CREATIVE INFORMATION TECHNOLOGY, INC.



QRIS REGISTRATION USER GUIDE

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ARISE CARE PROVIDER PORTAL – QRIS REGISTRATION

The Alabama Department of Human Resources has enabled QRIS (Quality Rating and Improvement System) Registration within the ARISE CARE Provider Portal. This feature allows eligible providers to register as QRIS participants directly through the portal, simplifying the process of submitting a facility application and obtaining an exemption without the standard licensing requirements.

The following is a quick step-by-step guide to complete QRIS Registration on the ARISE CARE Provider Portal!

Step 1: Select Provider Type and Opt in to QRIS Registration

Opening the Provider Portal leads to the Login/Registration page. New users can begin their registration by clicking on the 'Register' button. After entering their account credentials, they will be directed to the Provider Type selection screen.

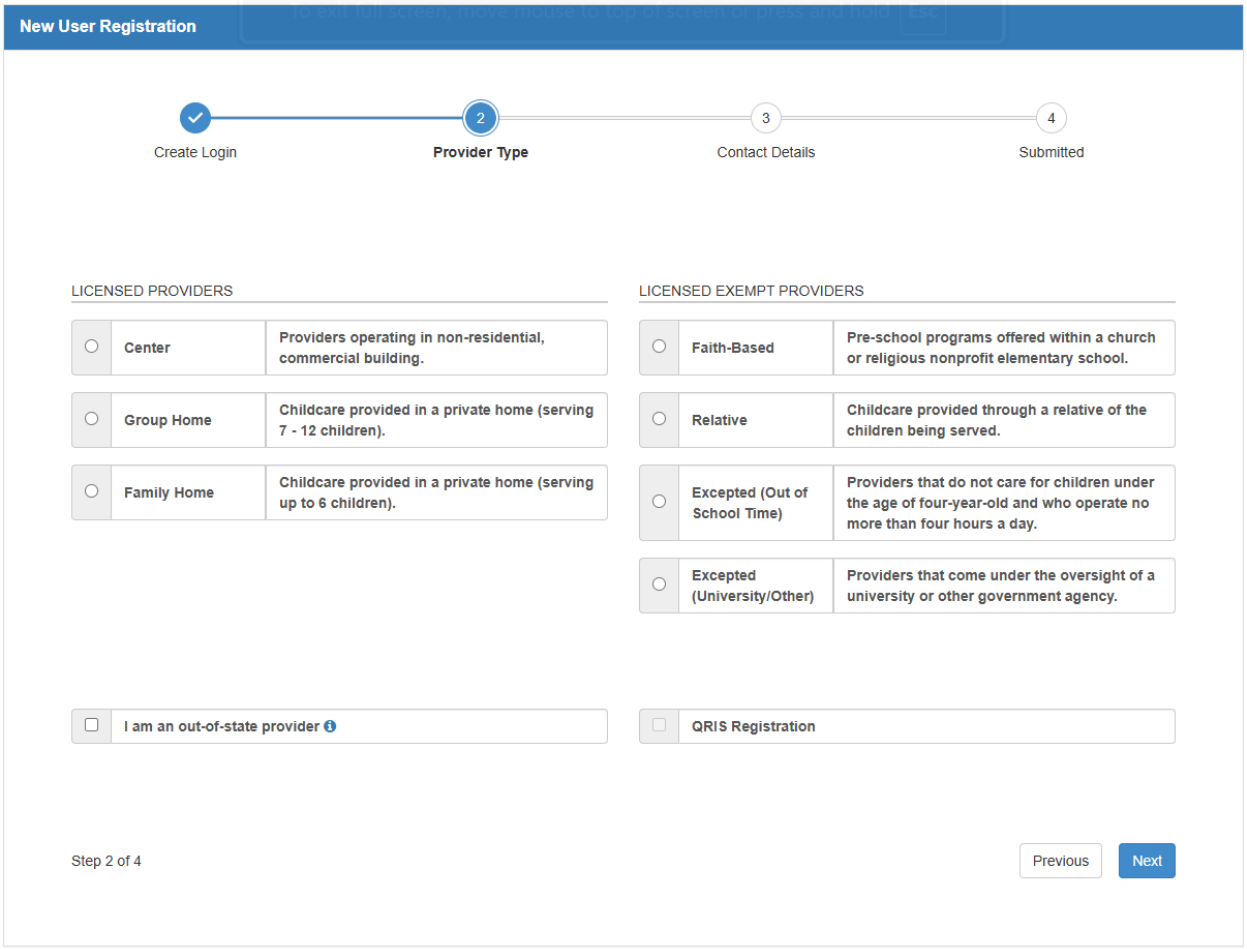


Figure 1: Provider Type Screen

On the Provider Type screen, the following behavior applies for QRIS Registration:

- A 'QRIS Registration' checkbox is now available on this screen.
- The QRIS Registration checkbox is enabled only for the following non-licensed provider type:
  - Excepted (University/Other)

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- The checkbox is not available for Licensed provider types (Center, Group Home, Family Home), Faith-Based, Relative, or Excepted (Out of School Time).
- The 'QRIS Registration' checkbox and the 'I am an out-of-state provider' checkbox are mutually exclusive — selecting one will disable or hide the other, as only in-state providers are eligible for QRIS participation.

