

# Applicants: How to Complete a QRIS FCCH 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 is intended for Family Child Care Homes and will walk you through the on-line application process. The application portal requires agency/site/session information. However, since an FCCH does not operate by agency, site, and session, you will enter the same information on the agency, site, and session information page. This will be explained in more detail later in the instruction sheet.

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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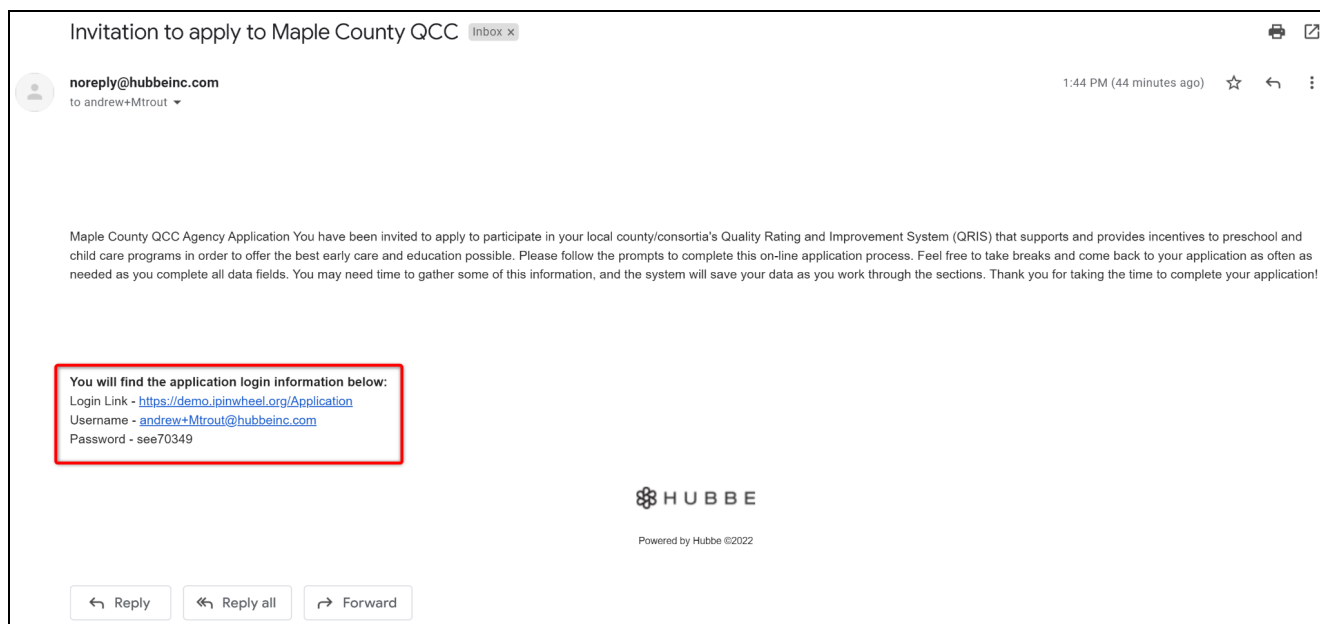
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# Accessing the Application

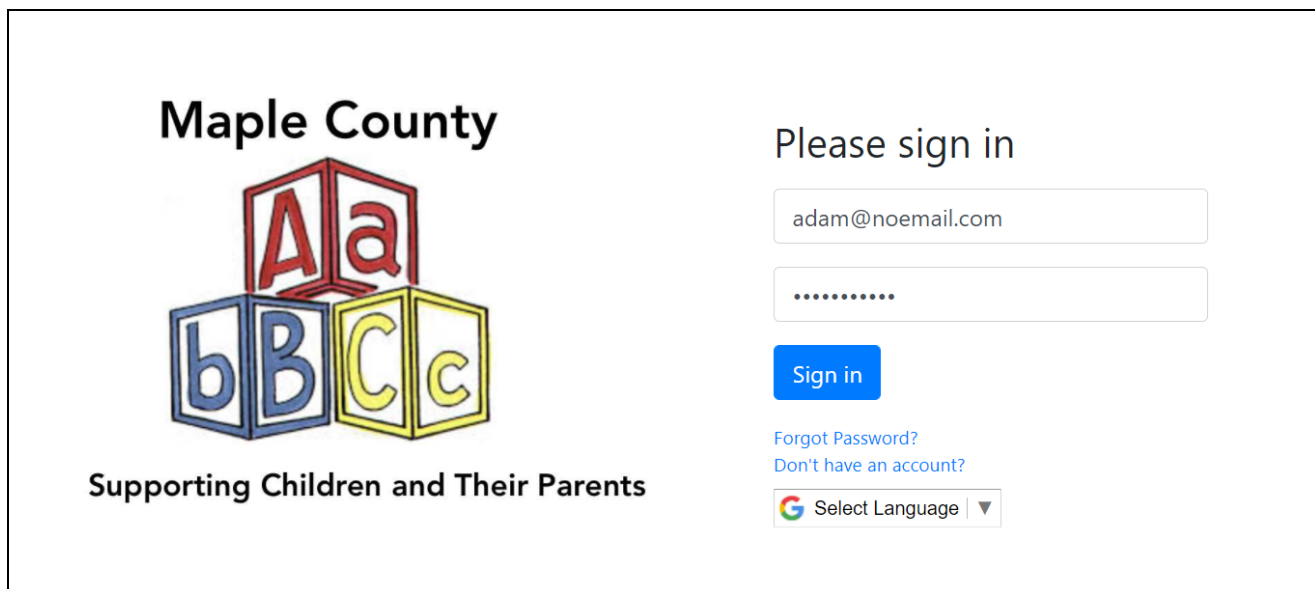
There are two ways to access your county/consortia QRIS Agency Application portal:

