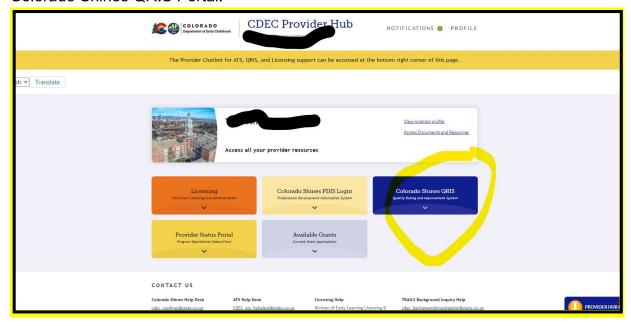
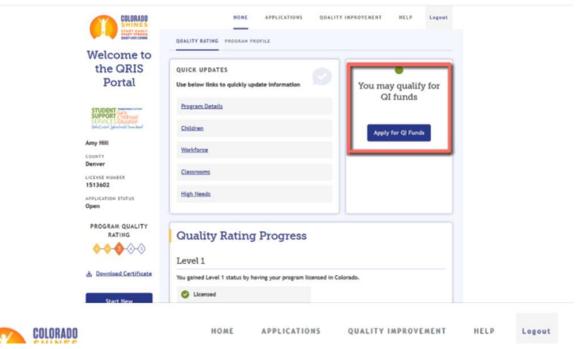


Applying for QI Funds in Provider Hub

Step 1) The program will start by navigating to the <u>Provider Hub</u>, then accessing the Colorado Shines QRIS Portal.



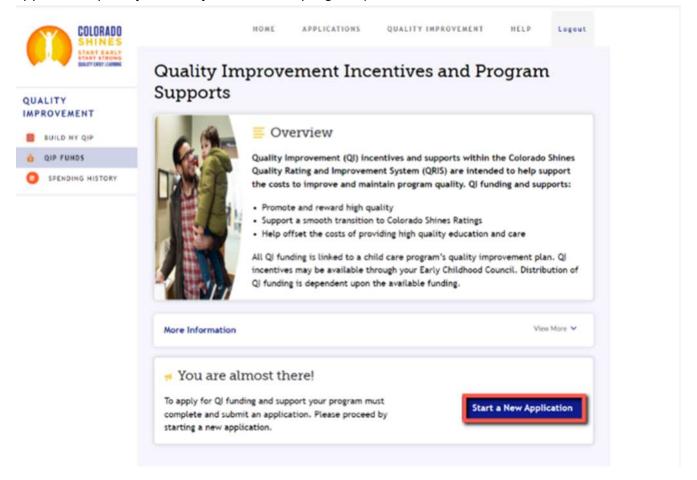
Step 2) Once the QRIS Portal has been opened, the user will access the QI Funds Application by selecting the 'Apply for QI Funds'.





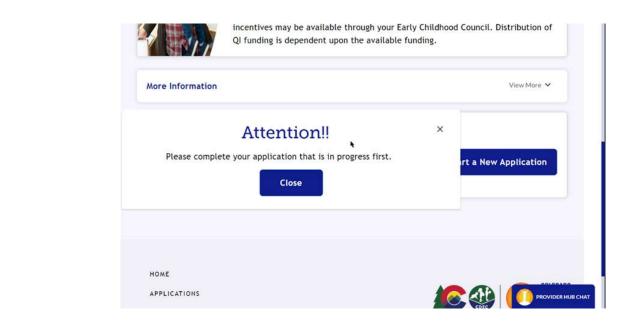
Please Note: If the program user currently has a L2, L3-L5, or alternative application in progress they will receive a message that says, "Please complete your application that is in progress first".

Step 3) Upon selecting the button, the user will be navigated to a section labeled '**QI Funds**'. The user will have the option to start a new application or continue an application (if they currently have one in progress).

