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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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.

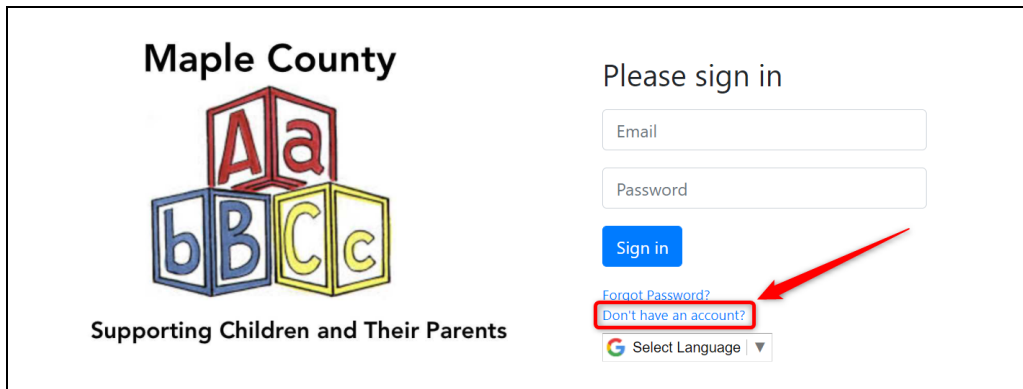The email received will look similar to the one below:
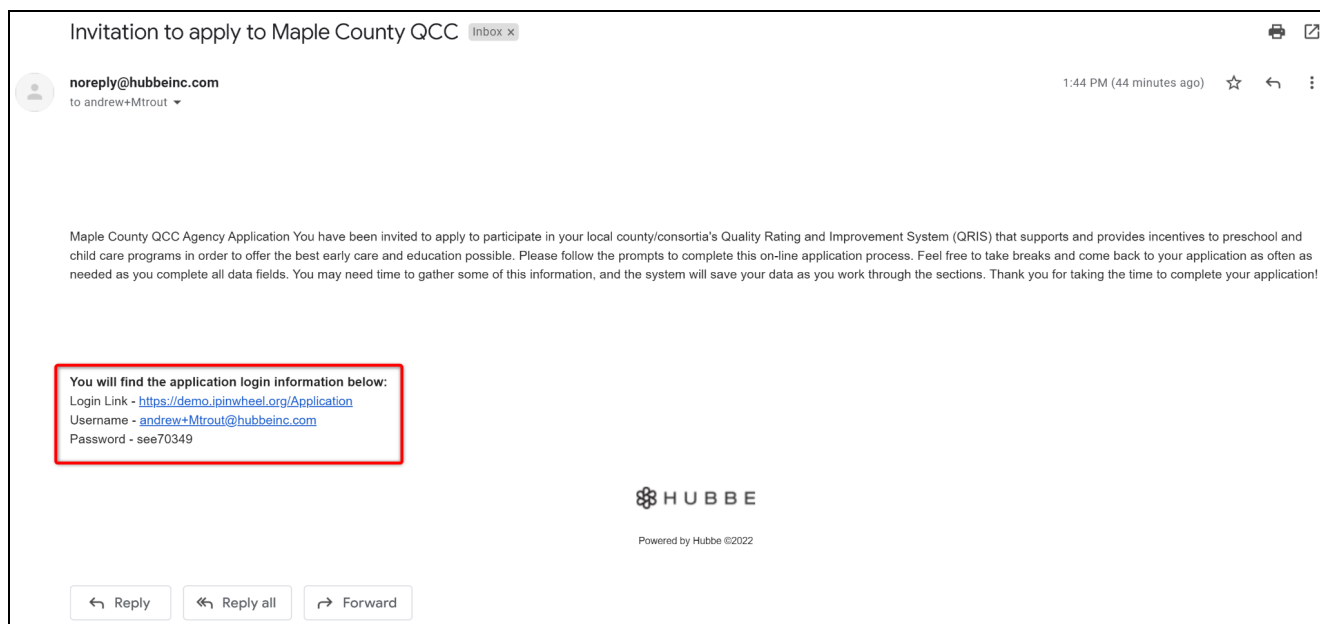
To log-in, enter the username and password provided in the email and click the "Sign In" button.