**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:

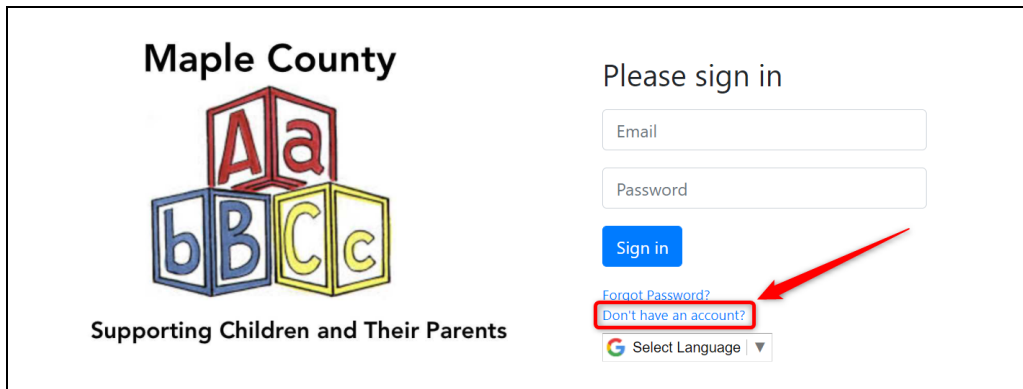


To log-in, enter the username and password provided in the email and click the “Sign In” button.



**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?”



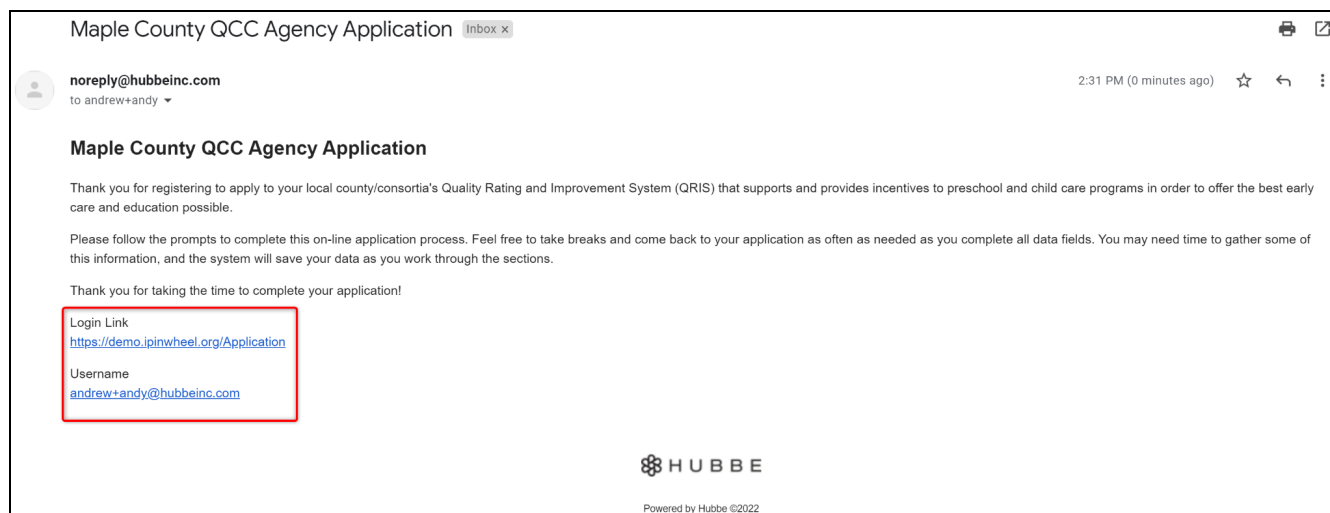
The image shows the Maple County login page. On the left is the Maple County logo, which consists of three blocks with letters 'Aa', 'bB', and 'cC' on them, and the text 'Supporting Children and Their Parents' below it. On the right, under the heading 'Please sign in', there are input fields for 'Email' and 'Password', a blue 'Sign in' button, and links for 'Forgot Password?' and 'Don't have an account?'. A red arrow points to the 'Don't have an account?' link, which is highlighted with a red box. Below these links is a 'Select Language' dropdown menu.

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 image shows the Maple County registration page. On the left is the same Maple County logo as in the login page. On the right, under the heading 'Register new account', there are five numbered steps: 1. Name, 2. Email, 3. Password, 4. Confirm Password, and 5. Register. The 'Register' button is highlighted with a red box.

The email will look similar to this:



The image is a screenshot of an email titled 'Maple County QCC Agency Application'. The email is from 'noreply@hubbeinc.com' to 'andrew+andy'. The body of the email contains the following text:

**Maple County QCC Agency Application**

Thank you for registering to apply to your local county/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.

Please follow the prompts to complete this on-line 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.

Thank you for taking the time to complete your application!

