



**Office of Child Care**

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# **Rhode Island Department of Human Services**

## **Initial Data Documentation Quick Reference Guide**

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Version 02, May 05, 2025



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## PURPOSE

This document provides support to the CCC and FCC Providers in submitting the Initial Data Documentation on the RISES portal.

## PERSONAS

Personas	Responsibilities
Child Care Center Provider/ Family Child Care Provider	<ul style="list-style-type: none"><li>Submitting the Initial Data Documentation</li></ul>

## INTRODUCTION

For data-migrated accounts (those providers that were already licensed when RISES launched in February), submitting the Initial Data Documentation is necessary to capture information for the required fields found in RISES. This is also information that will be fed into your renewal and is required to be completed prior to accessing your renewal application. This Quick Reference Guide (QRG) supports CCC and FCC providers in completing the submission process, ensuring efficient retrieval of essential information.



## LOGGING IN TO YOUR ACCOUNT

**Prerequisite:** To log in to the RISES portal as a Child Care Center Provider, please ensure you already have an active workforce registry login for RISES. If you need help with your workforce registry profile, please see the [User Guide](#).

To log in to your RISES account, perform the following steps:

1. Click [here](#) to access the RISES Program login page.
2. Enter the registered **Email Address** and **Password** in the designated text boxes, then click the **Login** button.

Department of Human Services

English

### Login

Enter your email and password below to enter.

\* indicates required field

\* Personal Email Address

\* Password

[Forgot password](#)

Login

Don't have an account? [Create an account](#)

If you are facing any issue please send an email to [ris.es.support@dhs.ri.gov](mailto:ris.es.support@dhs.ri.gov)

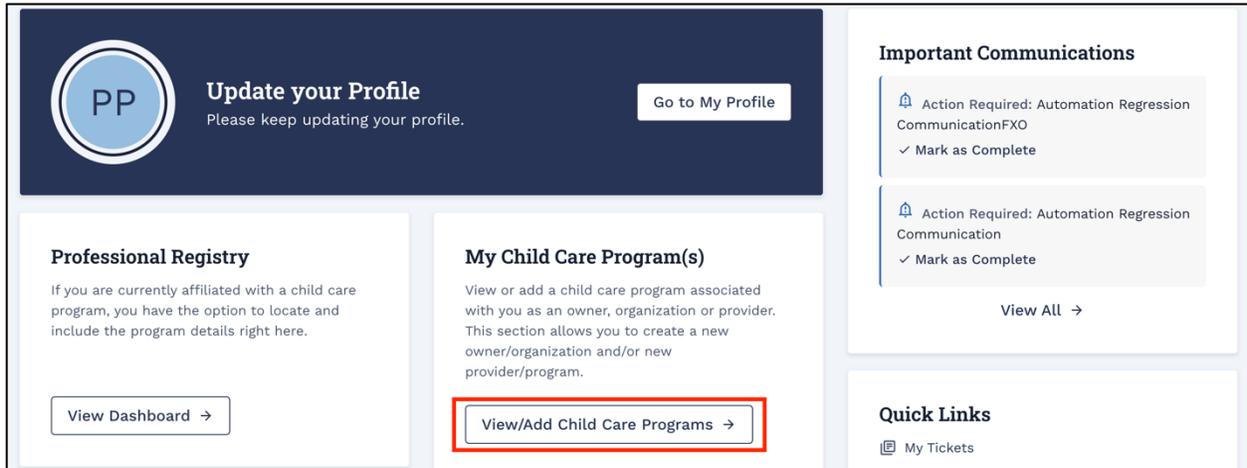
# SUBMITTING INITIAL DATA DOCUMENTATION BY CCC PROVIDER

This section outlines the step-by-step process for CCC Providers to submit the Initial Data Documentation.

**Note:** FCC Providers must refer to the [Submitting Initial Data Documentation by FCC Provider](#) section for specific instructions relevant to their submission workflow.

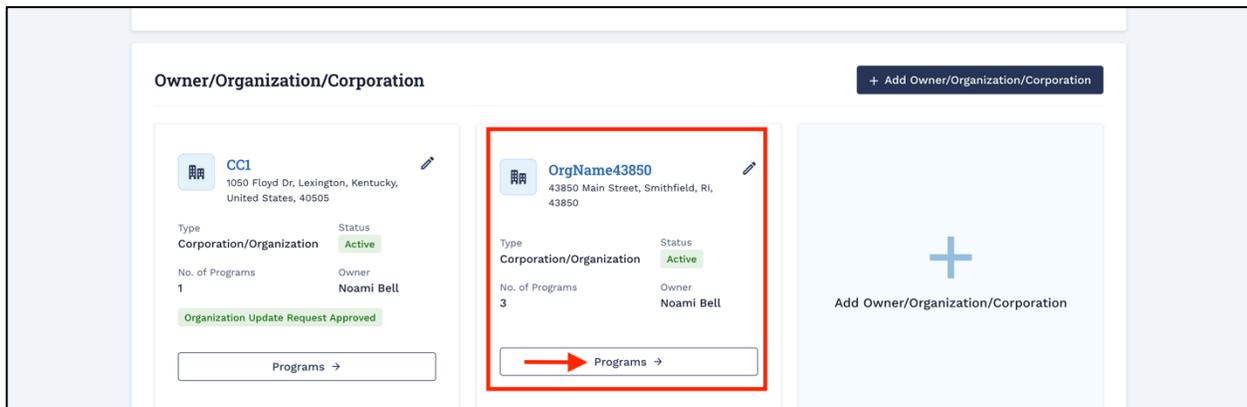
To submit the Initial Data Documentation, perform the following steps.

1. On the Provider Portal, click the **View/Add Child Care Programs** button on the Child Care Provider(s) tile.



The Owner/organization/Corporation page will be displayed.

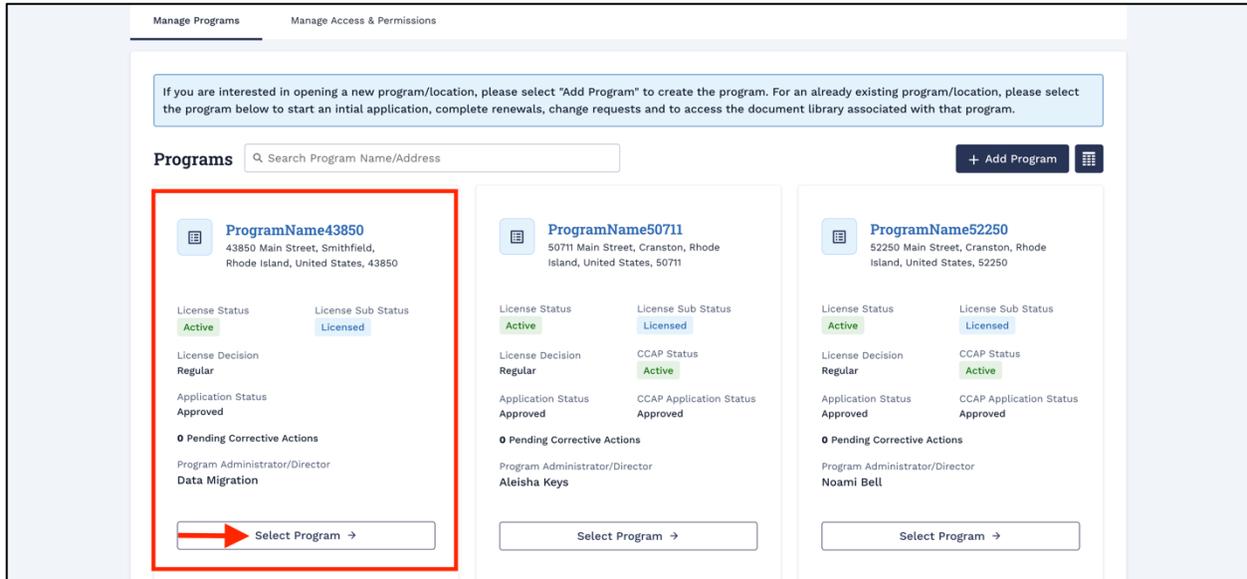
2. On the Organization tile, click the **Programs** button.



The Manage Programs page will be displayed with the list of Programs.

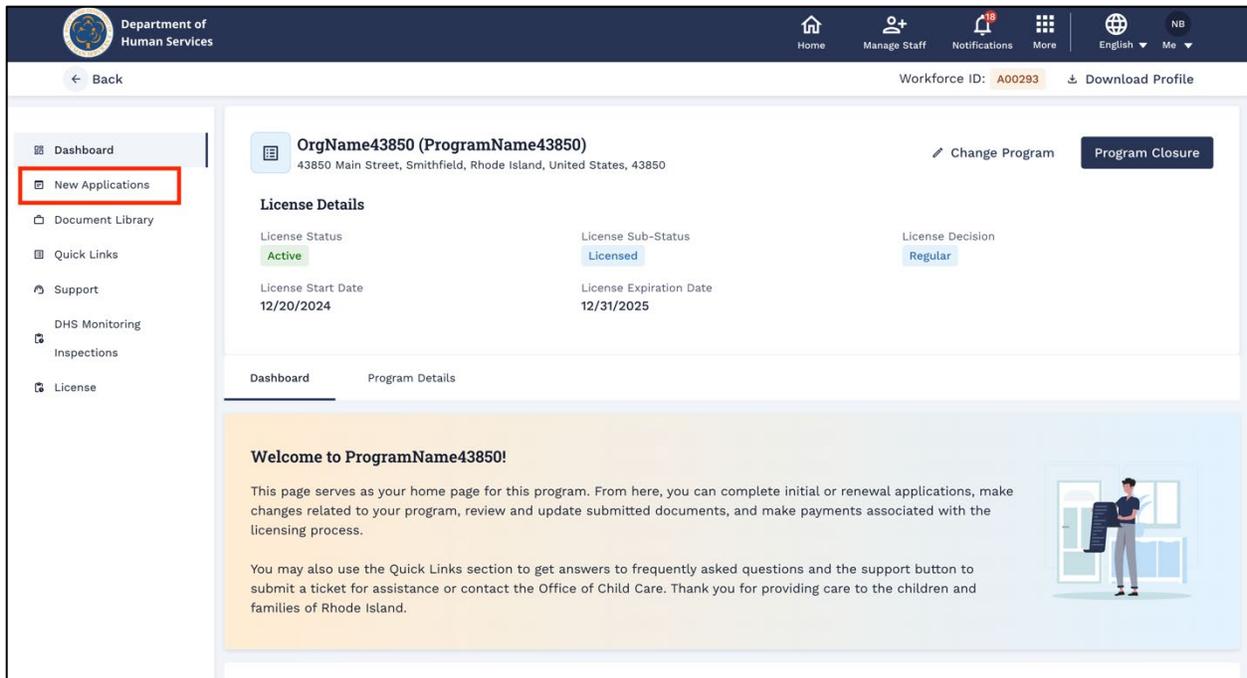


3. On the Program tile, click the **Select Program** button.



The Dashboard page will be displayed.

