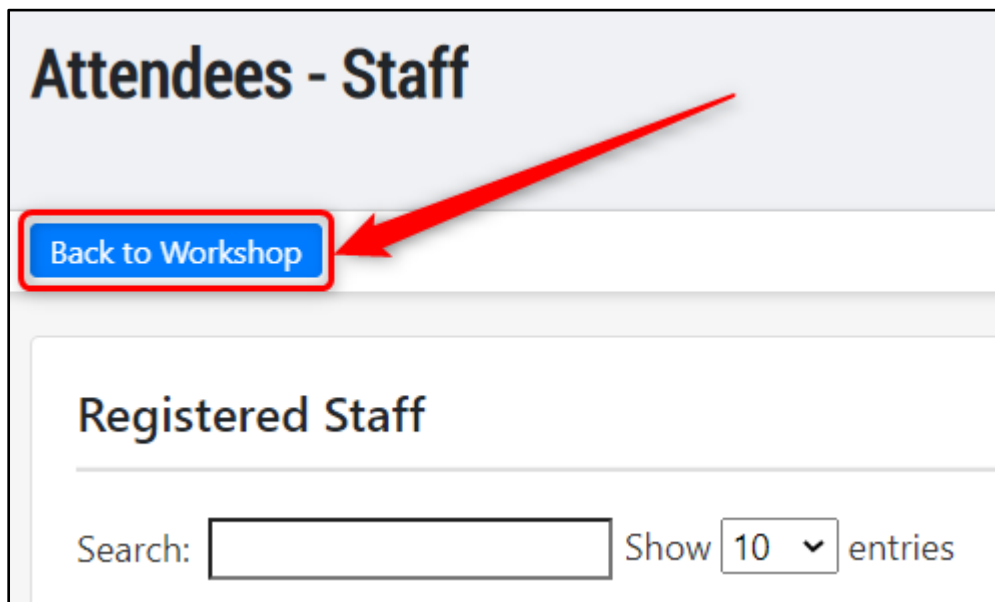
Staff Not Registered

Search: entries

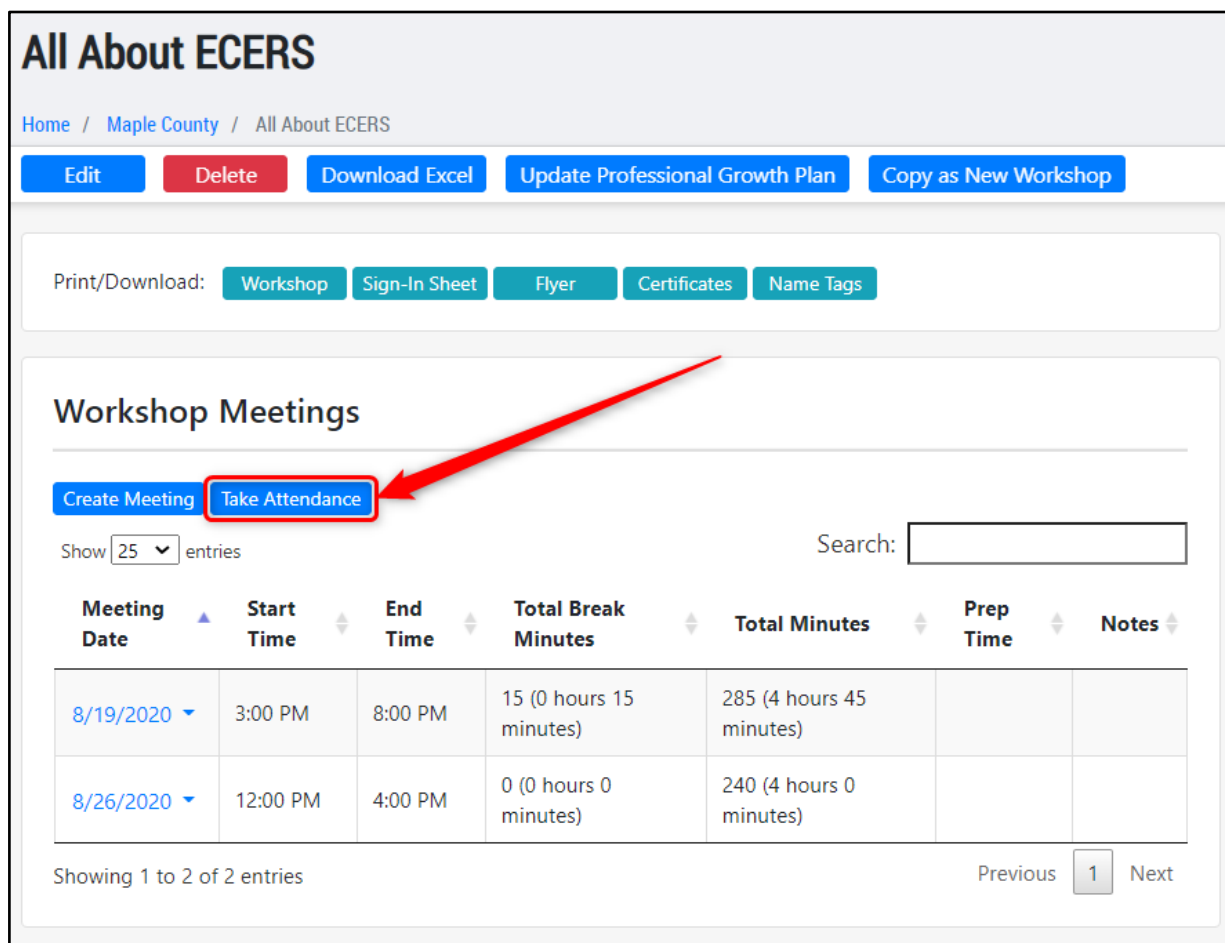
Showing 1 to 10 of 28 entries (filtered from 1,135 total entries)