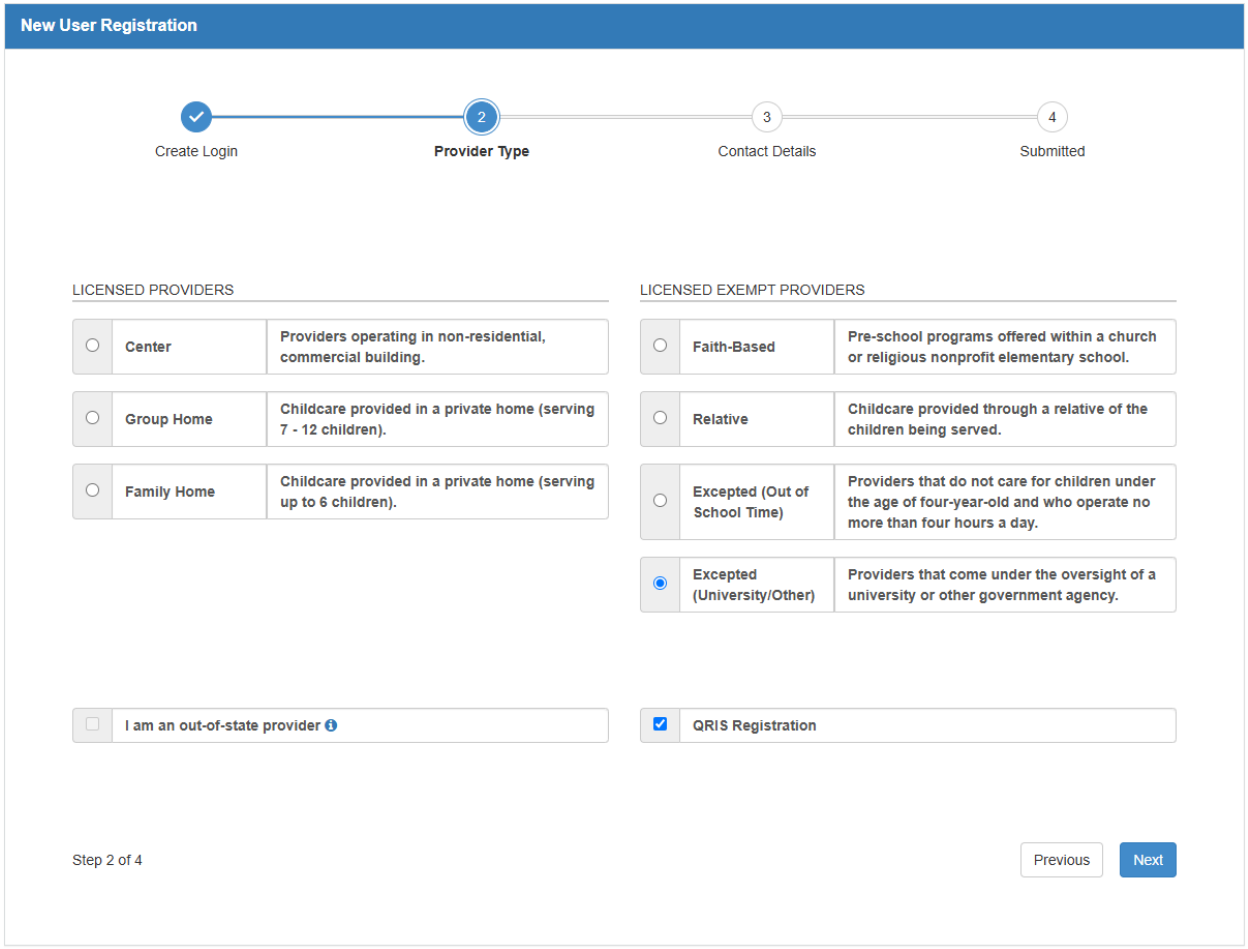


Figure 2: QRIS Registration Checkbox Selected

Select 'Excepted (University/Other)' as your provider type, check the 'QRIS Registration' checkbox, and click 'Next' to proceed. Add the Contact Details and click ‘Submit’ to register.

Step 2: Complete the Facility Application

On first login after completing registration, the system will navigate you directly to the Create New Application page.

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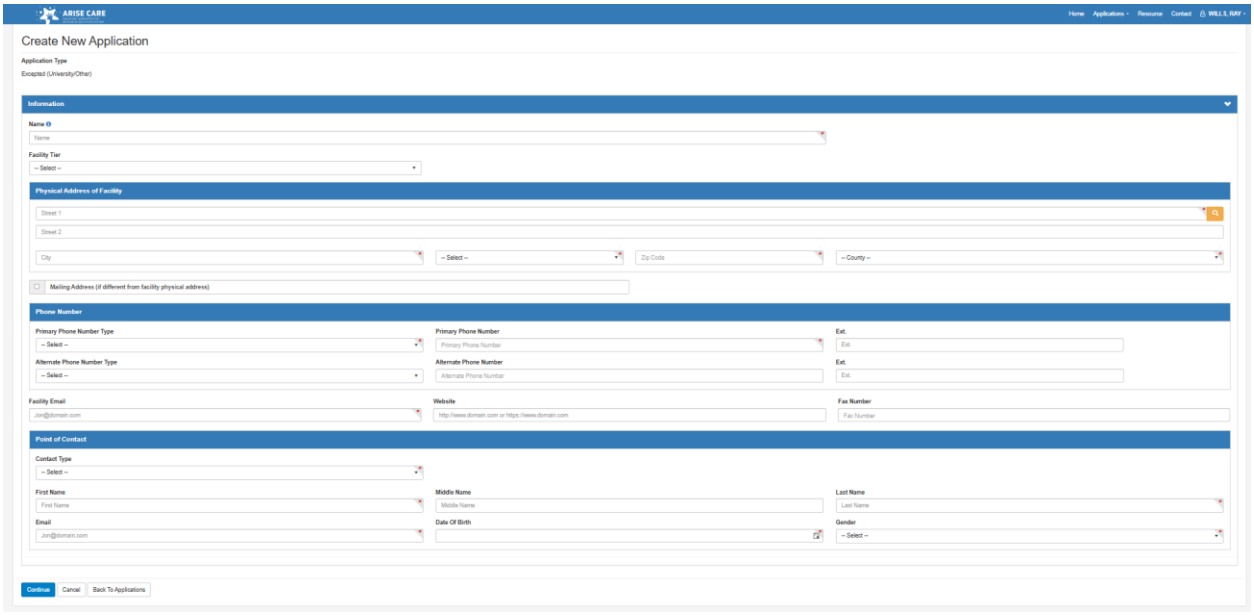


Figure 3: Create New Application Page

On the Create New Application page, enter the following details and click 'Continue':

- Facility Information
- Physical Address of Facility
- Phone Number
- Point of Contact

On clicking Continue, the system will navigate you directly to the Facility Application page. The application has been streamlined for QRIS providers — several sections that are not applicable have been removed from the navigation menu.