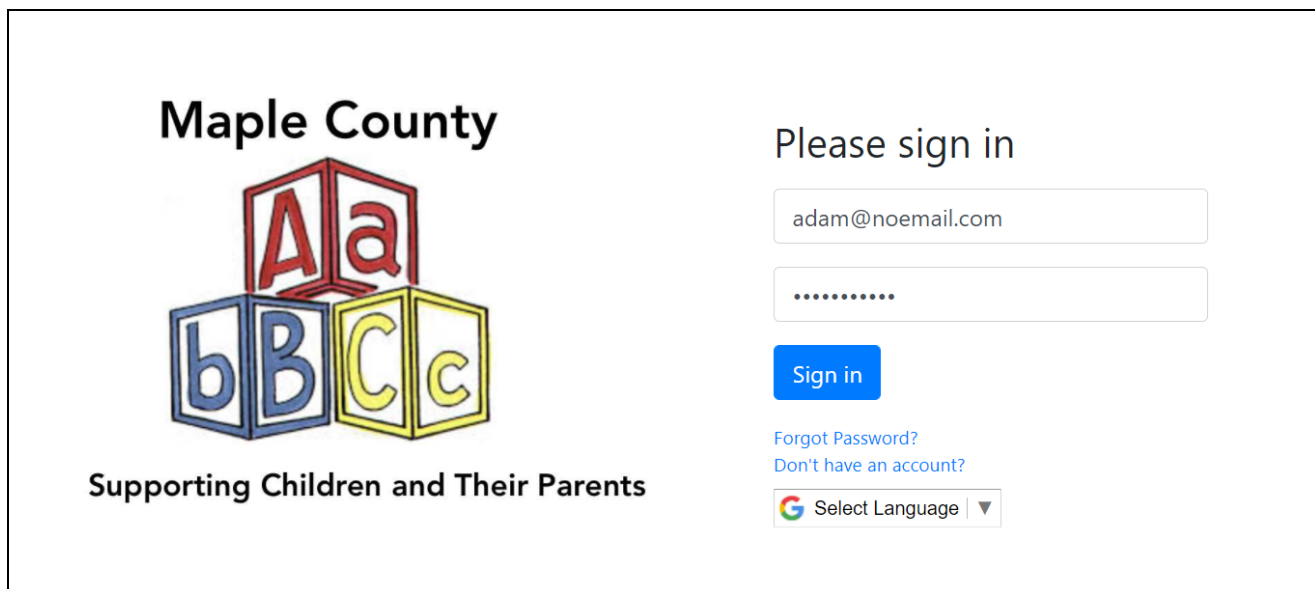
2   **Accessing Online** — If you are accessing the Application portal from a link provided by your local county/consortia QRIS program, you will need to create an account. To create an account:
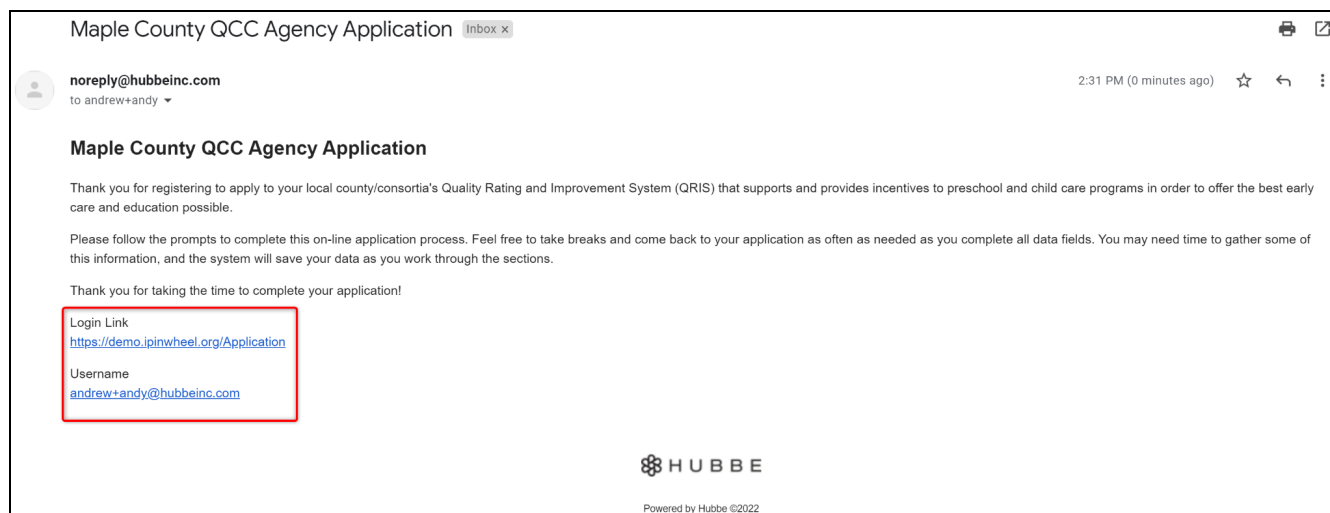
Click "Don't have an account?"