	Staff First Name	Middle	Last	Phone Number	Email	Registry ID	Agency
Register	AnaMaria		Lopez		ana@meme.com		Applebank USd
Register	Victoria		Lopez	1-517-327-9055	VictoriaLopez@noemail.com		Applebank USD
Register	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.



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 >](#)

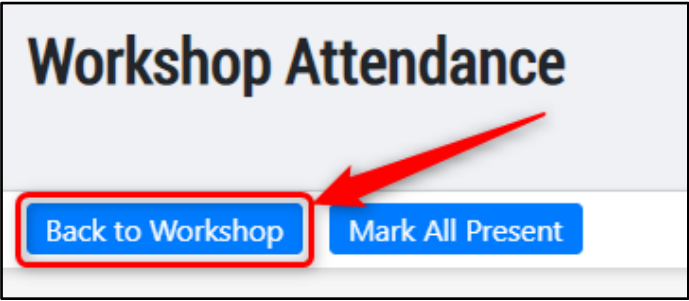
Present	Full Name (Last, First M.)
<input checked="" type="checkbox"/>	Acosta, Isabella Lenore
<input checked="" type="checkbox"/>	Adair, Rivka
<input checked="" type="checkbox"/>	Adams, Eliseo
<input checked="" type="checkbox"/>	AgencyExecutiveDirector, Alfred
<input checked="" type="checkbox"/>	Anders, 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, Ruffilio
<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

