

# Reviewing an Application

**Roles that Have Access:** Funder Admin, Funder Viewer (*view-only*)

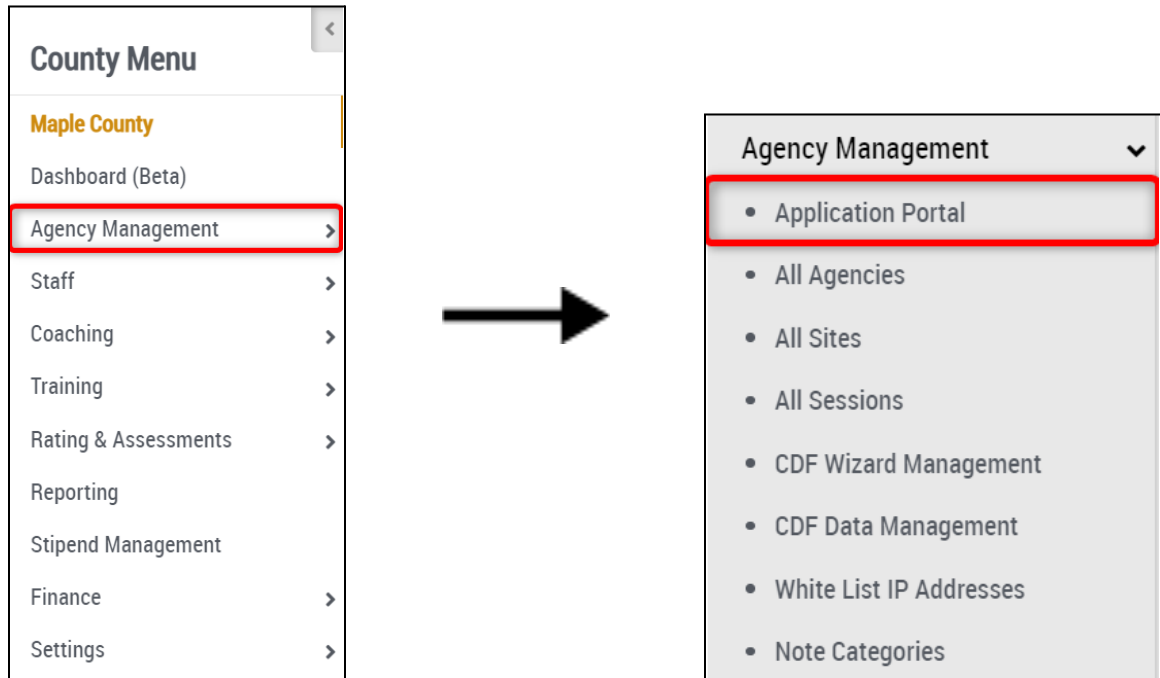
When an agency application is being reviewed, a QRIS Administrator will process the agency/site/session data that they want to “approve” into the county/consortia data system. Hubbe will create records inside the data system for approved data. This will help your county/consortia have an updated and complete data system that accurately represents your county/consortia.

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# Navigating to the Application Portal

To navigate to the Application Portal where you can review submitted applications, view completed applications, and archive applications, first click on “Agency Management” within the **County Menu**. From the submenu options, then select “Application Portal.”



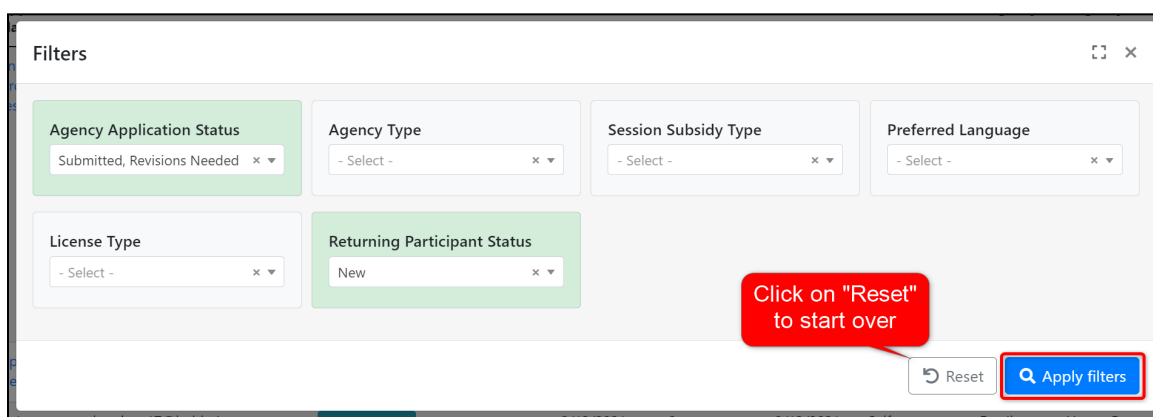
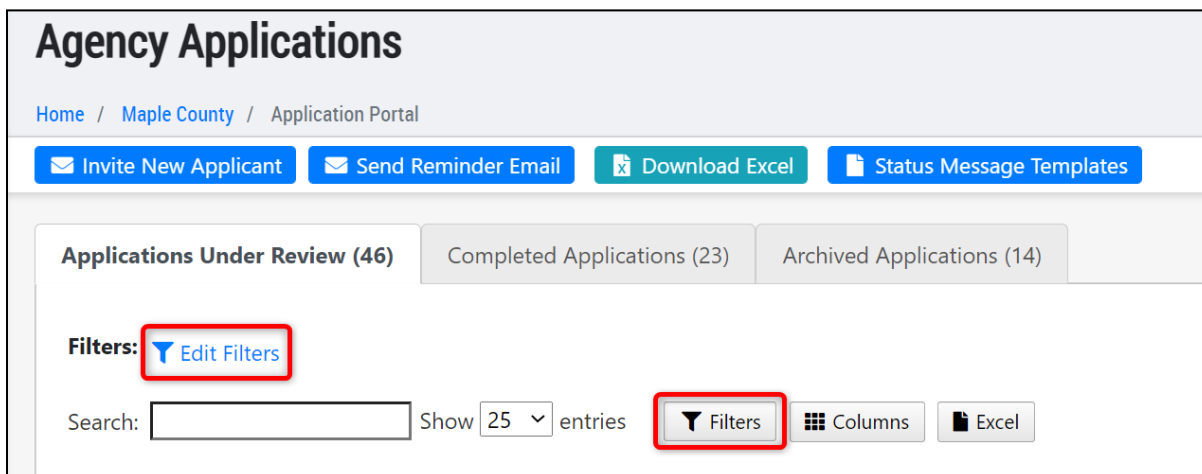
2

You will then land on the Application Portal record. We will go into further detail about how to review an application in the sections below.

Agency Applications													
Home / Maple County / Application Portal													
<a href="#">Invite New Applicant</a> <a href="#">Send Reminder Email</a> <a href="#">Download Excel</a> <a href="#">Status Message Templates</a>													
Applications Under Review (46) Completed Applications (23) Archived Applications (14)													
Filters: <a href="#">Edit Filters</a>													
Search: <input type="text"/> Show 25 entries <a href="#">Filters</a> <a href="#">Columns</a> <a href="#">Excel</a>													
Applicant Name	Applicant Email	Application Status	Notes	Submitted On	Days Since Submitted	Invite Sent	Invited by	Agency Type	Agency Name	Site Names	Session Subsidy Types	Returning Participant Status	Reviewer Notes
Adam	adam@noemail.com <a href="#">Resend email / Reset password</a>	Submitted	(1)	8/19/2021	0	8/16/2021	Self-registered	Center-Based	Leapfrog Preschool	Lily Pad Site	California State Preschool Program (CSPP) Part Day	New	<a href="#">✓</a>
Jamie	jamie@noemail.com <a href="#">Resend email / Reset password</a>	Submitted	(0)	8/13/2021	3	8/13/2021	Self-registered	Family Childcare Provider	Honey Bee Day Care	Honey Bee Day Care	FCCHEN Family Child Care Home Education Network	New	<a href="#">✓</a>
Happy Day Agency	happyday@hdad.org <a href="#">Resend email / Reset password</a>	Submitted	(0)	8/10/2021	6	8/10/2021	Admin	Center-Based	Happy Day	Happy Campers	Federal Head Start	New	<a href="#">✓</a>

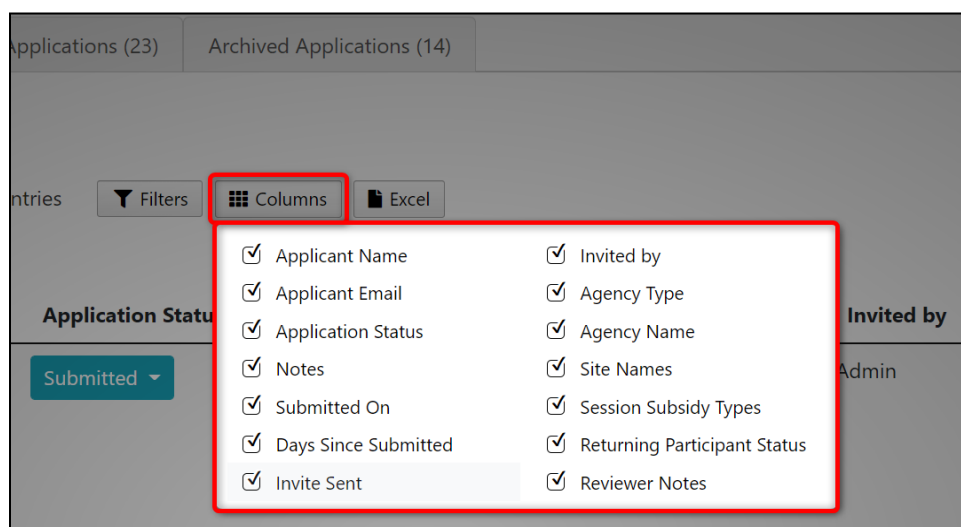
3

Within each tab at the top of the grid, you will see an “Edit Filters” button. By clicking on either of these filter buttons, a pop-up modal will appear. Select the filter(s) you would like to use, such as Agency Application Status or Returning participant Status, and then select the blue “Apply filters” button to filter the grid to those selections. Your filter selections will appear as badges at the top of the grid.