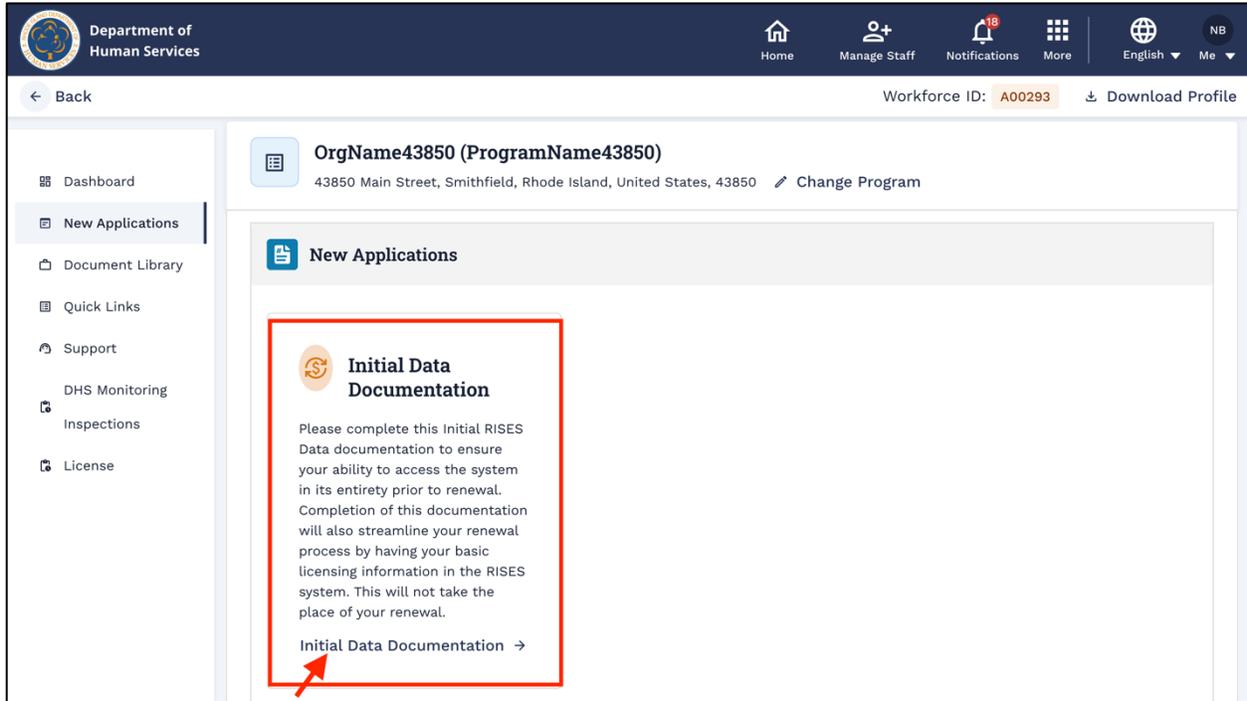
4. On the left panel, click the **New Applications** tab.



The New Applications page will be displayed.

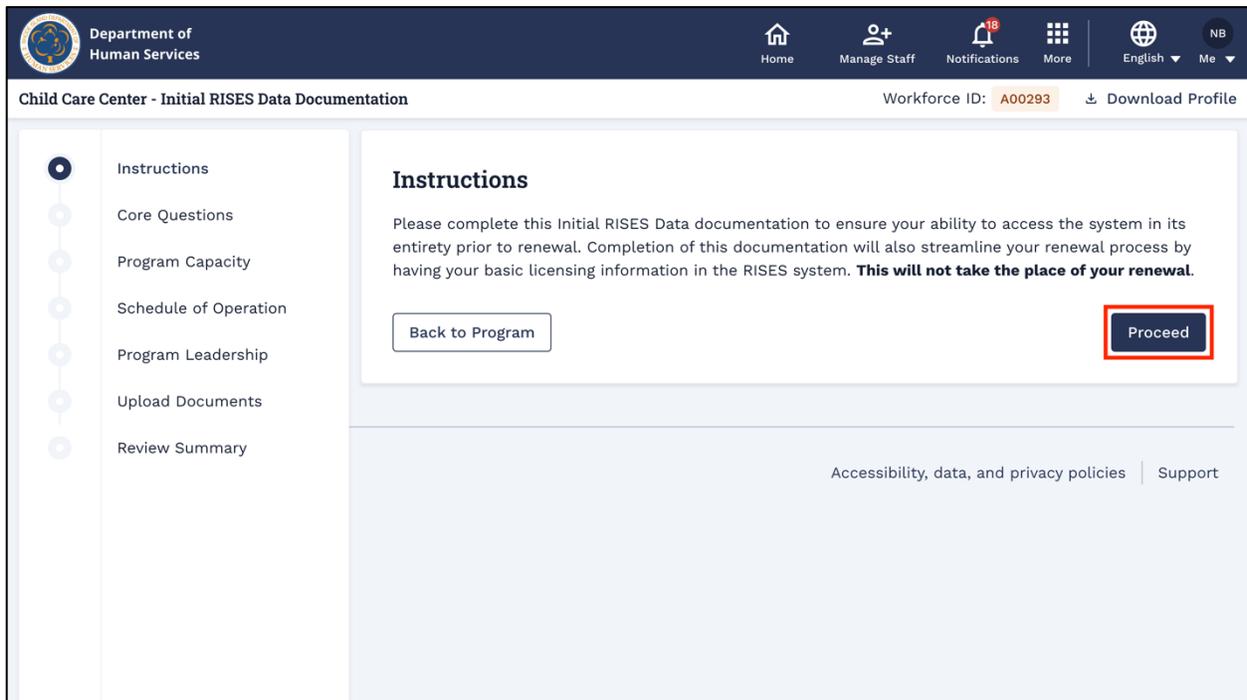


5. On the New Applications page, click the **Initial Data Documentation** button, available on the Initial Data Documentation tile.



The Instructions page will be displayed.

6. On the Instructions page, read the information, then click the **Proceed** button.





The **Core Questions** page will be displayed with the non-editable Corporate/Organization Information, Corporate/Organization Physical Address and Corporate/Organization Mailing Address.

7. Scroll to the **Program Information** section. Update the answers to the questions in the Program Information section as necessary.



8. Scroll to the Owner/Operator Information section, select Yes/No for “Are they currently part of the RISES Workforce Registry?” question. Family Child Care providers will not be required to complete this section.

**Note:** Selecting **Yes** displays the Search Member link, while **No** shows fields to add Owner information.

- a. To search for a member, click the **Search Member** link.  
The Search Member pop-up window will be displayed.
- b. You can search for a member using the Workforce ID or Demographic.  
**Note:** The member must be part of RISES to be added to a program.

- c. To search for a member using the demographic details, click the radio button to select **Demographics**.



d. Enter the First Name and Last Name.

Search Member

Search Member

You can search for an existing member to add.

\* indicates required field

Search by

Workforce ID  Demographics

\* First Name  Middle Name  \* Last Name

Cancel Add

e. Enter the **Date of Birth** or **Email Address**, then click the **Search** button.

Search Member

\* First Name  Middle Name  \* Last Name

One of the fields below is required to complete this search.

Date of Birth  Email Address

Reset **Search**

The Employee details will be displayed.

f. To add the employee, click the radio button on the select column, then click the **Add** button.

Search Member

Date of Birth  Email Address

Reset Search

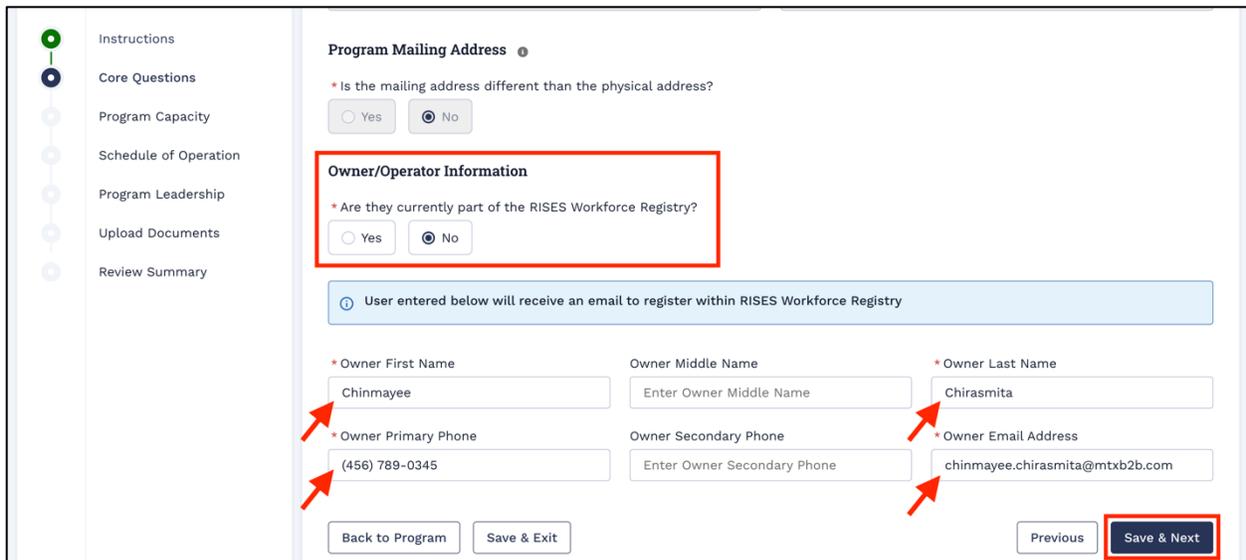
Select	Employee Name	Workforce ID	Email Address
<input type="radio"/>	Vinit Vaishnav	A00018	vinit.vaishnav@mtxb2b.com

Cancel **Add**

Owner/Operator Information

If the Owner/operator is not a part of the RISES system, then perform the following steps:

- a. Click **No** for “Are they currently part of the RISES Workforce Registry?” question.
- b. Enter the Owner First Name, Owner Last Name, Owner Primary Phone and Owner Email Address.
- c. Click the **Save & Next** button to continue.