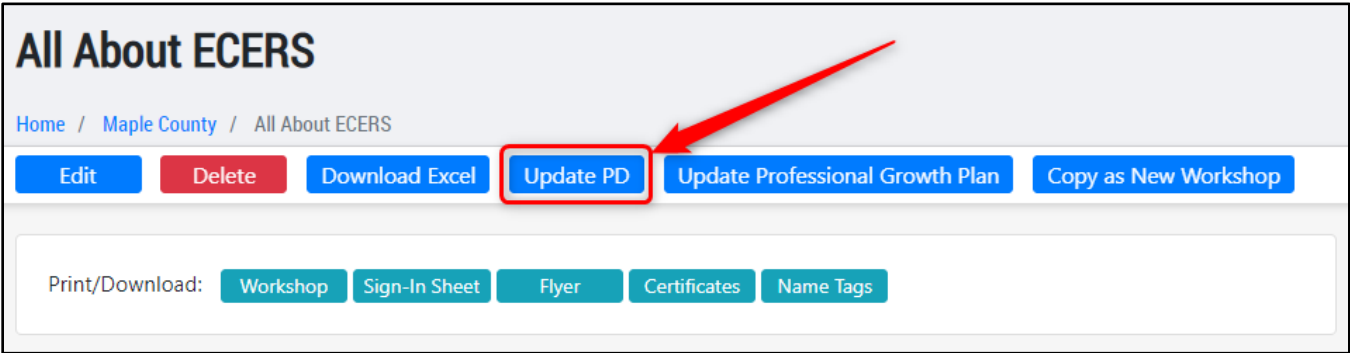
↓

<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

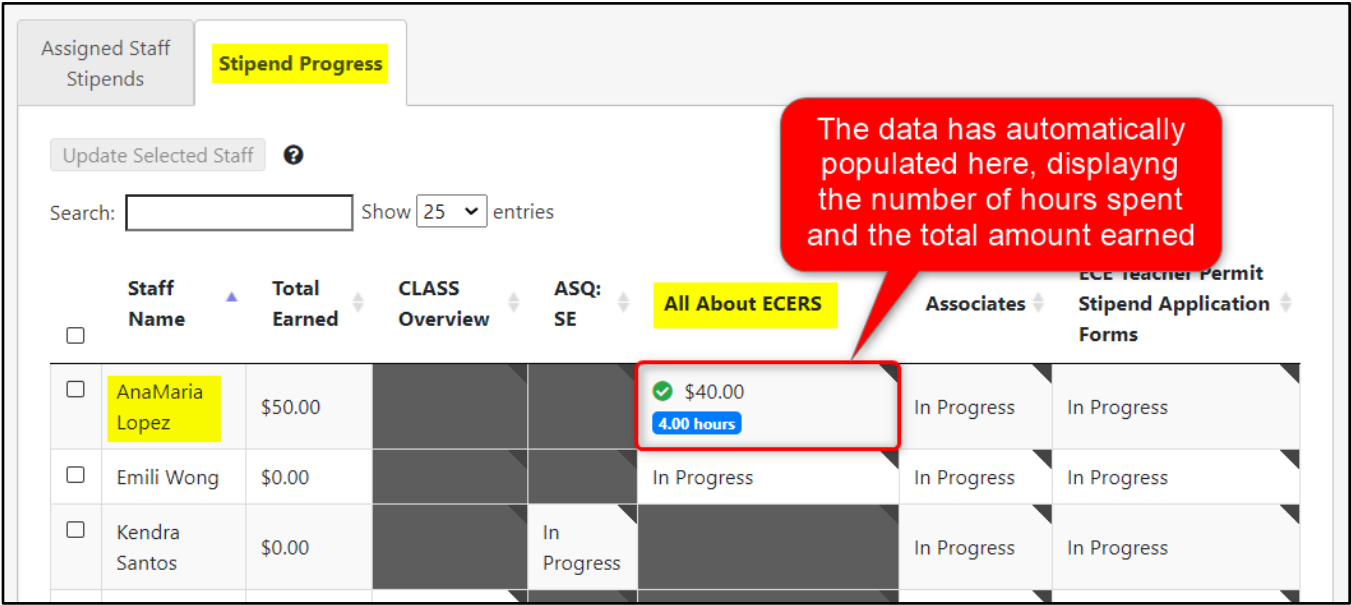
8 Once you have selected the staff member to mark them as present at the workshop, click “Back to Workshop” at the top of the page.



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.

Stipend Track	Staff ID	Name	Agency	Sites	Stipend Approver	Status	Completed Requirements
View Stipend	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.

