Applicants: How to Complete a QRIS Agency Application

Roles that Have Access: Any Applicant

You have been invited to apply to participate in your local county or consortia's Quality Rating and Improvement System (QRIS) that supports and provides incentives to preschool and child care programs in order to offer the best early care and education possible. This instruction sheet will walk you through the online application process.

Feel free to take breaks and come back to your application as often as needed as you complete all data fields. You may need time to gather some of this information, and the system will save your data as you work through the sections.

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There are two ways to access your county/consortia QRIS Agency Application portal:

By Invitation — If you were invited to apply to your local county/consortia's QRIS program, you would have received the invite via email. Use the information provided in the email to log-in to the Application Portal. The email you received includes a link to the portal, your user-name and password. Click the link to access the portal.

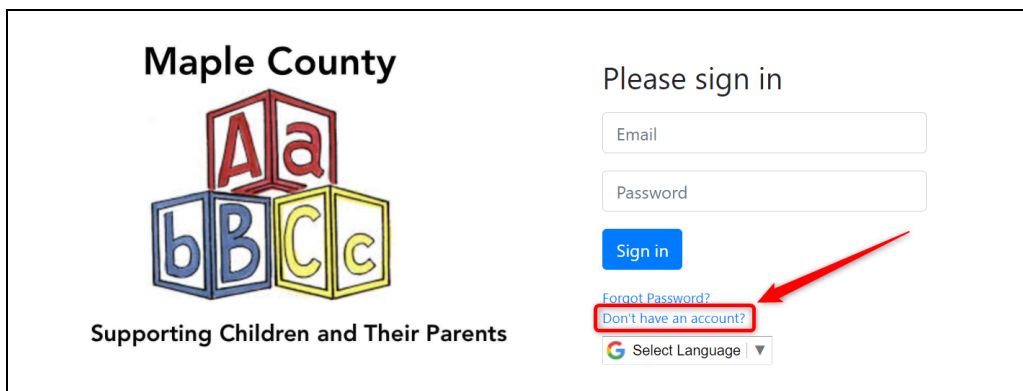The email received will look similar to the one below:
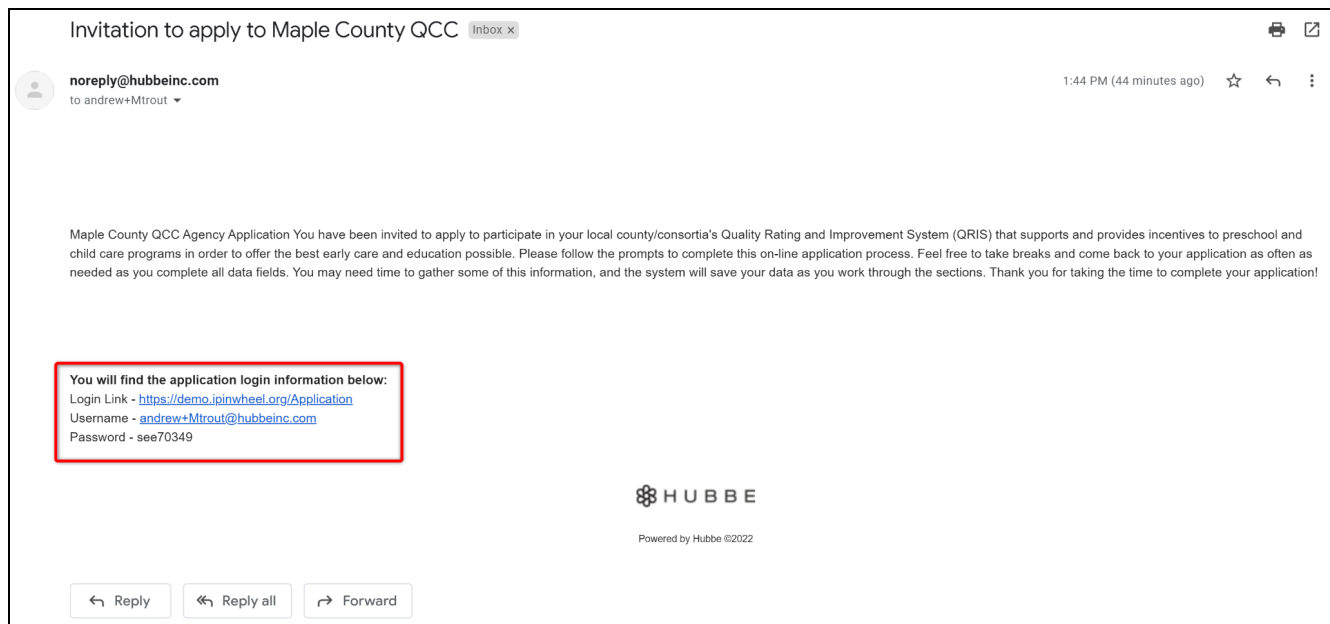
To log-in, enter the username and password provided in the email and click the "Sign In" button.

