

Maryland's Child Care COVID-19 Build-A-Plan Tool FAQs

February 16, 2021

1. I have gone through all of the plan sections, but my progress bar does not show 100%. How do I complete my plan?

As long as you fill out the ten “Plan Sections,” and your status for each section is marked *either* “Complete” or “Answered,” your plan is complete. You will not reach 100% completion, but that is okay. When you are finished filling out all the sections, you can finalize your plan (see below).

2. Once I am done with my plan, how do I submit my responses and get my PDF?

Once you have completed all sections of your plan, you can select “Answer” in the “Finalize Plan” section on the main navigation page. See the screenshot below to locate the “Answer” button in the last row (look in the last row in the column marked “Actions”). Clicking this button will automatically cue the system to email you a completed PDF of your personalized plan. The “Next” button will not allow you to reach this final step. See screenshot below.

Plan Sections

Click "Answer" on any of the sections below to get started.

You'll be returned to this page each time you complete a section. Whenever you have completed the sections you wish to include in your plan, click "Answer" in the "Finalize Plan" row below Section 10 to receive a copy of your plan." After clicking "Answer," you will be emailed a copy of your plan at Diva3640@yahoo.com. If this is incorrect, please use the "Back" button below to navigate to the *Program Information* page.

Section	Status	Actions
1. COVID-19 Plan Introduction	Complete	<input type="button" value="Answer"/>
2. Ratios, Groups, & Cohorts	Answered	<input type="button" value="Answer"/>
3. Supporting Social/Physical Distancing	Complete	<input type="button" value="Answer"/>
4. Daily Routines	Complete	<input type="button" value="Answer"/>
5. Toys & Materials	Complete	<input type="button" value="Answer"/>
6. Cleaning & Disinfecting	Answered	<input type="button" value="Answer"/>
7. Hygiene Practices & Face Coverings	Answered	<input type="button" value="Answer"/>
8. Drop-Off, Pick-Up, & Daily Screening	Answered	<input type="button" value="Answer"/>
9. Responding to COVID-19 Symptoms & Cases	Answered	<input type="button" value="Answer"/>
10. Supporting Families, Staff, & Children	Answered	<input type="button" value="Answer"/>
Finalize Plan	Complete	<input type="button" value="Answer"/>

Note: A section may be marked "Answered" rather than "Completed" if you do not have any additional information to add in one of the optional sections. You will still be able to finish and receive your plan.

3. I have completed my plan, but I have not received an email yet with my PDF. What should I do?

You should automatically be sent a PDF of your plan to the contact email address entered on the “Program Information” page. The screenshot below shows the final landing page of the tool. There may be some delays in receiving your plan due to the large volume of providers accessing the tool. If you do not receive your plan within 24 hours, please contact Emily Schroeder (EmilyS@PolicyEquity.com), who will be able to directly email a copy of your finalized plan in a timely manner.



The screenshot shows the landing page of the "Maryland's Child Care COVID-19 Build-A-Plan Tool". The page has a dark teal header with the title "Maryland's Child Care COVID-19 Build-A-Plan Tool" in white. Below the header, the main content is on a white background. It starts with the heading "Your Plan is Complete". A red text block informs users that it may take up to 24 hours for the system to generate the plan and that they should check their spam/junk folders. Below this, a message expresses hope that the tool was helpful. The page is organized into sections: "Receiving Your Plan" with a bulleted list of instructions; "Your Feedback and Needs" with a bulleted list of survey information; "Professional Activity Unit (PAU) Credit" with a single bullet point about verification letters.

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Your Plan is Complete

It may take as long as 24 hours for the system to generate the plan given the volume of providers accessing the system. Since the plan is auto-generated and emailed, in some cases your email system might direct the plan to the spam or junk folder. It will be important that you check your spam/junk folders to make sure your email system did not send the plan there. If you have not received your plan within 24-hours of completing it, please email Emily Schroeder at emilys@policyequity.com and we will directly email you your plan.

We hope this tool was helpful for you as you engage in your essential work promoting the well-being of children, families, and staff.

Receiving Your Plan

- You will be emailed a PDF copy of your plan at .
- If at any point you would like to edit any of your responses, you may use this link (which will also be included in the email): [edit link not available in preview].
- You may also convert the PDF to a Microsoft Word document for additional editing. See [HERE](#) for instructions.
- If you would like access to any of the graphics (e.g., realistic expectations for physical distancing chart, photo examples from programs, please see the Word versions of the Build-A-Plan Tool ([Center-Based Version](#); [Family Child Care Home Version](#)))

Your Feedback and Needs

- If you would like to provide feedback on your experience using this tool or indicate any program needs you have at this time to implement your plan (e.g., supplies, training), please click [HERE](#) for a 5-question survey.
- Your responses will help inform MSDE and their partners in their ongoing efforts to best support you and providers across the state.

Professional Activity Unit (PAU) Credit

- To receive a personalized verification letter for one (1) PAU, please click [HERE](#). You will receive a separate email with your verification documents attached.

4. I am having technical problems while using Maryland’s Child Care COVID-19 Build-A-Plan tool. Who should I contact?

For any technical problems with the Build-a-Plan tool, please contact Emily Schroeder at EmilyS@PolicyEquity.com. You can also watch a **YouTube video** [here](#) that takes you through the entire plan and may be able to answer your question.

5. I have a question about the Child Care Pandemic Relief Fund Grant. Who should I contact?

If you have specific questions about the Child Care Pandemic Relief Fund Grant opportunity or application, please submit your question [here](#).