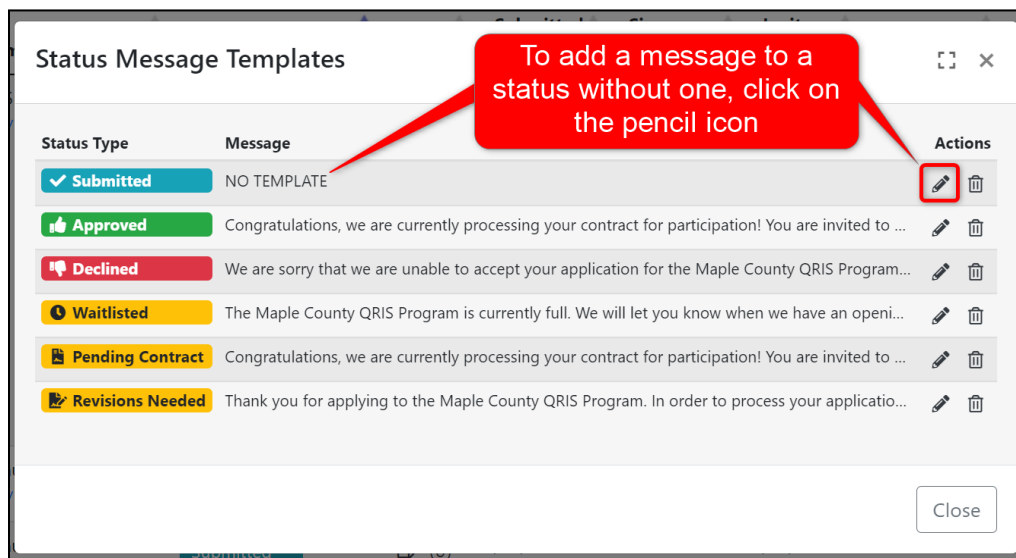
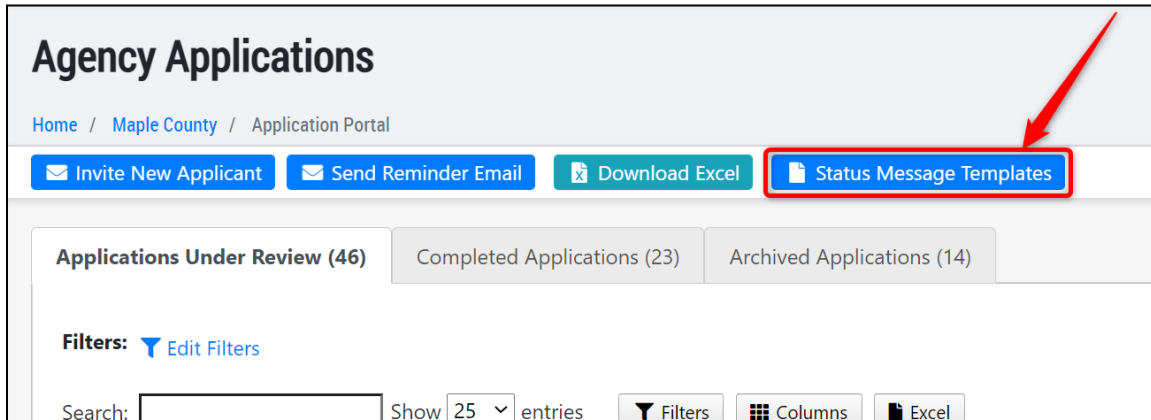
4

Also at the top of each grid there are “Columns” and “Excel” buttons. Click on the “Columns” button to select which columns to include on your grid. Whichever columns are selected will be included on your excel download. Click on “Excel” to download the Excel document.

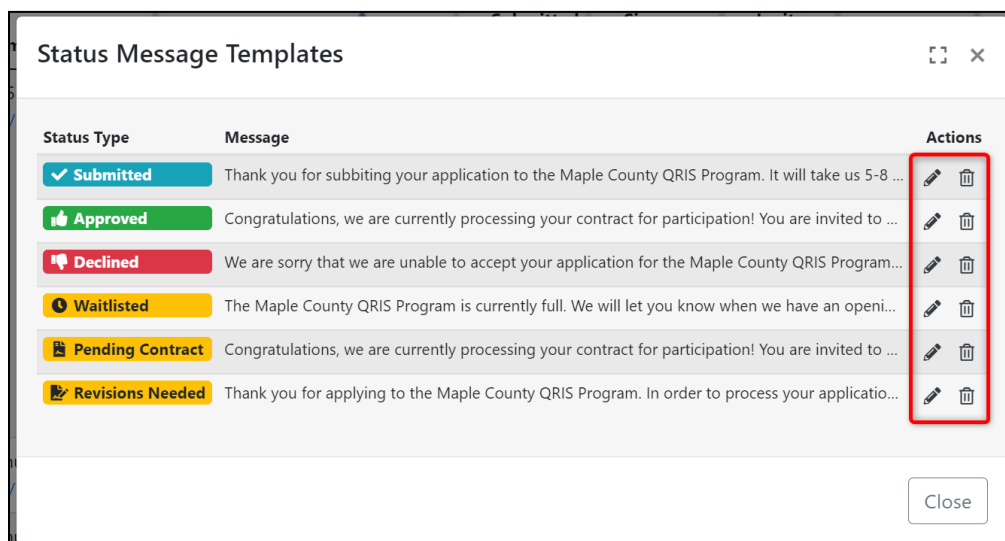


5

Everytime the status of an application changes, the applicant gets notified. You can create template messages to be sent with the status changes by clicking on the blue “Status Message Templates” button at the top of the page. A modal will open, next to the status you would like to create a message click on the pencil icon, enter the message and click “save.” Your new message will appear next to the status in the modal. To delete an existing template message, click on the trashcan icon.



When you have finished adding or editing the status messages, click on the gray “Close” button.



# Reviewing an Application

When an application is submitted, the status will change from “In Progress” to “Submitted” on the “Applications under Review” grid.



After reviewing the application, you have the following status types to select:

1. Revisions Needed
2. Waitlisted
3. Declined
4. Pending Contract
5. Approved
6. Partially Approved

An application status can then be assigned by clicking on the “Submitted” button. When selected, a drop-down menu appears listing the various statuses.

Applicant Name	Applicant Email	Application Status	Notes	Submitted On	Days Since Submitted	Invite Sent	
Adam	adam@noemail.com <a href="#">Resend email / Reset password</a>	Submitted ▾	(0)	8/17/2021	0	8/16/2021	Se req
Jamie	jamie@noemail.com <a href="#">Resend email / Reset password</a>	Submitted ▾	(0)	8/13/2021	3	8/13/2021	Se req
Happy Day Agency	andrea@noemail.com <a href="#">Resend email / Reset password</a>	Submitted ▾	(0)	8/10/2021	6	8/10/2021	Ac
Evelyn	evelyn@noemail.com <a href="#">Resend email / Reset password</a>	Partially Approved ▾	(2)	4/9/2020	494	9/20/2019	Se req

4

Before a status is given, the application must first be reviewed. To review an application, click on the applicant name in blue.

Applicant Name	Applicant Email	Application Status	Notes	Submitted On	Day Since Sub
<a href="#">Adam</a>	adam@noemail.com <a href="#">Resend email</a> / <a href="#">Reset password</a>	Submitted	(0)	8/17/2021	0

5

At the top of the page, there will either be a green banner with the message “No errors found. Application ready for submission.” or a red banner with the message “Some information is missing from the application. Please review the highlighted messages below.” These banners are designed to help reviewers easily identify if there are errors, and if so what those errors are.

### Agency Application Review

Leapfrog Preschool

[Home](#) / [Maple County](#) / Agency Application Review

[Back to Grid](#)
[Approve Application](#)
[Edit Application](#)

Please review the agency application below. When ready, mark the "Approve" checkbox next to each site and each session that you want to approve and import into Hubbe at this time, and then click the Approve Application button at the top of the page.

No errors found. Application may be ready for submission.

Leapfrog Preschool

Submitted by **Adam** on 8/17/2021

Address	Agency Type	Phone Number
7600 Orange Street	Center-Based	(555) 555-5555

OR

### Agency Application Review

Tiny Tots Agency

[Home](#) / [Maple County](#) / Agency Application Review

[Back to Grid](#)
[Approve Application](#)
[Edit Application](#)

Please review the agency application below. When ready, mark the "Approve" checkbox next to each site and each session that you want to approve and import into Hubbe at this time, and then click the Approve Application button at the top of the page.

Some information is missing from the application. Please review the highlighted messages below.

Tiny Tots Agency

Submitted by **Marko Stroll** on 2/21/2020

Missing: Agency Director

Address	Agency Type	Phone Number
11956 Bernardo Plaza Dr Suite 406 San Diego, CA, 92128 Yuba	Center-Based	(760) 644-4922
Agency Director	California Department of Education Vendor #	Provider FEIN Returning Participant Status

6

To review the application, scroll down making sure to look at the agency, site, and session-level data. To review session-level information, click on the session name. This will expand the window to display the session information.

**Sites Belonging to Leapfrog Preschool**

**Lily Pad Site** ☐ Approve

Address 1193 Orange Plaza Maple, CA, 97685 Maple	Early Learning Setting C - Center-Based Care	Phone Number (760) 555-5555	Site Supervisor Lauren Plag laurenplag@noemail.com (878) 333-5647 Registry ID: 10057845561 Site Supervisor Ethnicity: Unknown Races: White
---	---	--------------------------------	---

CCL License #1 71699372 Child Care   Infant Center   serves ages 0-2 <a href="#">CDSS Link to License Record</a>	CCL License #2	CCL File Review
--	----------------	-----------------

File Review ID    Reviewer Name    Date    Notes

(no CCL File Reviews have been created for this site)

[+ Create a CCL File Review](#)

Sessions [\(click on session name to expand\)](#)

<a href="#">Jump Start AM</a>	Room 5	AM (8:00 AM - 12:00 PM)	<input type="checkbox"/> Approve
-------------------------------	--------	-------------------------	----------------------------------



[CDSS Link to License Record](#) (no CCL File Reviews have been created for this site)

[+ Create a CCL File Review](#)

Sessions [\(click on session name to expand\)](#)

<p>Language of Instruction English and Spanish</p> <p>Lead Teacher Alexandria Cortez alexacortez@noemail.com (878) 494-7765 Registry ID: 10057553876 Lead Teacher Ethnicity: Hispanic or Latino</p> <p>Age Group Infants (0-18 months) Toddlers (18-36 months)</p>	<p>Room 5</p> <p>Language of Children (Majority) Spanish</p> <p>Other Teacher</p> <p>Subsidy Type for the Children California State Preschool Program (CSPP) Part Day</p>	<p>AM (8:00 AM - 12:00 PM)</p> <p>Capacity 20</p> <p>Instructional Assistant</p>	<input type="checkbox"/> Approve
--	---	--	----------------------------------

**Note:** You may complete a CCL File Review during the review process. This step is optional, but can be helpful.

7

If the application **doesn't** have errors and is ready to be approved, click on the green "Approve Application" button at the top of the page. This will automatically change the status of the application from "Submitted" to "Approved" and will notify the applicant of this new status.

**Agency Application Review**  
Leapfrog Preschool

[Home](#) / [Maple County](#) / Agency Application Review

[← Back to Grid](#) [✓ Approve Application](#) [✎ Edit Application](#)

Please review the agency application below. When ready, mark the "Approve" checkbox next to each site and each session that you want to approve and import into Hubbe at this time, and then click the Approve Application button at the top of the page.

✓ No errors found. Application may be ready for submission.

8

Alternatively, if the application **has** errors, you can either notify the applicant that revisions are needed or edit the application yourself. We will discuss how to change the status from “Submitted” to “Revisions Needed” later in this document. In order to edit the application, click on the blue “Edit Application” button at the top of the page. This will lead you to the Application Editor portal where you can directly fix errors on the application.

**Agency Application Review**  
Tiny Tots Agency

[Home](#) / [Maple County](#) / Agency Application Review

[← Back to Grid](#) [✓ Approve Application](#) [✎ Edit Application](#)

Please review the agency application below. When ready, mark the "Approve" checkbox next to each site and each session that you want to approve and import into Hubbe at this time, and then click the Approve Application button at the top of the page.

! Some information is missing from the application. Please review the highlighted messages below.



Select Language ▼ Home Application Overview [Exit Application Editor](#) Help

# Maple County Application

Supporting Children and Their Parents

You have been invited to apply to participate in 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. You will be completing information about your agency as well as about the sites and sessions you wish to apply to participate in the QRIS. Note that 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. When you are finished, please sign and click the submit button. The county/consortia will then be able to review your application. Note that not all applications may be recommended for participation due to capacity limitations in some counties. You can log back into this portal to check on the status of your application after it has been submitted. Applicants will also be notified by the local QRIS Coordinator after your application has been reviewed.

Thank you for taking the time to complete your application!

[Continue Application](#)



# Application Status

## Revisions Needed

If an application needs revisions, navigate to the “Agency Applications” page. Then click “Submitted” and select “Revisions Needed” from the drop-down menu.