2 **Accessing Online** — If you are accessing the Application portal from a link provided by your local county/consortia QRIS program, you will need to create an account. To create an account:

Click "Don't have an account?"

Then, fill out the four following fields. Once you click Register, you will receive an email containing the link for the application portal and your username (your email address is your username). The email does not contain the password you created for security purposes. You can access the portal in the future by following the link in the email.

The email will look similar to this:
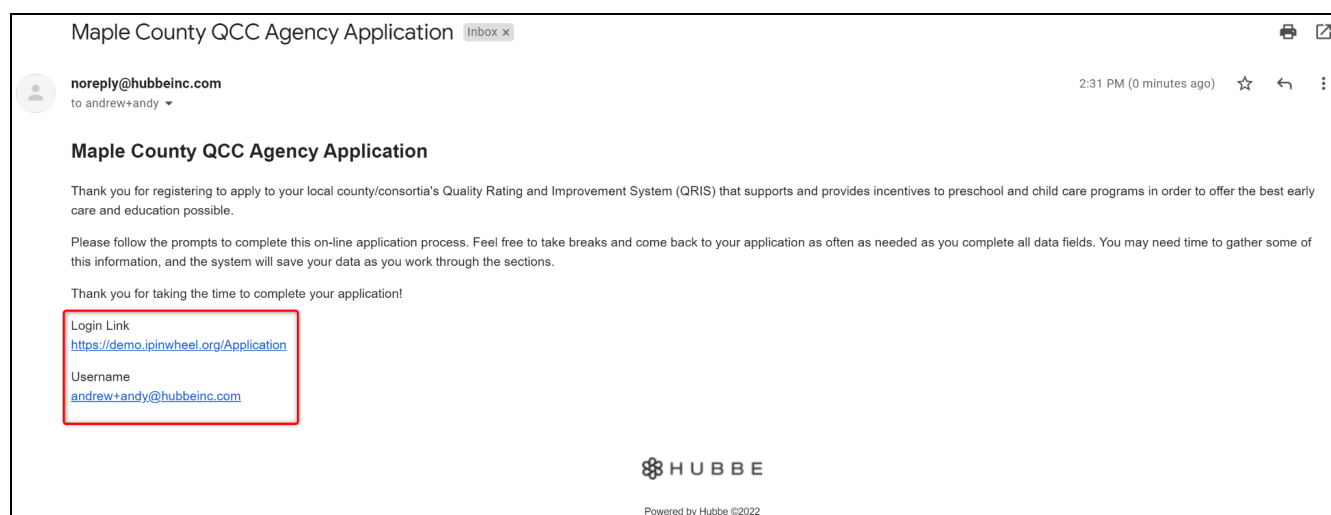
3 When you first sign-in to the portal there will be a brief description of the Application Portal. Read the description before beginning the application. The Application Portal includes a Google Translate tool located at the top of each page. Google Translate can be used to translate the application into other languages. If you want to use the tool, click the drop-down menu and select a language. When you are ready to start the application click the "Begin Application" button.

Note: At any point during the application process, you may save your progress and sign out. To then continue where you left off, sign back into the application portal and click the blue "Continue Application" button.

The first step in the Application process requires filling out the agency name and selecting the agency type. An agency application differs depending on the agency type selected. For example, a Family Child Care Home will have a different application than a school district. These two fields are required.

1 Enter the agency name in the "Agency Name" field.

Start Application

Agency Name

Leapfrog Preschool

2 From the "Agency Type" drop-down menu, select the agency type. If "Other" is selected, enter the agency type in the "Agency Type" field.

Agency Type   Agen

- SELECT -

- SELECT -
Center-Based
Family Childcare Provider
Friend, Family, Neighbor (FFN)
Other

3 Then click the blue "Save" button.

Start Application

Agency Name

Leapfrog Preschool

Agency Type   Agency Type (Other)

Center-Based

Save

The agency name and type selected will auto generate on the "Agency Information" page. These fields can still be edited if needed.

1 Enter the Agency's phone number and address. The County drop-down menu will display the county or counties your county/consortia QRIS program serves. If you do not see your county listed in the County drop-down menu, contact a county/consortia administrator.

Agency Information

Agency Name		Phone Number
Leapfrog Preschool		(555) 555-5555

Address (Line 1)	Address (Line 2)
7600 Orange Street	

City	State	Zip Code	County
Maple	CA	97685	Maple

Agency Type	Agency Type (Other)
Center-Based	

2 If applicable, enter the California Department of Education Vendor number and/or Provider FEIN number.

California Department of Education Vendor # (if applicable)	Provider FEIN

3 To add required information about a director, click on "Select director" in the Agency Director section. A modal will appear with the option to select staff or add staff. If no staff have been added yet, click the blue "+ Add Staff" link.