Staff Menu

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

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**

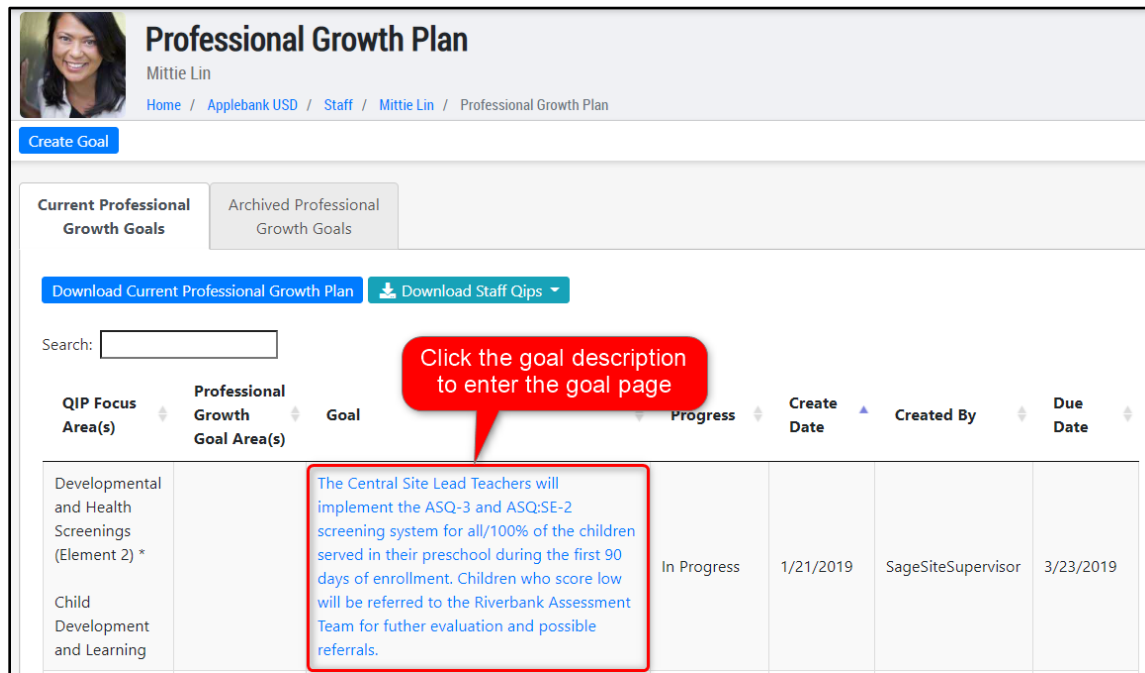
> [Stipend Description and Instructions for Applying](#)

Child Development Teacher Permit Stipend Track

Stipend Amount: \$100.00 - \$150.00
Completion Status: In Progress

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

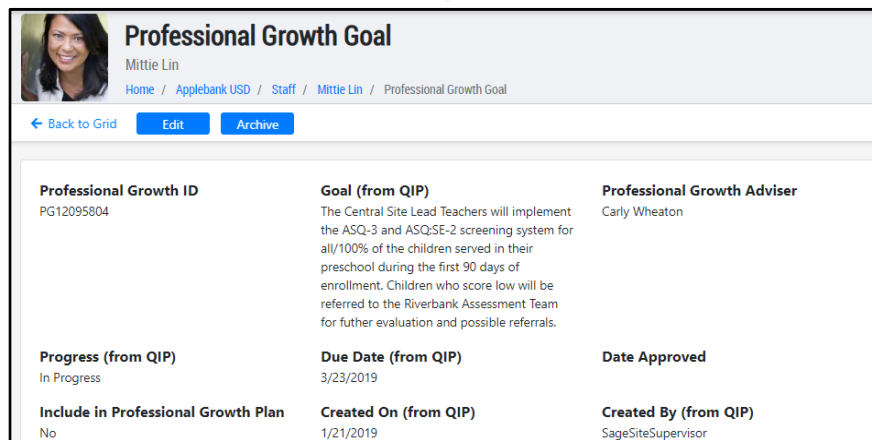
Create Goal

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

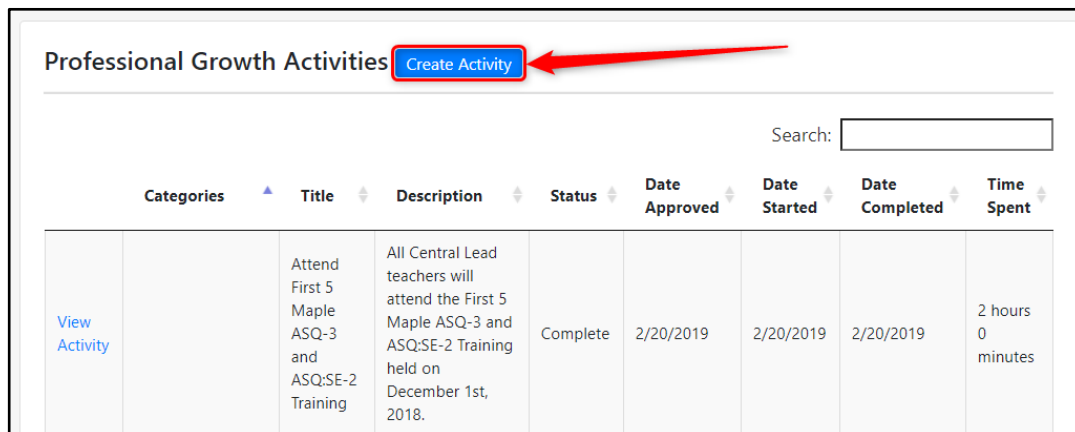
Professional Growth Goal
Mittie Lin
Home / Applebank USD / Staff / Mittie Lin / Professional Growth Goal