**Program Mailing Address**

\* Is the mailing address different than the physical address?  
 Yes  No

**Owner/Operator Information**

\* Are they currently part of the RISES Workforce Registry?  
 Yes  No

User entered below will receive an email to register within RISES Workforce Registry

\* Owner First Name: Chinmayee  
 Owner Middle Name: Enter Owner Middle Name  
 \* Owner Last Name: Chirasmita

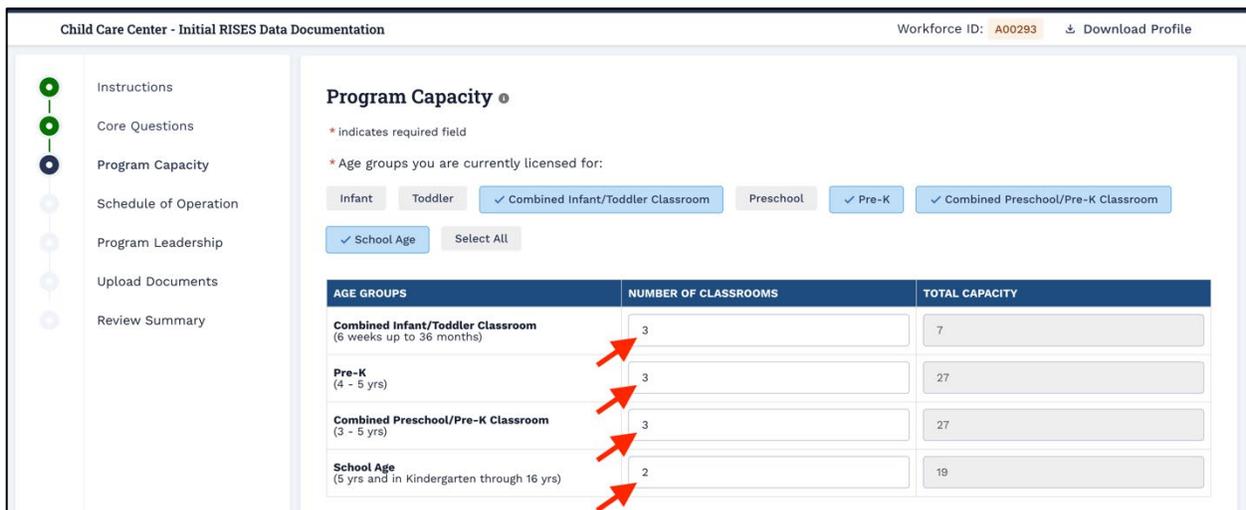
\* Owner Primary Phone: (456) 789-0345  
 Owner Secondary Phone: Enter Owner Secondary Phone  
 \* Owner Email Address: chinmayee.chirasmita@mtxb2b.com

Buttons: Back to Program, Save & Exit, Previous, **Save & Next**

The **Program Capacity** page will be displayed.

9. Enter the **NUMBER OF CLASSROOMS** for all the AGE GROUPS. Family Child Care providers will not see this section.

**Note:** You cannot update the Age group you are currently licensed for.



Child Care Center - Initial RISES Data Documentation Workforce ID: A00293 [Download Profile](#)

**Program Capacity**

\* indicates required field

\* Age groups you are currently licensed for:

Infant  Toddler  Combined Infant/Toddler Classroom  Preschool  Pre-K  Combined Preschool/Pre-K Classroom  
 School Age

AGE GROUPS	NUMBER OF CLASSROOMS	TOTAL CAPACITY
<b>Combined Infant/Toddler Classroom</b> (6 weeks up to 36 months)	3	7
<b>Pre-K</b> (4 - 5 yrs)	3	27
<b>Combined Preschool/Pre-K Classroom</b> (3 - 5 yrs)	3	27
<b>School Age</b> (5 yrs and in Kindergarten through 16 yrs)	2	19



10. In the Additional Program Information section, select Yes/No to answer the questions, then click the **Save & Next** button.

**Note:** Selecting **Yes** will display some additional fields to complete.

**Additional Program Information**

\* Do you currently have any Head Start Classrooms?  
 Yes  No

\* Do you currently have any Early Head Start Classrooms?  
 Yes  No

\* Do you currently have any RI State Pre-K Classrooms?  
 Yes  No

\* Total capacity of Early Head Start Children

Back to Program Save & Exit Previous **Save & Next**

The Schedule of Operation page will be displayed.

11. Select the days and corresponding **START TIME** and **END TIME** that you anticipate operating your Program.

**Note:**

- Click the **Copy to All** button to apply the Start and End Time to every day of the week.
- You can also add a second shift using the + 2<sup>nd</sup> Shift button.

**Schedule of Operation**

\* indicates required field

**Schedule Details**

\* Please select the days and corresponding hours that you anticipate operating your program

Monday  Tuesday  Wednesday  Thursday  Friday  Saturday  Sunday  Select All

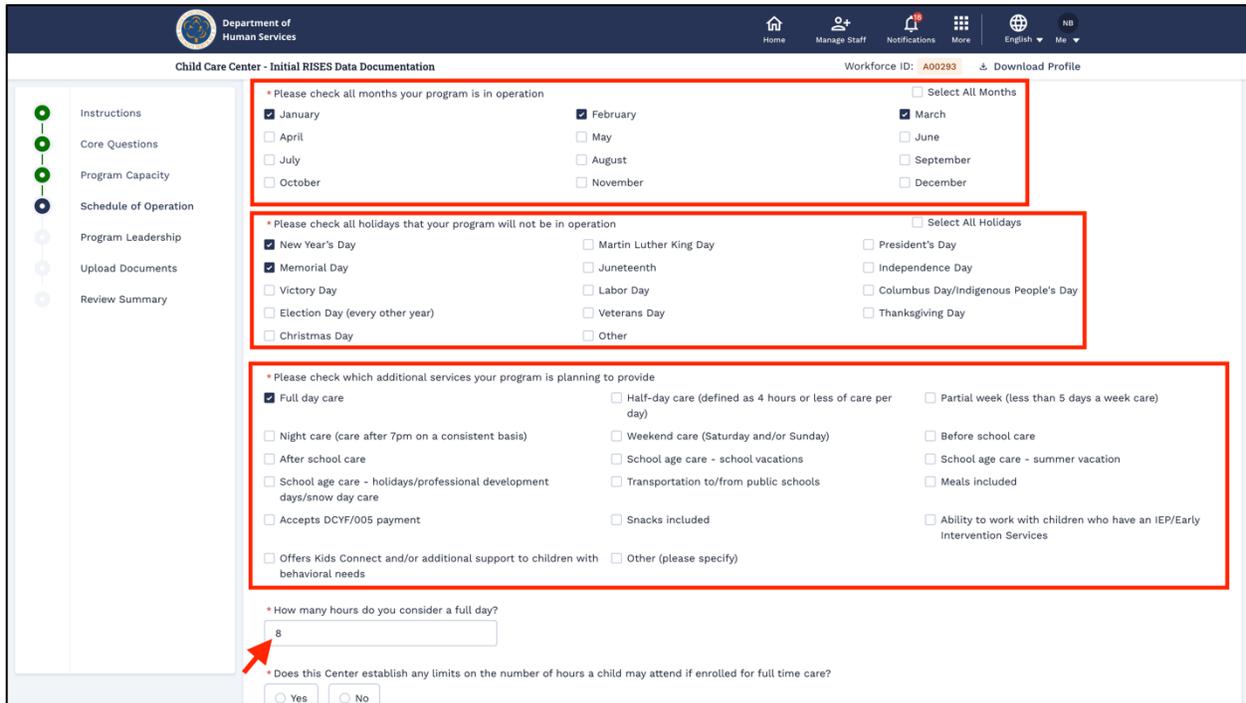
DAY	START TIME	END TIME	ACTION
Monday	8:30 AM	11:00 AM	+ 2nd Shift <b>Copy to All</b>
Tuesday	8:30 AM	11:00 AM	+ 2nd Shift
Wednesday	8:30 AM	11:00 AM	+ 2nd Shift

\* Please check all months your program is in operation  Select All Months

12. Select the **Months** your program is in operation and all **Holidays** and **Closures** you have planned annually.

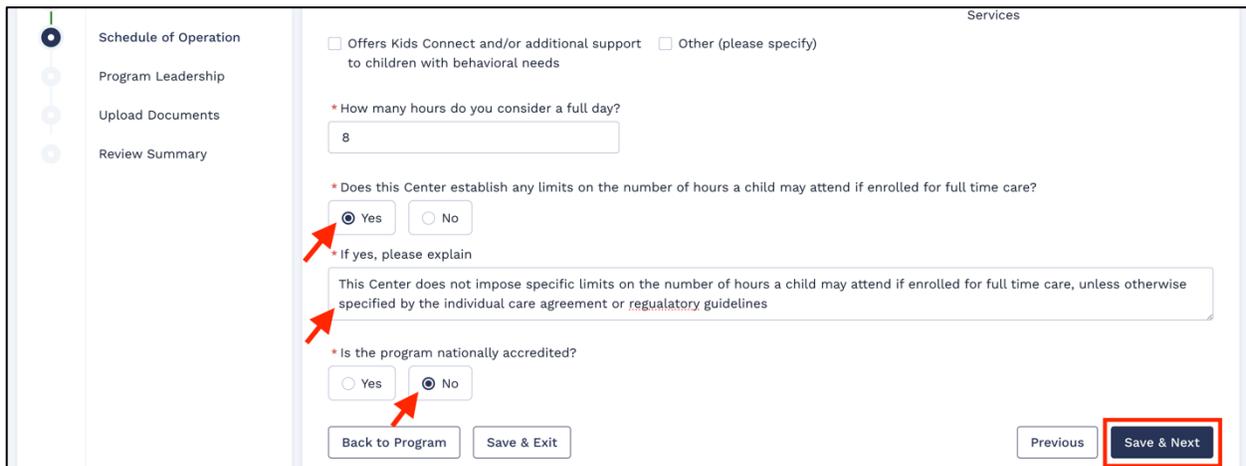
13. Select the **Services** your center provides.