Agency Director

👤 Select director

↓

Enter the name, email, phone number, title, workforce registry ID of the Agency Director, or equivalent, and ethnicity or race. The information entered will be used to contact the Agency Director after the application has been reviewed. When finished, click the blue "Save" button.

You will be directed back to the "Select Staff" modal. Select the radio button next to the staff member you would like to add as an Agency Director contact. If you would like to add additional staff, you can click the "+ Add Staff" button again. You can also edit or delete the staff information by clicking the pencil icon or trash can icon, respectively. When you have selected the desired staff, click the blue "Apply selection" button.

Agency Director

Adam Herrera
adam@noemail.com
(555) 555-5555
Registry ID: 1005784102
Center Director
Ethnicity: Hispanic or Latino

👤 Select Agency Director

4   In the "Returning Participant Status" section, enter whether you are a new participant or a returning participant.

5   In the Additional Information section, select whether your program is year round or not, the program's start and end months, the best time to reach you to review your application, the preferred language person to contact regarding the application, and the contact's email address. If you would like to include additional notes for the reviewer to see, you may do so in the text-box. You can *also* save time typing by clicking on the blue "Copy Data from Agency Director" button at the top of the application, to reuse contact information already inputted for the Agency Director.
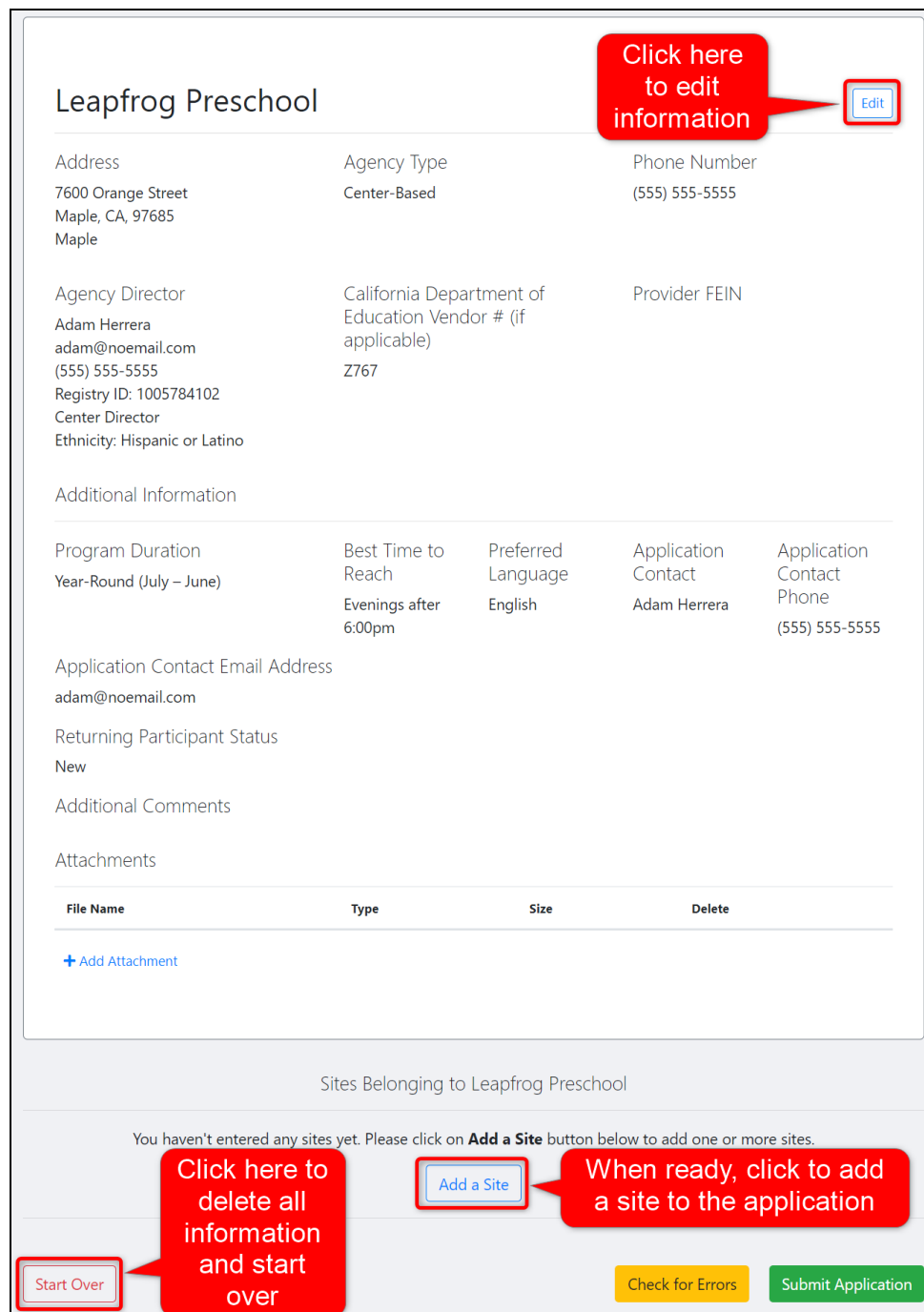
6   Click the blue "Save" button at the bottom of the page when you are done entering this information.

