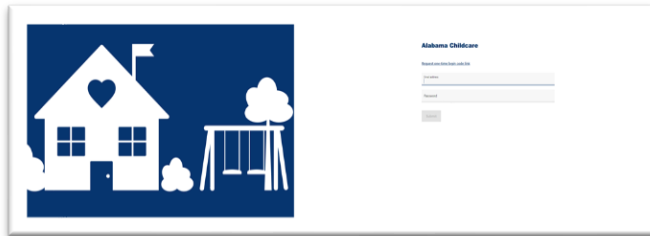




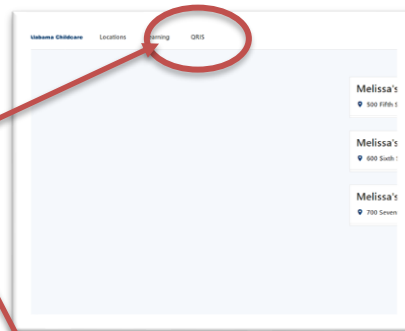
## **How to Apply and Request Enhancement, Guided Support, or Assessment in AlaCEED.**

We are so excited for you to join us in continuing to improve our quality in childcare for the children in the state of Alabama! These instructions are for those who have been connected to their AlaCEED site, have completed orientation, and ready to move forward to earn a STAR 2 or higher. **Please only fill out the application for the model in which you are ready to participate within 30 days of approval.**

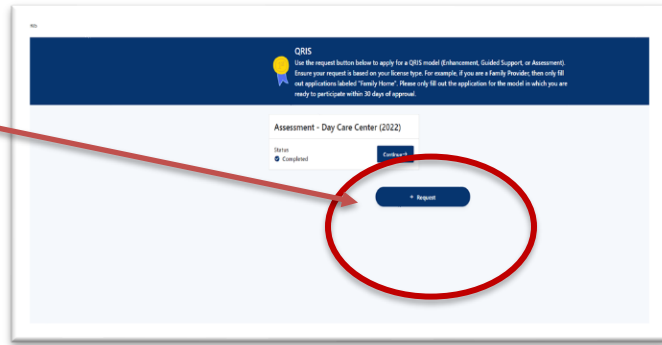
1. Sign into your provider portal account within AlaCEED: [Alabama Provider](#) (If you have forgotten your password, click the one-time login code link and make sure to update your password under “My Profile” once you login.)



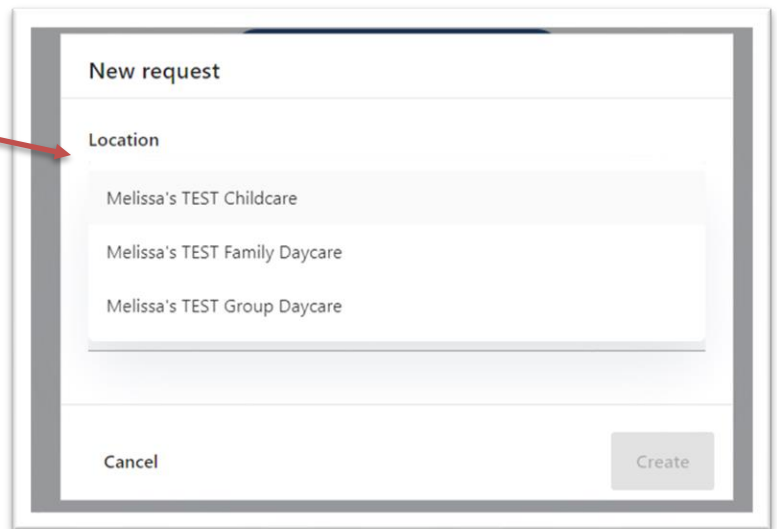
2. Click on the “QRIS” tab at the top or the bottom of the page (It will appear at the bottom if your have made your browser window small, or if you are on a tablet or similar device).