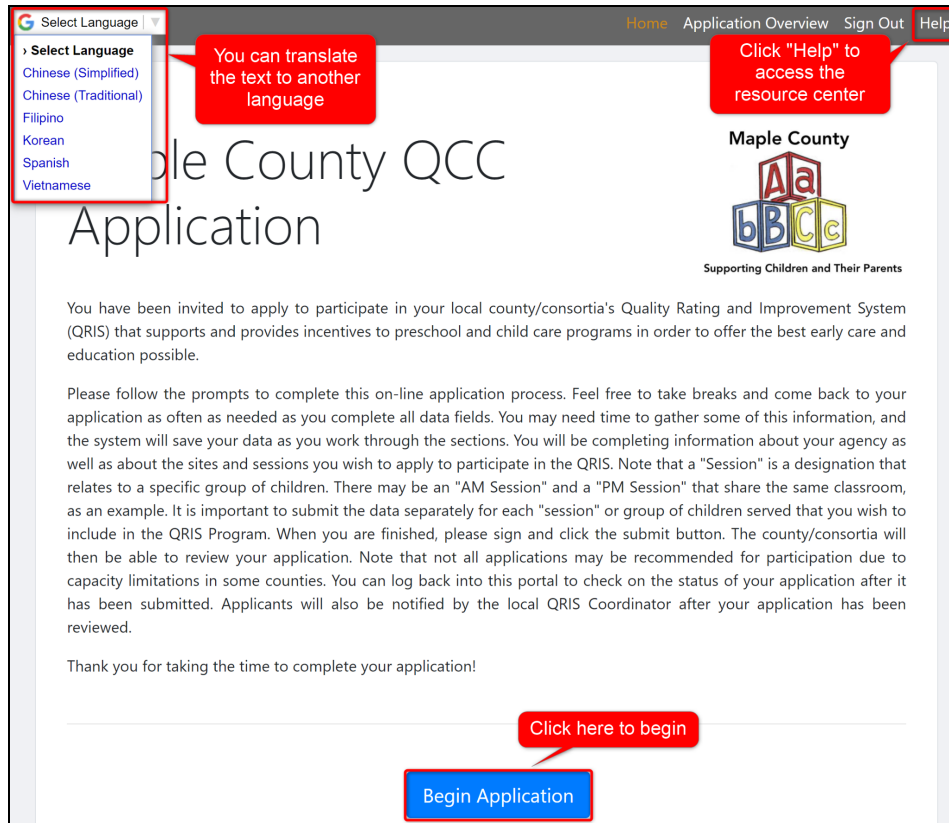
Login Link  
<https://demo.ipinwheel.org/Application>

Username  
[andrew+andy@hubbeinc.com](mailto:andrew+andy@hubbeinc.com)

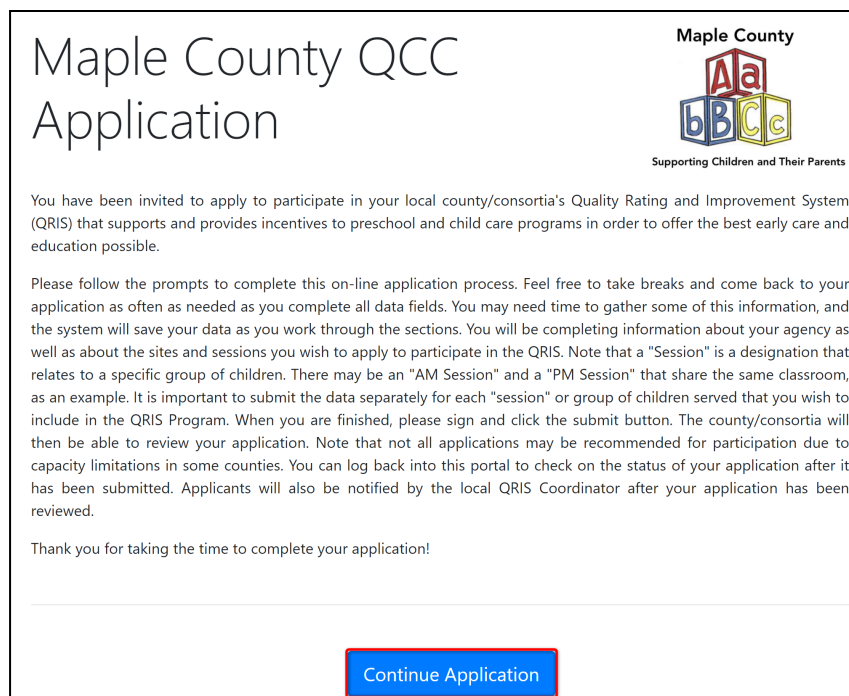
The email footer includes the Hubbe logo and the text 'Powered by Hubbe ©2022'.

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.



# Start Application

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.

Enter the name of the Family Child Care Home in the “Agency Name” field.

## Start Application

Agency Name

Honey Bee Day Care

2

From the “Agency Type” drop-down menu, select “Family Childcare Provider.”

Agency Type

- SELECT -

- SELECT -

Center-Based

Family Childcare Provider

Friend, Family, Neighbor (FFN)

Other

Agency Type (Other)

Save

3

Then click the blue “Save” button.

## Start Application

Agency Name

Honey Bee Day Care

Agency Type

Family Childcare Provider

Agency Type (Other)

Save

# Agency Information

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

Enter the Family Child Care Home'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	
<input type="text" value="Honey Bee Day Care"/>		<input type="text" value="(555) 555-5555"/>	
Address (Line 1)		Address (Line 2)	
<input type="text" value="12 Maple Rd"/>		<input type="text"/>	
City	State	Zip Code	County
<input type="text" value="La Jolla"/>	<input type="text" value="CA"/>	<input type="text" value="92005"/>	<input type="text" value="Maple"/>
Agency Type		Agency Type (Other)	
<input type="text" value="Family Childcare Provider"/>		<input type="text"/>	

2

For the FCCH Owner, enter the information of the individual operating the FCCH. To add this information, click on “Select FCCH Owner” in the FCCH Owner 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” text.

