

Overview of the QRIS Application Portal

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

The QRIS Application Portal allows agencies and Family Child Care Homes to apply online to participate in the county/consortia QRIS program. Applicants access the Application Portal one of two ways: by an email invitation sent by a QRIS Administrator, or from a public posting on the county QRIS website that contains the link to the portal. QRIS Administrators can manage the application portal on the QRIS Home Page in the “Agency Applications” tile. Here, the application process is managed and processed, and application data is brought into your Hubbe Data System.

The online application contains information about the agency, site(s), session(s), and staff applying for the program. A Family Child Care Home applicant will provide information about the program following the same process. An applicant will be able to take breaks and come back to the application as often as needed until all the data fields are complete. There may be cases when an applicant needs time to gather some of the information, and the system will save the data as the applicant works through the sections.

When an application is being reviewed, a QRIS Administrator will process the sessions/sites/agency data he/she wants to accept into the county/consortia data system. Hubbe will create records inside the data system for accepted data. This will help your county/consortia have an updated and complete data system that accurately represents your county/consortia.

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Overview

How the QRIS Application Portal works and the steps involved:

1. The Hubbe QRIS Application Portal allows a county/consortia QRIS team to send an invitation via email to a local agency that wants to apply to the QRIS program, and/or post the Application Portal link on the county/consortia QRIS website to allow the public to apply.
2. The applicant will then log-in to the portal, fill out the information and, when ready, submit.
3. When an application is submitted, a QRIS team member will review the application and accept any agency/sites/sessions data that the county/consortia wants in the data system. The data system will then create records for the “accepted” data.

This instruction sheet will walk you through step 1 and 3 of the portal process. There is a separate instruction sheet for applicants: “[Applicants: How to Complete a QRIS Agency Application](#).”

Applications are sent, received, and reviewed on the “Agency Applications” tile located on the QRIS Home Page.

Agency Applications Record

The Agency Applications page has three tabs:

1. Applications Under Review
2. Completed Applications
3. Archived Applications

Agency Applications

Home / Maple County / Application Portal

[Invite New Applicant](#) [Send Reminder Email](#) [Download Excel](#) [Status Message Templates](#)

Applications Under Review (40) **Completed Applications (23)** **Archived Applications (14)**

Filters: [Edit Filters](#)

Search: Show entries [Filters](#) [Columns](#) [Excel](#)

Applicant Name	Applicant Email	Application Status	Notes	Submitted On	Days Since Submitted	Invite Sent	Invited by
Evelyn	evelyn@noemail.com	Partially Approved	(2)	7/9/2021	487	2/20/2021	Self-

The number next to the tab title displays the number of applications that are in the grid. For example, referencing the image above, Maple County currently has 40 applications in the “Applications Under Review” tab.

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The “Applications Under Review” tab displays the applications with the status: Not Started, In Progress, Submitted, Partially Approved, Revisions Needed, and Waitlisted. The “Completed Applications” tab displays applications that have been approved and denied. The “Archived Applications” tab displays the applications that were archived.

All three tabs have the same columns in the grid. The grid contains 14 columns that are all sortable - simply click on the column title to sort in different orders. The grid also has a Search feature for quick look-ups.

Search: Show entries [Filters](#) [Columns](#) [Excel](#)

1 Applicant Name	2 Applicant Email	3 Application Status	4 Notes	5 Submitted On	6 Days Since Submitted	7 Invite Sent	8 Invited by	9 Agency Type	10 Agency Name	11 Site Names	12 Session Subsidy Types	13 Returning Participant Status	14 Reviewer Notes
Evelyn	evelyn@noemail.com	Partially Approved	(2)	7/9/2021	487	2/20/2021	Self-	Center-	Tiny Tots USD	Forrest Way	CCTR General		

We will explain what each column means in detail below.