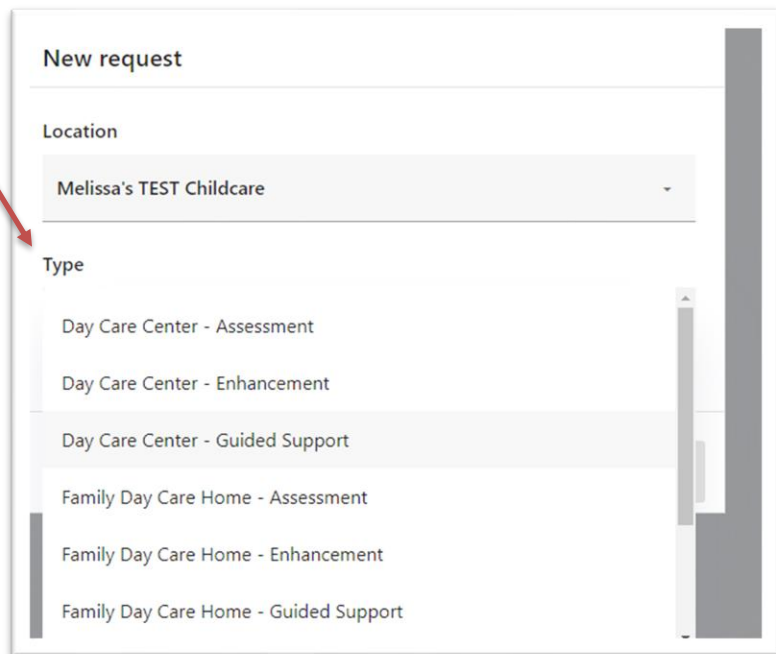
**3.A** Use the +Request button to apply for a QRIS model (Enhancement, Guided Support, or Assessment). Ensure your request is based on your license type. For Example, if you are a Family provider, then only fill out applications labeled “Family Home”. **Please only fill out the application for the model in which you are ready to participate within 30 days of DHR approval.**



**3.B** From the Location drop down menu, select your site location.



**3.C.** From the Type drop day menu, select the model which you wish to request. Ensure your request is based on your license type. For example, if you are a Center, then only fill out applications labeled “Day Care Center”.



**3.D. Error Message:** If you receive a message that states the following: “Completion of QRIS Orientation- Family and Group Day Care Homes is required.”

1. If you are a DayCare Center, then this means you have selected the wrong application for your license type.
2. If you are Family or Group Home provider, then you have not completed your orientation.

Or

“Completion of QRIS Orientation- Day Care Center is required.”

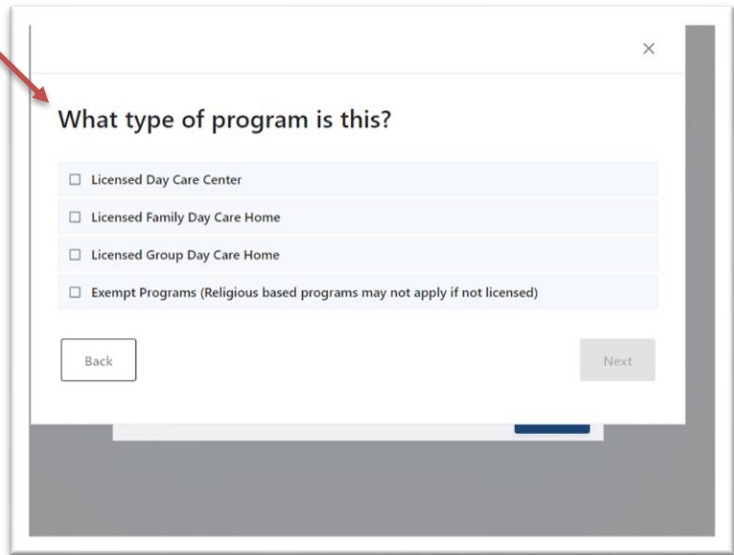
1. If you are Family or Group Day Care Home provider, then you this means you have selected the wrong application for your license type.
2. If you are a Day Care Center, then you have not completed your orientation.