## FCCH Owner

 Select FCCH Owner



Select Staff

×

Select	Name	Email	Phone	Title	Actions
<input type="radio"/>	NO STAFF SELECTED				
<input type="button" value="+ Add Staff"/>					

Cancel

Apply selection

Enter the name, email, phone number, title, workforce registry ID of the Agency Director or equivalent, ethnicity, and 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.

Add Staff

⌵ ×

First Name *	Middle Name	Last Name *
<input type="text" value="Jamie"/>	<input type="text"/>	<input type="text" value="Lopez"/>
Email *	Phone Number	
<input type="text" value="jamie@noemail.com"/>	<input type="text" value="(555) 555-5555"/>	
Title	Workforce Registry ID	
<input type="text" value="Owner"/>	<input type="text" value="10057846523"/>	
Ethnicity	Race	
<input type="text" value="Hispanic or Latino"/>	<input type="text"/>	

Cancel

Save

3

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.

The screenshot shows a modal titled "Select Staff" with a table of staff members. A red callout points to the radio button in the "Select" column for "Lopez, Jamie". Another red callout points to the pencil and trash icons in the "Actions" column. A third red callout points to the "Apply selection" button at the bottom right. A fourth red callout points to the "+ Add Staff" button at the bottom left. The table has columns: Select, Name, Email, Phone, Title, and Actions. The first row shows "Lopez, Jamie" with email "jamie@noemail.com", phone "(555) 555-5555", and title "Owner". Below the table, it says "NO STAFF SELECTED".



The screenshot shows a card titled "FCCH Owner". The card contains the following information: Jamie Lopez, jamie@noemail.com, (555) 555-5555, Registry ID: 1005784523, Owner, Ethnicity: Hispanic or Latino. At the bottom, there is a blue link with a person icon that says "Select FCCH Owner".

4

In the “Returning Participant Status” section, select whether you are a returning or new participant.

The screenshot shows a section titled "Returning Participant Status". Below the title is the question "Have you ever participated in Maple County QCC?". Below the question is a dropdown menu with the text "- SELECT -" and a downward arrow. The dropdown menu is open, showing three options: "- SELECT -", "I'm a returning participant", and "I'm a new participant".



5

In the “Additional Information” section, enter whether your program is year round or not year round, program start and end months, the best time to reach you by phone to review your application, the preferred language, person to contact about the application, as well as a phone number and email to contact. If you would like to include additional notes for the reviewer to see, you may do so in the text-box.

### Additional Information

Is your program year-round?

Yes, I'm year-round

Program Start Month

July

Program End Month

June

Preferred Language

Spanish

Phone number for contact at your agency regarding this application

(555) 555-5555

Best time to reach you by phone to review your application

11:00AM to 2:00PM

Person to contact at your agency regarding this application

Jamie Lopez

Email Address for contact at your agency regarding this application

jamie@noemail.com

Is there anything else you would like us to know about your application?

I plan to attend a QRIS orientation on August 17, 2021.

6

Click the blue “Save” button at the bottom of the page.

(555) 555-5555

jamie@noemail.com

Is there anything else you would like us to know about your application?

I plan to attend a QRIS orientation on August 17, 2021.

Save

Cancel

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.

### Honey Bee Day Care

Address

12 Maple Rd  
La Jolla, CA, 92005  
Maple

Agency Type

Family Childcare Provider

Phone Number

(555) 555-5555

Agency Director

Jamie Lopez  
jamie@noemail.com  
(555) 555-5555  
Registry ID: 10057846523  
Owner  
Ethnicity: Hispanic or Latino

California Department of Education Vendor # (if applicable)

Z879

Additional Information

Program Duration	Best Time to Reach	Preferred Language	Application Contact	Application Contact Phone
Year-Round (July – June)	11:00AM to 2:00PM	Spanish	Jamie Lopez	(555) 555-5555

Application Contact Email Address  
jamie@noemail.com

Returning Participant Status  
New

Additional Comments  
I plan to attend a QRIS orientation on August 17, 2021.

Attachments

File Name	Type	Size	Delete
<a href="#">+ Add Attachment</a>			

When ready, click to add a CCL License to the application

#### Site Information for Licensed Providers Only

CCL License #1	CCL License #2
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#### Instruction Information

( - )

Language of Instruction	Language of Children (Majority)	Capacity
Lead Teacher	Other Teacher	Instructional Assistant
Age Group of Children Served	Funding Sources for the Children	

Language of Instruction	Language of Children (Majority)	Capacity
Lead Teacher	Other Teacher	Instructional Assistant
Age Group of Children Served	Funding Sources for the Children	

Click here to delete all information and start over

Check for Errors

Submit Application

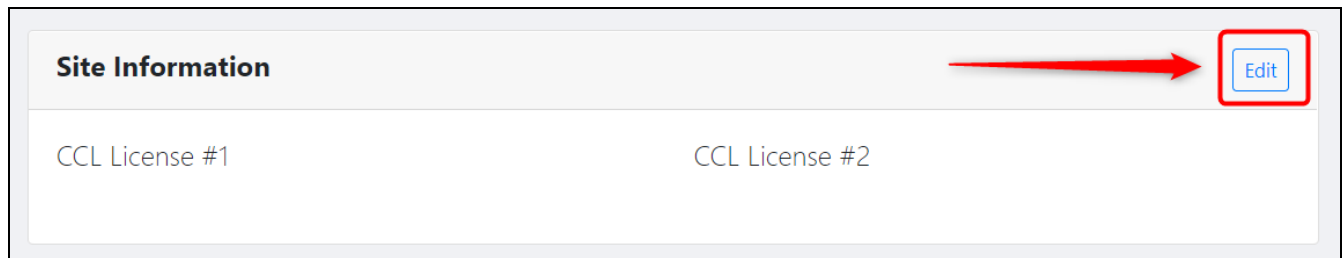
Maple County

This site is optimized for 1024x768 resolution, or higher, using the current version of Chrome  
Copyright (c) 2012-2020, Version: 2.0.6.0, Client IP: 70.181.101.124