Applicant Name	Applicant Email	Application Status	Notes	Submitted On	Days Since Submitted	Invite Sent
Adam	adam@noemail.com <a href="#">Resend email / Reset password</a>	Submitted	(1)	8/17/2021	0	8/16/2021
Jamie	jamie@noemail.com <a href="#">Resend email / Reset password</a>	Revisions Needed	(0)	8/13/2021	3	8/13/2021
Happy Day Agency	happyday@hdad.org <a href="#">Resend email / Reset password</a>	Submitted	(0)	8/10/2021	6	8/10/2021
Evelyn	evelyn@noemail.com	Partially Approved	(2)	7/9/2021	46	7/1/2021

A modal will appear, entitled “Change Agency Application Status.” In the “Status Change Note” text-box, write a message to the applicant explaining why the application has been marked as “Revisions Needed” and provide information on what is needed for the application to be approved. You can expand the text-box by dragging the lower-right corner (reference image below). You can send an email to the applicant with a notification as well. When you are finished, click “Save.” The status change and message will display on the applicant’s portal, and an email will be sent.

### Change Agency Application Status

Agency application: **Leapfrog Preschool**

Current status: **Submitted**      New status: **Revisions Needed**

Status Change Note (visible by applicant)

Thank you for applying to the Maple County QRIS Program. In order to process your application we need a copy of the transcripts and ECE permits of all lead teachers and site supervisors. Please go back into your application and select the "Add Attachments" button to attach these documents. Thank you!

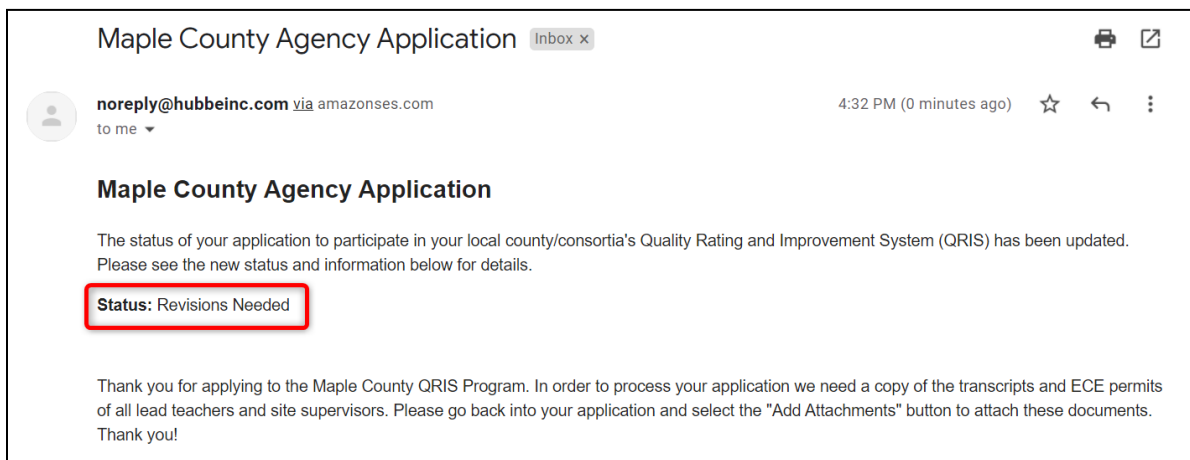
☒ Send status change email to the applicant

**Check here to send an email to the applicant**


**Drag to expand**

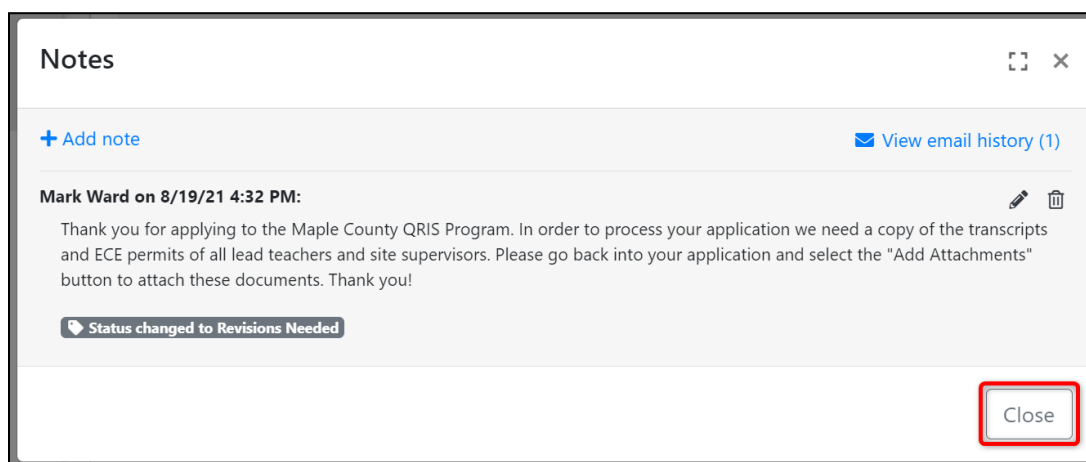
Cancel Save

The email received by the applicant will look similar to this:




The status will also change on the grid. Next to the “Revisions Needed” status, there is a yellow sticky note icon. When selected, the note icon will display the note written to the applicant.

Applicant Name	Applicant Email	Application Status	Notes	Submitted On	Days Since Submi
Adam	adam@noemail.com <a href="#">Resend email / Reset password</a>	Revisions Needed ▾	 (1)	8/17/2021	0



A QRIS administrator can write a note that will not be visible to the applicant in the “Reviewer Notes” column. To add a note, click the blue pencil icon, enter a note, and click “Save.”

Session Subsidy Types	Returning Participant Status	Reviewer Notes
California State Preschool Program (CSPP) Part	New	



Add/Edit Reviewer Notes

Reviewer Notes (internal, not visible by applicant)


Applicant did not complete the request for permits

Cancel
Save

When an application status changes, the applicant's portal will update with the new status. In this case, the applicant will be able to see the status of his/her application and the note from a county QRIS administrator (reference the image below).

Maple County  
Application

Maple County



Supporting Children and Their Parents

You have been invited to apply to participate in 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. You will be completing information about your agency as well as about the sites and sessions you wish to apply to participate in the QRIS. Note that 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. When you are finished, please sign and click the submit button. The county/consortia will then be able to review your application. Note that not all applications may be recommended for participation due to capacity limitations in some counties. You can log back into this portal to check on the status of your application after it has been submitted. Applicants will also be notified by the local QRIS Coordinator after your application has been reviewed.

Thank you for taking the time to complete your application!

Application Status

Revisions Needed

Comments


Mark Edward on 8/19/21 4:32 PM:

Thank you for applying to the Maple County QRIS Program. In order to process your application we need a copy of the transcripts and ECE permits of all lead teachers and site supervisors. Please go back into your application and select the "Add Attachments" button to attach these documents. Thank you!

Status changed to Revisions Needed

Revise Application



The applicant will be able to edit the application by clicking the blue “Revise Application” button and, when ready, will be able to re-submit the application. When an application is re-submitted, the application status on the grid will change from “Revisions Needed” back to “Submitted.” The note icon will remain “attached” to the application.

Applicant Name	Applicant Email	Application Status	Notes	Submitted On	Days Since Submitted
Adam	adam@noemail.com <a href="#">Resend email / Reset password</a>	Submitted	 (1)	8/17/2021	0

Revision note remains

### Waitlisted

If you wish to waitlist an application, navigate to the “Agency Applications” page. Then click “Submitted” and select “Waitlisted” from the drop-down menu.

Applicant Name	Applicant Email	Application Status	Notes	Submitted On	Days Since Submitted
Adam	adam@noemail.com <a href="#">Resend email / Reset password</a>	Submitted	 (1)	8/19/2021	0
Jamie	jamie@noemail.com <a href="#">Resend email / Reset password</a>	Waitlisted	 (0)	8/13/2021	3
Happy Day Agency	happyday@hdah.org <a href="#">Resend email / Reset password</a>	Archived	(0)	8/10/2021	6

A window will appear, entitled “Change Agency Application Status.” If you created a template message for this status, it will automatically appear here. Otherwise, in the “Status Change Note” text-box, write a message to the applicant explaining why the application has been marked as “Waitlisted.” When you are done writing the note, click “Save.” The application status change and message will display on the applicant’s portal and email notification can be sent.

Change Agency Application Status

Agency application: **Leapfrog Preschool**

Current status: **Submitted**      New status: **Waitlisted**

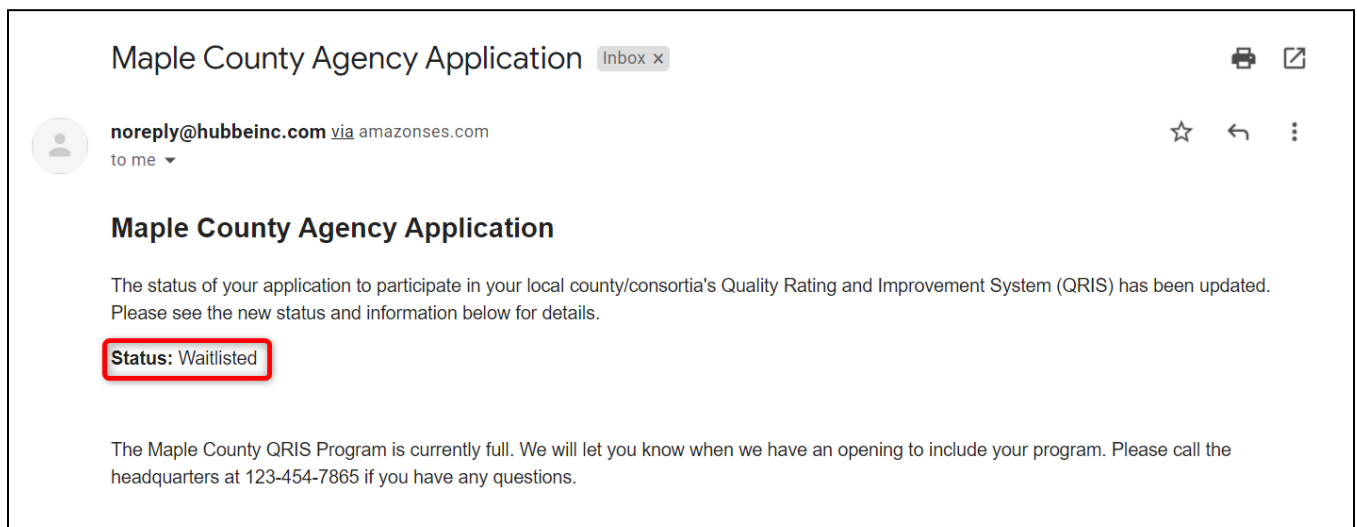
Status Change Note (visible by applicant)

The Maple County QRIS Program is currently full. We will let you know when we have an opening to include your program. Please call the headquarters at 123-454-7865 if you have any questions.


☒ Send status change email to the applicant

Cancel Save

The email received by the applicant will look similar to this:

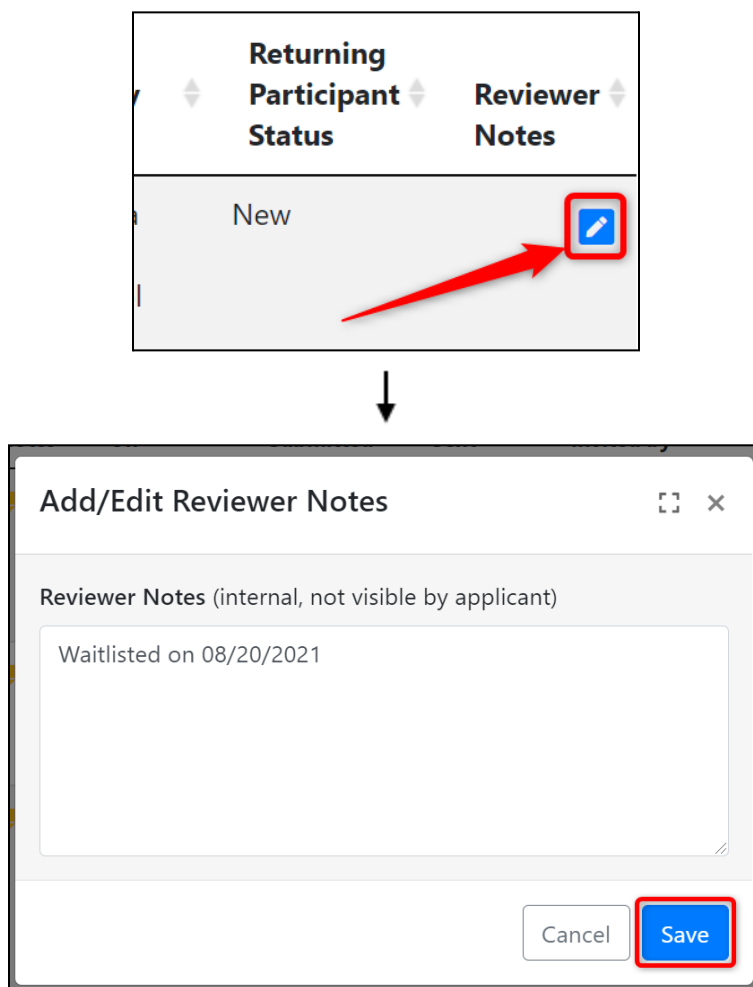


The status will also change on the grid. Next to the “Waitlisted” status, there is a yellow sticky note icon. When selected, the note icon will display the note written to the applicant.

