ABC Quality

Application in the Workforce Registry
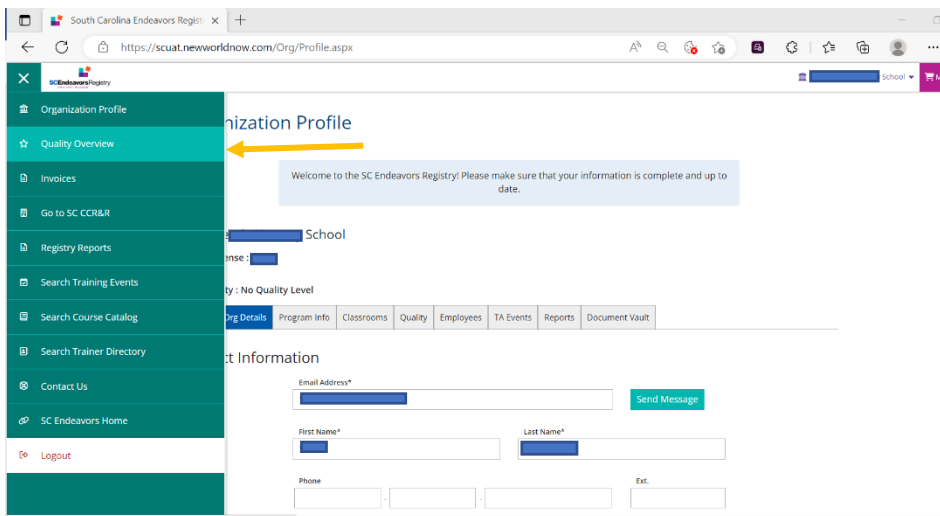
How-to-Guide

> **Prior to applying for ABC Quality, your program must have an Organization Profile in the SC Endeavors Registry.**
>
> Follow the following link for a detailed guide on this process.
>
> https://scendeavors.org/media/nauacmwz/create-and-manage-organization-profile-for-direct-care-program-_10_2022.pdf
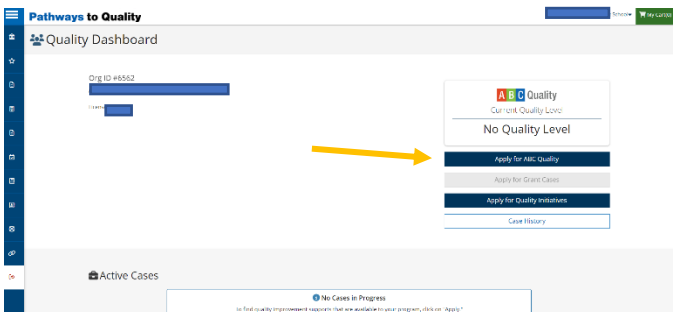
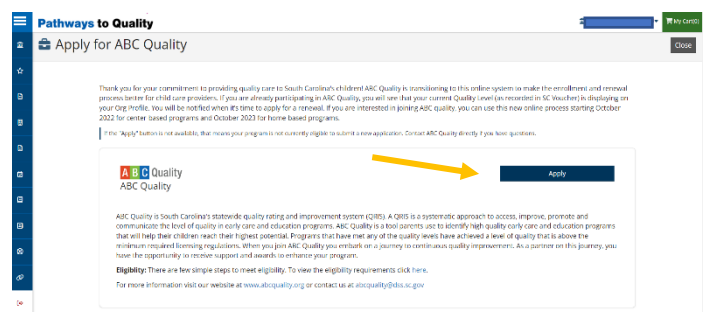## Step 1: Navigate to the Quality Dashboard

After logging in to your Organization Profile use the teal menu to the left and click "Quality Overview."