# Site Information

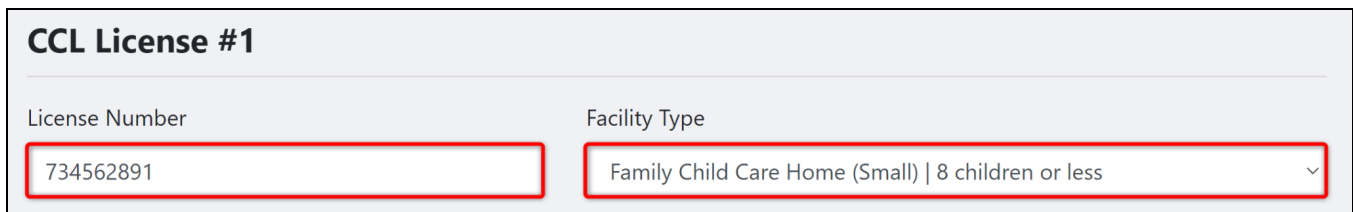
The second step in the Application process is filling out the CCL License for the Family Child Care Home.

To enter a CCL License for the Family Child Care Home, click the “Edit” button in the “Site Information” section.



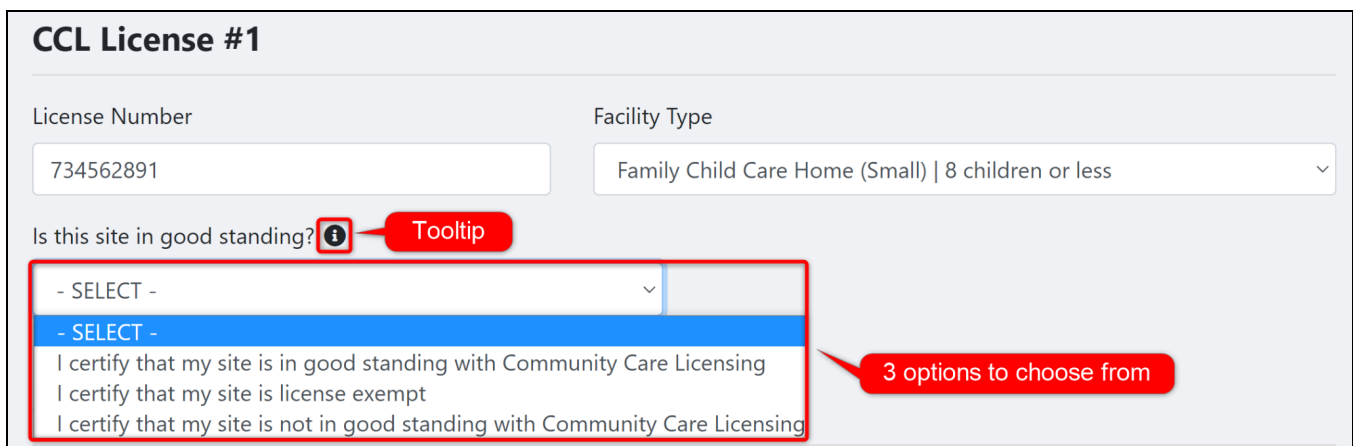
The screenshot shows a form titled "Site Information". It contains two input fields labeled "CCL License #1" and "CCL License #2". In the top right corner, there is a blue "Edit" button. A red arrow points from the "Site Information" title towards the "Edit" button.

2 Enter the CCL License number in the “License Number” field and select the large or small family child care home facility type from the “Facility Type” drop-down menu.



The screenshot shows a form titled "CCL License #1". It has two fields: "License Number" with the value "734562891" and "Facility Type" with the value "Family Child Care Home (Small) | 8 children or less". Both fields are highlighted with red boxes.

3 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.



The screenshot shows the "CCL License #1" form. The "License Number" field contains "734562891" and the "Facility Type" dropdown is set to "Family Child Care Home (Small) | 8 children or less". Below these is the question "Is this site in good standing?" followed by a black exclamation mark icon. A red tooltip bubble points to the icon with the word "Tooltip". A dropdown menu is open, showing three options: "- SELECT -", "I certify that my site is in good standing with Community Care Licensing", "I certify that my site is license exempt", and "I certify that my site is not in good standing with Community Care Licensing". A red callout bubble points to the dropdown menu with the text "3 options to choose from".

4

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

734562891

Facility Type

Family Child Care Home (Small) | 8 children or less

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

734562891

Facility Type

Family Child Care Home (Small) | 8 children or less

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.

5

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

6

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

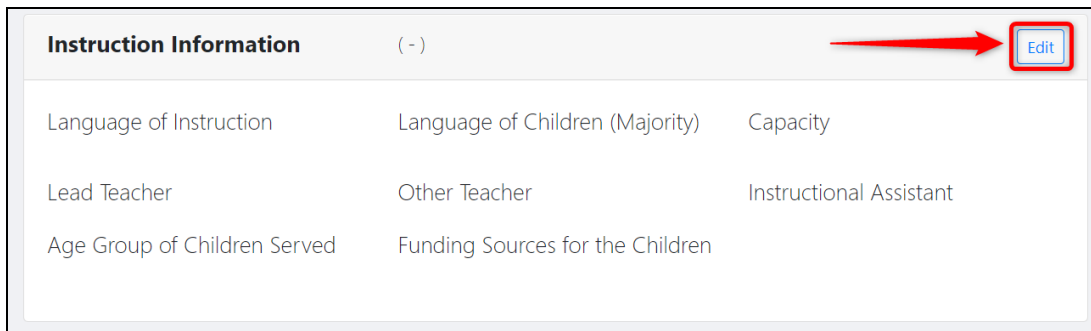
Save

Cancel

# Instruction Information

The third step in the application process is filling out instruction information for the Family Child Care Home.