**4.** Read the statement: “Only request your Enhancement/Guided Support/Assessment if you are ready to begin within the next 5 to 30 days and only request if you want to achieve a STAR 2 or higher” and click “Create”

The screenshot shows a 'New request' form with the following fields: Location (Melissa's TEST Childcare) and Type (Family Day Care Home - Guided Support). A blue information box contains the text: 'Only request Guided Support if you are ready to begin within the next 5 to 30 days and only request if you want to achieve a STAR 2 or higher.' Below the form are 'Cancel' and 'Create' buttons. A red arrow points from the error message text in the first section to the bottom of the form. A blue banner at the bottom of the form displays the error message: 'Completion of QRIS Orientation - Family and Group Day Care Homes is required'.

The screenshot shows a 'New request' form with the following fields: Location (Melissa's TEST Childcare) and Type (Day Care Center - Enhancement). A blue information box contains the text: 'Only request your Enhancement if you are ready to begin within the next 5 to 30 days and only request if you want to achieve a STAR 2 or higher.' Below the form are 'Cancel' and 'Create' buttons. A red arrow points from the error message text in the second section to the 'Create' button, which is circled in red.

5. Answer the application questions. Click the “Next” to move forward to the next question.

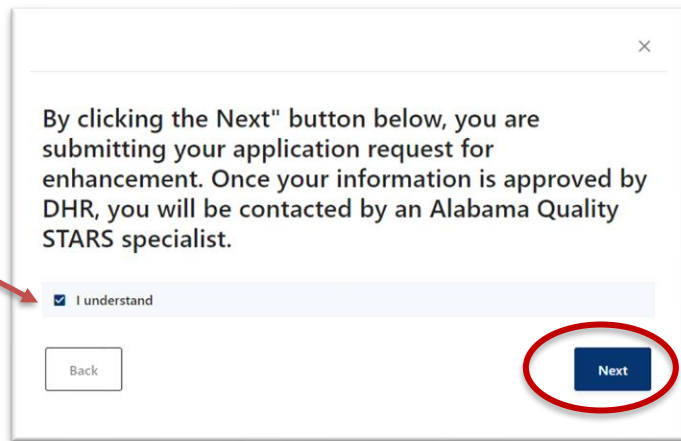


What type of program is this?

- Licensed Day Care Center
- Licensed Family Day Care Home
- Licensed Group Day Care Home
- Exempt Programs (Religious based programs may not apply if not licensed)

Back Next

6. Read the statement, click ‘I Understand’ and then click “Next”

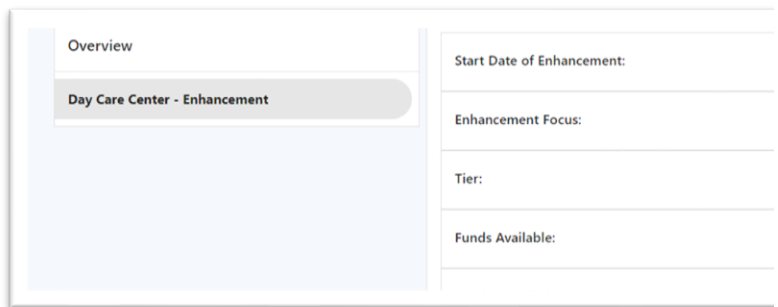


By clicking the Next" button below, you are submitting your application request for enhancement. Once your information is approved by DHR, you will be contacted by an Alabama Quality STARS specialist.

I understand

Back Next

7. Once you have submitted the application, the summary page will appear. Click back on locations, then click on “QRIS” again.



Overview

Day Care Center - Enhancement

Start Date of Enhancement:

Enhancement Focus:

Tier:

Funds Available:

**8.** Once you have submitted your application you will see that it is “In Progress”

A report of all applications will be sent to DHR weekly on Thursday afternoons at 3:30 PM. Once DHR approves the applications, providers will be placed on a waitlist. Once the QRIS Specialist is assigned, she will reach out to the provider with more details.

Providers will also click on this page to access assessment, enhancement, and guided support information when it becomes available.