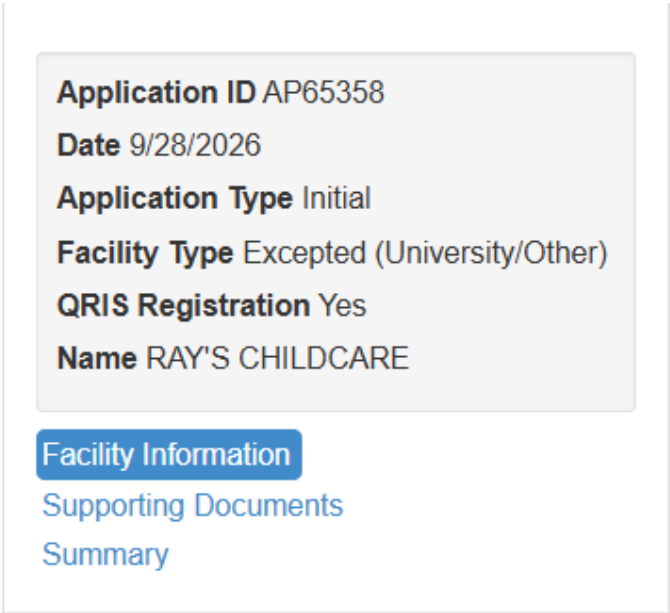


Figure 4: Facility Application – Left Navigation (QRIS View)

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Additionally, under the Supporting Documents section, only one document is required: Vendor Code Approval. Please upload your vendor code approval from the Alabama STAARS Vendor System to include a copy of your vendor code.

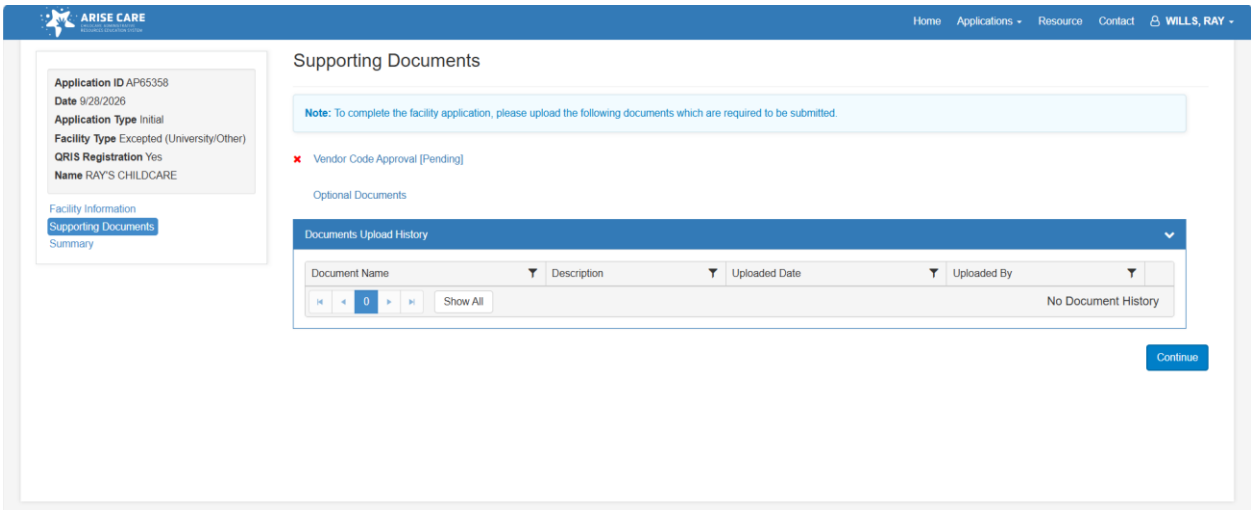


Figure 5: Supporting Documents Section

Step 3: Review and Acknowledge on the Summary Page

Once all sections of the facility application have been completed, you will be directed to the Application Summary page. Review your information and complete the Acknowledgement section before submitting.