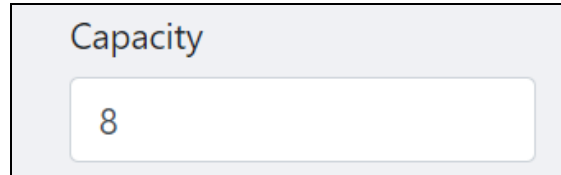
To enter instruction information for the Family Child Care Home, click the “Edit” button in the “Instruction Information” section.



The screenshot shows a form titled "Instruction Information" with a subtitle "(-)". In the top right corner, there is a blue "Edit" button, which is highlighted by a red square and a red arrow pointing to it from the left. Below the title, there are several input fields arranged in a grid:

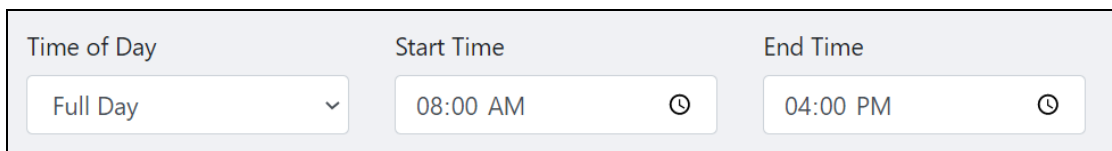
Language of Instruction	Language of Children (Majority)	Capacity
Lead Teacher	Other Teacher	Instructional Assistant
Age Group of Children Served	Funding Sources for the Children	

2 Enter the capacity of children you can serve. This number should reflect the largest number that your license will allow you to serve, not necessarily the number you are serving.



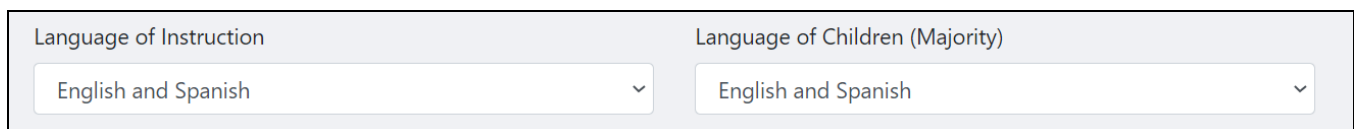
The screenshot shows a form titled "Capacity" with a text input field containing the number "8".

3 Select the time of day your FCCH operates (AM, PM, Full Day, Before/After School, or Other). Most family child care homes serve children for a full-day. Then input the time of day your program begins in the morning and the time your program ends in the afternoon/evening.



The screenshot shows a form with three sections: "Time of Day", "Start Time", and "End Time". Each section has a dropdown menu. The "Time of Day" dropdown is set to "Full Day". The "Start Time" dropdown is set to "08:00 AM". The "End Time" dropdown is set to "04:00 PM".

4 From the drop-down menu, select the language of instruction and the language of the majority of children your FCCH serves.



The screenshot shows a form with two sections: "Language of Instruction" and "Language of Children (Majority)". Each section has a dropdown menu. Both dropdown menus are set to "English and Spanish".

5

Select the age group of children your FCCH works with. Select as many as applicable.

## Age Group of Children Served

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

6

Select the subsidy type for the children you serve. Select as many as applicable.

## Funding Sources for the Children


- ☐ Federal Early Head Start
- ☐ Federal Head Start
- ☐ CAPP California Alternative Payment
- ☒ FCCHEN Family Child Care Home Education Network
- ☐ Parent Tuition
- ☐ Other

7

Enter the information of the teachers/staff that work with the children at your FCCH. If you are the only staff, enter only your information.

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**

If you are the only staff, select your name

Select	Name	Email	Phone	Title	Actions
<input checked="" type="radio"/>	Lopez, Jamie	jamie@noemail.com	(555) 555-5555	Owner	

☐ NO STAFF SELECTED

+ Add Staff

If there is another lead teacher, click this "Add Staff" to add their information

When done, click here

Cancel Apply selection

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

8

Click the blue "Save" button at the bottom of the page when you are finished filling out all information.

Lead Teacher	Other Teacher	Instructional Assistant
Jamie Lopez jamie@noemail.com (555) 555-5555 Registry ID: 10057846523 Owner Ethnicity: Hispanic or Latino <a href="#">Select lead teacher</a>	Sierra Eron sierra@noemail.com (555) 444-4444 Registry ID: 10005667429 Second Teacher Ethnicity: Not Hispanic or Latino Races: White <a href="#">Select other teacher</a>	<a href="#">Select instructional assistant</a>

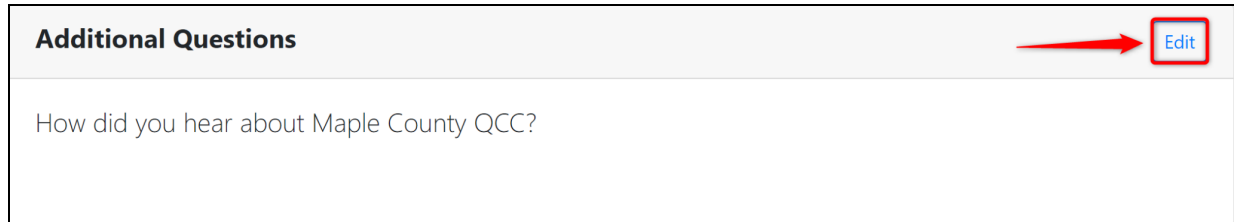
Save Cancel



# 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 can add any additional custom questions 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.