Step 2: Apply for ABC Quality

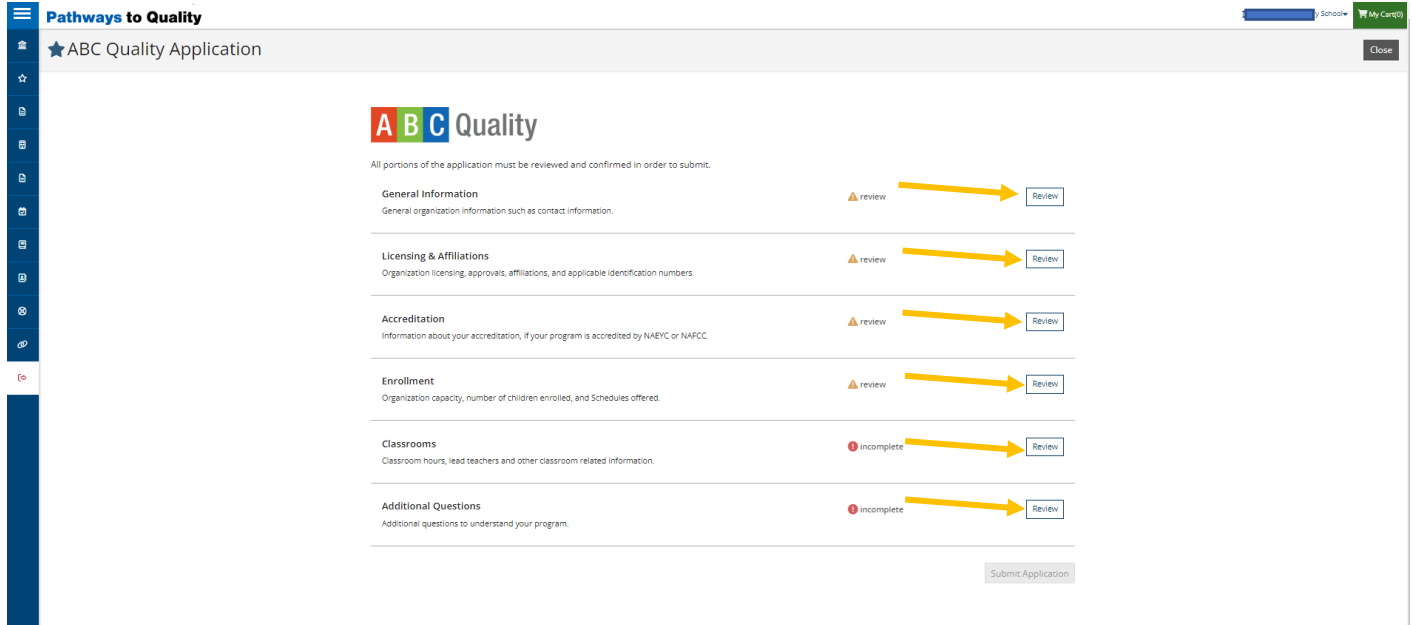Click "Apply for ABC Quality"

Click "Apply"

Step 3: Review the ABC Application

All of the information from your Organizational Profile imports into your ABC Quality Application, which helps streamline the process. Click "Review" for each of the sections of the application.
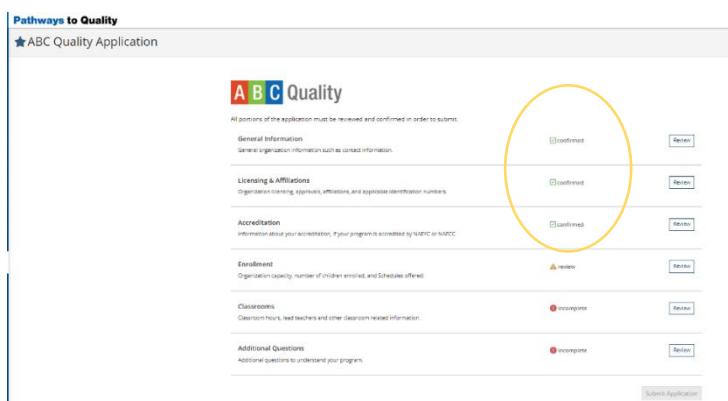

Step 4: Confirm correct information for each section of the application

If the information that is displayed is correct, click the blue "Confirm" button on the bottom of the screen.
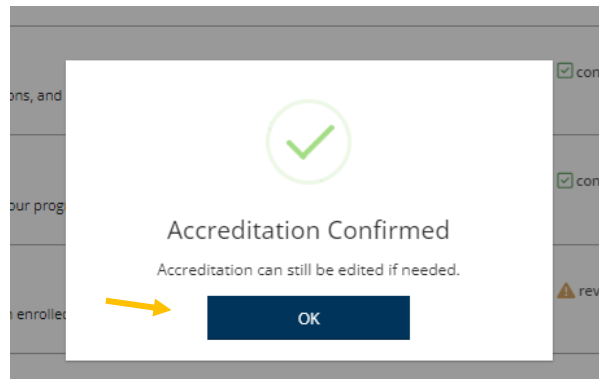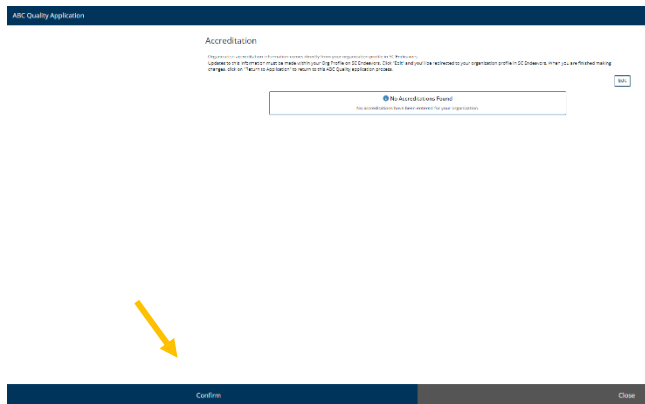
Once confirmed, click "OK."