7   Review the data you entered for accuracy. If you need to edit the information, click the "Edit" button. If, at any point during the application, you want to start over, click the "Start Over" button. This will essentially delete the information entered on the application allowing you to start a new application. If the information is accurate and you are ready to move-on in the application process, click the "Add Site" button.

The second step in the application process requires filling out site-level information. A site is the physical address of a preschool location. An agency can have multiple sites or multiple locations where a preschool is provided. For example, a public school district may have a preschool site at each elementary school. Each elementary school would be considered a site. You will need to "Add a Site" for every site in the agency. This instruction sheet will create a site then add the session the site serves before adding the additional sites that belong to the agency. However, you can enter site-level information first for all the sites at your agency, then add sessions to the sites. It is recommended to do whatever is easiest for you.

1   Enter the site name, phone number, and address. The County drop-down menu will display the county or counties your county/consortia QRIS program serves. If you do not see your county listed in the county drop-down menu, contact a county/consortia administrator.

2   Select the type of Early Learning Setting that best describes the site.

3 To add information about a supervisor, click on "Select supervisor" in the Site Supervisor section. A modal will appear with the option to select staff or add staff. If no staff have been added yet, click the blue "+ Add Staff" link. If staff information is already entered, select the staff member and then click "Apply selection."

If you are entering a new staff member, enter the name, email, phone number, title, and workforce registry ID of the Site Supervisor. When finished, click the blue "Save" button.

You will be directed back to the "Select Staff" modal. Select the radio button next to the staff member you would like to add as a Site Supervisor contact. If you would like to add additional staff, you can click the "+ Add Staff" button again. You can also edit or delete the staff information by clicking the pencil icon or trash can icon, respectively. When you have selected the desired staff, click the blue "Apply selection" button.

4 Enter the site's Child Care Licensing (CCL) number(s). If the site only has one CCL, leave the second field blank. If the site is not a licensed childcare or preschool, leave these fields blank.

5 After entering the License information, you will be prompted to answer if your license entered is in "good standing" or not. The definition of "In Good Standing" can be found by clicking on the black exclamation mark tooltip if needed.

CCL License #1

License Number

71699372

Facility Type

Child Care | Infant Center | serves ages 0-2

Is this site in good standing? ⓘ ← **Tooltip**

- SELECT -
- SELECT -
I certify that my site is in good standing with Community Care Licensing
I certify that my site is license exempt
I certify that my site is not in good standing with Community Care Licensing

← **3 options to choose from**

6 If you select "I certify that my site is license exempt" **or** "I Certify that my site is not in good standing with Community Care Licensing", you will be prompted to provide more information. See below for both scenarios, and what additional information will be required from you.

CCL License #1

License Number

71699372

Facility Type

Child Care | Infant Center | serves ages 0-2

Is this site in good standing? ⓘ

I certify that my site is license exempt

Please provide a reason for licensure exemption

OR

CCL License #1

License Number

71699372

Facility Type

Child Care | Infant Center | serves ages 0-2

Is this site in good standing? ⓘ

I certify that my site is not in good standing with Commu

Is this due to a non-compliance hearing?

Yes

Date of Hearing

mm/dd/yyyy

Anticipated date that site will be changed to Good Standing

mm/dd/yyyy

Summary of reason for hearing or attach documentation, such as a copy of the non-compliance hearing report ⓘ

Be sure to fill out all required information before moving along to the next section.

7   Depending on the preference of your County/Consortia, you may or may not be asked to enter Student Counts information. *If* this is enabled for your county, you can enter those numbers to the best of your knowledge in the fields as shown below:

Student Counts

Enter your own data here

Number of Preschoolers (36 months to kindergarten entry) served	0
Number of Toddlers (18-35 months) served	3
Number of Infants (birth-17 months) served	5
Number of Children with an IFSP	0
Number of Children with an IEP	0
Number of Children Receiving an Alternative Payment Program and/or CalWORKs Voucher	0
Number of Children from Families Experiencing Homelessness	0
Number of Children in foster care	1
Count of Dual Language Learners: # of children who primarily speak a language other than English or speak another language and English equally	0

8   When you are certain you have entered all required information, Click the blue "Save" button at the bottom of the page.

License Number

Facility Type

   - SELECT -   ⌄

[Save]   [Cancel]   [Remove]

9   Review the data you entered for accuracy. If you need to edit the information, click the "Edit" button. If, at any point during the application, you want to start over, click the "Start Over" button. This will essentially delete the information entered on the application allowing you to start a new application.

If the information is accurate and you are ready to move-on in the application process, click the "Add a Session/Classroom" button.