14. Enter the number of hours you consider a full day.



15. Scroll down, then select Yes/No for the questions. Click the **Save & Next** button to save the information and continue the application.

**Note:** Selecting Yes will display some additional fields to fill the information.

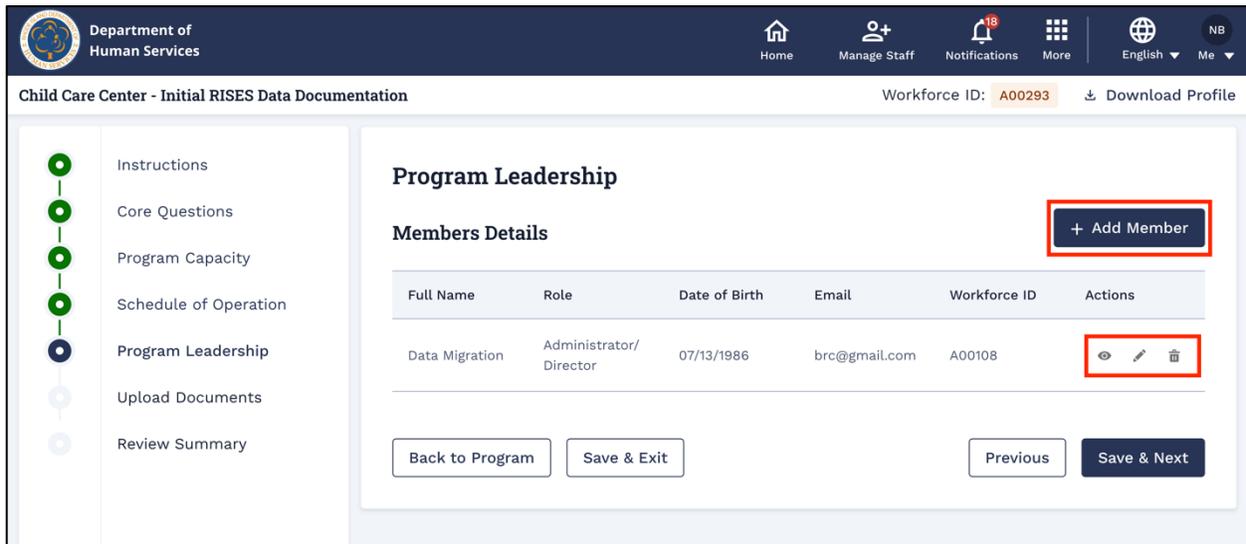
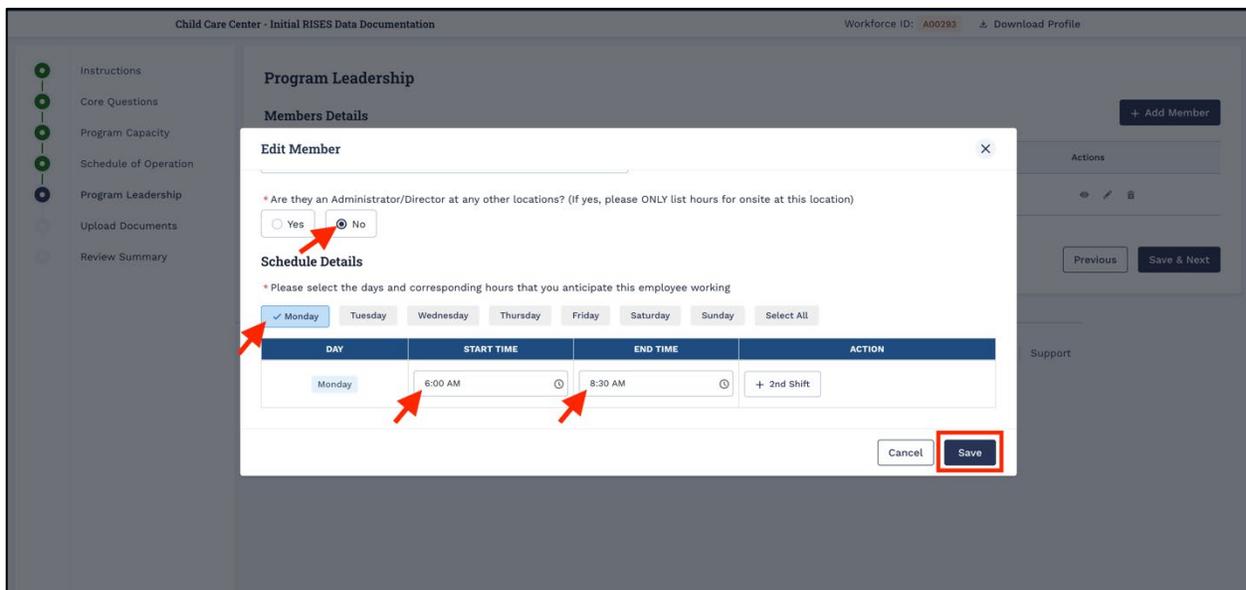


The Program Leadership page will be displayed.

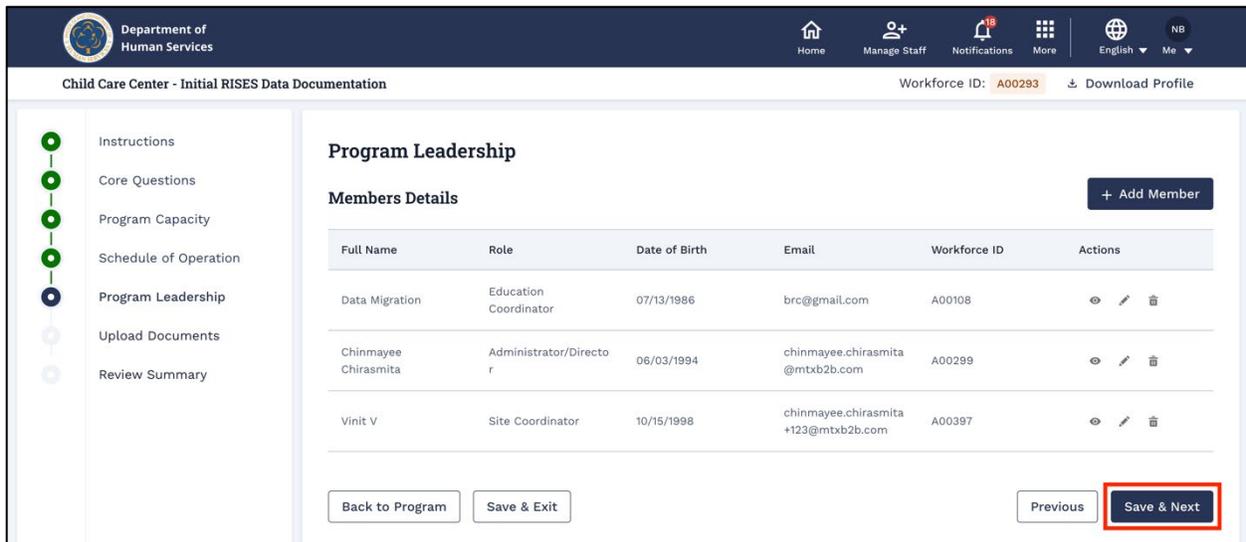
16. On the Program Leadership page, you can add a member using the **+ Add Member** button.

**Notes:**

- You can view the member details, edit the member information and delete the details using the icons displayed on the Actions column.
- You must assign a role and enter/update other required details by clicking the **Edit** pencil icon.
- You must add an Education Coordinator, Administrator/Director, and Site Coordinator on the Member Details page.

17. Click the **Save & Next** button to continue.



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Child Care Center - Initial RISES Data Documentation

Workforce ID: A00293

### Program Leadership

+ Add Member

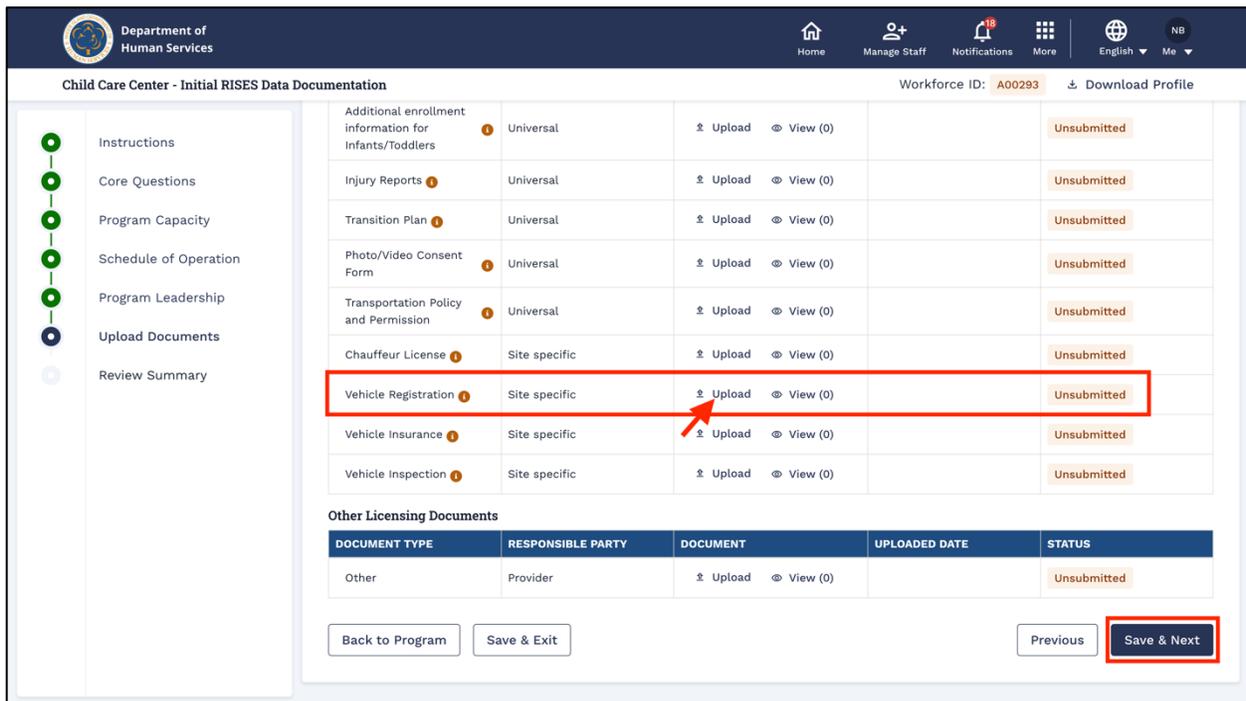
Full Name	Role	Date of Birth	Email	Workforce ID	Actions
Data Migration	Education Coordinator	07/13/1986	brc@gmail.com	A00108	View Edit Delete
Chinmayee Chirasmita	Administrator/Director	06/03/1994	chinmayee.chirasmita@mtxb2b.com	A00299	View Edit Delete
Vinit V	Site Coordinator	10/15/1998	chinmayee.chirasmita+123@mtxb2b.com	A00397	View Edit Delete

Back to Program Save & Exit Previous **Save & Next**

The Upload Documents page will be displayed.