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.
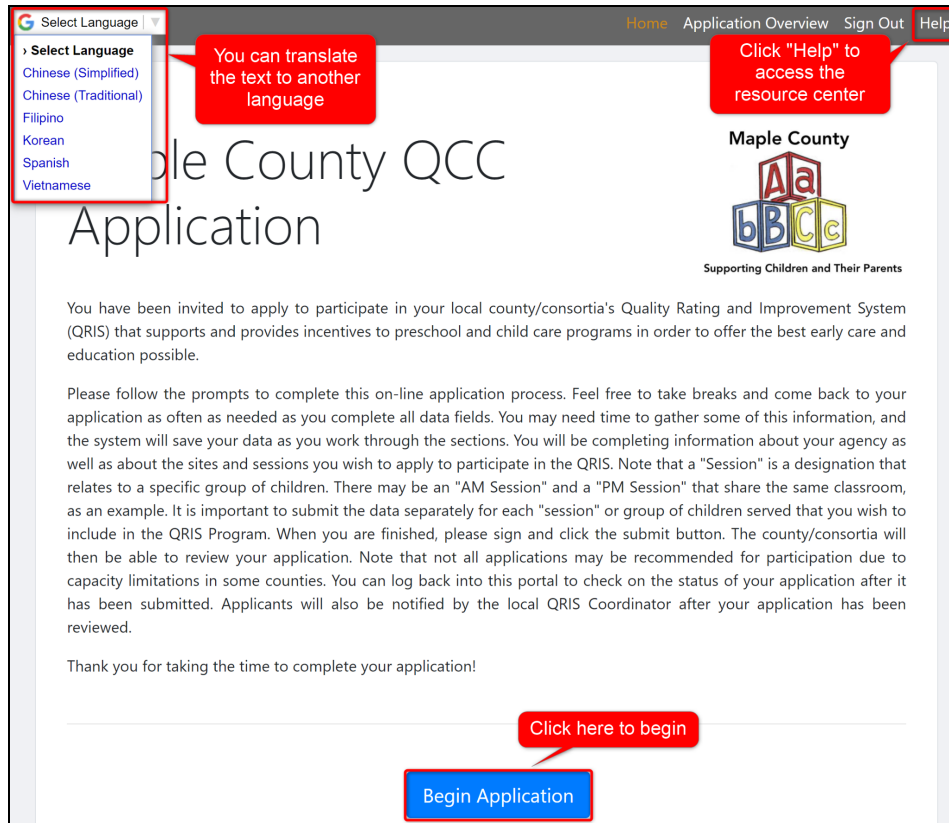
Note: At any point during the application process, you may save your progress and sign out. To then continue where you left off, sign back into the application portal and click the blue "Continue Application" button.
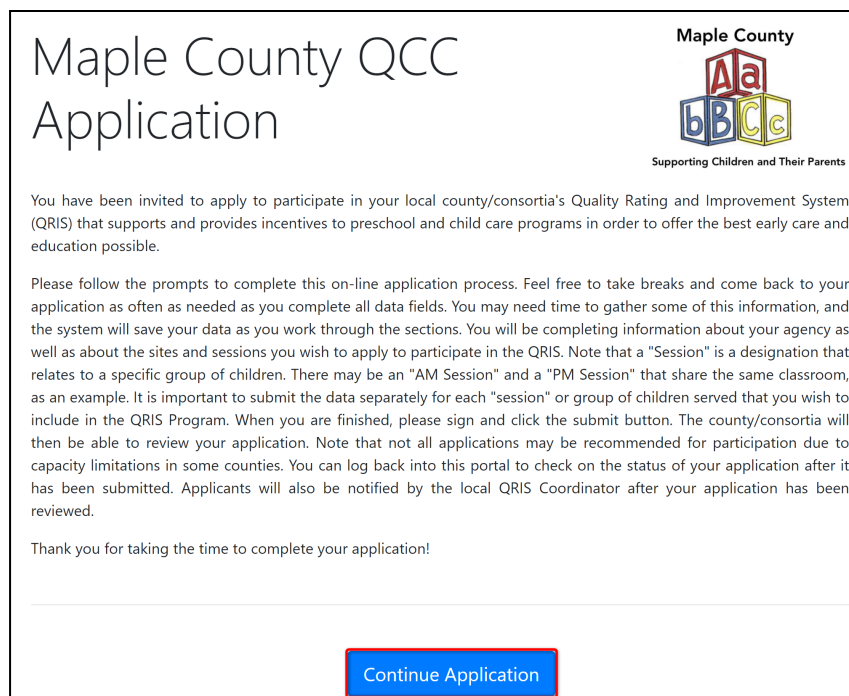
The first step in the Application process requires filling out the agency name and selecting the agency type. An agency application differs depending on the agency type selected. For example, a Family Child Care Home will have a different application than a school district. These two fields are required.