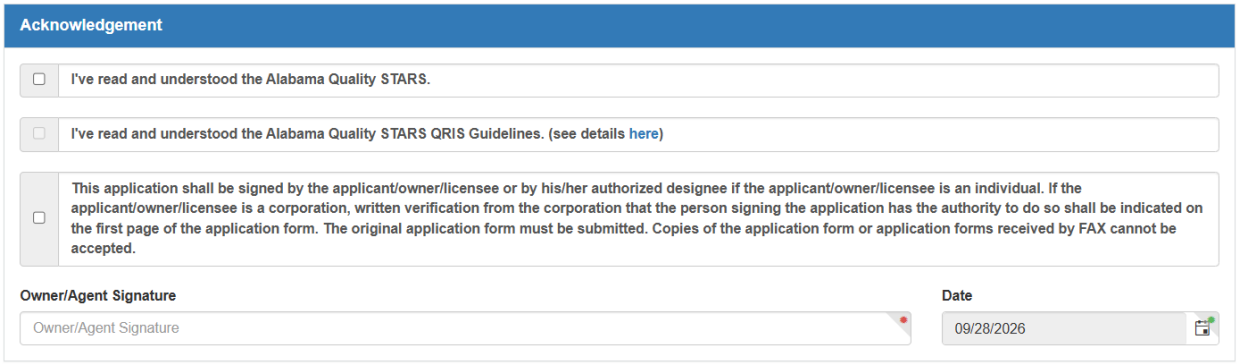


Figure 6: Application Summary – Acknowledgement Section

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The Acknowledgement checkboxes on the Summary page read as follows:

- "By choosing to participant in the Alabama Quality STARS program, you are in agreement with these guidelines."
- "I've read and understood the Alabama Quality STARS QRIS Guidelines." (A link labelled 'here' will direct you to the Alabama Quality STARS QRIS Guidelines PDF.)
- Third acknowledgement statement.

Check all three boxes and click 'Submit' to proceed.

Step 4: Navigate the QRIS Provider Home Page

Once your application is submitted, navigate to the Provider Portal Home page. For QRIS-registered providers, the dashboard has been simplified to show only what is relevant to your account.

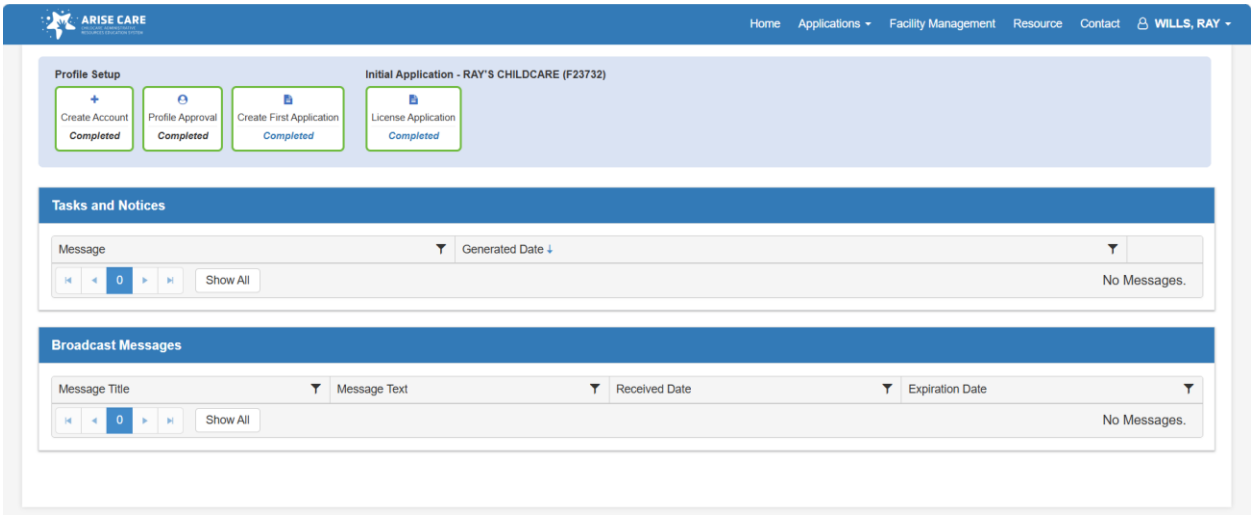


Figure 7: Provider Portal Home – QRIS View

Note: You will not need to submit your profile separately. The profile approval flow will be triggered automatically once your facility application is submitted.