Lily Pad Site

Click here to edit information → Edit

Address	Early Learning Setting	Phone Number	Site Supervisor
1193 Orange Plaza	C - Center-Based Care	(760) 555-5555	Adam Herrera
San Diego			adam@noemail.com
			(555) 555-5555
			Registry ID: 1003948370
			Site Supervisor
			Ethnicity: Hispanic or Latino

CCL License #1   **CCL License #2**

71699372
Child Care | Infant Center | serves ages 0-2
↗ CDSS Link to License Record

✓ In good standing

Student Counts

Number of Preschoolers (36 months to kindergarten entry) served	0
Number of Toddlers (18-35 months) served	3
Number of Infants (birth-17 months) served	5
Number of Children with an IFSP	0
Number of Children with an IEP	0
Number of Children Receiving an Alternative Payment Program and/or CalWORKs Voucher	0
Number of Children from Families Experiencing Homelessness	0
Number of Children in foster care	1
Count of Dual Language Learners: # of children who primarily speak a language other than English or speak another language and English equally	0

Sessions/Classrooms ❓

You haven't entered any sessions/classrooms yet. Please click on **Add a Session/Classroom** button below to add one or more sessions.

Add a Session/Classroom ← When ready, click to add a session/classroom

Session Information

The third step in the application process requires filling out session-level information. A session is a designation that relates to a specific group of children. There may be an "AM Session" and a "PM Session" that share the same classroom, as an example. It is important to submit the data separately for each "session" or group of children served that you wish to include in the QRIS Program. If a site is not a traditional preschool or childcare program, there may not be any "sessions" implemented at the site. As an example, if the site is a library program or a Family Resource Program, sessions may not apply to the services you offer. You do not have to create sessions in these cases. Some alternative programs do implement classes or groups that serve designated groups of children. When this is the case, sessions can be created, but not all of the fields will apply.

1 Enter the session name, the room number, the capacity of children, the time of day the session operates (AM, PM, Full Day, Before/After School, or Other), and the start and end time.

Session/Classroom Information

ℹ️ A "Session" is a designation that relates to a specific group of children. There may be an "AM Session" and a "PM Session" that share the same classroom, as an example. It is important to submit the data separately for each "session" or group of children served that you wish to include in the QRIS Program.

Name
Jump Start AM
Eg: "State Preschool AM" or "Head Start" or "Teddy Bear Room"

Room Number
Room 5
Eg: "Butterfly Room" or "Preschool Room" or "12"

Capacity
20

Time of Day
AM

Start Time
08:00 AM

End Time
12:00 PM

2 From the drop-down menu, select the language of instruction and the language of the majority of children the session serves.

Language of Instruction
English and Spanish

Language of Children (Majority)
Spanish

3 Select the session's age group of children. Select as many as applicable.

Age Group of Children Served

☑ Infants (0-18 months)   ☑ Toddlers (18-36 months)   ☐ Pre K (ages 3-5)

4 Select the funding sources for the children enrolled in the session. Select as many as applicable.

Funding Sources for the Children

- ☐ Federal Early Head Start
- ☐ Early Head Start - Child Care Partnerships (EHS-CCP)
- ☐ Federal Head Start
- ☐ Federal Migrant & Seasonal Early Head Start
- ☐ Federal Migrant & Seasonal Head Start
- ☐ Tribal (AIAN) Early Head Start
- ☐ Tribal (AIAN) Head Start
- ☐ CAPP California Alternative Payment
- ☐ CMAP California Migrant Alternative Payment
- ☐ California State Preschool Program (CSPP) Full Day
- ☑ California State Preschool Program (CSPP) Part Day
- ☐ CCTR General Child Care and Development Program
- ☐ County CalWORKS Stage 1 Child Care
- ☐ C2AP CalWORKS Stage 2
- ☐ C2AP CalWORKS Stage 3
- ☐ CMIG California Migrant Child Care
- ☐ FCCHEN Family Child Care Home Education Network
- ☐ CHAN California Handicapped Program
- ☐ Parent Tuition
- ☐ QRIS Fully Funded
- ☐ Other

5 To add information about the lead teacher, click on "Select lead teacher" in the Lead Teacher section. A modal will appear with the option to select staff or add staff. If no staff have been added yet, click the blue "+ Add Staff" link. If staff information is already entered, select the staff member and then click "Apply selection."

Lead Teacher

👤 Select lead teacher

↓

Select Staff ⤢ ✕

Select	Name	Email	Phone	Title	Actions
○	Herrera, Adam	adam@noemail.com	(555) 555-5555	Center Director	✏️ 🗑️
○	Plag, Lauren	laurenplag@noemail.com	(878) 333-5647	Site Supervisor	✏️ 🗑️
●	NO STAFF SELECTED				

+ Add Staff

Cancel   Apply selection

If you are entering a new staff member, enter the name, email, phone number, title, workforce registry ID of the Lead Teacher, and their race and/or ethnicity. When finished, click the blue "Save" button.