1 Enter the 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.

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1 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
Honey Bee Day Care

Phone Number
(555) 555-5555

Address (Line 1)
12 Maple Rd

Address (Line 2)

City
La Jolla

State
CA

Zip Code
92005

County
Maple

Agency Type
Family Childcare Provider

Agency Type (Other)

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

↓

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.

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.

4 In the "Returning Participant Status" section, select whether you are a returning or 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 ❓   Program End Month ❓

July   June

Date program began this year   Date program ends this year

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.

Site Information

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

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

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.

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.

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.
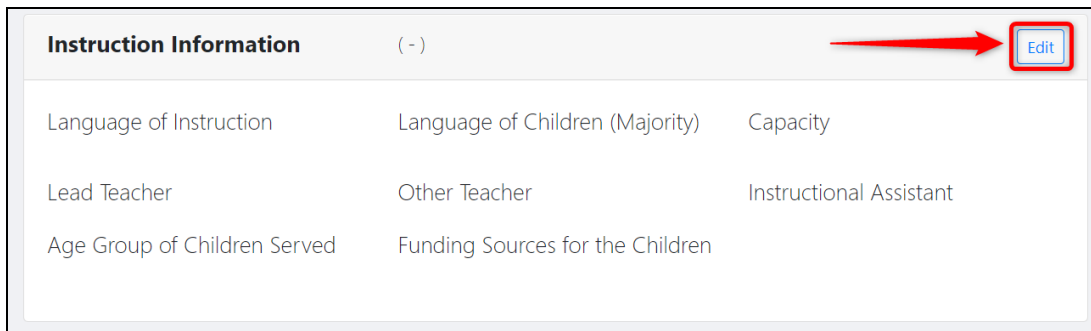
Save   Cancel

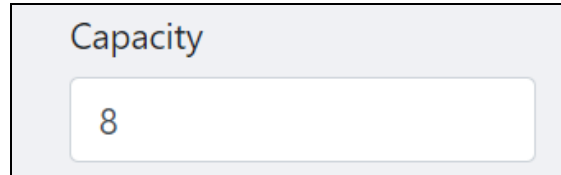The third step in the application process is filling out instruction information for the Family Child Care Home.

