



## **Step 7: Submit the Application for a Facility Profile**

Your *Application for a Facility Profile* is complete when:

- The *Facility Background Information Form* is complete
- You have checked the boxes next to the indicators that are already in place in the facility for each of the eight Quality Standards
- You have attached the documentation for those indicators you've checked for each of the eight Quality Standards
- Your Regional Consultant has signed the application

### **How do I submit the Application for a Facility Profile?**

Before you send the *Application for a Facility Profile* to the QRIS office, your Regional Consultant will review it with you. When it is complete, the application materials can be clipped together and sent in an envelope. A separate folder or paper clipped file for each standard speeds up the processing of the application.

Mail the application and supporting materials to:

IdahoSTARS QRIS

1471 Shoreline Dr.

Suite 202

Boise, ID 83702

### **What happens once I submit the Application for a Facility Profile?**

When the application and supporting materials are received, the information will be verified and the *Facility Profile* will be sent to you. The feedback you receive from the *Facility Profile* will help you to create an improvement plan and a funding request for the next three years.