After you confirm that the information is correct for each section, the yellow "review" text will change to a green check, "confirmed."

Step 5: Edit any incorrect information

If the information is incorrect, click "edit" to return to your Organization Profile to make changes.

When you return to the Organization Profile click "Edit" to make changes.

Make the changes and at the bottom of the screen click "Update"

Once you click "Update" you will return to a tab on your Organizational Profile. To return to the ABC Application click the blue "Return to Application" button in the top right.

Step 6: Ensure that classrooms are added

A B C Quality

All portions of the application must be reviewed and confirmed in order to submit.

General Information General organization information such as contact information.	☑ confirmed	Review
Licensing & Affiliations Organization licensing, approvals, affiliations, and applicable identification numbers.	☑ confirmed	Review
Accreditation Information about your accreditation, if your program is accredited by NAEYC or NAFCC.	☑ confirmed	Review
Enrollment Organization capacity, number of children enrolled, and Schedules offered.	☑ confirmed	Review
Classrooms Classroom hours, lead teachers and other classroom related information.	❗ incomplete	Review
Additional Questions Additional questions to understand your program.	❗ incomplete	Review

Submit Application

Click "Review" for the Classrooms section of the application.

The Classrooms section will show as incomplete until classrooms are created.

ABC Quality Application

Classrooms

Classroom / Group information comes directly from your organization profile in SC Endeavors. Updates to this information must be made within your Org Profile on SC Endeavors. Click "Edit" and you'll be redirected to your organization profile in SC Endeavors. When you are finished making changes, click on "Return to Application" to return to this ABC Quality application process.

Edit

⚠ **Classroom Requirements Not Met**

At least one classroom must be configured and the number of classrooms must match the **Number of Classrooms / Groups** in order to complete the application.

Click "save" to configure the classrooms for your organization.

Number of Classrooms / Groups | 2

Director of Record
👤 Pepper Mansertest

| Confirm | Close |

The same number of classrooms must be created to match the number of classrooms that were entered on the enrollment tab. See circled number.

Until classrooms are created you will not be able to confirm this part of the application.

Click "Edit" to create and/or edit classrooms.

Organization Profile

Welcome to the SC Endeavors Registry! Please make sure that your information is complete and up to date.

Regular
ABC Quality : No Quality Level

Status | Org Details | Program Info | Classrooms | Quality | Employees | TA Events | Reports | Document Vault

Program Enrollment   Edit

Licensed Capacity	36		
Number of Classrooms / Groups	2		
Number of Children Enrolled	31		
Infants (0 to 12 months)	5	High Needs	0
Young Toddlers (12 to 24 months)	6	High Needs	0
Older Toddlers (2 to 3 years)	8	High Needs	0
Preschool (3 to 4 years)	7	High Needs	0
Pre-K (4 to 5 years)	5	High Needs	0
Kindergarten (5 to 6 years)	0	High Needs	0
Young School Age (6 to 9 years)	0	High Needs	0
Older School Age (9 to 13 years)	0	High Needs	0

When is your program open and serving children? (Please choose the one answer that best fits.)

School year only (typically September-May)

If your program closes (is not serving children) for two or more consecutive weeks at any time during the year, please describe below when your program is closed. Please be as specific as possible.

This program is closed during the following timeframe each year:

We are closed for winter break - which is two weeks, and also fall and spring break - which are just one week.
Do you offer transportation for children?

☐ To/From Home

☐ To/From School

☑ No Transportation Provided

Additional Details

Director of Record   Edit

Classrooms   Add Classroom

⚠ No Classrooms exist

Scroll to the bottom of the Classrooms tab.

Click "Add Classroom"

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date.