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Step 5: Access Applications and Facility Management

Applications

When navigating to the Applications section, QRIS providers will only see the option to create and submit Facility Applications. The 'Subsidy Applications' option has been removed from the list.

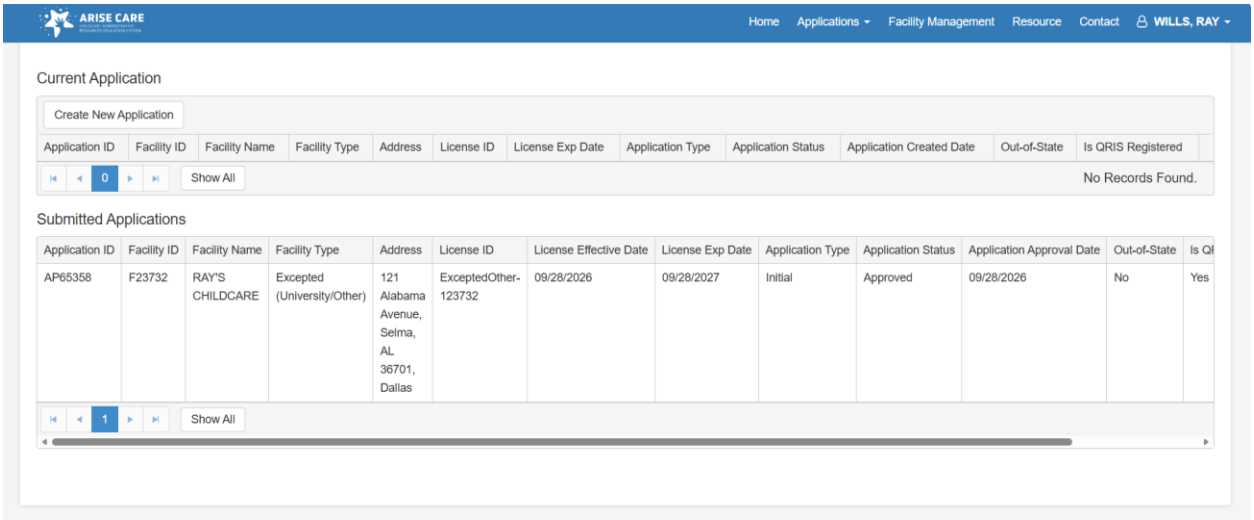


Figure 8: Applications Section – QRIS View

Two columns above identifies your QRIS registrations at a glance:

- Facility Applications — Current Application grid
- Facility Applications — Submitted Applications grid
- Facility Management

The new column 'Is QRIS Registered?' displays Yes or No for each record.

Facility Management

Within the Facility Management section, the left navigation options for QRIS providers are:

- Children Enrollment (Private Pay)
- Accreditations
- Characteristics
- Applications

