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Introduction

Thank you for your interest in participating in Quality Start Los Angeles (QSLA), LA County’s local Quality Improvement System (QIS).

To be eligible for enrollment, your program must be located in Los Angeles County. Please visit the Quality Counts California webpage to find the quality program in a different county.

All participants must complete an online application to be considered for program entry. Detailed instructions follow to guide the user with successful completion of a “Center-Based” application.

Family Child Care Home Providers, please refer to the “Family Child Care” Application User Guide v.2.0, with specific instructions for your agency type.

Considerations before beginning an application:

- Completion of an online application can take approximately 20 minutes. Users have the option to save and complete at a later time.
- Agencies must complete one application and include all prospective sites interested in enrolling in QSLA within the same application.
- Agencies may edit the application at a future point in time.
- Required entries are marked with an asterisk (*).
- Agencies must enter all applicable data before selecting to save and close.

Forgot Password

To reset your password, or for additional questions and concerns, please contact us at:

Quality Start Los Angeles (QSLA) at (855) 507-4443
QualityStartLA@lacoed.edu
Creating an Application

1. Click the link to begin the application process.
   https://qsla.ipinwheel.org/application/account/register

   ![Register new account form](image)

**Registering for New User Account**

User accounts are utilized to create/edit the one-time application.

1. **Name**
   a. Enter Full name (e.g. First and Last).
   
   **Sample Name:** Julia Smith. **(DO NOT** use all CAPITAL LETTERS)

2. **Email**
   a. Enter a valid work (preferred) email address.
   
   **Note:** All program communications will be directed to this address. Please be sure to add System_iPinwheel@pw.org to your contacts to avoid junk email filing.
   
   b. User email is the username.

3. **Password**
   a. Create and Confirm Password.
   b. To reset password, please click “Forgot Password.” **(see page 3)**

4. Click **Register**.

**DO NOT** create a new application by re-registering with a new email address. Duplicate records for your agency/site, will delay processing.
Edit or Check Application Status

Checking the status of complete/incomplete applications, or updating contact information can be performed after creation of an initial account. Click the link below to access your existing application, using the registration email address (User Name).

https://qsla.ipinwheel.org/application

Preferred Language
Users can select preferred language when creating a new user account, by clicking on the dropdown menu displayed. (Default is English)

- Chinese
- Filipino
- Korean
- Spanish
- Vietnamese

Required documentation before beginning the application:

1. Agency Type (Select the option that best describes your agency)
   - 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
   - Partnership

2. California Department of Education Vendor Number, if applicable.

3. Community Care Licensing Division (CCLD) number.
Begin Application

1. Click “Begin Application.”

Agency Information
Enter the name of the main organization that houses all participating sites.

1. **Agency Name** - Enter the name as listed on your licensing certificate.
   a. Spell out agency full name. (**Do not** use ALL CAPITAL LETTERS)
   b. **Do not** use acronyms (e.g. ABC USD, MAOF).
   c. **Use of acronyms will delay the application process.**
2. **Agency Type** – Select “Center-Based” from the dropdown menu.
   a. Selecting “Family Child Care Provider” will re-direct the user to “start over.”
3. **Other** – Selection of “Other,” requires additional information (Agency Type (Other)).
   1. Refer to *Required Documentation Before Beginning Application - Agency Type.*
   2. **Type** refers to the agency level, not the site itself.
4. Click “Save.”
1. **Phone number** – Enter phone number associated with the agency in the following format: (xxx) xxx-xxxx.
2. **Address (Line 1)** – Enter the address associated with the agency.
3. **Address (Line 2)** – Enter office number or suite number, associated with address line 1.
4. **City, State, Zip** – Enter the city, state (CA), and zip code associated with address line 1.
5. **Agency Type** – Information will auto-populate from previous entry.
6. **California Department of Education (CDE) Vendor #** - The CDE Vendor number is **not** the same as the Child Care Licensing (CCL) number. If you are state-funded and have a contract with CDE, please enter the vendor/contract number. Otherwise, leave the field as blank. **This field is not required to submit the QSLA application.**
7. **Provider FEIN** – Enter 9-digit employer identification number.
8. **Returning Participant Status** – Indicate “new” or “returning” status.

