

# DEVELOP

## Status Update: February-March 2024

**Project Summary:** DCYF is implementing a new training site, called DEVELOP, that is designed for adults working with or on behalf of children. DEVELOP is a database used for evaluating, validating, and enhancing learning opportunities and professionalism. DEVELOP will meet the specific needs of external users, such as child care providers and contracted service providers, to ensure accessibility and user-friendliness in training and record management.

This agency-wide initiative includes trainings for:

- Early Learning, including Early Childhood Education and Assistance Program (ECEAP)
- Early Support for Infants and Toddlers (ESIT)
- Combined In-Home Services (CIHS)
- Other DCYF programs to be determined

### In DEVELOP:

- **Learners** will be able to find training for in-service hours and complete online trainings in DEVELOP when it launches.
- **Trainers** will access DEVELOP to list trainings, track completions, manage rosters, and connect to their training organization. It's also where new trainers will apply to become state-approved trainers.
- **Training organizations** will be able to submit their trainings for approval and manage their State-Approved Trainers in DEVELOP. Visit [here](#) for more information and regular updates about DEVELOP.
- **Conferences and Special Events** will be listed in DEVELOP. Organizers will be able to manage sessions and rosters.

### To Date, Accomplishments Include:

- DEVELOP Product Manager, Karma Hugo attended the ECEAP Director's Check-In on March 6, 2024, to provide an update about DEVELOP and to collect input as to how to support ECEAP contractors and staff with the transition.
- DEVELOP Product Manager, Karma Hugo attended the Indian Policy Early Learning



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(IPEL) meeting on March 18, 2024, to provide an update about DEVELOP and to collect input as to how to support Tribal Relative/Non-Relative Providers with the transition.

- More than 1000 individuals completed a survey to give feedback on the design of a standardized training evaluation to be used for trainings conducted through DEVELOP. The training evaluation had two parts. The first part was participant reflection on the training itself and the second part was a reflection on the evaluation questions. The survey was sent to English, Somali and Spanish-speaking participants of select trainings occurring in January and early February 2024. Feedback collected will be used to refine evaluation questions prior to evaluation implementation.
- The final URL for DEVELOP has been established and is ready for use with system launch.
- Extensive internal testing of DEVELOP and resource creation continues in preparation from launch, informed by feedback collected from UX testing with trainers and training organizations.

### Coming Up:

- This spring, DCYF will be engaging with a mix of child care providers (see above list) to collect user experience feedback on DEVELOP. Input collected will be utilized to make systems improvements and resources for users.

What will participation look like?

- Participants will work one-on-one with a DCYF representative.
- Participants will navigate DEVELOP and provide their feedback about the site and usability.
- Sessions will be conducted online via Zoom.
- Sessions will last 60-75 minutes.
- Participants should have a quiet space with minimal interruptions and will need a computer with high-speed internet.

If you would like to participate, please fill out the application available at this link:

<https://tinyurl.com/47xwzvrz>

- Training organizations and trainers will be notified when it's time to begin transitioning to DEVELOP. Among the resources they can expect phased supports that will include:
  - How-to guides for:
    - Submitting courses and setting up training events
    - Managing training events, including rosters and evaluations
    - Managing trainers and other staff within a training organization

- Managing online trainings in DEVELOP
  - Using DEVELOP to search and register for trainings on the new site.
- Webinars demonstrating key functions of DEVELOP.
- Open office hours for training orgs and trainer to assist with use of new training site and answer questions.
- Individualized technical assistance.
- Learners continue to use **MERIT** to find training and the **Student Training Portal** to access required training until we are ready to transition to DEVELOP.

For questions about DEVELOP, contact MERIT at [dcyf.merit@dcyf.wa.gov](mailto:dcyf.merit@dcyf.wa.gov).