Back to Grid | Edit | Archive

Professional Growth ID PG12095804	Goal (from QIP) 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.	Professional Growth Adviser Carly Wheaton
Progress (from QIP) In Progress	Due Date (from QIP) 3/23/2019	Date Approved
Include in Professional Growth Plan No	Created On (from QIP) 1/21/2019	Created By (from QIP) SageSiteSupervisor

4

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



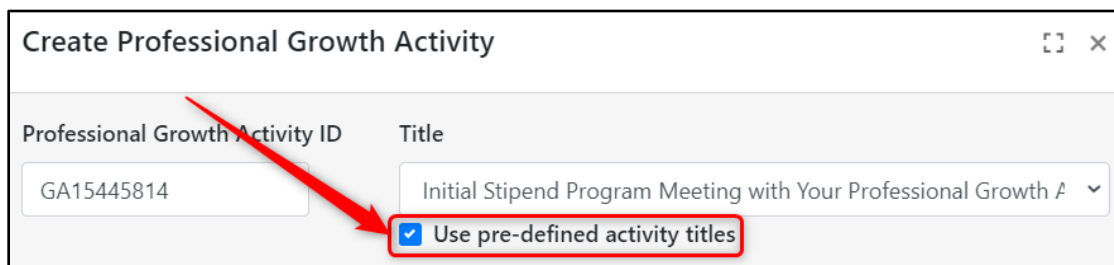
Professional Growth Activities Create Activity

Search:

Categories	Title	Description	Status	Date Approved	Date Started	Date Completed	Time Spent
View Activity	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.

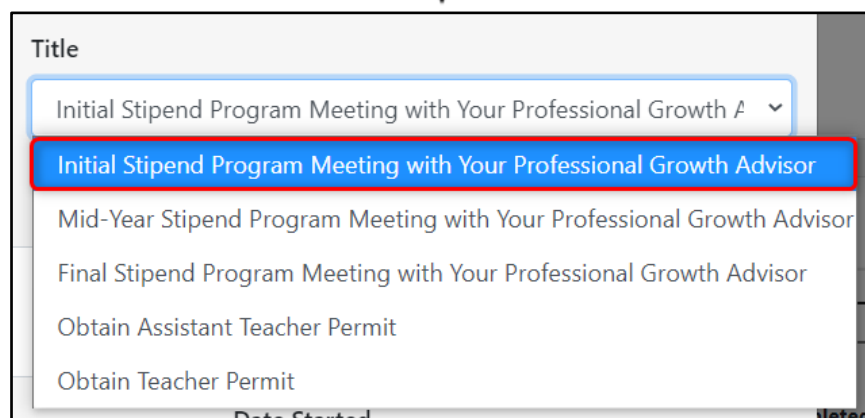


Create Professional Growth Activity

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

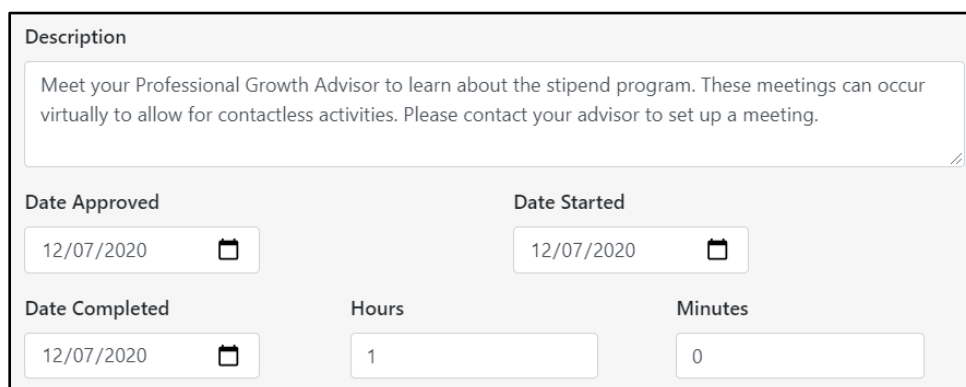
Final Stipend Program Meeting with Your Professional Growth Advisor