18. To upload the documents, click the **Upload** button, then click the **Save & Next** button to continue.

**Note:** Uploading documents is optional. However, many of these documents will be required at your renewal. We encourage you to begin uploading these documents as part of this process.



Department of Human Services

Child Care Center - Initial RISES Data Documentation

Workforce ID: A00293

Additional enrollment information for Infants/Toddlers	Universal	Upload View (0)	Unsubmitted
Injury Reports	Universal	Upload View (0)	Unsubmitted
Transition Plan	Universal	Upload View (0)	Unsubmitted
Photo/Video Consent Form	Universal	Upload View (0)	Unsubmitted
Transportation Policy and Permission	Universal	Upload View (0)	Unsubmitted
Chauffeur License	Site specific	Upload View (0)	Unsubmitted
<b>Vehicle Registration</b>	Site specific	<b>Upload View (0)</b>	Unsubmitted
Vehicle Insurance	Site specific	Upload View (0)	Unsubmitted
Vehicle Inspection	Site specific	Upload View (0)	Unsubmitted

#### Other Licensing Documents

DOCUMENT TYPE	RESPONSIBLE PARTY	DOCUMENT	UPLOADED DATE	STATUS
Other	Provider	Upload View (0)		Unsubmitted

Back to Program Save & Exit Previous **Save & Next**



The Review Summary page will be displayed.

19. Review the information entered in the previous sections using the **Show Details** button, then click the **Submit** button.

**Note:** You can edit the information using the **Edit** pencil icon.

The screenshot shows the 'Review Summary' page. On the left is a vertical navigation menu with items: Instructions, Core Questions, Program Capacity, Schedule of Operation, Program Leadership, Upload Documents, and Review Summary (highlighted). The main content area displays the following information:

- Are they currently part of the RISES Workforce Registry? **No**
- Owner First Name: **Chinmayee**
- Owner Middle Name: **--**
- Owner Last Name: **Chirasmita**
- Owner Primary Phone: **(456) 789-0345**
- Owner Secondary Phone: **--**
- Owner Email Address: **chinmayee.chirasmita@mtxb2b.com**

Below this information are four expandable sections, each with an 'Edit' (pencil icon) and 'Show Details' (eye icon) button:

- Program Capacity** (highlighted with a red box)
- Schedule of Operation**
- Program Leadership**
- Upload Documents**

At the bottom of the page are three buttons: 'Back to Program', 'Previous', and 'Submit' (highlighted with a red box). Two red arrows point from the 'Show Details' buttons of the 'Program Capacity' and 'Schedule of Operation' sections towards the 'Submit' button.

The Confirmation of Application Submission pop-up window will be displayed.

20. On the Confirmation of Application Submission pop-up window, click the **Yes** button.

The screenshot shows the 'Confirmation of Application Submission' pop-up window overlaid on the Review Summary page. The pop-up window has a title bar with a close button (X) and contains the text: 'Do you want to close this application?'. At the bottom of the pop-up are two buttons: 'No' and 'Yes' (highlighted with a red box). The background page is dimmed and shows the same information as the previous screenshot.



Upon successful submission, you will be redirected to the application page displaying the Application ID with the Application Submitted Successfully status.

**Notes:**

- Click the **Download Application** button to download the application
- You can go back to the Dashboard using the **Go to Dashboard** button

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Home Manage Staff Notifications More English Me

Workforce ID: A00293 Download Profile

### Application Submitted Successfully

Thank you for submitting your application! Your application has been received and is currently being processed. We appreciate your interest and will carefully review the information you have provided.

**Application ID: APP-00002695**

#### Next Steps

- Please keep this Application ID for your records, as it will be used for any future correspondence regarding your application.
- Our team is dedicated to ensuring a thorough and fair review of all applications. You will be notified of the outcome as soon as the review process is complete.
- If you have any inquiries or need further assistance, please feel free to contact our support team at (401) 462-3009 or email us at [DHS.ChildCareLicensing@dhs.ri.gov](mailto:DHS.ChildCareLicensing@dhs.ri.gov).

Download Application Go to Dashboard ->

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# SUBMITTING INITIAL DATA DOCUMENTATION BY FCC PROVIDER

To submit the Initial Data Documentation as an FCC provider, perform the following steps.

1. On the Provider Portal, click the **View/Add Child Care Programs** button on the Child Care Provider(s) tile.

The screenshot shows a dashboard with several sections. At the top left is a 'PP' profile icon and an 'Update your Profile' section with a 'Go to My Profile' button. Below this are two main tiles: 'Professional Registry' and 'My Child Care Program(s)'. The 'My Child Care Program(s)' tile contains a 'View/Add Child Care Programs' button, which is highlighted with a red rectangular box. To the right, there are 'Important Communications' and 'Quick Links' sections.

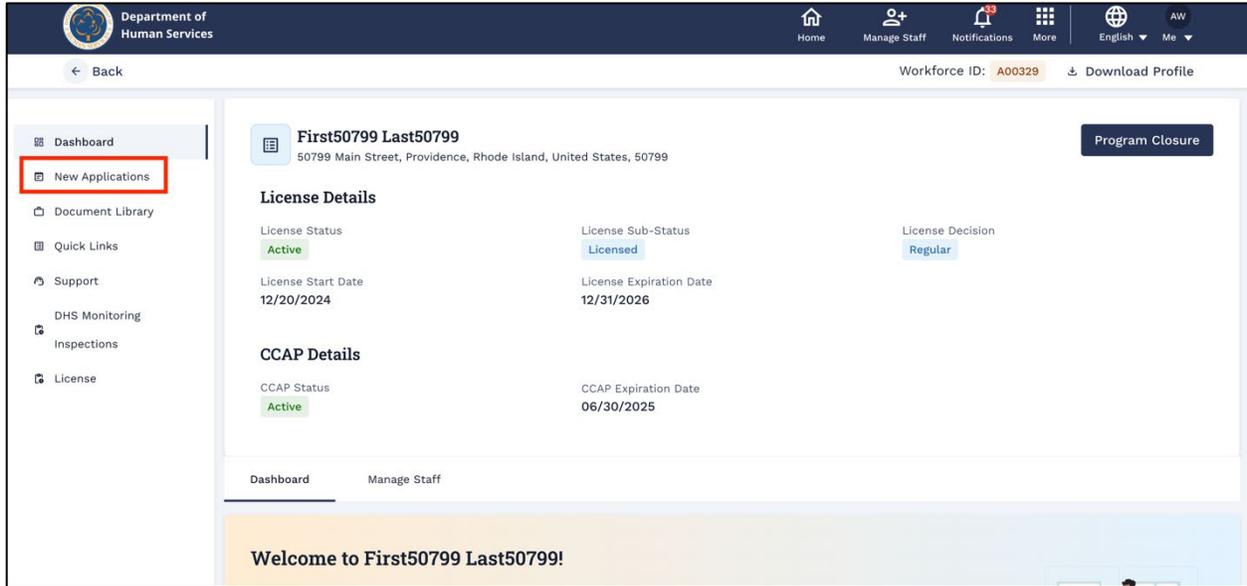
The Family Child Care page will be displayed.

2. On the Program tile, click the **Select Program** button.

The screenshot shows the 'Family Child Care' page. At the top, there is a navigation bar with 'Home', 'Manage Staff', 'Notifications', 'More', 'English', and 'Me'. Below the navigation bar, there is a 'Let's get you started!' section with introductory text. The main content area is titled 'Family Child Care' and contains two program tiles. The first tile, 'First50799 Last50799', is highlighted with a red box and has a 'Select Program' button with a red arrow pointing to it. The second tile, 'Ashley Walters', has a 'Select Program' button. The footer contains the Rhode Island state logo, copyright information, and links for accessibility, data, and privacy policies, and support.

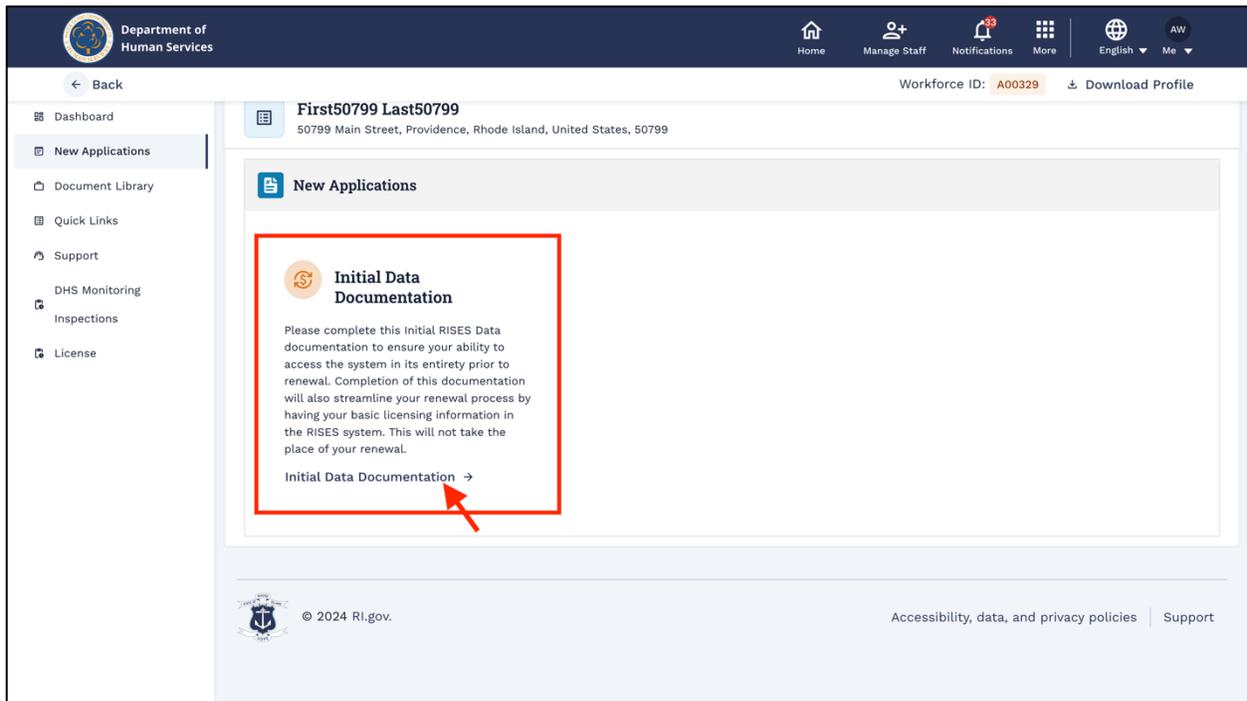
The Dashboard page will be displayed.