Detailed Grid Information

- 1 **Applicant Name:** This column displays the applicant's name as entered by the applicant when they apply online or by the QRIS staff who sent the applicant email. We recommend entering the name of the agency in this column and then the email for the individual who will complete the application on behalf of the agency. In this way, you can keep track of who you invited by agency name.
- 2 **Applicant Email:** This displays either the email address as entered by the applicant when registering through the portal, or the email address a QRIS staff member entered when inviting the applicant to apply on the Agency Application page.
- 3 **Application Status:** There are eight different application status types: Not Started, In Progress, Submitted, Approved, Partially Approved, Revisions Needed, Waitlisted, and Declined.
 - **Not Started:** If an applicant has not started working on the application, "Not Started" will appear for the application status.
 - **In Progress:** This will display when an applicant has started the application and is currently working on it.
 - **Submitted:** This will display when an applicant has submitted an application.
 - **Approved:** This will display when a QRIS administrator has reviewed the application and accepted the agency to the county/consortia QRIS program.
 - **Partially Approved:** This will display when part of an application has been approved. For example, if an applicant submits an application with three sessions but only one session is accepted, the application status will be "Partially Approved."
 - **Revisions Needed:** This will appear if changes need to be made to the application.
 - **Waitlisted:** This will appear for an application that was unable to be accepted at the time but is waitlisted for future availability for the county/consortia QRIS program.
 - **Declined:** This will display if an application has been denied.
- 4 **Notes:** The notes column is where updates or communication about the application may appear. Click on the "Notes" icon to see the notes as well as view the email history regarding the application. The number displayed next to the "Notes" icon is the number of notes within the application's history.
- 5 **Submitted On:** If an application has been submitted, this column will display the date for which the application was submitted.
- 6 **Days Since Submitted:** If an application has been submitted, this column will display the number of days since the application has been submitted.

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Invite Sent: This displays the date the application invitation was sent. If an applicant registered online through the Portal, the date the applicant registered will display.

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Invited By: For an applicant that was invited to apply to the QRIS program through the “Invite New Applicant” on the Agency Application page, the account name for the QRIS staff member who sent the invitation will appear. If an applicant registered for the Portal online by him/herself, “Self-registered” will appear. This allows a QRIS team to quickly see which applicants were invited and which registered online.

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Agency Type: The agency type will only appear when the applicant selects the agency type from the drop-down menu. The image below displays the “Agency Type” drop-menu on the application. They can also type in “Other” if their type is different from the choices on the list.

The screenshot shows a web form with two main sections for agency information. On the left, under the heading "Agency Type", there is a drop-down menu currently showing "- SELECT -". The menu is open, displaying a list of options: "Other", "Head Start", "Municipality", "Public School District", "College or University", "Family Childcare Provider", "For Profit Organization", "Not For Profit Organization", "Not for Profit 501(c)(3) Tax Exempt", "Faith-based Organization", "C Corporation", "S Corporation", "LLC Corporation", and "Partnership". To the right of the drop-down menu is a text input field labeled "Agency Type (Other)". Below the input field is a blue "Save" button. At the bottom right of the form, there is a small line of text: "x768 resolution, or higher, using the current version of Chrome 19, Version: 2.0.2.6, Client IP: 76.88.50.109 (76.88.50.109)".

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Agency Name: The Agency Name entered on an applicant’s application will display here. If an application status is “Not Started,” the Agency Name field will be blank. The agency name will appear when the applicant enters the data on the application.

| |

Site Names: Site Names entered on an applicant’s application will display here.

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Session Subsidy Type: This column displays the subsidy type selected for the session(s) at the agency. This data will only appear if the applicant selected the subsidy type for at least one session. The image below displays the subsidy type selections.

Subsidy Type for the Children

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

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Returning Participant Status: This column displays whether the applicant is a new applicant to the agency or a returning applicant.

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Reviewer Notes: This column displays any notes taken by applicant reviewers. The notes input here are not visible to the applicant, unlike the other “Notes” column.