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
View Activity	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

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

Staff Name	Total Earned	Initial Stipend Program Meeting with Your Professional Growth Advisor	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

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: AUSD
Phone: 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](#)

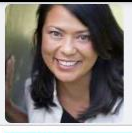
Stipends Available to Apply For

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 Stipend

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

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	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)		\$50.00
In Progress	CLASS Overview \$50.00 or		
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.

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 **Accepted**

Notes

[Save Note](#)

Add Note

I dropped my class at Grossmont College and enrolled in Southwestern.

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

Notes

[Save Note](#)

Add Note

I dropped my class at Grossmont College and enrolled in Southwestern.

Note	By	Date
I dropped my class at Grossmont College and enrolled in Southwestern.	MittieLin	11/19/2020

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

Note(s)

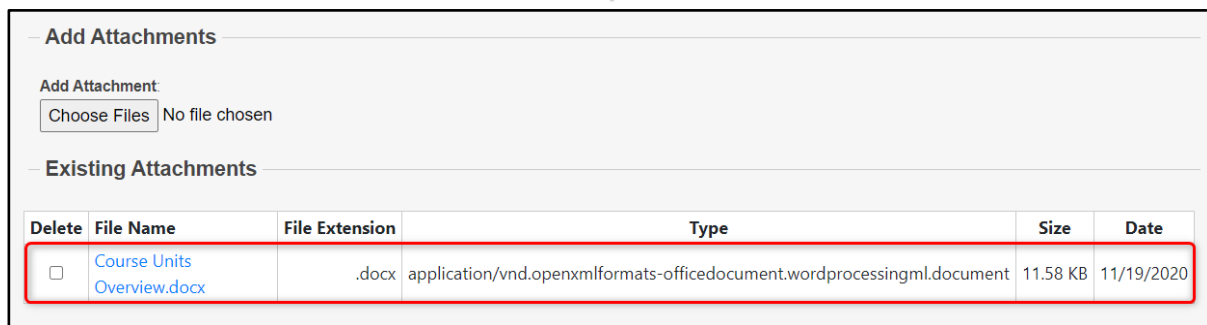
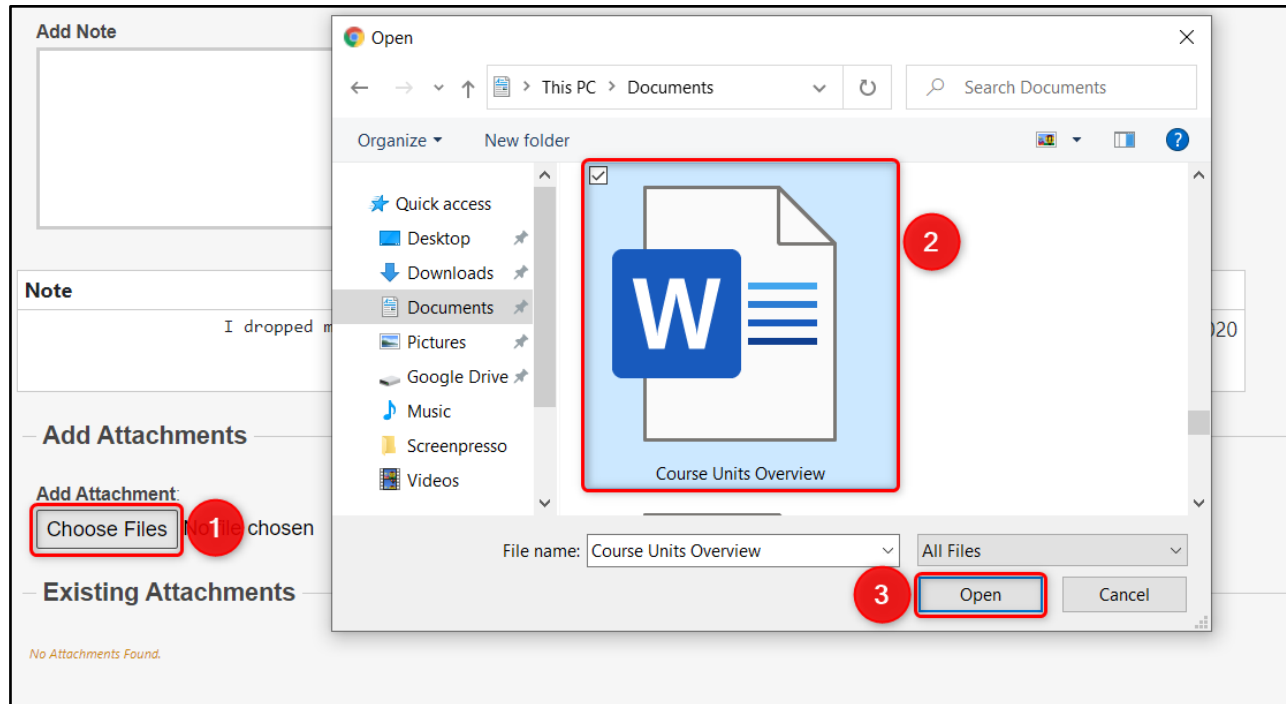
Note	By	Date
That is fine as long as you complete the requirement before the deadline.	StipendApprover	9/9/2019
I dropped my class at Grossmont College and enrolled in Southwestern.	DonnaBaser	9/9/2019