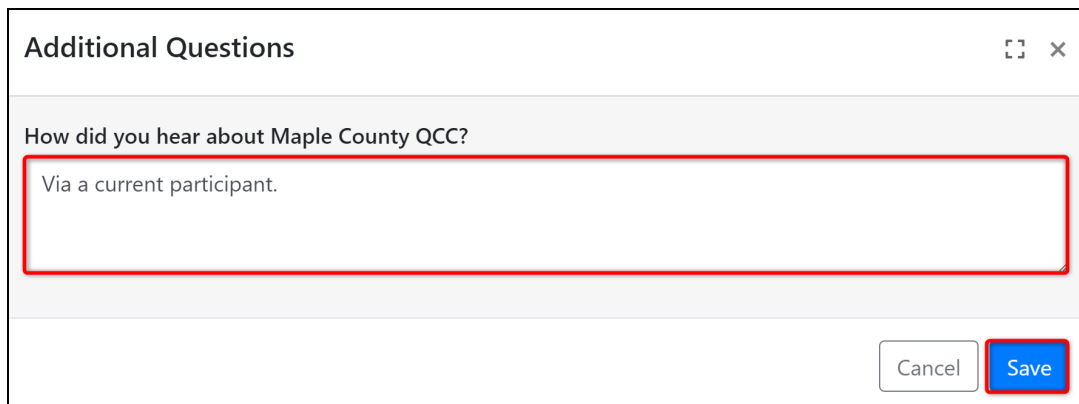
To the right of the “Additional Questions” header, click on the blue “Edit” card to begin filling out your questions. **Remember, not all applications will have this section.**



**Additional Questions** Edit

How did you hear about Maple County QCC?

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



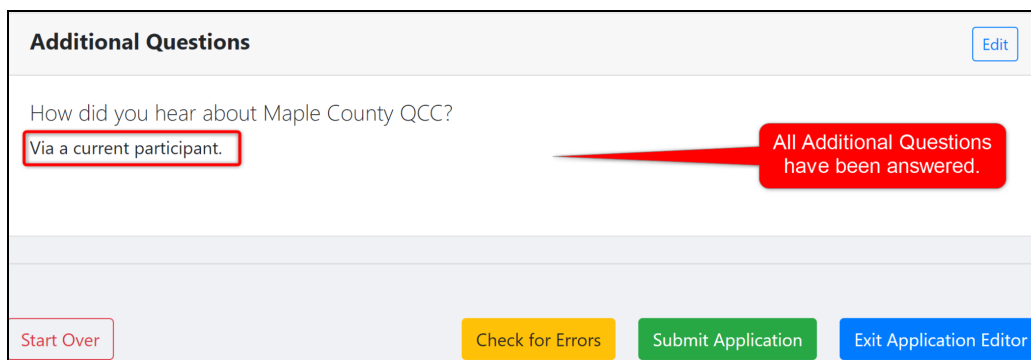
**Additional Questions** [Fullscreen Icon] [Close Icon]

How did you hear about Maple County QCC?

Via a current participant.

Cancel Save

3 Once you have taken the time to answer all the Additional Questions, your application is now ready for submission.



**Additional Questions** Edit

How did you hear about Maple County QCC?

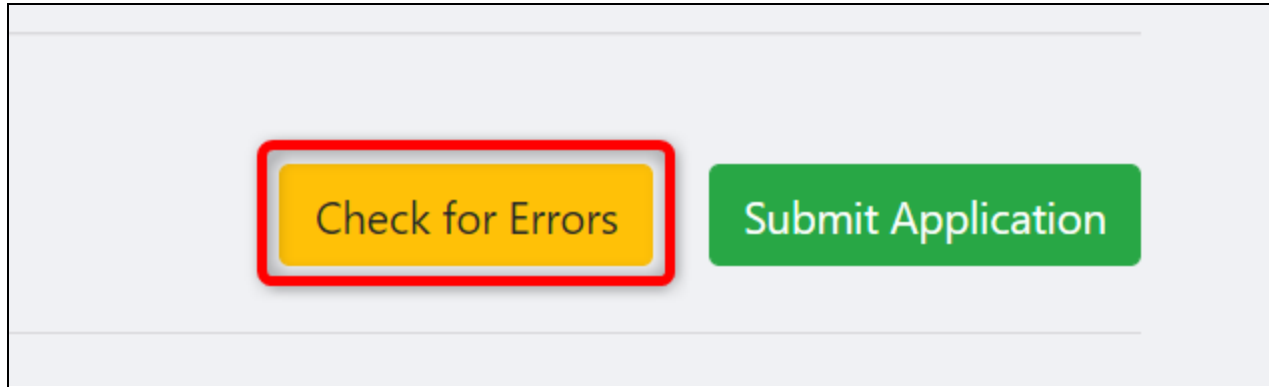
Via a current participant.

All Additional Questions have been answered.