Applicant Name	Applicant Email	Application Status	Notes	Submitted On	Days Since Submitted
Adam	adam@noemail.com <a href="#">Resend email / Reset password</a>	Waitlisted	 (2)	8/19/2021	0

Click on this notes icon to see the message sent to the applicant

A QRIS administrator can write a note that will not be visible to the applicant in the “Reviewer Notes” column. To add a note, click the blue pencil icon, enter a note, and click “Save.”



When an application status changes, the applicant’s portal will update with the new status and an email notification can be sent. Since the application is waitlisted and nothing is needed from the applicant, the applicant will not be able to edit/revise the application. Only this message will appear in the portal.

## Leapfrog Preschool

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**Application Status** Waitlisted

**Comments**

**Kennedy Palmer on 8/20/21 12:39 PM:**  
The Maple County QRIS Program is currently full. We will let you know when we have an opening to include your program. Please call the headquarters at 123-454-7865 if you have any questions.

Status changed to Waitlisted

Sign out

## Declined

To decline an application, navigate to the “Agency Applications” page. Then click “Submitted” and select “Declined” from the drop-down menu.

Applicant Name	Applicant Email	Application Status	Notes	Submitted On	Days Since Submitted
Adam	adam@noemail.com <a href="#">Resend email / Reset password</a>	Submitted	(1)	8/19/2021	0
Jamie	jamie@noemail.com <a href="#">Resend email / Reset password</a>	Declined	(0)	8/13/2021	3
Happy Day Agency	happyday@hdah.org <a href="#">Resend email / Reset password</a>	Archived	(0)	8/10/2021	6

A modal will appear, entitled “Change Agency Application Status.” If you created a template message for this status, it will automatically appear here. Otherwise, in the “Status Change Note” text-box, write a message to the applicant explaining why the application has been marked as “Declined.” When you are done writing the note, click “Save.” The status change and message will display on the applicant’s portal and an email notification can be sent.

Change Agency Application Status

Agency application: Leapfrog Preschool

Current status

✓ Submitted

New status

Declined

Status Change Note (visible by applicant)

↶ ↷ System Font 12pt B I U A ✎ ⋮

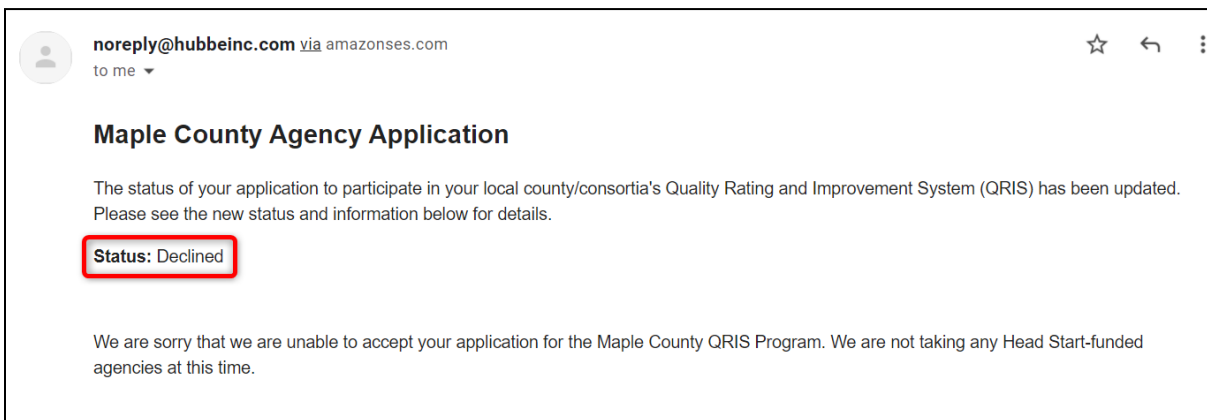
We are sorry that we are unable to accept your application for the Maple County QRIS Program. We are not taking any Head Start-funded agencies at this time.

☒ Send status change email to the applicant

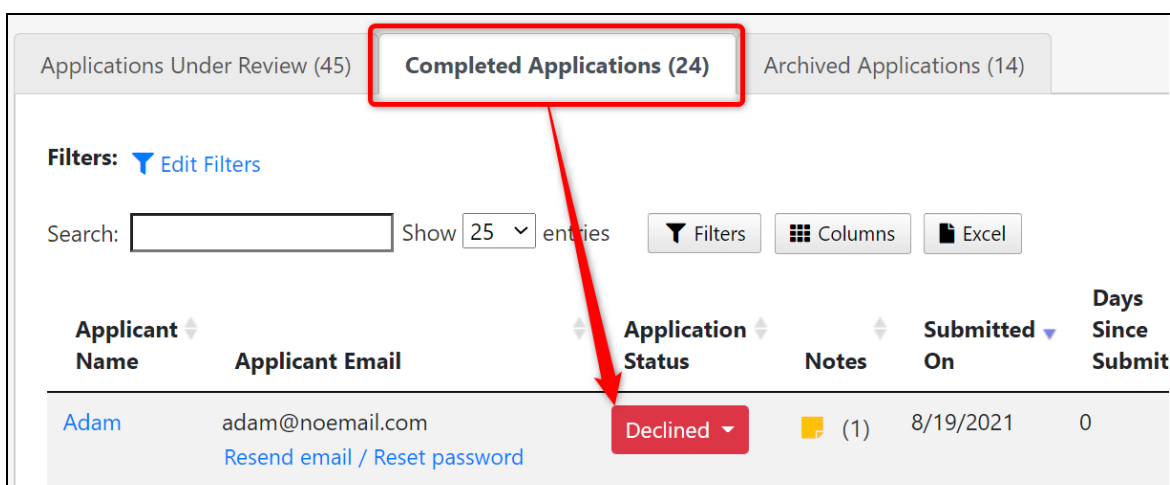
Check to send email to applicant

Cancel Save

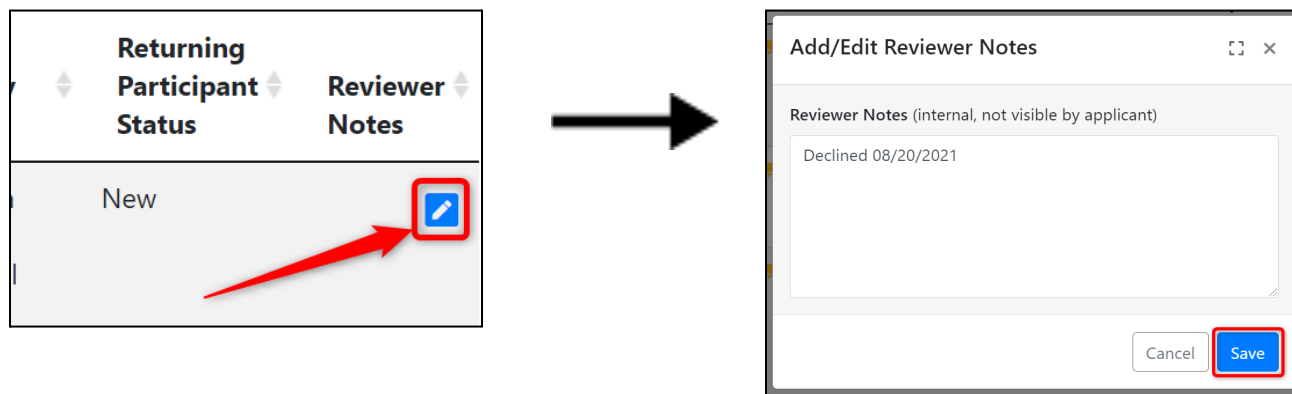
The email received by the applicant will look similar to this:



Applications that have been declined will reside on the “Completed Applications” tab.



A QRIS administrator can write a note that will not be visible to the applicant in the “Reviewer Notes” column. To add a note, click the blue pencil icon, enter a note, and click “Save.”





When an applicant status changes, the applicant’s portal will update with the new status and an email notification can be sent.

## Leapfrog Preschool

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**Application Status** Declined

**Comments**

**Kennedy Palmer on 8/20/21 12:56 PM:**  
 We are sorry that we are unable to accept your application for the Maple County QRIS Program. We are not taking any Head Start-funded agencies at this time.

Status changed to Declined

[Sign out](#)

If an application was marked “Declined” accidentally, the status can be changed. To do so, click on “Declined” and select the appropriate status. Changing a status from declined will move the application back to the “Applications under Review” tab.

Applicant Name	Applicant Email	Application Status	Notes	Submitted On	Days Since Submitted	Inv Ser
Adam	adam@noemail.com <a href="#">Resend email / Reset password</a>	Declined	(1)	8/19/2021	0	8/16
Little Bears FCCH	Claire@noemail.com <a href="#">Resend email / Reset password</a>			/16/2021	3	10/2
Tiny Tots USD	evelyn@noemail.com <a href="#">Resend email / Reset password</a>			/13/2021	46	7/12

- Submitted
- Approved
- Declined
- Waitlisted
- Pending Contract
- Revisions Needed
- Archived

## Pending Contract

If an application is pending a contract, navigate to the “Agency Applications” page. Then click “Submitted” and select “Pending Contract” from the drop-down menu.

Applicant Name	Applicant Email	Application Status	Notes	Submitted On	Days Since Submit
Adam	adam@noemail.com <a href="#">Resend email / Reset password</a>	Submitted	(1)	8/19/2021	0
Jamie	jamie@noemail.com <a href="#">Resend email / Reset password</a>		(0)	8/13/2021	3
Happy Day Agency	happyday@hdah.org <a href="#">Resend email / Reset password</a>		(0)	8/10/2021	6

A modal will appear, entitled “Change Agency Application Status.” If you created a template message for this status, it will automatically appear here. Otherwise, in the “Status Change Note” text-box, write a message to the applicant explaining why the application has been marked as “Pending Contract” and provide information on what else is needed for the application to be approved. When you are finished, click “Save.” The status change and message will display on the applicant’s portal, and an email will be sent if marked.

Change Agency Application Status

Agency application: Leapfrog Preschool

Current status

✓ Submitted

New status

Pending Contract

Status Change Note (visible by applicant)

↶ ↷ System Font 12pt B I U A ✎ ⋮

Congratulations, we are currently processing your contract for participation! You are invited to one of the following orientations where we will sign the contract and provide an orientation to the program. Please bring all site supervisors and the program director to this orientation.