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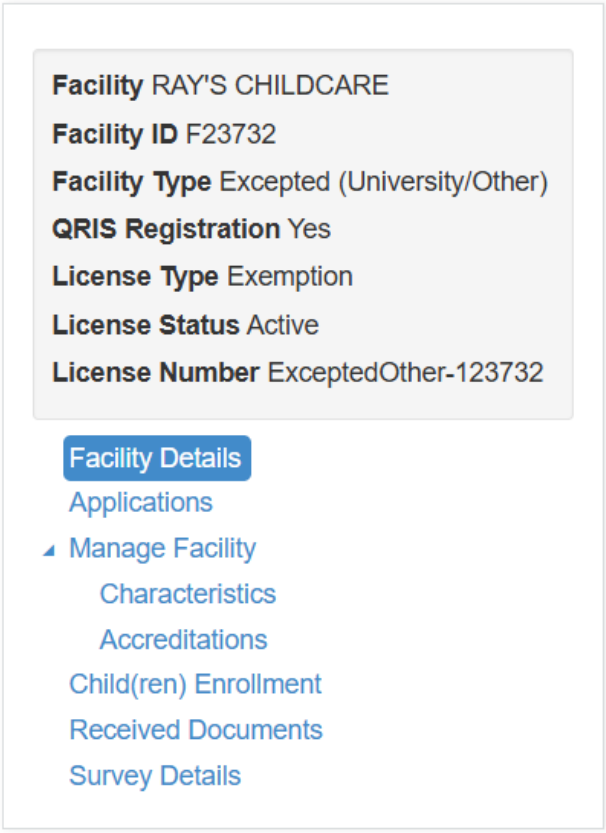


Figure 9: Facility Management – QRIS Navigation View

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Step 6: Adding Private Pay Enrollment

The Child(ren) Enrollment section can be used to view and manage all children placed or enrolled at the facility. Clicking on the link will lead the user to the following page:

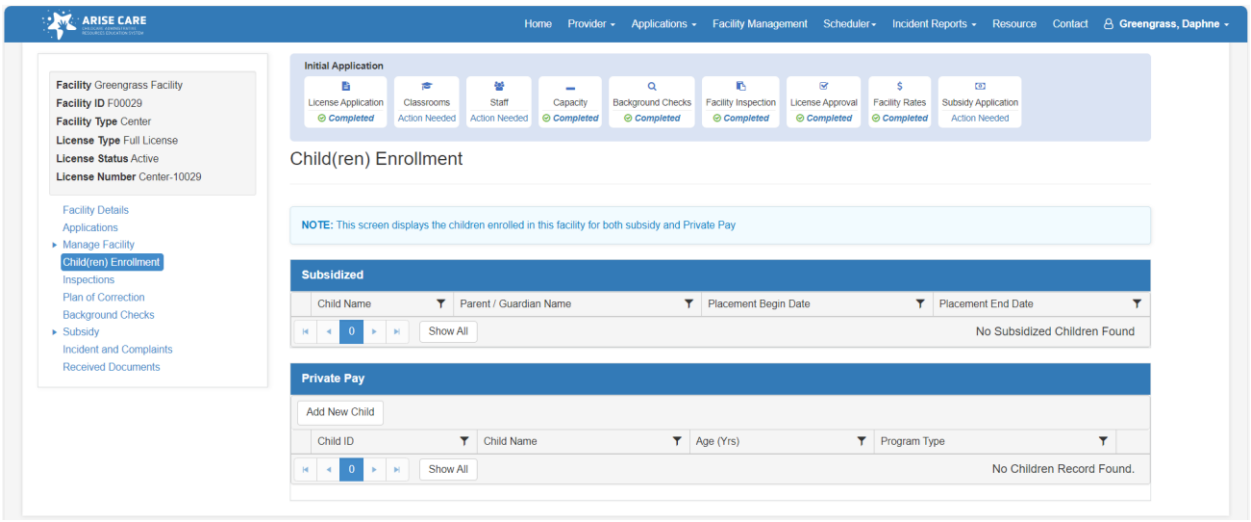


Figure 10: Child(ren) Enrollment

On this page, the user will be able to add records of any children being enrolled at their facility under the private pay category.

How to add Details of Children under Private Pay?