You will be directed back to the "Select Staff" modal. Select the radio button next to the staff member you would like to add as a Lead Teacher. If you would like to add additional staff, you can click the "+ Add Staff" button again. You can also edit or delete the staff information by clicking the pencil icon or trash can icon. When you have selected the desired staff, click the blue "Apply Selection button."

Repeat this step for both the Other Teacher and the Instructional Assistant.

6 Click the blue "Save" button at the bottom of the page.

Ethnicity: Hispanic or Latino

👤 Select lead teacher

[Save]   [Cancel]

7 Review the data you entered for accuracy. To do so, click the session name displayed in blue. This will expand the box to display the session information you entered. If you need to edit the information you entered, click the "Edit" button. Note that when in 'edit-mode' the delete option is available.

If the information is accurate and there are more sessions at the site, click the "Add a Session/Classroom" button and repeat steps 1 through 6.

Sessions/Classrooms   (click on name to expand) ❓

⌄ Jump Start AM   Room 5   AM (8:00 AM - 12:00 PM)   [Edit]

Language of Instruction   Language of Children   Capacity
English and Spanish   (Majority)   20
                               Spanish

Lead Teacher   Other Teacher   Instructional Assistant
Alexandria Cortez
alexcortez@noemail.com
(878) 494-7765
Registry ID: 10057553876
Lead Teacher
Ethnicity: Hispanic or Latino

Age Group of Children Served   Funding Sources for the Children
Infants (0-18 months)   California State Preschool Program (CSPP) Part Day
Toddlers (18-36 months)

[Add a Session/Classroom]

If you click "Edit," the red "Remove" button will now be next to the "Save" button. Click the "Remove" button to permanently delete the session.

[Save]   [Cancel]   [Remove]

8　If you have entered the information and sessions for only one of your sites, click the "Add a Site" to enter information for another site. Then enter the sessions that take place at the site. Continue this until you have added all of the sites and sessions that belong to your agency.

Lily Pad Site　　　　　　　　　　　　　　　　　　Edit

Address	Early Learning Setting	Phone Number	Site Supervisor
1193 Orange Plaza San Diego	C - Center-Based Care	(760) 555-5555	Adam Herrera adam@noemail.com (555) 555-5555 Registry ID: 1003948370 Site Supervisor Ethnicity: Hispanic or Latino

CCL License #1　　　　　　　　　　　　**CCL License #2**

71699372
Child Care | Infant Center | serves ages 0-2
☑ CDSS Link to License Record

✓ In good standing

Student Counts

Number of Preschoolers (36 months to kindergarten entry) served	0
Number of Toddlers (18-35 months) served	3
Number of Infants (birth-17 months) served	5
Number of Children with an IFSP	0
Number of Children with an IEP	0
Number of Children Receiving an Alternative Payment Program and/or CalWORKs Voucher	0
Number of Children from Families Experiencing Homelessness	0
Number of Children in foster care	1
Count of Dual Language Learners: # of children who primarily speak a language other than English or speak another language and English equally	0

Sessions/Classrooms　(click on name to expand)　?

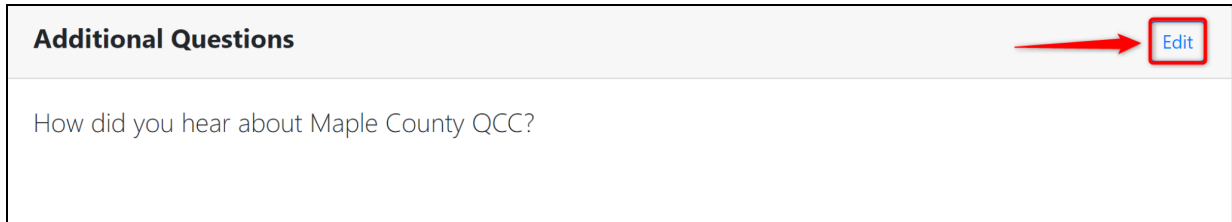| ❯ Jump Start AM	Room 5	AM (8:00 AM - 11:00 AM)