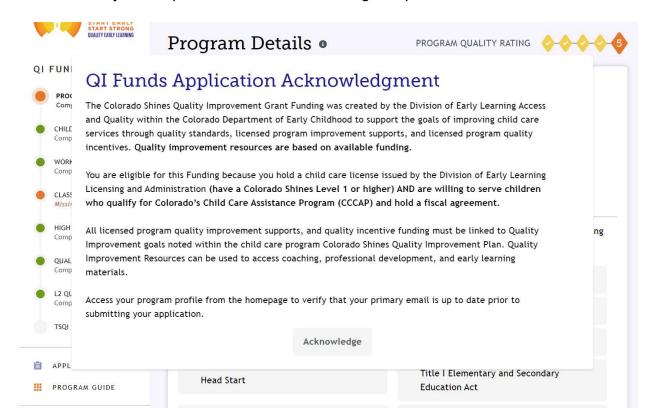


- ** **Please note:** If your program has a CCCAP fiscal agreement, you will be directed to the TSQI version of the QI Funds Application. If your Program does not have a CCCAP fiscal agreement you will be directed to the ESQI version of the QI Funds Application.
- ** **Please note:** If you already have an application that is in progress, a message will be generated notifying the Program that they need to complete their application that is in progress first



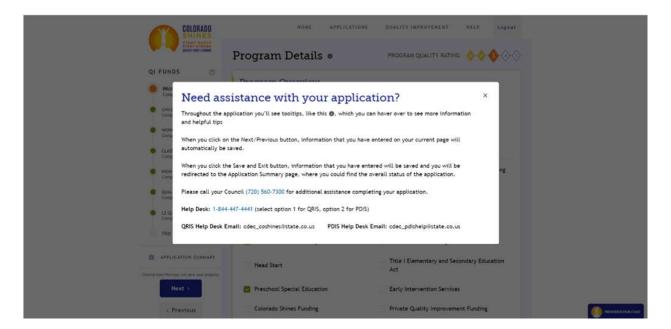


Step 5) If your program is starting a new QI Funds Application, you will first have to read the 'QI Funds Application Acknowledgement' statement. Once you have read the statement, they are required to select 'Acknowledge' to proceed.





**Please Note: After the provider reads the 'QI Funds Application Acknowledgement' statement and closes the popup, an additional pop up labeled 'Need Assistance with your Application?' will generate. The popup includes general information that the program user can utilize if any problems arise with the application process. This popup will generate each time the program user opens the application.

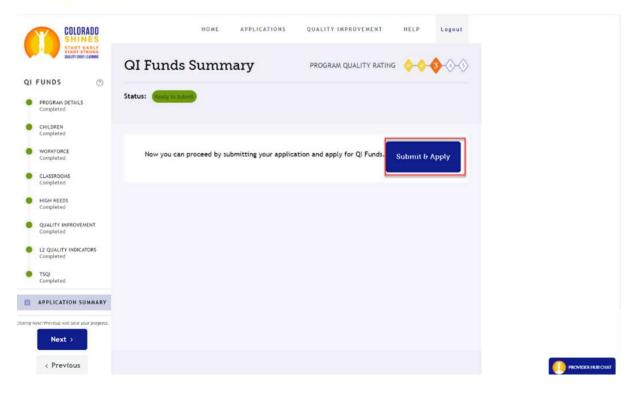


Step 6) Once the 'Need assistance with your application?' popup is closed, the program will be presented with the QI Funds Application. For the below user, there is an additional section labeled 'TSQI' as the program has additional information to submit because they have a CCCAP fiscal agreement. The user can exit and save the application by selecting the 'Save & Exit' button. Follow the instruction on this document to complete the elements of the application:

Quality Improvement Funding Final.pdf

Step 7) Once all sections have been completed, the Program should navigate to the 'Application Summary' to review and submit their application.





Step 8) Once the program user selects 'Submit & Apply', they will be presented with a popup showing the respective council's logo, as well as additional information if they would like to contact members of the council. The submission of the application will generate an email notifying the grant lead at your Council that your application is ready for review.