3. On the left panel, click the **New Applications** tab.



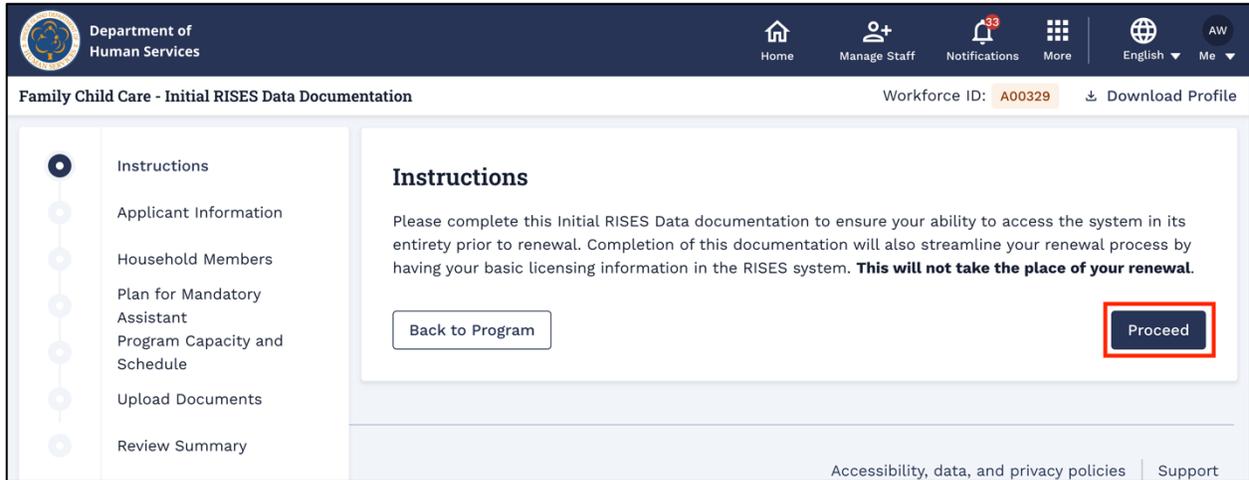
The New Applications page will be displayed.

4. On the New Applications page, click the **Initial Data Documentation** button, available on the Initial Data Documentation tile.



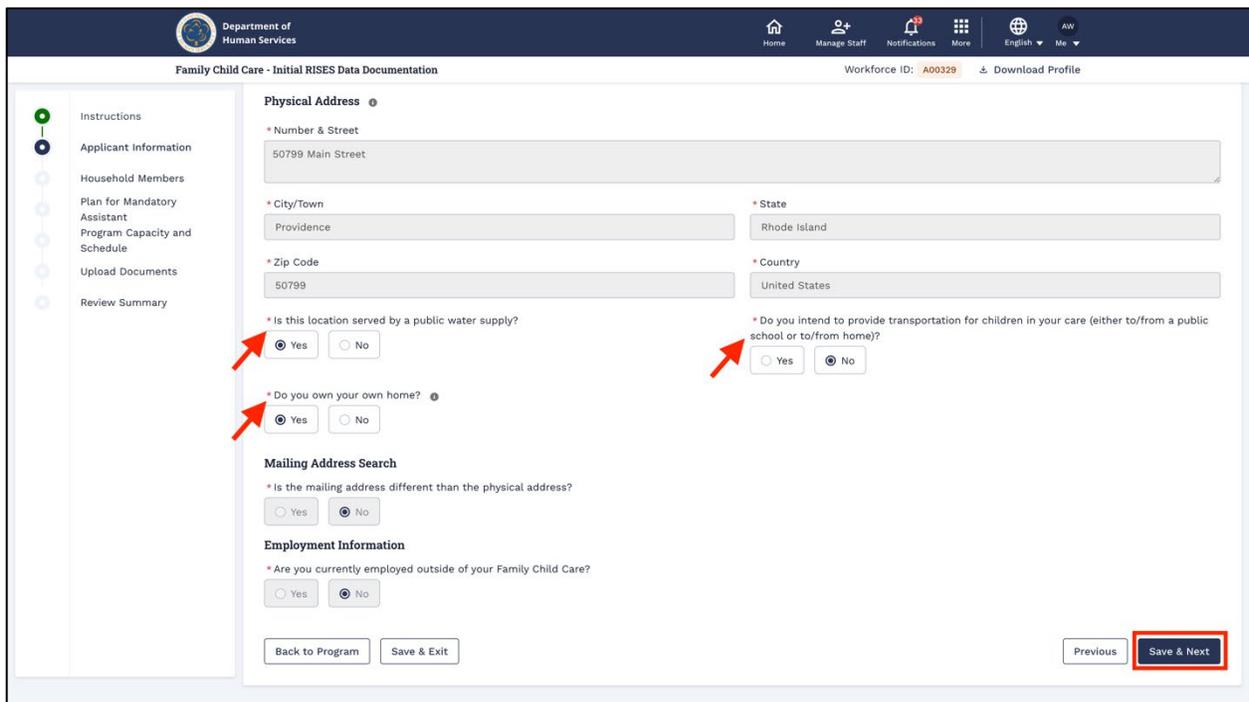
The Instructions page will be displayed.

- On the Instructions page, read the information, then click the **Proceed** button.



The Applicant Information page will be displayed with the non-editable Applicant Information and Mailing Address Search section.

- Scroll to the **Physical Address** section.
- You can make necessary changes to the answers to the questions in the Physical Address section.
- Click the **Save & Next** button to continue.



The Household Members page will be displayed with the list of Household Members.



9. To add a new household member, click the **+ Add Household Member** button.

**Note:** You can view, edit, and delete the Household member using the **View**, **Edit** pencil icon, and **Delete** bin icon from the Actions column.

Department of Human Services

Family Child Care - Initial RISES Data Documentation

Workforce ID: A00329

Download Profile

Instructions

Applicant Information

Household Members

Plan for Mandatory Assistant

Program Capacity and Schedule

Upload Documents

Review Summary

**Household Members**

Please list every person who currently lives in your household. This includes any adult as well as any child living in your home with you, regardless of age or relation. Per regulations, the Department must know everyone that is living in your home with you at all times if you are caring for children in that home. Failure to disclose any member of the household will result in a denial of Family Child Care licensure. To add a new household member, "Add Household Member". To delete a household member, simply click on the delete button next to their name.

**Household Members/Individuals**

Name	Relation to Applicant	Email Address	Date of Birth	Actions
HHMFirst50799 HHMLast50799			06/08/1962	View Edit Delete
HHMFirst50799 HHMLast50799			04/08/1981	View Edit Delete
HHMFirst50799 HHMLast50799			02/01/1966	View Edit Delete
HHMFirst50799 HHMLast50799			04/21/2005	View Edit Delete
HHMFirst50799 HHMLast50799			10/19/2018	View Edit Delete

Back to Program Save & Exit Previous Save & Next

The Add New Household Member pop-up window will be displayed.

10. Enter the **First Name**, **Last Name**, and **Date of Birth**.

11. Select the **Gender** and **Relation to Applicant**.

**Note:** Fields marked with a red asterisk (\*) are mandatory fields.

**Add New Household Member**

\* indicates required field

\* First Name: Vinit

Middle Name: Enter Middle Name

Maiden Name/Other: Enter Maiden Name

\* Last Name: Vaishnav

\* Date of Birth: 5/13/1997

Age: 27

\* Gender: Male

Email Address: Enter Email Address

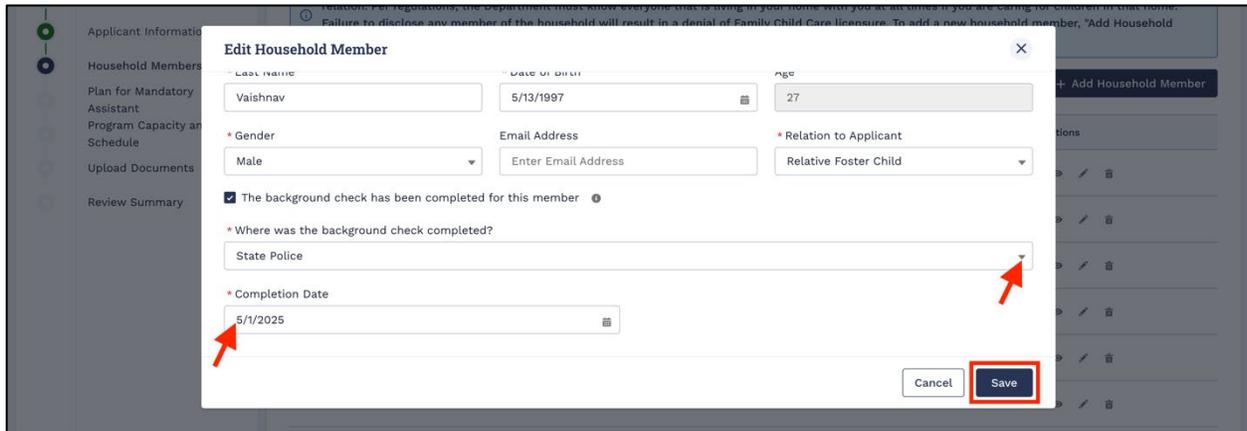
\* Relation to Applicant: Relative Foster Child