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.

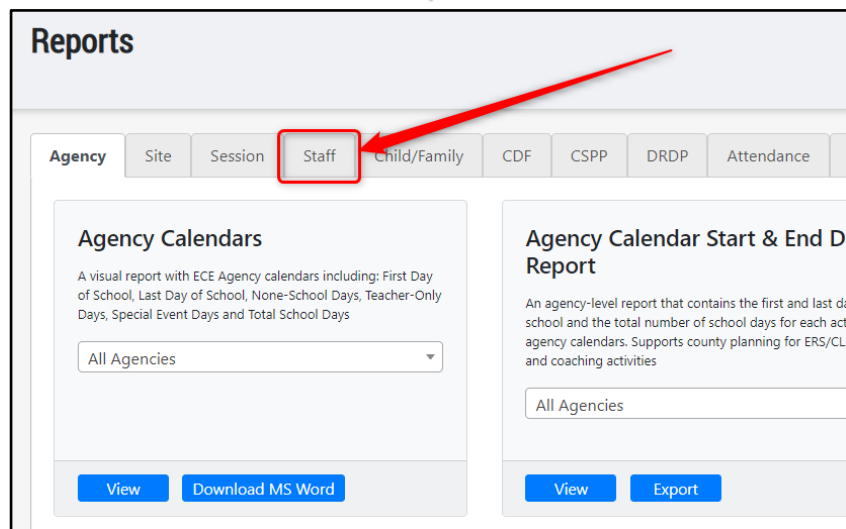
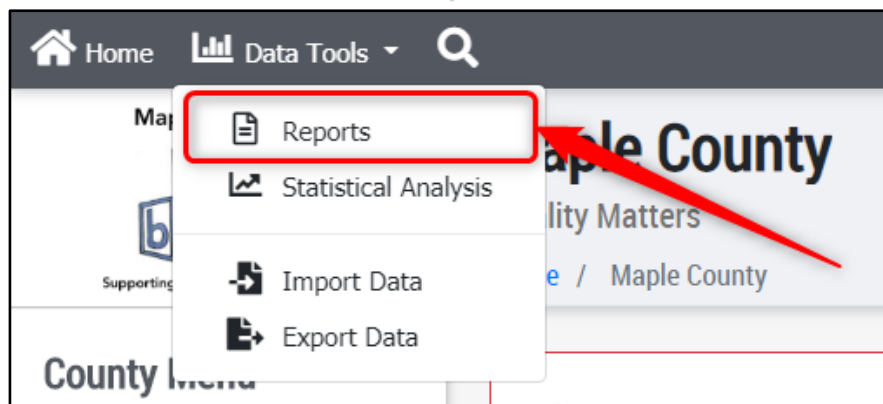
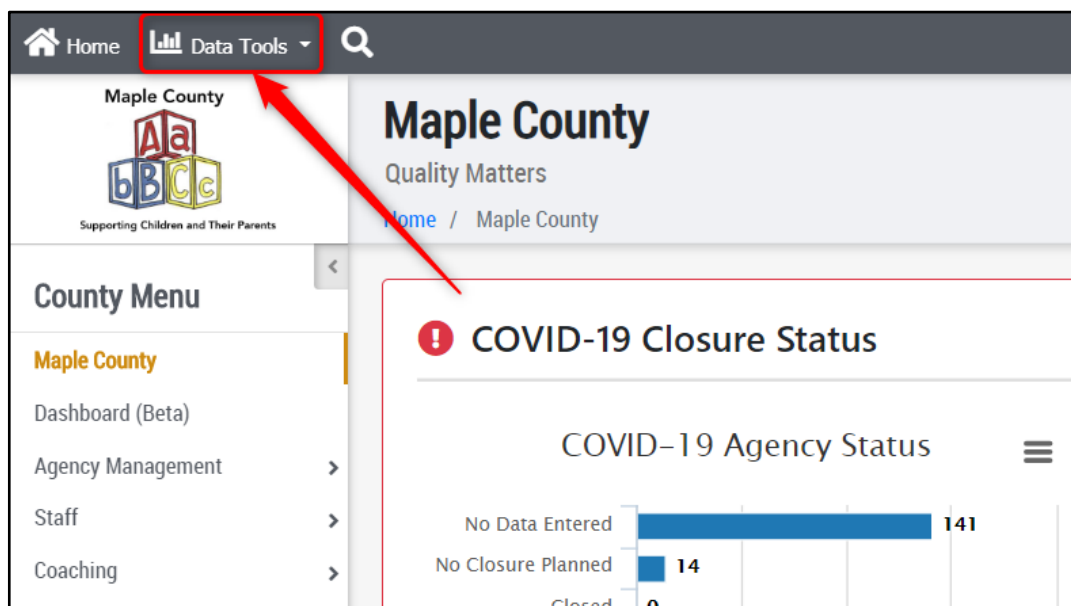
There is also the ability to add attachments. This is where applications, forms, and other documents would be uploaded and saved. Any kind of documents that are required should be attached here. Both the participating staff and stipend manager can add attachments making this feature a convenient way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