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

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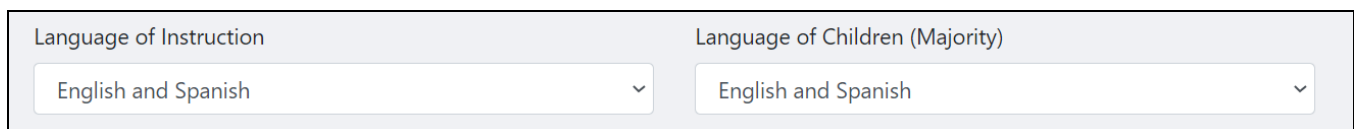
3 Select the time of day your FCCH operates (AM, PM, Full Day, Before/After School, or Other). Most family child care homes serve children for a full-day. Then input the time of day your program begins in the morning and the time your program ends in the afternoon/evening.

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

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
●	Lopez, Jamie	jamie@noemail.com	(555) 555-5555	Owner	✏ 🗑
○	NO STAFF SELECTED				

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

+ Add Staff

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

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

👤 Select lead teacher

Other Teacher

Sierra Eron
sierra@noemail.com
(555) 444-4444
Registry ID: 10005667429
Second Teacher
Ethnicity: Not Hispanic or Latino
Races: White

👤 Select other teacher

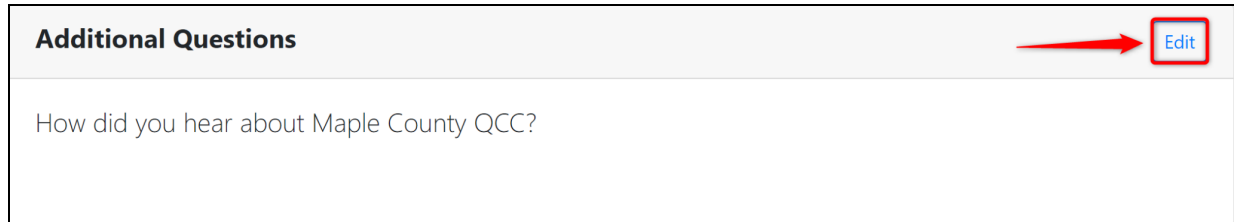Instructional Assistant

👤 Select instructional assistant

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 <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.
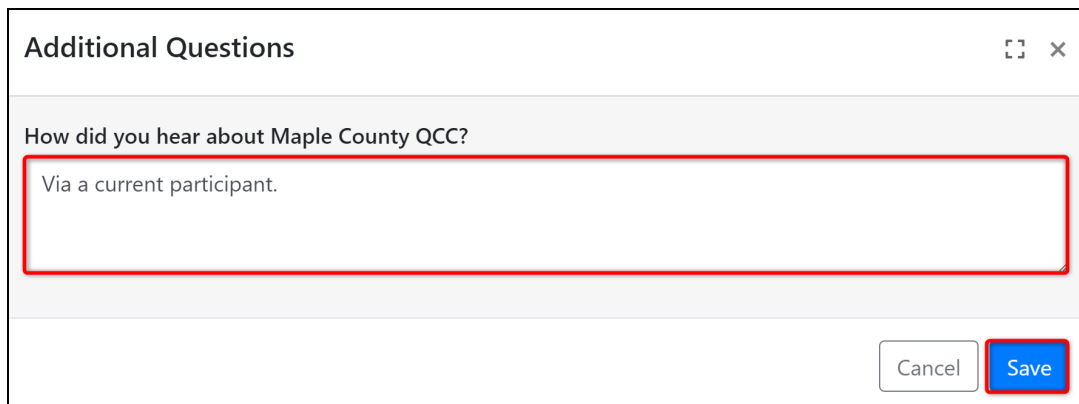
1 To the right of the "Additional Questions" header, click on the blue "Edit" card to begin filling out your questions. **<u>Remember, not all applications will have this section</u>**.