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Add Classroom

Name*
Butterflies

Start Date *   **Hours Open Per Week ***
02/01/2023   50

Starts *   **Ends ***
6:30am   5:30pm

Days per Week *
☐ Sunday
☑ Monday
☑ Tuesday
☑ Wednesday
☑ Thursday
☑ Friday

Age Ranges *
☑ Infants (0 to 12 months)
☑ Young Toddlers (12 to 24 months)
☑ Older Toddlers (2 to 3 years)
☐ Preschool (3 to 4 years)
☐ Pre-K (4 to 5 years)
☐ Kindergarten (5 to 6 years)
☐ Young School Age (6 to 9 years)
☐ Older School Age (9 to 13 years)

What is the capacity of this room / group?
12

In which age range are the majority of students?
Infants (0 to 12 months)

☑ This classroom serves children that are DLL
☐ This classroom serves children with developmental delays, disabilities and/or chronic health conditions.

Save   Cancel

Complete the information about the classroom and click "Save."

Edit Classroom

✓ Save Complete
Your changes have been saved successfully.

Name*
Butterflies   Delete

Start Date *   **Hours Open Per Week ***
02/01/2023   50

Starts *   **Ends ***
6:30am   5:30pm

Days per Week *
☐ Sunday
☑ Monday
☑ Tuesday
☑ Wednesday
☑ Thursday
☑ Friday
☐ Saturday

Teacher   +
☐ Position is Vacant

Once you save you will get a message that the save was complete.

Now you can add the teacher to this room.

Click the "+" button.

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You will be taken to your employee list and you can select the correct teacher for the classroom.

Select Teacher for Butterflies

Cancel

ID	Name	Title	Date	Career Ladder Level	Current Status	Status	
442452		Assistant Teacher	8/5/2019 - Present			Verified by Program	Select
652346		Assistant Teacher	8/9/2021 - Present			Verified by Program	Select
442229		Director	1/7/2019 - Present	Level 8	Current- Expires 7/31/2023	Verified by Program	Not Selectable
213908		Assistant Teacher	9/23/2021 - Present			Verified by Program	Select
664658		Teacher	6/1/2023 - Present			Verified by Program	Select
443638		Teacher	1/7/2019 - Present			Verified by Program	Select
645393		Assistant Teacher	8/21/2020 - Present			Verified by Program	Select

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Answer the questions on the following screen and click "Next".

Add Teacher to Butterflies

Cancel

Smithtest, Tomekia #443638

When did this teacher start in this classroom

mm/dd/yyyy

If applicable, when did this teacher leave this classroom

mm/dd/yyyy

Hours per Week

Next

Organization Profile

Return to Application

Welcome to the SC Endeavors Registry! Please make sure that your information is complete and up to date.

Regular
ABC Quality : No Quality Level

You will get a "save complete" message. Then click "Return" to go back to the classroom screen.

Add Teacher to Butterflies

Cancel

Smithtest, Tomekia #443638

✓ Save Complete.
Your changes have been saved successfully.

Return

If you are done adding classrooms you click "Return to Application" in the top right.

If you need add more classrooms, click "Cancel" at the bottom of the screen.

Repeat this process, until you have added all of the classrooms for your program.

After the number of classrooms created matches the number listed on the enrollment tab, the classrooms section in the application is no longer "incomplete" and can be reviewed.

Review the information completed about the classrooms and click "Confirm"

Step 7: Answer the Additional Questions

Click "Review" to answer the additional questions.

The first question is to help determine the correct assessment type for your program.

If you serve more than just school-age children, select "Comprehensive."

If you only serve school-age children, select "School-Age."

Verified employees in your Organizational Profile will import into other parts of your ABC assessment. Therefore, it is helpful to have all staff verified at the time of application.

Once you answer the questions. Click "Save and Confirm"

Step 8: Submit your Application

Now that you have confirmed all the sections to the application, you can click "Submit Application"

Step 9: Certify the Terms and Conditions

Once you submit, you will be prompted to read and certify the Terms and Conditions. Click the box by "I hereby certify the following" and then click "Continue."

You will be prompted to confirm your submission.

Click "Yes"

Click "Ok" to return to your Quality Dashboard.

Step 10: Track your progress!

After submitting your application the status for your ABC Quality Case is now "Applied."

The term "Case" reflects the assessment.

Check back frequently for status updates. Once your status is "Application Accepted" you can continue through the assessment process.

Click "Case Details" for next steps in the assessment process.