Reports

In “Reports,” under the “Data Tools” drop-down at the top left of your screen, there are two stipend reports. These two reports are located under the “Staff” tab on the reports page.



There are two stipend report options: “Stipends Reports - By ECE Staff” and “Stipends Report - By Stipend Track.” When you view the reports, you will get information on all the staff participating in the stipend programs for your county/consortia. You will be able to see the status for each person in one place.

The screenshot shows a 'Reports' dashboard with a navigation bar at the top containing tabs for Agency, Site, Session, **Staff**, Child/Family, CDF, CSPP, DRDP, Attendance, Meal & Snack, Head Start, and ERS/CLASS/Health & Safety Checks. The main area displays several report tiles. Two red callout boxes provide instructions: one points to the 'View' button on the 'Stipends Report - By ECE Staff' tile, stating '"View" allows you to view all staff stipend data within iPinwheel'; the other points to the 'Export' button on the 'Stipends Report - By Stipend Track' tile, stating '"Export" downloads all staff stipend data to your computer as an Excel file'.

If you wish to only see data on one stipend track, or one agency, you can sort the data using the drop-down list with each report tile.

This block shows two side-by-side close-up views of the dropdown menus for the 'Stipends Report - By ECE Staff' and 'Stipends Report - By Stipend Track'. The left menu, titled 'All Agencies', includes a search bar and a list of agencies such as 'A Sunshine Blooms FCCH (AG165)', 'Allred Child Development Center (AG330)', 'Applebank USD (AG101)', 'Balboa Family Services (AG103)', 'Belinda Gomez FFN (AG301)', and 'Blue Lake Play Group (AG107)'. The right menu, titled 'All Stipend Tracks', also includes a search bar and a list of tracks such as 'Child Development Teacher Permit Stipend Track', 'AB212 Maple County Stipend Track (2019-2020)', 'Associate Degree to Transfer Track 2019-2020', 'Assistant Teacher ECE Permit 2019-2020', and 'BA Degree Track 2019-2020'.

Note: You can scroll or search to find the specific agency/stipend track that you need.