October 5th at the Maple County Library from 5:00-7:00 pm- 234 Maple Street Maple CA 92765

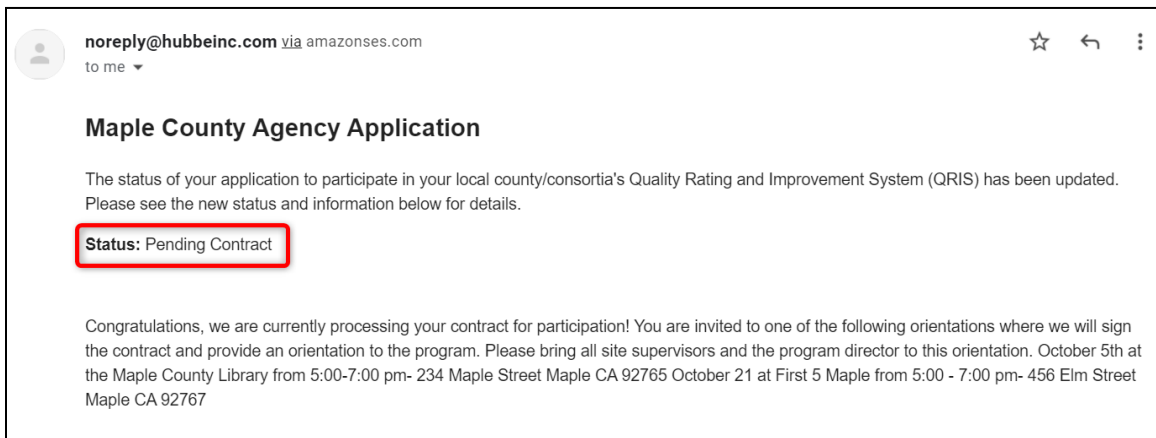
October 21 at First 5 Maple from 5:00 - 7:00 pm- 456 Elm Street Maple CA 92767

☒ Send status change email to the applicant


Check to send email to applicant

Cancel Save

The email received by the applicant will look similar to this:

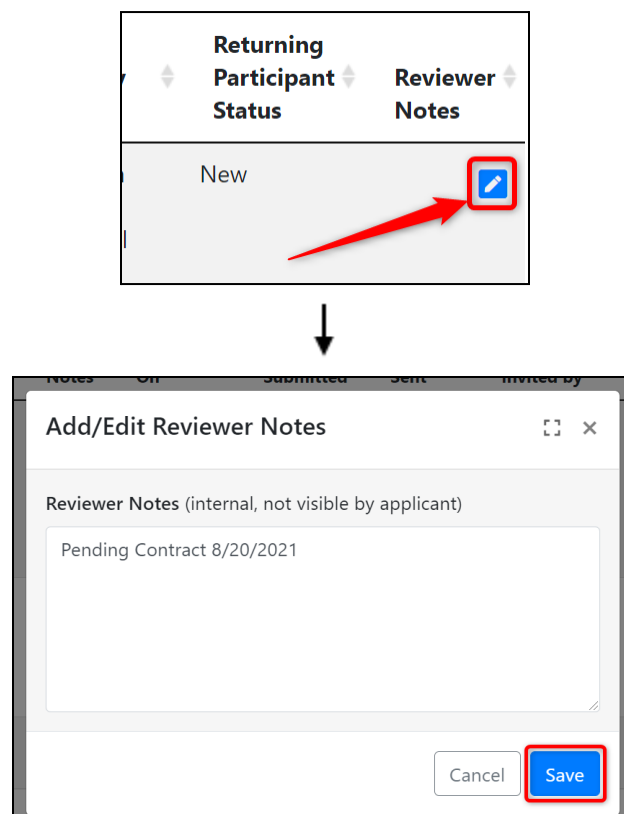


The status will also change on the grid. Next to the “Pending Contract” status, there is a yellow sticky note icon. When selected, the note icon will display the note written to the applicant.

Applicant Name	Applicant Email	Application Status	Notes	Submitted On	Days Since Submitted
Adam	adam@noemail.com <a href="#">Resend email / Reset password</a>	Pending Contract	 (2)	8/19/2021	0

Click on this notes icon to see the message sent to the applicant

A QRIS administrator can write a note that will not be visible to the applicant in the “Reviewer Notes” column. To add a note, click the blue pencil icon, enter a note, and click “Save.”



When an application status changes, the applicant's portal will update with the new status. In this case, the applicant will be able to see the status of their application and the note from a county QRIS administrator (reference the image below).

## Leapfrog Preschool

Application Status
Pending Contract

Comments

**Kennedy Palmer on 8/20/21 2:39 PM:**

Congratulations, we are currently processing your contract for participation! You are invited to one of the following orientations where we will sign the contract and provide an orientation to the program. Please bring all site supervisors and the program director to this orientation. October 5th at the Maple County Library from 5:00-7:00 pm- 234 Maple Street Maple CA 92765 October 21 at First 5 Maple from 5:00 - 7:00 pm- 456 Elm Street Maple CA 92767

Status changed to Pending Contract

**Kennedy Palmer on 8/19/21 2:25 PM:**

Thank you for submitting your application to the Maple County QRIS Program. It will take us 5-8 days to process your application and determine eligibility. While you are waiting, please gather documentation regarding your staff's education. We will need a copy of all ECE Permits and college degrees. The higher the education of your staff, the higher your site will be rated. We will provide specific instruction son what to submit soon, but you can let your staff know to begin pulling together their transcripts and ECE Permits. Thank you!

Status changed to Submitted

Sign out

Approved

Once an application is ready to be approved, either change the Application Status to Approved, or click on the applicant's name to view their application record.

Applicant Name	Applicant Email	Application Status	Notes	Submitted On	Days Since Submitted	Ir S
Adam	adam@noemail.com <a href="#">Resend email / Reset password</a>	Submitted	(1)	8/19/2021	0	8/
Jamie	<a href="#">Resend email / Reset password</a>		(0)	8/13/2021	3	8/
Happy Day Agency	happyday@hdad.org <a href="#">Resend email / Reset password</a>	Submitted	(0)	8/10/2021	6	8/

Click on their name or "Approved"

- Submitted
- Approved
- Declined
- Waitlisted
- Pending Contract
- Revisions Needed
- Archived

2

Mark the "Approve" checkbox next to each site and each session that you want to approve and import into Hubbe at this time. Data that is not "Approved" will not be imported into the data system. We will discuss the "Partially Approved" status in the next section.

### Sites Belonging to Leapfrog Preschool

#### Lily Pad Site

Address	Early Learning Setting	Phone Number	Site Supervisor
1193 Orange Plaza Maple, CA, 97685 Maple	C - Center-Based Care	(760) 555-5555	Lauren Plag laurenplag@noemail.com (878) 333-5647 Registry ID: 10057845561 Site Supervisor Ethnicity: Unknown Races: White

CCL License #1

71699372

Child Care | Infant Center | serves ages 0-2

[CDSS Link to License Record](#)

CCL License #2

CCL File Review

File Review ID	Reviewer Name	Date	Notes
(no CCL File Reviews have been created for this site)			

[+ Create a CCL File Review](#)

☒ Approve

Sessions (click on session name to expand)

<p>&gt; <a href="#">Jump Start AM</a></p>	<p>Room 5</p>	<p>AM (8:00 AM - 12:00 PM)</p>	<div style="border: 1px solid #ccc; padding: 2px; display: inline-block;"> <input checked="" type="checkbox"/> Approve         </div>
---	---------------	--------------------------------	---

Mark how you would like to import the agency into Hubbe. You can either create a new agency or only import the approved site(s) and session(s) into an existing agency.

**Note:** This is an important part of the application. If you choose "Existing Agency," make sure to select which agency to import into using the drop down bar. You must also select which site and/or session to include in this import, make sure to only include **new** sites or sessions since any pre-existing ones will be duplicated within that agency. It is recommended you also check what site and session IDs this agency already has, so that you can follow that pattern when assigning the new site and/or sessions to this agency.

How would you like to import this agency into Hubbe?

---

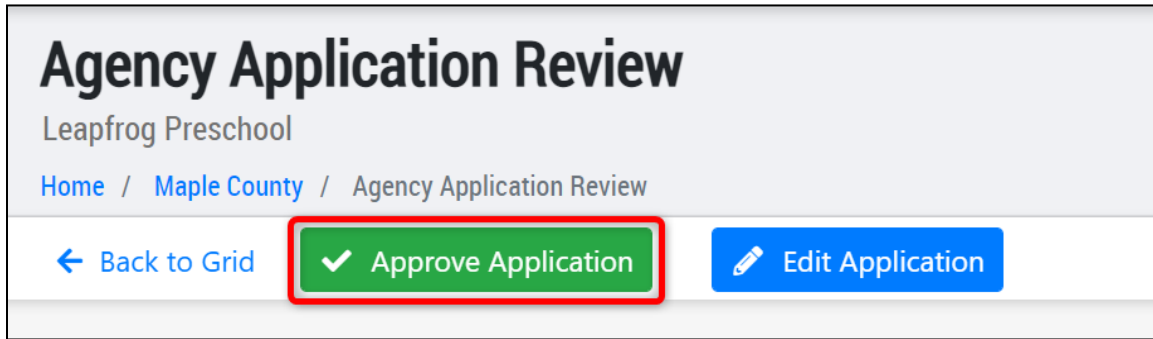
☐ **New Agency** - new agency will be created using information above

☐ **Existing Agency** - agency information above will be ignored, and only the *approved* site(s) and session(s) below will be imported into the existing agency you specify

- SELECT -

3

When you are done reviewing the application and approving the data, click the green “Approve Application” button at the top of the page.



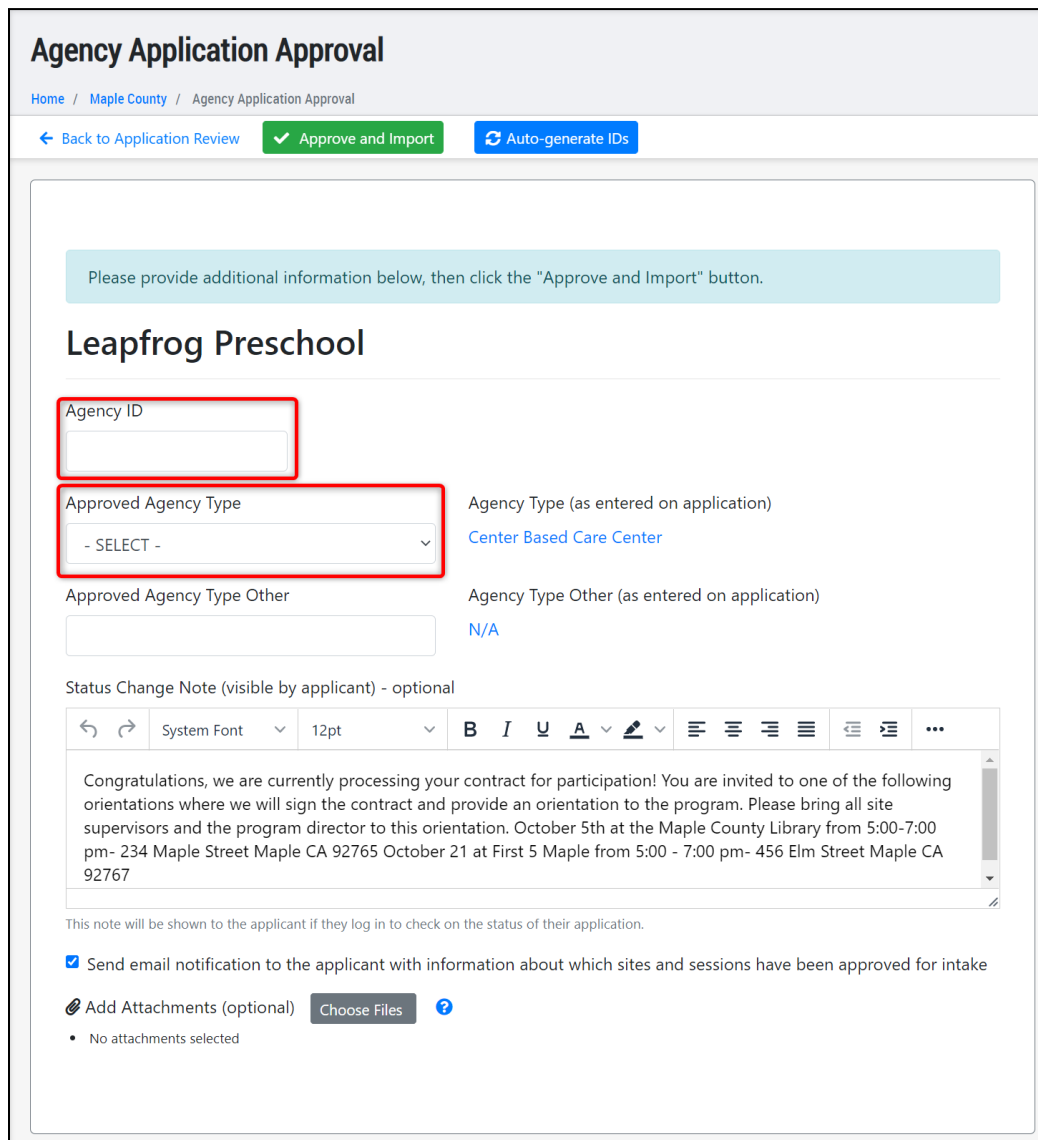
**Agency Application Review**  
Leapfrog Preschool