Add a Session/Classroom

Add a Site

Additional Questions

Depending on your county/consortia, you may have some "Additional Questions" that still need to be filled out before submitting your application. This section is where your county/consortia <u>can add any additional custom questions</u> they want to the application. Meaning you may have one, some, or no questions at all in this section. If you Do see the card for "Additional Questions" then follow the steps below.
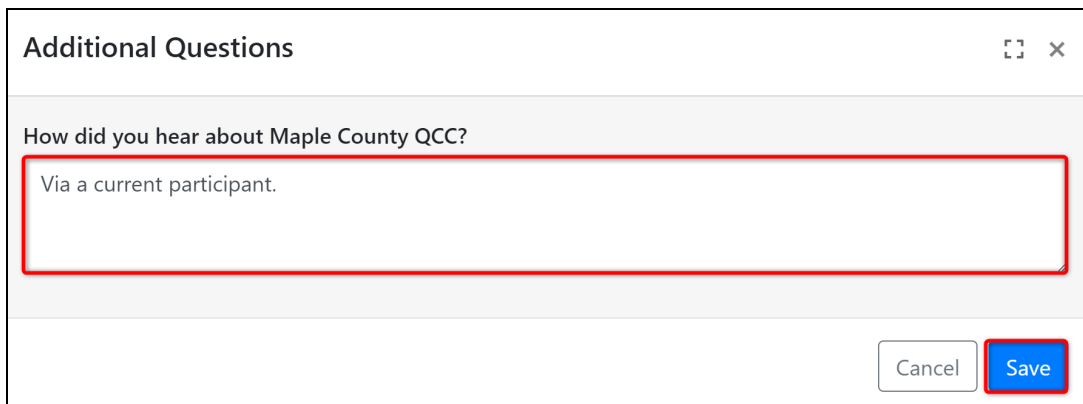
1 To the right of the "Additional Questions" header, click on the blue "Edit" card to begin filling out your questions. **<u>Remember, not all applications will have this section</u>**.

2 Be sure to go through all the questions in the card, and answer to the best of your ability. You may see some free-response questions, or even some multiple-choice questions. Remember to respond to all of them, and finalize your answers by clicking on the blue save button
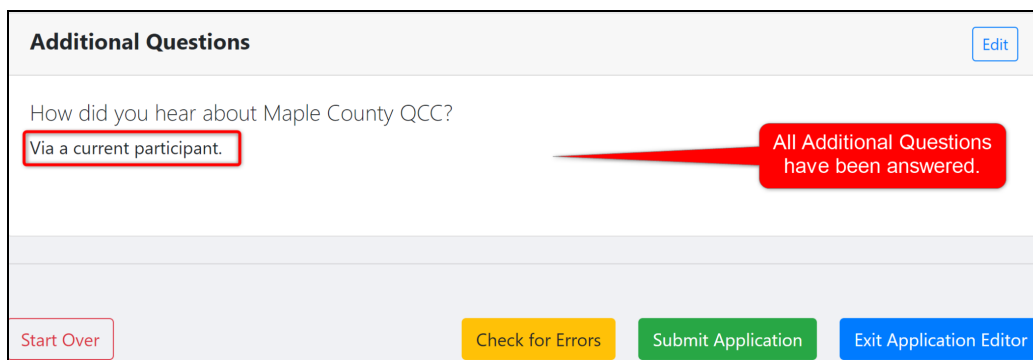
3 Once you have taken the time to answer all the Additional Questions, your application is now ready for submission.

Submit Application

Once you are done entering information on your application, click on the yellow "Check for errors" button at the bottom of the screen. A banner at the top of the page will indicate whether or not there are errors on your application. A green banner means it's ready for submission, while a red banner indicates there are areas of the application that require attention. To make the revision process easy, the red banners list what errors were found, such as a missing phone number.
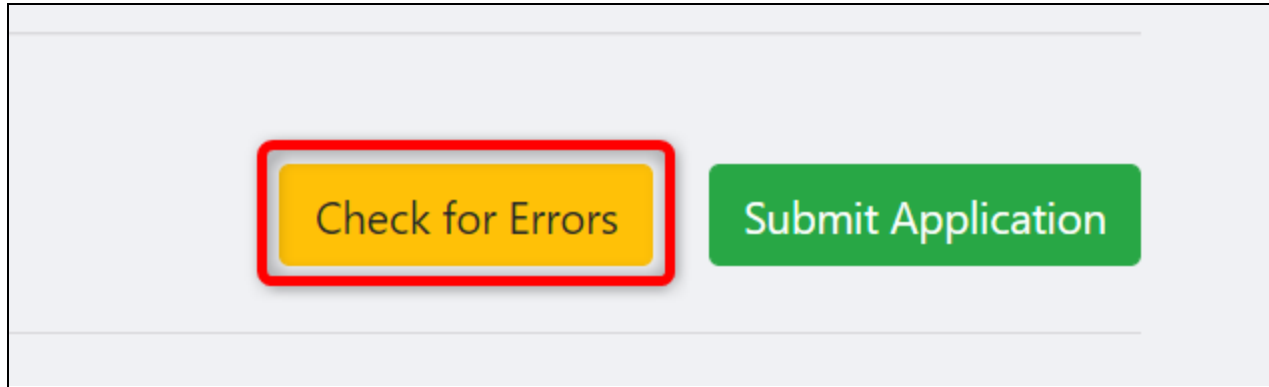
A green banner indicates the application is ready for submission.
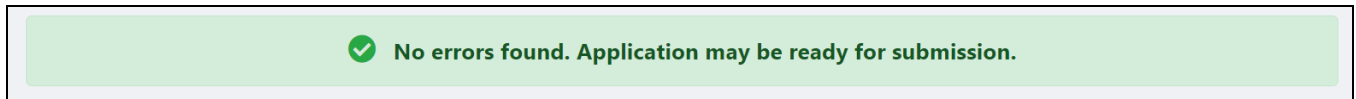
A red banner indicates there are errors that should be addressed before submitting.
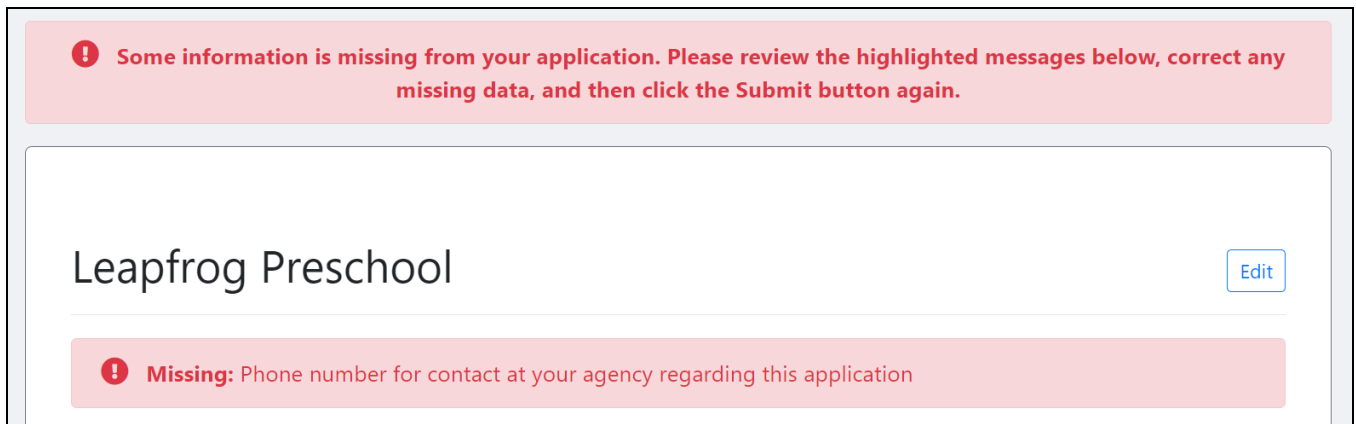
2 After checking for errors, when the application is ready for submissions click the green "Submit Application" button. Note, once an application is submitted, you will not be able to make any edits.