The background check has been completed for this member

Cancel Save

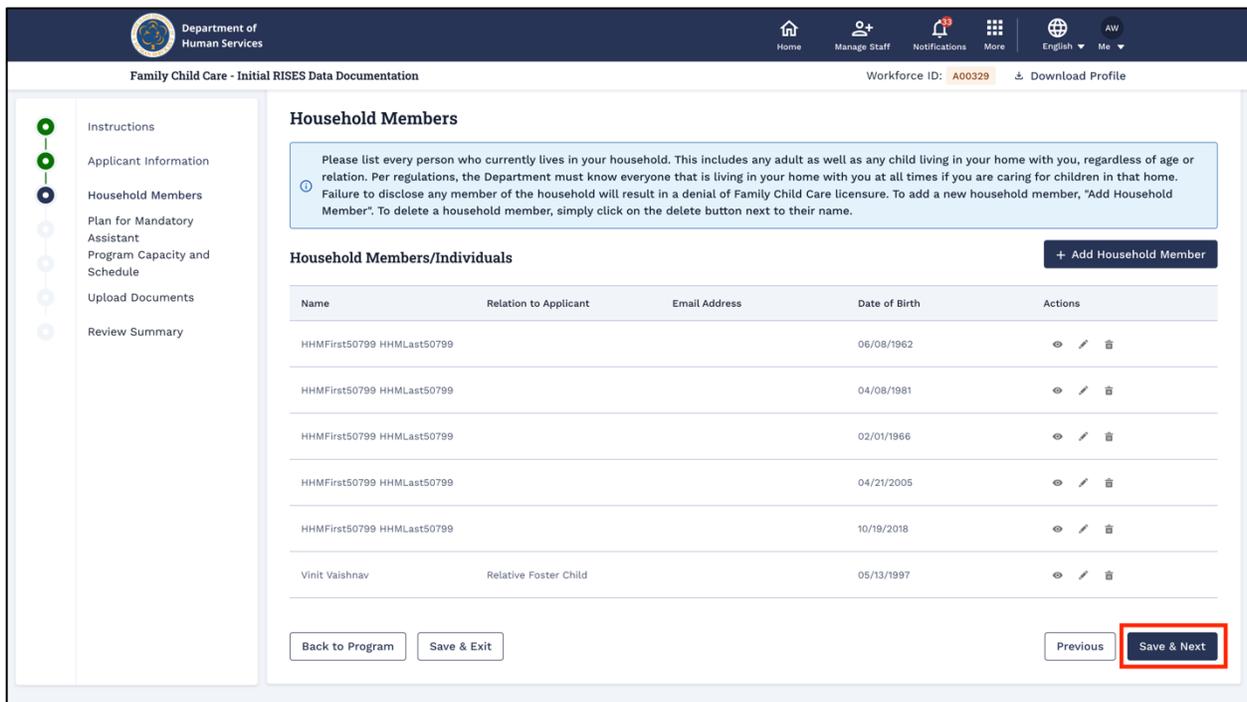
12. Select **The background check has been completed for this member** checkbox, if the background check of the Household member is completed.

13. Select **Where was the background check completed?** and enter the **Completion Date**, then click the **Save** button.



A success message will be displayed, and you will be navigated to the Household Members page.

14. On the Household Members page, click the **Save & Next** button to continue.



The **Plan for Mandatory Assistant** page will be displayed.



15. To add a Plan for Mandatory Assistant, click the **+ Add Assistants** button.

**Note:** It is mandatory to add an Assistant. You can't proceed without adding the assistant.

The **Add New Assistant** pop-up window will be displayed.

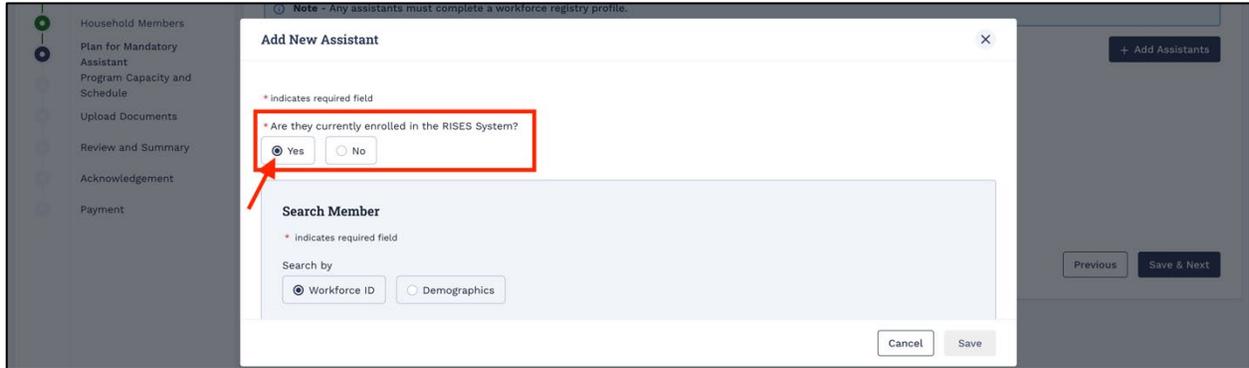
16. Select **Yes/No** to confirm whether the Assistant is a part of the RISES system.

**Notes:**

- Selecting **Yes** enables you to search for the members using their Workforce ID or demographic information
- Selecting **No** enables you to add a new member

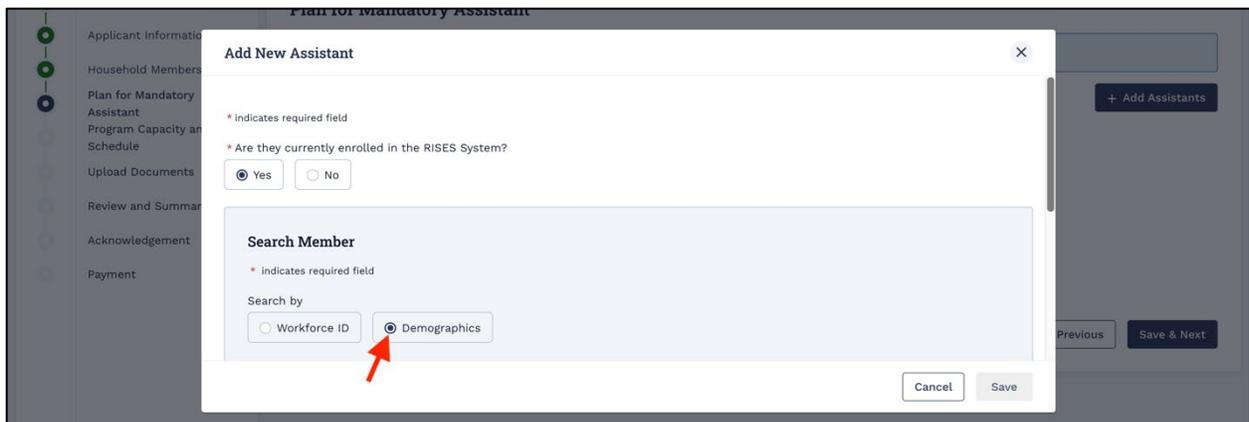
To search for the member using their Demographics, perform the following steps:

- a) On the Add New Assistant pop-up window, select **Yes**.

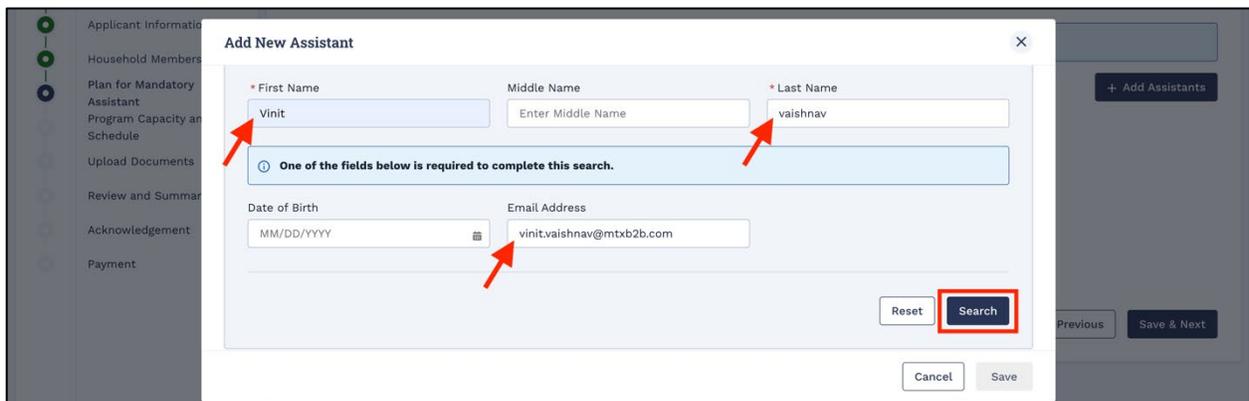


The Search Member field will be displayed, and the Workforce ID will be selected.

- b) Click the radio button to search for the member using **Demographics**.



- c) Enter the **First Name**, **Last Name**, and **Date of Birth/Email Address**, then click the **Search** button.



The member details will be displayed.



d) To add the member, click the radio button, then click **Save**.

A success message will be displayed.

To add a New Assistant, perform the following steps:

a) On the Add New Assistant pop-up window, select **No**.

**Note:** The new user will be added to the RISES system and receive an email to complete their registration.

Some additional fields will be displayed to fill in the required information.