[Home](#) / [Maple County](#) / Agency Application Review

[← Back to Grid](#) [✓ Approve Application](#) [✎ Edit Application](#)

4

Before the data from an application can be imported, you will need to assign a unique Agency ID, Site ID, and Session ID for each agency, site, and session. You must also select the Approved Agency Type for the agency. A status change email may be sent to the applicant.



**Agency Application Approval**  
Leapfrog Preschool

[Home](#) / [Maple County](#) / Agency Application Approval

[← Back to Application Review](#) [✓ Approve and Import](#) [Auto-generate IDs](#)

Please provide additional information below, then click the "Approve and Import" button.

**Leapfrog Preschool**

Agency ID

Approved Agency Type  
- SELECT -

Approved Agency Type Other

Agency Type (as entered on application)  
Center Based Care Center

Agency Type Other (as entered on application)  
N/A

Status Change Note (visible by applicant) - optional

System Font 12pt B I U A

Congratulations, we are currently processing your contract for participation! You are invited to one of the following orientations where we will sign the contract and provide an orientation to the program. Please bring all site supervisors and the program director to this orientation. October 5th at the Maple County Library from 5:00-7:00 pm- 234 Maple Street Maple CA 92765 October 21 at First 5 Maple from 5:00 - 7:00 pm- 456 Elm Street Maple CA 92767

This note will be shown to the applicant if they log in to check on the status of their application.

☒ Send email notification to the applicant with information about which sites and sessions have been approved for intake

☐ Add Attachments (optional) Choose Files

- No attachments selected







6

Give a unique ID to the first site and its sessions. Make sure the ID follows the same protocol.

Sites Belonging to Leapfrog Preschool

Lily Pad Site

Site ID

SI104.1

Sessions

Jump Start AM

C- Center-Based Care

Session ID \*

SE104.1.1

Continue assigning IDs until every site and every session has one.

For your reference, here is an example of site and session IDs for an Agency with multiple sites and sessions:

Central

Site ID

SI109.1

Sessions

Morning Group

Federal Early Head Start, California State Preschool Program (CSPP) Part Day

Session ID \*

SE109.1.1

Afternoon Group

Federal Early Head Start, California State Preschool Program (CSPP) Full Day

Session ID \*

SE109.1.2

Downtown

Site ID

SI109.2

Sessions

Morning Group

California State Preschool Program (CSPP) Part Day

Session ID \*

SE109.2.1

North

Site ID

SI109.3

Sessions

Morning Group

California State Preschool Program (CSPP) Part Day

Session ID \*

SE109.3.1

Afternoon Group

Federal Early Head Start, California State Preschool Program (CSPP) Part Day

Session ID \*

SE109.3.2

7

When you are done assigning IDs, click the “Approve and Import” button. Hubbe will then create agency, site, and session records for the approved data using the IDs entered.

## Agency Application Approval

[Home](#) / [Maple County](#) / Agency Application Approval

[← Back to Application Review](#)
[✓ Approve and Import](#)
[Auto-generate IDs](#)

Please provide additional information below, then click the "Approve and Import" button.

### Leapfrog Preschool

8

You can view the agency/site/session records inside the data system by clicking “View Agency.”

## Agency Application Approval Confirmation

[Home](#) / [Maple County](#) / Agency Application Approval Confirmation

[← Back to Grid](#)

Application data for Leapfrog Preschool has been approved and imported successfully.

[View Agency](#)



Maple County  
Supporting Children and Their Parents

### Agency Menu

- Leapfrog Preschool
- Agency Settings
- Staff
- Sites (1)
- Sessions/Classrooms (1)
- Families and Parents
- Students
- Scheduling
- Attendance
- CACFP
- ASQ, DRDP, and Referrals
- QIP and Coaching
- ERS, CLASS, and More
- Grants
- QRIS Data Collection

## Leapfrog Preschool

[Home](#) / [Leapfrog Preschool](#)

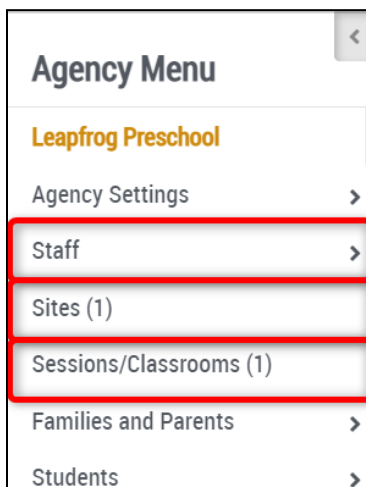
### Agency Information

[Edit](#)

<b>Agency ID</b> Ag1044	<b>Address</b> <a href="#">7600 Orange Street</a> Maple, CA, 97685 Maple	<b>Contact Info</b> Phone: (555) 555-5555 Fax: [None] Email: [None] Website: [None]
<b>Preschool Type</b> Public School District	<b>Codes</b> State Vendor Number: Z767 FIPS CODE: [None] Provider FEIN: [None] D-U-N-S Number: [None] Liability Insurance Expiration Date: [None]	<b>Curriculum</b> none
<b>Parent Portal</b> <a href="#">Parent App Invite</a> [None]		
<b>PayPal Settings</b> Client ID: [None] Secret: [None] <a href="#">Setup PayPal for Pinwheel</a>		

9

Click on the “Sites,” “Sessions,” and “Staff” menu items to view the data recently imported.



The images below display the Site and Session grids in the agency Leapfrog Preschool. As you can see, the staff, room number, times, and other information entered on the application displays on the appropriate grid.

Sites										
Home / Leapfrog Preschool / Sites (1)										
<a href="#">Create Site</a>										
Search: <input type="text"/> Show 10 entries <a href="#">Excel</a>										
Site ID	Site Name	Site Rating	QRIS	QRIS Status	Site Supervisor	Education	Number of Classrooms	Number of Sessions	Number of Students Currently Served	Number of Students Served This Year
SI104.1	Lily Pad Site	NR	IMPACT		Lauren Plag		1	1	0	0

Sessions

Home

Leapfrog Preschool

Sessions/Classrooms (1)

Search:

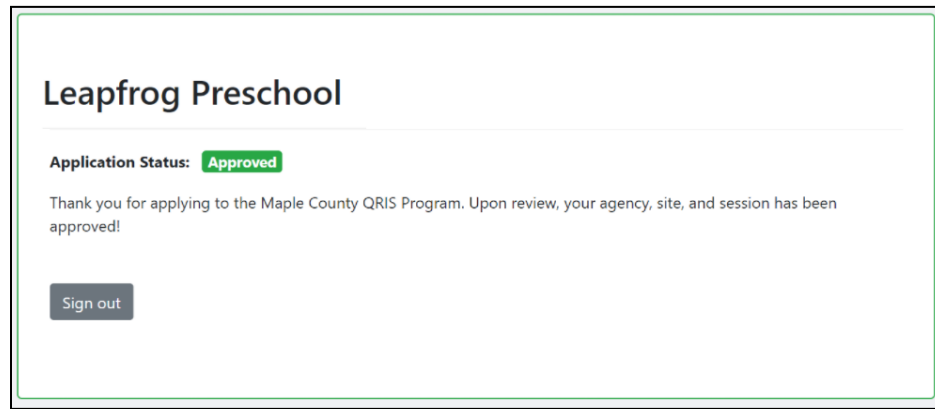
Show 10 entries

Excel

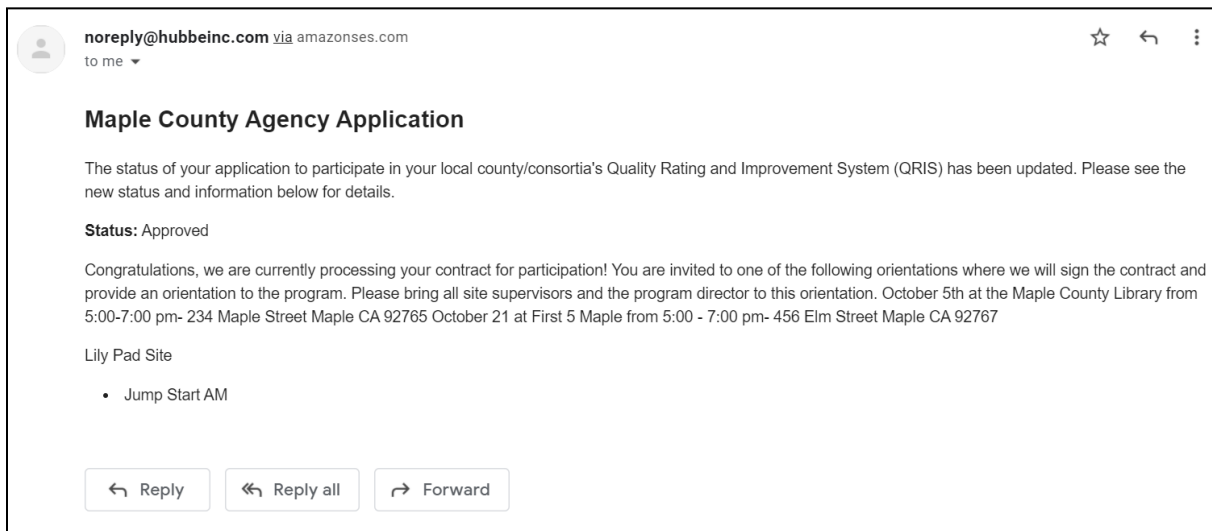
Session ID	Session Name	QRIS	Lead Teacher	Other Teachers	IA's	Age Group(s)	AM-PM-Full Day	Room Number	Enrolled Students	Active Students	Last Date Attendance Taken	Boys	Girls	1 Year Olds	2 Year Olds	3 Year Olds	4 Year Olds	5 Year Olds	Subsidy Types	Site ID	SiteName
SE104.1.1	Jump Start AM		Alexandria Cortez			Infant, Toddler	AM	Room 5	0	0/20	none	0	0	0	0	0	0	0	California State Preschool Program (CSPP) Part Day	SI104.1	Lily Pad Site
Previous1Next																					

Leapfrog Preschool Staff																		
Home / Leapfrog Preschool / Staff (3)																		
<a href="#">Create Agency Staff</a> <a href="#">Send Reminder Email</a> <a href="#">Create Staff Accounts</a>																		
Filters: Active Status <a href="#">Active Only</a> <a href="#">Edit Filters</a>																		
Search: <input type="text"/> Show 25 entries <a href="#">Filters (1 applied)</a> <a href="#">Excel</a> <a href="#">Columns</a> Showing 1 to 3 of 3 entries																		
Type Of Program	Agency	Site	Session	Staff ID	First Name	Last Name	Registry ID	Stipend Program Participant	Work Email	Work Phone	Personal Email	Home Phone	Cell Phone	Title	Account	Roles	Substitute or Floater	Professional Development In Past Year
<input type="checkbox"/>	Leapfrog Preschool			HR12087761	Adam	Herrera	1005784102	No	adam@noemail.com	(555) 555-5555				Center Director		Agency Program Director		0 hours 0 minutes
<input type="checkbox"/>	California First 5 Impact	Leapfrog Preschool	Lily Pad Site	HR12087762	Lauren	Plag	10057845561	No	laurenplag@noemail.com	(878) 333-5647				Site Supervisor		Site Supervisor		0 hours 0 minutes
<input type="checkbox"/>	California First 5 Impact	Leapfrog Preschool	Jump Start AM	HR12087763	Alexandria	Cortez	10057553876	No	alexcortez@noemail.com	(878) 494-7765				Lead Teacher		Lead Teacher		0 hours 0 minutes
Previous 1 Next																		

When an applicant status changes, the applicant's portal will update with the new status and an email notification can be sent.



