

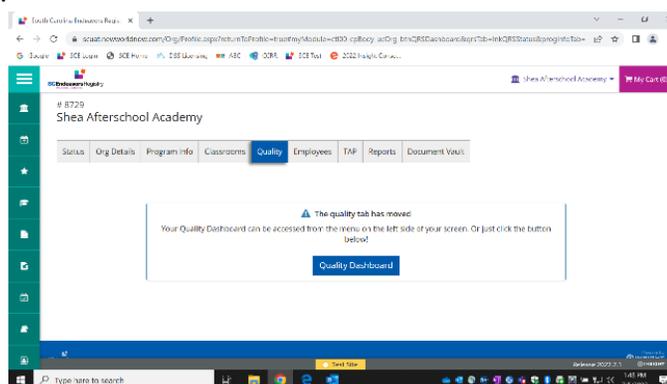
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How to Apply for Pathways to Quality

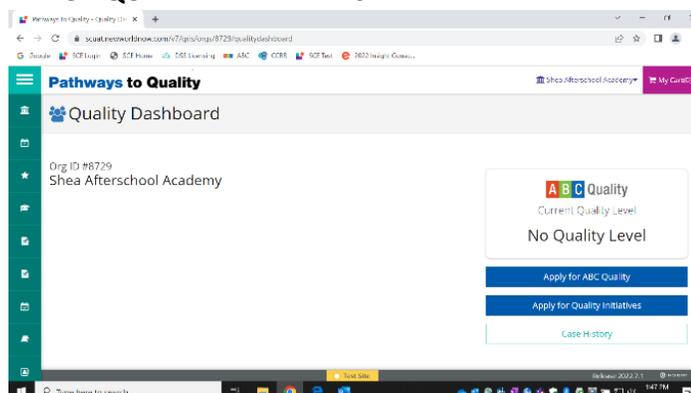
*You must have an Organization Profile and be the owner/manager of the Organization Profile to be able to apply for technical assistance services. If you need assistance with creating an Organization Profile, please email scendeavors@dss.sc.gov or call SC Endeavors at (864) 250-8581.

Sign In:

1. Go to www.scendeavors.org.
2. Click **REGISTRY LOGIN** in the top right-hand corner.
3. Click **LOGIN** in the top right-hand corner.
4. Enter your email and password.
5. Click **LOGIN**.
6. **SELECT** your organization by clicking on your name in the right-hand corner. The organization name will be included within the drop-down. Select your organization applying for technical assistance services.
7. Click on the **QUALITY** tab from the menu list located under the organization name. Next click on the **QUALITY DASHBOARD** tab. This will take you to the first step for applying for technical assistance services.



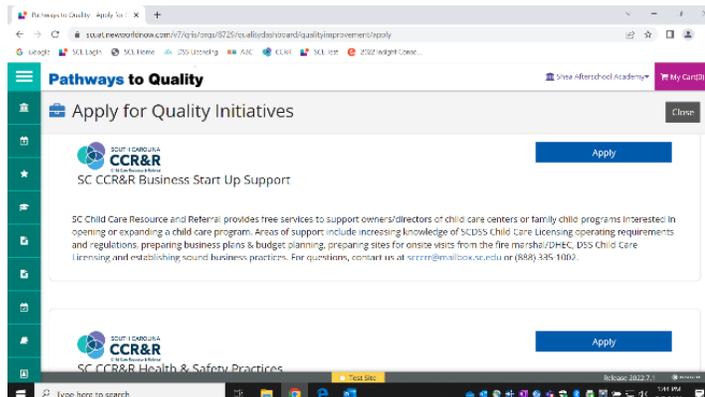
8. Technical Assistance services application is located on the right side of the screen. Click on the second option **APPLY FOR QUALITY INITIATIVES**.



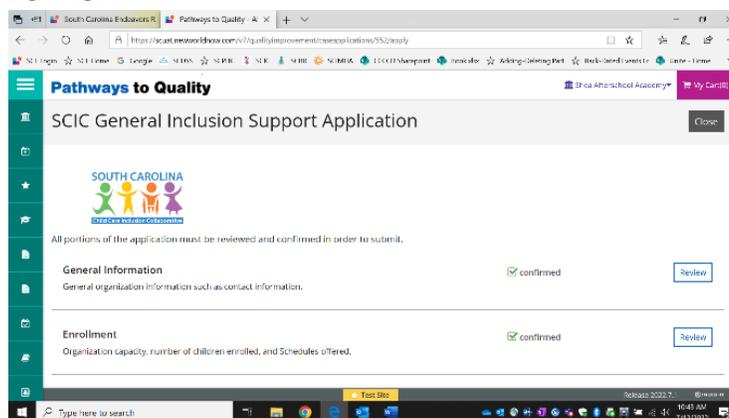
9. A list of Quality Initiative services will populate. The Quality Initiatives services that your program is eligible to receive will have a **blue APPLY** tab next to the Quality Initiative service.

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Click on the **APPLY** tab next to the chosen initiative. This will take you to the Quality Initiative application.

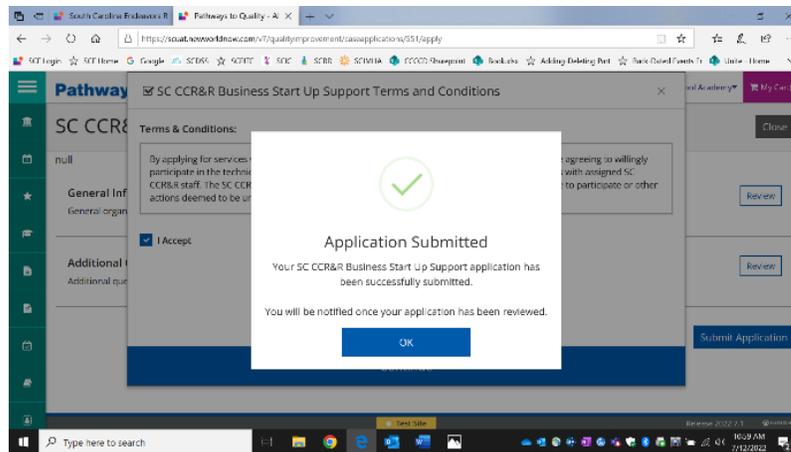


10. For the application, you will complete the following steps:
 - a. Complete General Information by clicking on the **REVIEW** tab. Review the auto filled information, if the information is correct click on **SAVE AND CONFIRM** then click on **OK**. If the information is incorrect, click the **EDIT** button in the right corner, make the corrections, then click on **UPDATE** at the bottom of the page and then click on **RETURN to APPLICATION**.
 - b. Follow the above steps for completing the required fields of the application. After each required field of the application has been completed, a check mark next to **CONFIRMED** will appear. When all required fields of the application have been completed, click on **SUBMIT APPLICATION**.



11. The Terms and Condition agreement between the provider and the selected Quality Initiative program should be reviewed. If agreed to the terms and condition, click **I ACCEPT** then click **CONTINUE**.
12. To continue with submitting the application, click **SUBMIT APPLICATION** then click **CONTINUE**. To submit the application choose **YES**. Once the application has been submitted, you will **NO** longer have access to the application.
13. Your CQI application has been submitted. Click **OK** to finish the submission process.

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14. After the technical assistance services application has been submitted, the review and approval processes are conducted by the Quality Initiative service provider. Programs will receive application updates from the Quality Initiative service provider.