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
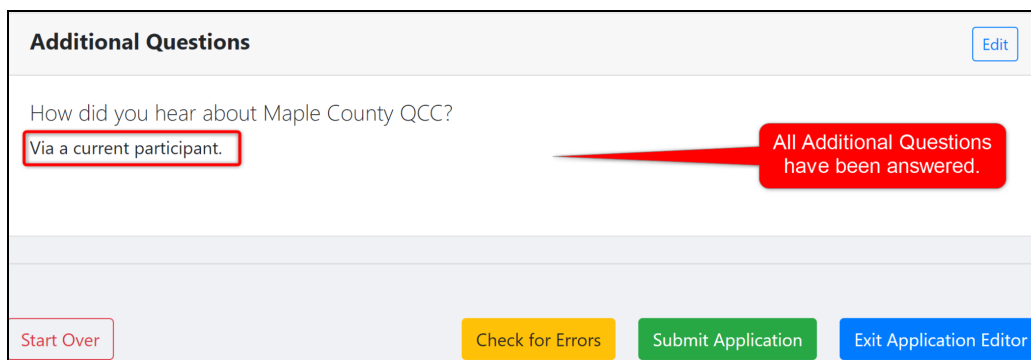
Additional Questions   ⌞⌝ ✕

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.

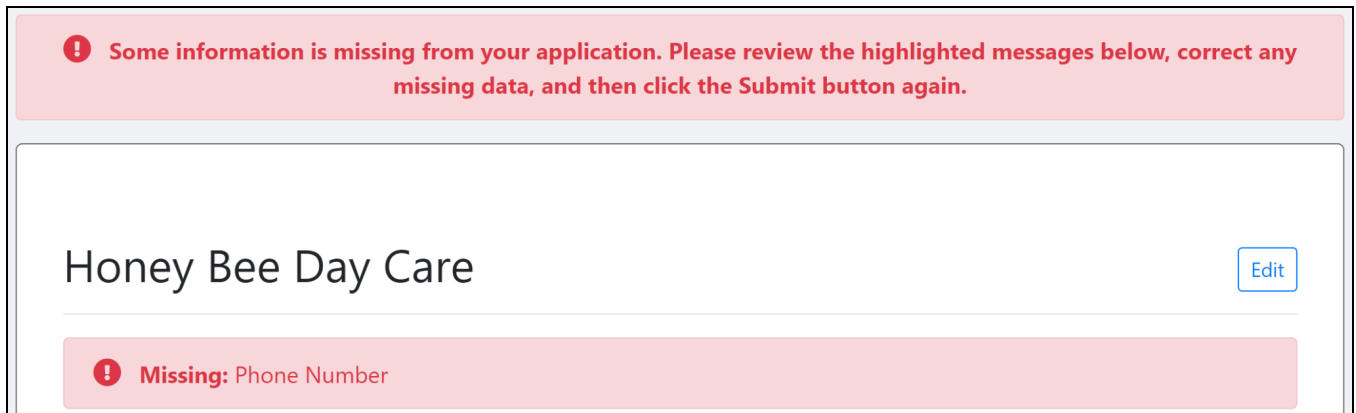Start Over   Check for Errors   Submit Application   Exit Application Editor