The email received by the applicant would look similar to this:



## Partially Approved

It is possible for only parts of an agency to be approved. If there is an issue with one of the sites/sessions, then you can choose to not approve this single entity and still approve and import into Hubbe all of the approved sites/sessions.

**Note:** When a site is checked “Approve,” all of its session(s) will initially be marked approved as well. If the site has multiple sessions and you do not want to approve a particular session, uncheck the “Approve” checkbox to leave it unapproved.

### Sites Belonging to Spring Time Preschool

**Central Site**

☒ Approve

Address 11956 Bernardo Plaza Dr, Suite 406 Suite 406 San Diego, CA, 92128 Maple	Early Learning Setting C - Center-Based Care	Phone Number (760) 644-4922	Site Supervisor Mark Adams mark@noemail.com (555) 500-0005 Director Ethnicity: Unknown								
CCL License #1 A12345678 Child Care Center   Preschool – serves ages 2-5 <a href="#">CDSS Link to License Record</a>	CCL License #2	CCL File Review									
<table><thead><tr><th>File Review ID</th><th>Reviewer Name</th><th>Date</th><th>Notes</th></tr></thead><tbody><tr><td colspan="4">(no CCL File Reviews have been created for this site)</td></tr></tbody></table> <div>+ Create a CCL File Review</div>				File Review ID	Reviewer Name	Date	Notes	(no CCL File Reviews have been created for this site)			
File Review ID	Reviewer Name	Date	Notes								
(no CCL File Reviews have been created for this site)											
Sessions (click on session name to expand)											
> State Preschool AM		Room 1	AM (8:00 AM - 5:00 PM) <div><input type="checkbox"/> Approve</div>								

When you are done reviewing the application and approving data, click “Approve Application.”

## Agency Application Review

### Spring Time Preschool

[Home](#) / [Maple County](#) / Agency Application Review

[← Back to Grid](#)

☒ Approve Application

Edit Application

2

Follow the same steps as above to approve the agency. First assign a unique Agency ID, Site ID, and Session ID for each agency, site, and session. Write an optional status change note for the applicant to view by email or on their application portal.

## Agency Application Approval

[Home](#) / [Maple County](#) / Agency Application Approval

[← Back to Application Review](#)
[✓ Approve and Import](#)
[↻ Auto-generate IDs](#)

Please provide additional information below, then click the "Approve and Import" button.

### Spring Time Preschool

Agency ID

AG109

Approved Agency Type

Public School District

Agency Type (as entered on application)

Center-Based

Approved Agency Type Other

Agency Type Other (as entered on application)

N/A

Status Change Note (visible by applicant) - optional

[↶](#)
[↷](#)
System Font
12pt
**B**
*I*
U
A
[↶](#)
[↷](#)

Congratulations, we are currently processing your contract for participation! You are invited to one of the following orientations where we will sign the contract and provide an orientation to the program. Please bring all site supervisors and the program director to this orientation. October 5th at the Maple County Library from 5:00-7:00 pm- 234 Maple Street Maple CA 92765 October 21 at First 5 Maple from 5:00 - 7:00 pm- 456 Elm Street Maple CA 92767

This note will be shown to the applicant if they log in to check on the status of their application.

☒ Send email notification to the applicant with information about which sites and sessions have been approved for intake

[Add Attachments \(optional\)](#)
[Choose Files](#)
[?](#)

- No attachments selected



### Sites Belonging to Spring Time Preschool

Central Site

Site ID

SI109.1

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 ID: 70.181.101.124

A popular and recommended scheme is AG100, AG101, AG102, etc. for each agency. The "AG" stands for "Agency." This protocol can and should be applied to naming sites and sessions as well. A Site ID references the Agency ID it belongs to, while a Session ID references its Site ID. For example, numbering of sites could be SI100.1, SI100.2, and SI100.3 for the agency AG100. The "SI" stands for "Site." An example for session is SE100.1.1, SE100.1.2, SE100.1.3. The "SE" stands for "Session" and the numbering protocol uses the number of the agency and the site the session belongs to.

3

When you are done assigning IDs, click the “Approve and Import” button. Hubbe will then create agency, site, and session records for the approved data using the IDs entered.

## Agency Application Approval

Home / Maple County / Agency Application Approval

[← Back to Application Review](#)
[✓ Approve and Import](#)
[Auto-generate IDs](#)

You can view the agency/site/session records inside the data system by clicking “View Agency.”

## Agency Application Approval Confirmation

Home / Maple County / Agency Application Approval Confirmation

[← Back to Grid](#)

Application data for Spring Time Preschool has been approved and imported successfully.

[View Agency](#)

4

When an applicant status changes, the applicant’s portal will update with the new status and an email notification can be sent.

# Maple County Application



You have been invited to apply to participate in 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. You will be completing information about your agency as well as about the sites and sessions you wish to apply to participate in the QRIS. Note that 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. When you are finished, please sign and click the submit button. The county/consortia will then be able to review your application. Note that not all applications may be recommended for participation due to capacity limitations in some counties. You can log back into this portal to check on the status of your application after it has been submitted. Applicants will also be notified by the local QRIS Coordinator after your application has been reviewed.

Thank you for taking the time to complete your application!

---

**Application Status** Partially Approved

**Comments**

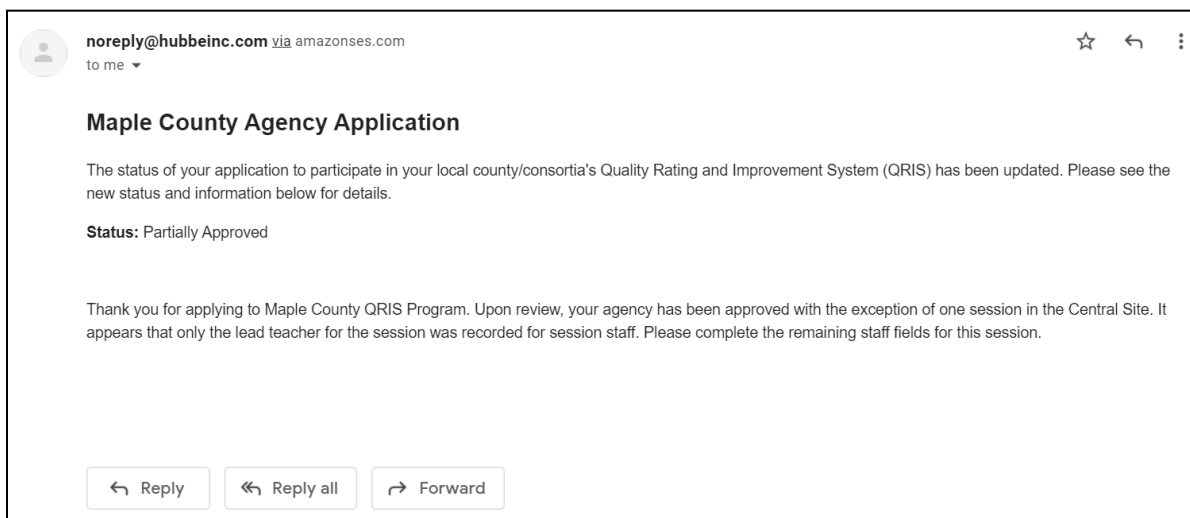
**Kennedy Palmer on 8/23/21 11:47 AM:**  
Thank you for applying to the Maple County QRIS Program. Upon review, your agency has been approved with the exception of one session in the Central Site. It appears that only the lead teacher for the session was recorded for the session staff. Please complete the remaining staff fields for this session.

Status changed to Partially Approved

---

[Revise Application](#)

The email received by the applicant will look similar to this:



- 5 Since this application was only partially approved (the State Preschool AM session in the Central site did not get approved), it will still live on the “Applications under Review” grid marked as “Partially Approved.” To approve a partially approved application, click on the applicant name to review the application.

Applicant Name	Applicant Email	Application Status	Notes	Submitted On	Days Since Submitted	Invite Sent	Invited by	Agency Type	Agency Name	Site Names	Session Subsidy Types	Returning Participant Status	Reviewer Notes
Mark Adams	mark@noemail.com <a href="#">Resend email / Reset password</a>	Partially Approved	(2)	8/23/2021	0	7/21/2021	Self-registered	Center-Based	Spring Time Preschool	Central Site	Federal Early Head Start	New	<input checked="" type="checkbox"/>

- 6 Select the “Approve” checkbox next to the remaining sites/sessions and then click the blue “Approve Application” button at the top of the page.

Sites Belonging to Spring Time Preschool

Central Site

Partially Approved

Address

11956 Bernardo Plaza Dr, Suite 406  
Suite 406  
San Diego, CA, 92128  
Maple

Early Learning Setting

C - Center-Based Care

Phone Number

(760) 644-4922

Site Supervisor

Mark Adams  
mark@noemail.com  
(555) 500-0005  
Director  
Ethnicity: Unknown

CCL License #1

A12345678  
Child Care Center | Preschool – serves ages 2-5  
[CDSS Link to License Record](#)

CCL License #2

CCL File Review

File Review ID	Reviewer Name	Date	Notes
(no CCL File Reviews have been created for this site)			

Create a CCL File Review

Sessions (click on session name to expand)

> State Preschool AM

Room 1

AM (8:00 AM - 5:00 PM)

☐ Approve





**Sites Belonging to Spring Time Preschool**

---

**Central Site**

Partially Approved

---

<b>Address</b> 11956 Bernardo Plaza Dr, Suite 406 Suite 406 San Diego, CA, 92128 Maple	<b>Early Learning Setting</b> C - Center-Based Care	<b>Phone Number</b> (760) 644-4922	<b>Site Supervisor</b> Mark Adams mark@noemail.com (555) 500-0005 Director Ethnicity: Unknown
--	--	---------------------------------------	--

---

<b>CCL License #1</b> A12345678 Child Care Center   Preschool – serves ages 2-5 <a href="#">CDSS Link to License Record</a>	<b>CCL License #2</b>	<b>CCL File Review</b> <table style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr style="background-color: #f2f2f2;"> <th style="text-align: left; font-size: 0.8em;">File Review ID</th> <th style="text-align: left; font-size: 0.8em;">Reviewer Name</th> <th style="text-align: left; font-size: 0.8em;">Date</th> <th style="text-align: left; font-size: 0.8em;">Notes</th> </tr> </thead> <tbody> <tr style="background-color: #f2f2f2;"> <td colspan="4" style="padding: 5px;">(no CCL File Reviews have been created for this site)</td> </tr> </tbody> </table> <div style="text-align: center; margin-top: 10px;"> <a href="#" style="background-color: #007bff; color: white; padding: 5px 10px; text-decoration: none; font-weight: bold;">+ Create a CCL File Review</a> </div>	File Review ID	Reviewer Name	Date	Notes	(no CCL File Reviews have been created for this site)			
File Review ID	Reviewer Name	Date	Notes							
(no CCL File Reviews have been created for this site)										

---

**Sessions** (click on session name to expand)

---

<a href="#">&gt; State Preschool AM</a>	Room 1	AM (8:00 AM - 5:00 PM)	<div style="border: 2px solid red; padding: 2px; display: inline-block;"> <span style="color: green; font-weight: bold;">✔ Approve</span> </div>
---	--------	------------------------	--



## Agency Application Review

Spring Time Preschool

[Home](#) / [Maple County](#) / Agency Application Review

[← Back to Grid](#)

✔ Approve Application

✎ Edit Application

7

Now, enter an ID for the site(s) and/or session(s) that are being approved. Make sure to follow the same ID protocol. Then, click the blue “Approve and Import” button at the top of the page.