3 A "Please Certify and Submit" modal will pop up for you. You can certify the statement by clicking on the checkbox and then clicking on the blue "Sign" button as shown below:
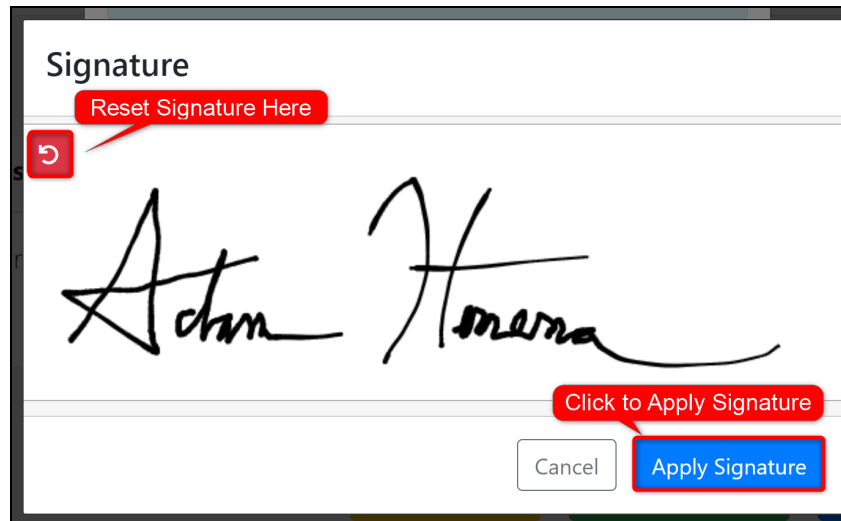
4   The "Signature" box will open for you. If you are on a computer you can sign in the box by clicking, holding, and dragging your mouse to draw your signature. If you are on a mobile device, you can eSign using your finger, and by dragging and drawing on your mobile device screen. You can reset your signature by clicking on the red return arrow in the left of the box.

5   You can finalize your submission by clicking on the blue "Submit" button at the bottom of the modal. But be careful, you will be unable to edit your application once it has been submitted. Unless it is flagged as "Revisions Needed" by a staff member, at which point you will be able to make edits. Nonetheless, be intentional with your application submission.

6   The application portal displays the status of your application. When the QRIS or county administrator changes the status of your application, the status will reflect on the portal and any notes/comments provided by the QRIS or county administrator will appear as well. You will also receive an email notification letting you know when the status has changed. When you receive the email, log back into the portal to review.

Leapfrog Preschool

Your application has been submitted successfully on 8/16/2021 5:48:51 PM.

You will be notified after we've reviewed your application.

Thank you for you submission.

Sign out