Submit Application

1   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.
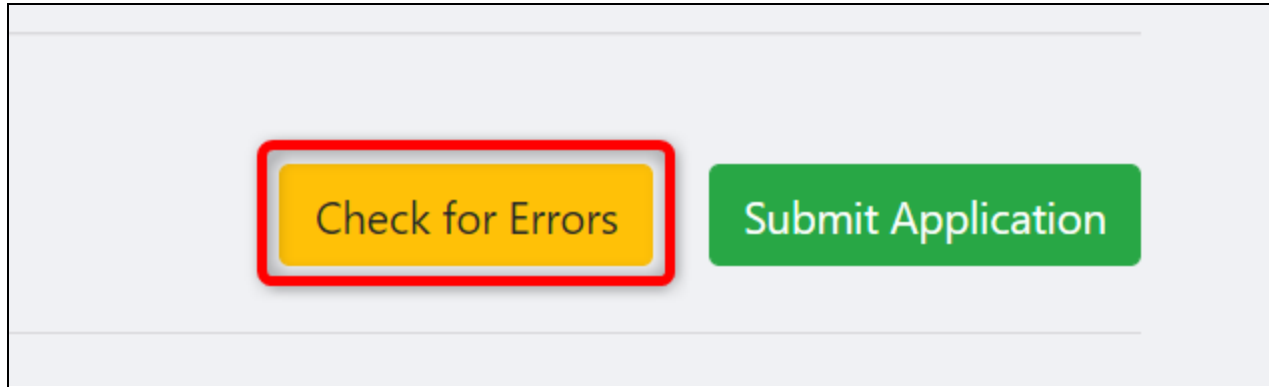
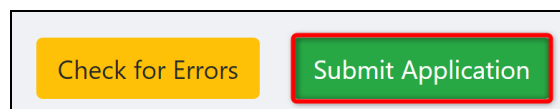A green banner indicates the application is ready for submission.
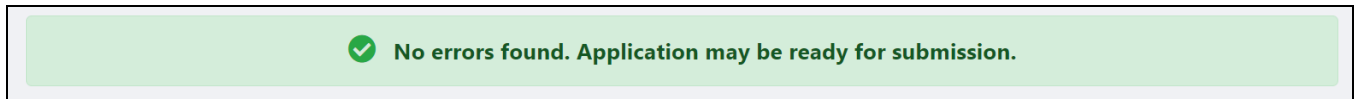
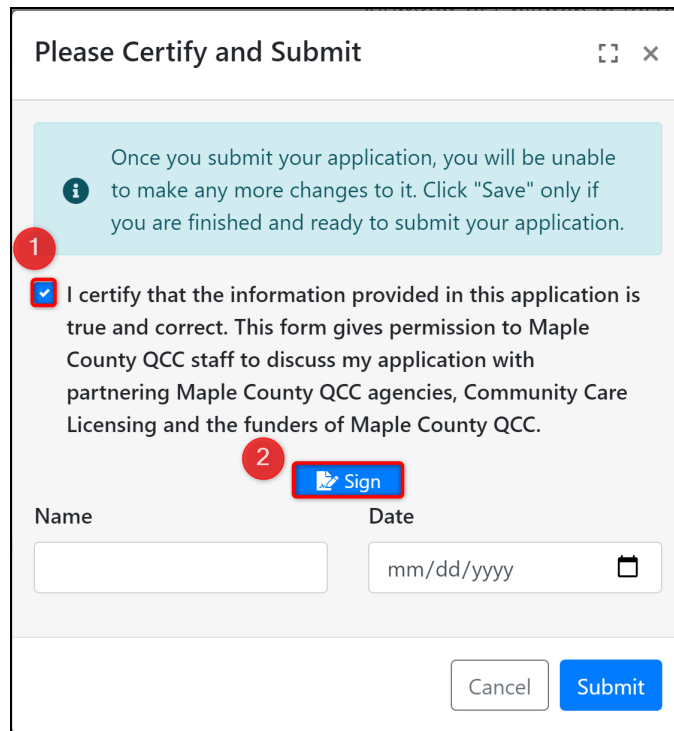A red banner indicates there are errors that should be addressed before submitting.

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:

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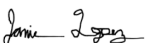
5   You can finalize your submission by clicking on the blue "Submit" button at the bottom of the modal. But be careful, you will be unable to edit your application once it has been submitted. Unless it is flagged as "Revisions Needed" by a staff member, at which point you will be able to make edits.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