**Sites Belonging to Spring Time Preschool**

---

**Central Site**

---

**Site ID**

SI109.1

**Sessions**

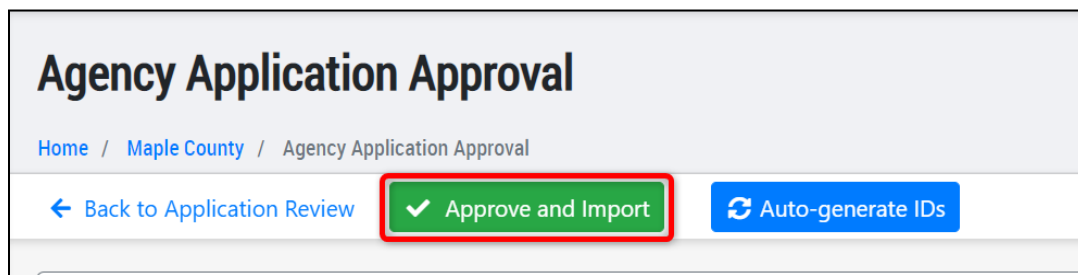
---

**State Preschool AM**  
Federal Early Head Start

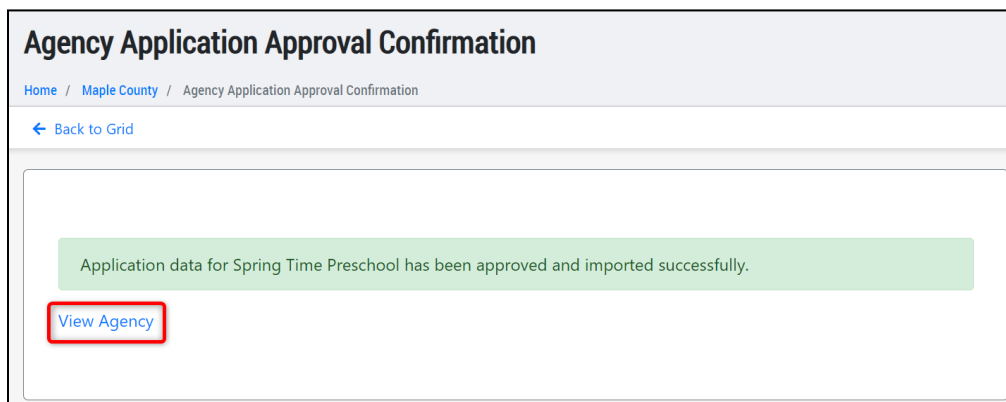
**Session ID \***

SE109.1.1

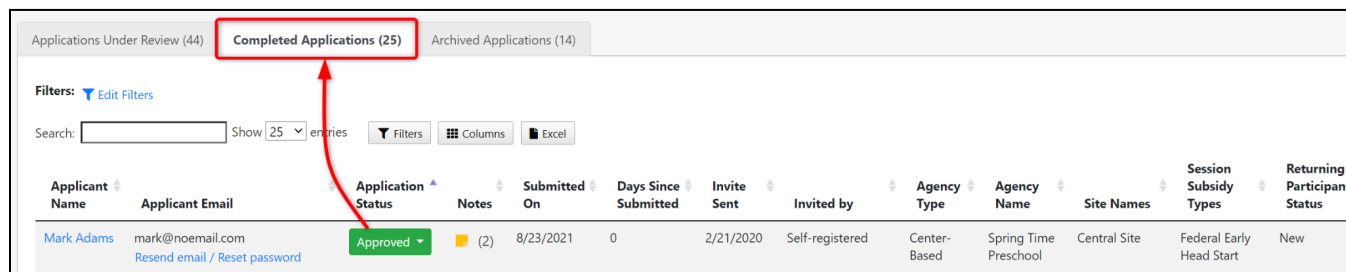




You can view the approved records inside the data system by clicking “View Agency.”



The approved application will now reside in the “Completed Applications” tab.



The applicant’s portal will update with the new status and an email notification will be sent.

# Completed Applications

If there are applications that have been approved or declined, they will be moved into the “Completed Applications” tab. These applications may be moved to the “Archived” tab to keep the completed tab up-to-date.

To move an application to the “Completed” tab, click on the current status button, for example “Submitted,” and select “Approved” or “Declined” from the drop-down menu.

Applicant Name	Applicant Email	Application Status	Notes	Submitted On	Days Since Submitted	Invite Sent
Adam	adam@noemail.com <a href="#">Resend email / Reset password</a>	Submitted	(0)	8/17/2021	0	8/16/2021
Jamie	jamie@noemail.com <a href="#">Resend email / Reset password</a>	Submitted	(0)	8/13/2021	3	8/13/2021
Happy Day Agency	happydayagency@hdusd.org <a href="#">Resend email / Reset password</a>	Submitted	(0)	8/10/2021	8	8/10/2021

1

2

Submitted

Approved

Declined

Waitlisted

Pending Contract

Revisions Needed

Archived

2

Like shown above in the “[Approved](#)” section, if you select “Approve” as the status for an application, you must approve and import the application for it to be moved into “Completed Applications.” If you choose to instead decline an application from the status options, a modal will open to confirm this, once saved, the application will then be moved into the “Completed Applications” tab.

Change Agency Application Status

Agency application: **Water Mountain Ridge Preschool**

Current status: **Revisions Needed** New status: **Declined**

Status Change Note (visible by applicant)

↶ ↷ System Font 12pt B I U A

We are sorry that we are unable to accept your application for the Maple County QRIS Program. We are not taking any Head Start-funded agencies at this time.

☒ Send status change email to the applicant

Cancel

Save

The application will now exist on the “Completed Applications” tab:

Applications Under Review (44)													
Completed Applications (26)													
Archived Applications (14)													
Filters: Edit Filters													
Search: Show 25 entries Filters Columns Excel													
Applicant Name	Applicant Email	Application Status	Notes	Submitted On	Days Since Submitted	Invite Sent	Invited by	Agency Type	Agency Name	Site Names	Session Subsidy Types	Returning Participant Status	Reviewer Notes
Valerie Castillo	valeriecastillo@me.com <a href="#">Resend email</a> / <a href="#">Reset password</a>	Declined	(2)	8/4/2021	20	7/8/2021	Self-registered	Center-Based	Maple Unified School District	Washington Elementary School	California State Preschool Program (CSPP) Part Day, QRIS Fully Funded		Lianna reviewed documentation on 8/04/2021
Antonio torres	antonio@noemail.com <a href="#">Resend email</a> / <a href="#">Reset password</a>	Declined	(1)	8/14/2021	10	7/8/2021	FrankFunderAdmin	Center-Based	Wonderland USD	Petter Pan, Centro de ninos cdc	California State Preschool Program (CSPP) Full Day,		
Adam	adam@noemail.com <a href="#">Resend email</a> / <a href="#">Reset password</a>	Approved	(3)	8/19/2021	3	8/16/2021	Self-registered	Center-Based	Leapfrog Preschool	Lily Pad Site	California State Preschool Program (CSPP) Part Day	New	
Mark Adams	mark@noemail.com <a href="#">Resend email</a> / <a href="#">Reset password</a>	Approved	(3)	8/23/2021	0	2/21/2020	Self-registered	Center-Based	Sample Application	Central Site	Federal Early Head Start	New	

Only Approved or Declined applications exist in this tab

# Archived Applications

If there are applications that have not yet been started or have been submitted for an extended period of time, there is an option to archive the application. This does not delete the application, but instead moves it to the third tab entitled “Archived Applications” in order to keep the “Applications Under Review” tab clean and up-to-date.

To archive the application, click on the current status button, for example “Waitlisted,” and select “Archived” from the drop-down menu.

The screenshot shows the 'Applications Under Review' interface with 44 applications. The table lists applications with columns for Applicant Name, Applicant Email, Application Status, Notes, Submitted On, Days Since Submitted, Invite Sent, Invited by, and Agency Type. The 'Happy Day Agency' application is highlighted, and its status is 'Waitlisted'. A dropdown menu is open, showing options: Submitted, Approved, Declined, Waitlisted, Pending Contract, Revisions Needed, and Archived. The 'Archived' option is selected.

Applicant Name	Applicant Email	Application Status	Notes	Submitted On	Days Since Submitted	Invite Sent	Invited by	Agency Type
Jamie	jamie@noemail.com	Submitted	(0)	8/13/2021	9	8/13/2021	Self-registered	Family Childcare Provider
Happy Day Agency	happyday@hdah.org	Waitlisted	(1)	8/10/2021	12	8/10/2021	Admin	Center-Based
Evelyn	evelyn@noemail.com	Submitted	(2)	8/9/2021	13	7/20/2021	Self-registered	Center-Based
Sunny Garden Preschool	claire@noemail.com	Archived	(2)	7/10/2021	43	7/10/2021	Admin	Center-Based

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A modal will then pop-up to ensure that you would like to archive that application. If you would like to continue, click the blue “Save” button.

**Archive Application**

Are you sure you want to archive **Happy Day Agency** 's application?

Once archived, the application can no longer be retrieved by the applicant. If needed, an application can be unarchived.

Cancel Save

The application will now exist on the “Archived Applications” tab:

Applications Under Review (43)Completed Applications (26)Archived Applications (15)

Filters: Edit Filters

Search:  Show 25 entries 

FiltersColumnsExcel

Applicant Name	Applicant Email	Application Status	Notes	Submitted On	Days Since Submitted	Invite Sent	Invited by	Agency Type
Happy Day Agency	happyday@hdah.org <a href="#">Resend email / Reset password</a>	Archived <small>Previously: Waitlisted</small>	(1)	8/10/2021	12	8/10/2021	Admin	Center-Based
Seaside Care	antonio@noemail.com <a href="#">Resend email / Reset password</a>	Archived <small>Previously: Approved</small>	(0)	7/30/2021	25	7/10/2021	Admin	Center-Based

The status of the application before archiving is displayed here

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If an applicant wants to continue with their application, the application can always be unarchived. Click the “Archived” status button, then select “Unarchive.” This will restore the application to its original status before it was archived. There is a reminder of the original status in parenthesis (reference the image below).

Applications Under Review (43)Completed Applications (26)Archived Applications (15)

Filters: Edit Filters

Search: Show 25 entries Filters Columns Excel

Applicant Name	Applicant Email	Application Status	Notes	Submitted On	Days Since Submitted	Invite Sent
Happy Day Agency	happyday@hdah.org <a href="#">Resend email / Reset password</a>	Archived	(1)	8/10/2021	12	8/10/2021
Seaside Care	antonio@noemail.com <a href="#">Resend email / Reset password</a>					7/10/2021
Tea Time Care	tanya@noemail.com <a href="#">Resend email / Reset password</a>				10	4/30/2021

Submitted

Approved

Declined

Waitlisted

Pending Contract

Revisions Needed

Unarchive (restore back to Waitlisted)

Previously:  
Approved