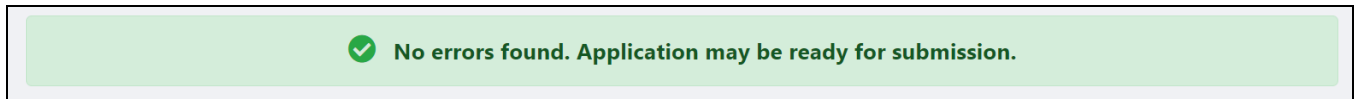
Start Over Check for Errors Submit Application Exit Application Editor

# Submit Application

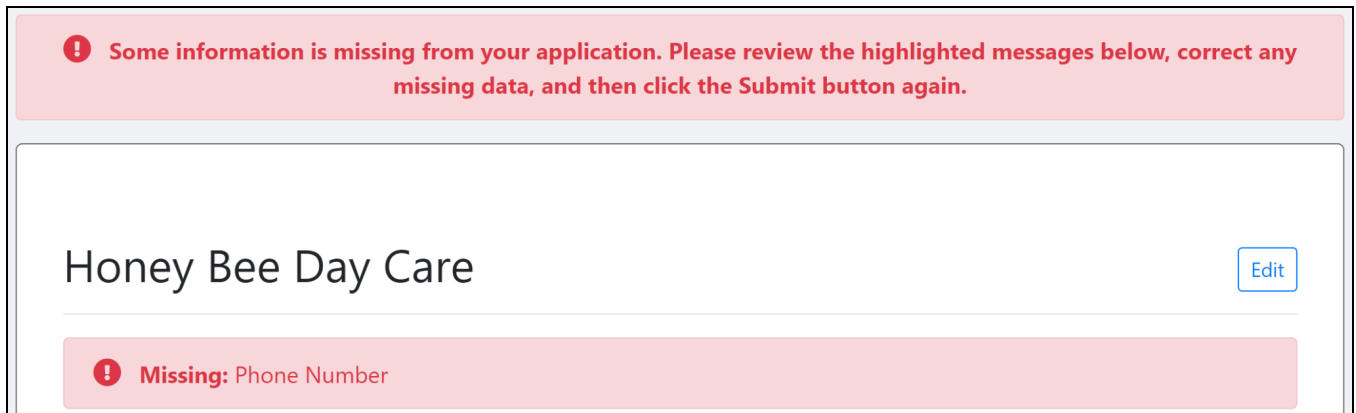
Once you are done entering information on your application, click on the yellow “Check for errors” button at the bottom of the screen. A banner at the top of the page will indicate whether or not there are errors on your application. A green banner means it’s ready for submission, while a red banner 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.

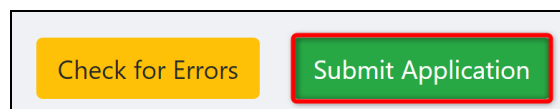


A red banner indicates there are errors that should be addressed before submitting.



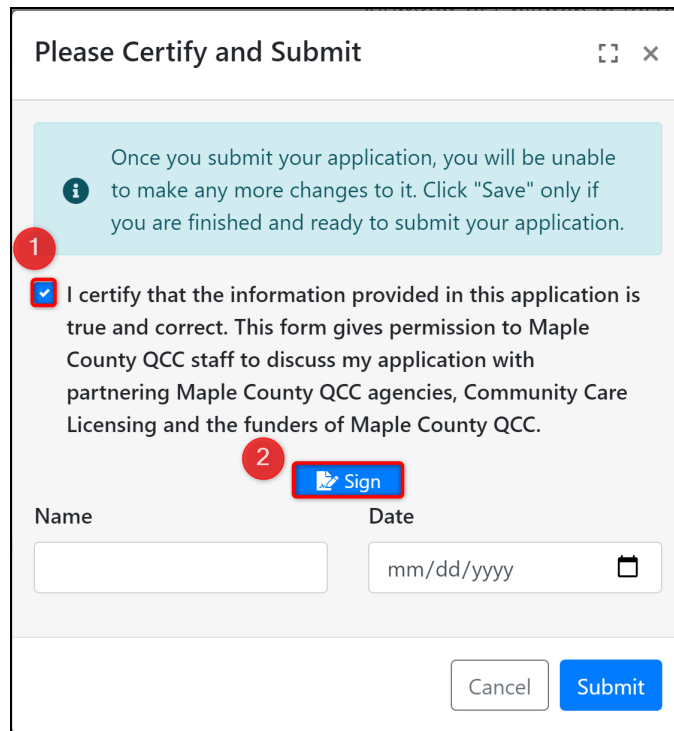
2

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 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:



**Please Certify and Submit**

Once you submit your application, you will be unable to make any more changes to it. Click "Save" only if you are finished and ready to submit your application.

1 ☒ I certify that the information provided in this application is true and correct. This form gives permission to Maple County QCC staff to discuss my application with partnering Maple County QCC agencies, Community Care Licensing and the funders of Maple County QCC.

2 **Sign**

Name

Date

**Cancel** **Submit**

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.



**Signature**

**Reset Signature Here**

**Click to Apply Signature**

**Cancel** **Apply Signature**

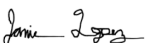

5


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.

Please Certify and Submit

Once you submit your application, you will be unable to make any more changes to it. Click "Save" only if you are finished and ready to submit your application.

☒ I certify that the information provided in this application is true and correct. This form gives permission to Maple County QCC staff to discuss my application with partnering Maple County QCC agencies, Community Care Licensing and the funders of Maple County QCC.

 Sign

Name

Jamie Lopez

Date

03/08/2022

Cancel
Submit

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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.

## Honey Bee Day Care

Your application has been submitted successfully on 3/8/2022 12:41:05 PM.

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

Thank you for your submission.

Exit application editor

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