**Friend, Family, Neighbor**
1. **Phone number** – Enter phone number associated with the agency in the following format: (xxx) xxx-xxxx.
2. **Address (Line 1)** – Enter the address associated with the agency.
3. **Address (Line 2)** – Enter office number or suite number, associated with address line 1.
4. **City, State, Zip** – Enter the city, state (CA), and zip code associated with address line 1.
5. **Agency Type** – When selecting "Friend, Family, Neighbor," this option **does not** require License information.
6. **Capacity of Children** – Enter maximum capacity of session/classroom
**Additional Information**

1. **Program Year-Round?**
   a. For year-round programs: enter July as the program start month, and June, as program end month.
   b. For non-year-round programs, enter the start and end months of service. (Ex: January – June).

2. **Preferred Language:**
   a. Select preferred language

3. **Email Address for Contact:**
   a. Enter email address for agency contact (same as username).

4. **Click “Save.”**

**Attachments**

1. **Click +Add Attachment** and follow the system prompts to upload a copy of your license certificate.
   **Note:** Uploading attachments is not mandatory to submit your application successfully.

**Add a Site**

1. **Click “Add a Site”** to enter participating site(s) from your agency.
2. For each site added, user must complete the “Site Information” section of the application, with accompanying license number.
Site Information

A site is the physical address of an early learning center. An agency can have multiple sites with multiple locations for providing early learning services. Use this section to add all participating sites.

1. **Site Name** - Enter the site name as it is listed on the licensing certificate.
2. **Phone number** – Enter phone number associated with the site in the following format: (xxx) xxx-xxxx.
3. **Address (Line 1)** – Enter the address associated with the site.
4. **Address (Line 2)** – Enter any additional numbers associated with address line 1.
5. **City, State, Zip** – Enter the city, state (CA), and zip code associated with address line 1.
6. **Early Learning Setting** – Select “C” - Center-Based Care.

Community Care Licensing (CCL)

1. **CCL License #1** – Enter your 9-digit license number without hyphens (e.g. xxxxxxxxxx). **Note**: To avoid delays in application processing, be sure to verify for accuracy.
2. **Facility Type**: Select the appropriate facility type as indicated on your license.
3. **CCL License #2**: If applicable, enter a separate CCL# for infant/toddler settings. Select the appropriate accompanying Facility Type.
4. Click “Save.”
**Session Information**

A session is a designation that relates to a specific group of children. Sites may have both an "AM Session" and "PM Session" that share the same classroom. Each "session," or group of children served, must be identified per site.

**Add a Session/Classroom**

1. **Site:** Select the site for which the session(s) will be added.
2. **Click “Add a Session/Classroom,”** to enter session information.

**Enter Session/Classroom Information**

1. **Session Name** – Enter session/classroom name associated with the site.
2. **Room number** – Enter Room number (e.g. 01, 02).
3. **Capacity of children** – Enter maximum capacity of session/classroom.
4. **Time of day the session operates** – **User must indicate AM, PM, or Full-day.**
5. **Start/End time** – Enter program start/end times, including “AM” or “PM” appropriately.
6. **Language of Instruction** – Select the language of instruction.
7. **Language of Children** – Select language(s) of the majority of children being served per session.
**Age Group of Children Served**

1. Select all applicable age groups served by the session/classroom.

![Age Group of Children Served]

**Subsidy Type**

1. Select all applicable funding sources.
   
   a. **Example: CSPP Funding** – Select this option if your site receives funding from the California Department of Education (CDE), State Preschool Program (Full Day/Part Day). The agency may have other funding types associated in addition to CSPP.

2. Click “Save.”

![Subsidy Type]

**Repeat Session/Classroom Information Process for New Sites**

1. Click “Add a Site” to enter information for another site.
2. Repeat “Session Information” Instructions.

![Repeat Session/Classroom Information Process for New Sites]

**Review for accuracy**

1. Click “Check for Errors” to review for missing and/or incomplete information.

![Review for accuracy]

**DO NOT** click “Start Over.” All information will be deleted, and cannot be retrieved.
Submitting an Application

Upon completion of data entry, review your application for accuracy.

1. After clicking “Check for Errors,” the following message indicates ready for submission.

![Application Ready for Submission](image)

2. Click “Submit Application.”

![Submit Application Button](image)

3. **Warning Prompt:** Final chance to ensure all data is accurate. Click “Submit.”

![Confirm Submission](image)

Edits and Status Updates

1. For edits to your application, click the link: [https://qsla.ipinwheel.org/application](https://qsla.ipinwheel.org/application).
   a. Enter the username/password created to apply for services. Applicants may check the status of the application at any time. *(see page 5)*
2. When status updates occur, an email will be sent to the email address used during registration.

**DO NOT** create a new application by re-registering with a new email address. Duplicate records for your agency/site will delay processing.