1. Click on the 'Add New Child' button to be directed to the following page:

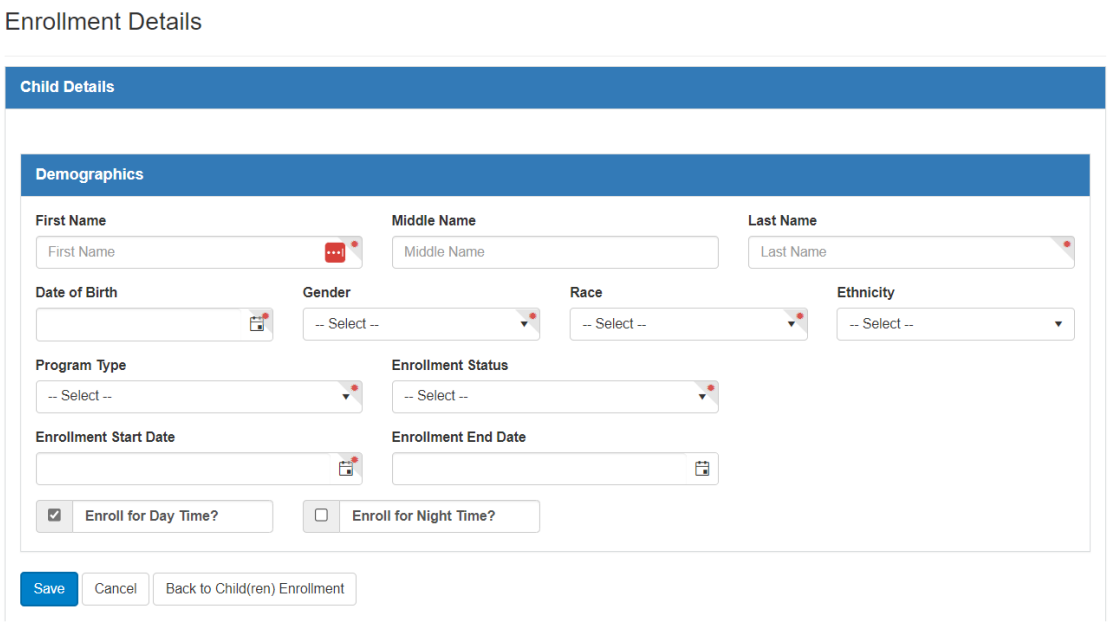


Figure 11: Add New Child Form

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2. Fill in all mandatory information
3. Click on ‘Save’ to save the record
4. Repeat Steps to continue to add additional children.
5. Use either the delete button to remove children no longer enrolled or add an enrollment end date.

Step 7: Access QRIS Resources

QRIS providers have a dedicated view within the Resources module. Under the Training Guides section, only the QRIS Guidelines PDF is displayed.

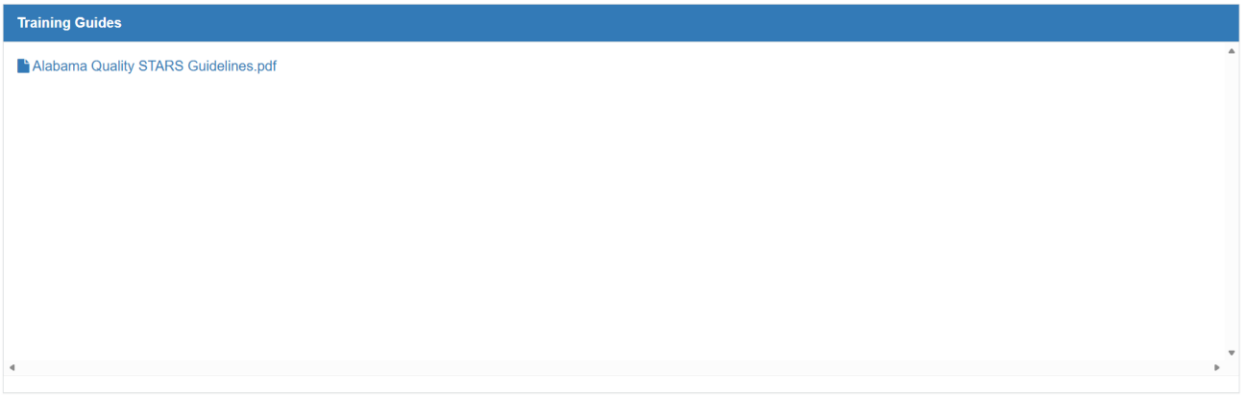


Figure 12: Resources – Training Guides (QRIS View)

Congratulations! You have successfully completed the QRIS Registration process on the ARISE CARE Provider Portal. Your facility application has been submitted, and the system will automatically process your exemption upon application acceptance.

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