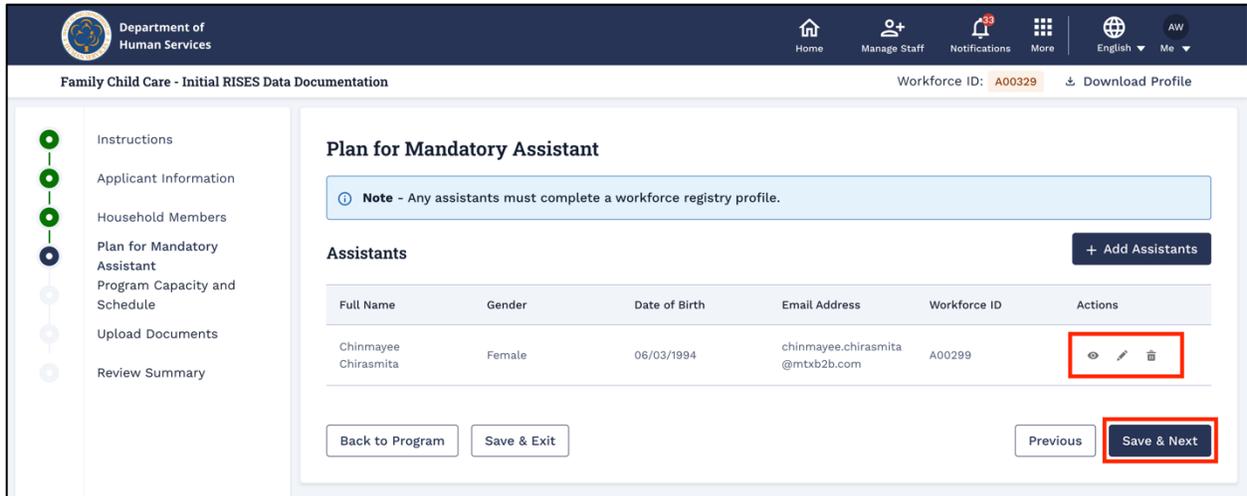
b) Enter the **First Name**, **Last Name**, and **Email Address**.

c) Select the **Date of Birth** and **Gender**, then click the **Save** button.

A success message will be displayed, and you will be directed to the **Plan for Mandatory Assistant** page, where the newly added member details will be displayed.

17. To continue, click the **Save & Next** button.

**Note:** The buttons in the Action column provide options to view, edit, or delete the Member Details, each represented by the left, middle, and last buttons, respectively.



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Home Manage Staff Notifications More English Me

Family Child Care - Initial RISES Data Documentation Workforce ID: A00329 Download Profile

Instructions

Applicant Information

Household Members

Plan for Mandatory Assistant

Program Capacity and Schedule

Upload Documents

Review Summary

**Plan for Mandatory Assistant**

Note - Any assistants must complete a workforce registry profile.

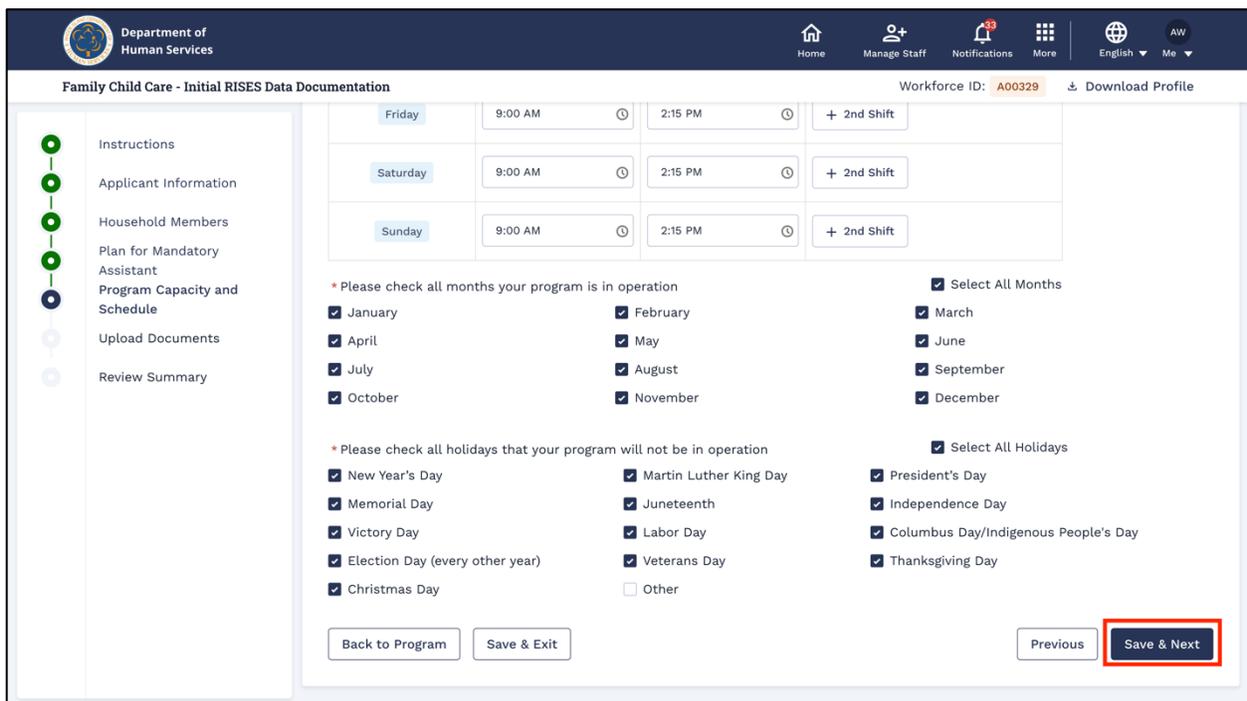
+ Add Assistants

Full Name	Gender	Date of Birth	Email Address	Workforce ID	Actions
Chinmayee Chirasmita	Female	06/03/1994	chinmayee.chirasmita@mtxb2b.com	A00299	View Edit Delete

Back to Program Save & Exit Previous **Save & Next**

The Program Capacity and Schedule page will be displayed.

18. Update the necessary information on the Program Capacity page, then click the **Save & Next** button.



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Family Child Care - Initial RISES Data Documentation Workforce ID: A00329 Download Profile

Instructions

Applicant Information

Household Members

Plan for Mandatory Assistant

Program Capacity and Schedule

Upload Documents

Review Summary

Day	Start Time	End Time	Action
Friday	9:00 AM	2:15 PM	+ 2nd Shift
Saturday	9:00 AM	2:15 PM	+ 2nd Shift
Sunday	9:00 AM	2:15 PM	+ 2nd Shift

\* Please check all months your program is in operation

January  February  March  Select All Months

April  May  June

July  August  September

October  November  December

\* Please check all holidays that your program will not be in operation

Select All Holidays

New Year's Day  Martin Luther King Day  President's Day

Memorial Day  Juneteenth  Independence Day

Victory Day  Labor Day  Columbus Day/Indigenous People's Day

Election Day (every other year)  Veterans Day  Thanksgiving Day

Christmas Day  Other

Back to Program Save & Exit Previous **Save & Next**



The Upload Documents page will be displayed.

19. To upload the documents, click the **Upload** button, then click the **Save & Next** button to continue.

**Note:** Uploading documents is optional. However, many of these documents will be required at your renewal. We encourage you to begin uploading these documents as part of this process.

Family Child Care - Initial RISES Data Documentation

Workforce ID: A00329

Document Name	Requirement	Upload	View	Status
Parent Handbook	May be either Universal or Site Specific	Upload	View (0)	Unsubmitted
Staff Schedule	Site specific	Upload	View (0)	Unsubmitted
Emergency Response Plan	Site specific	Upload	View (0)	Unsubmitted
Application for Enrollment	Universal	Upload	View (0)	Unsubmitted
Additional enrollment information for Infants/Toddlers	Universal	Upload	View (0)	Unsubmitted
Injury Reports	Universal	Upload	View (0)	Unsubmitted
Photo/Video Consent Form	Universal	Upload	View (0)	Unsubmitted
Transportation Policy and Permission	Universal	Upload	View (0)	Unsubmitted
Chauffeur License	Site specific	Upload	View (0)	Unsubmitted
Vehicle Registration	Site specific	Upload	View (0)	Unsubmitted
Vehicle Insurance	Site specific	Upload	View (0)	Unsubmitted
Vehicle Inspection	Site specific	Upload	View (0)	Unsubmitted

Other Licensing Documents

DOCUMENT TYPE	RESPONSIBLE PARTY	DOCUMENT	UPLOADED DATE	STATUS
Other	Provider	Upload	View (0)	Unsubmitted

Buttons: Back to Program, Save & Exit, Previous, **Save & Next**

The Review Summary page will be displayed.

20. Review the information entered in the previous sections using the **Show Details** button, then click the **Submit** button.

**Note:** You can edit the information using the **Edit** pencil icon.

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Do you own your own home?  
Yes

**Mailing Address**  
Is the mailing address different than the physical address?  
No

**Employment Information**  
Are you currently employed outside of your Family Child care?  
No

**Household Members** [Edit] [Show Details ^]

**Plan for Mandatory Assistant** [Edit] [Show Details ^]

**Program Capacity and Schedule** [Edit] [Show Details ^]

**Upload Documents** [Edit] [Show Details ^]

Buttons: Back to Program, Previous, **Submit**



The Confirmation of Application Submission pop-up window will be displayed.

21. On the Confirmation of Application Submission pop-up window, click the **Yes** button.

The screenshot shows a web application interface with a sidebar on the left containing a navigation menu with items like 'Instructions', 'Applicant Information', 'Household Members', etc. The main content area is partially obscured by a white pop-up window titled 'Confirmation of Application Submission'. The pop-up contains the text 'Do you want to close this application?' and two buttons: 'No' and 'Yes'. The 'Yes' button is highlighted with a red rectangular box.

Upon successful submission, you will be redirected to the application page displaying the Application ID with the Application Submitted Successfully status.

#### Notes:

- Click the **Download Application** button to download the application
- You can go back to the Dashboard using the **Go to Dashboard** button

The screenshot shows a dashboard page with a dark blue header. The main content area has a white background with a green heading 'Application Submitted Successfully'. Below the heading is a message: 'Thank you for submitting your application! Your application has been received and is currently being processed. We appreciate your interest and will carefully review the information you have provided.' The 'Application ID: APP-00002713' is displayed in a red-bordered box. Underneath, there is a 'Next Steps' section with three bullet points. At the bottom of the content area, there are two buttons: 'Download Application' and 'Go to Dashboard ->'. Red arrows point to both buttons. On the right side of the page, there is a large circular logo for the Rhode Island Department of Human Services.

This concludes the Initial Data Documentation Quick Reference Guide