

ARISE Provider Portal – Provider Facility Renewal Application

The Alabama Department of Human Resources has implemented Arise, a new childcare management system with a provider portal. Providers must now register on the portal for their license and subsidy applications to be approved, to manage their facilities or childcare homes, to track attendance, and much more.

A provider's license/exemption is valid for three years. At the end of three years, providers will need to renew their licenses/exemptions. For this, providers will be able to initiate and submit a renewal application on the Arise Provider Portal

How to submit a Facility Renewal Application on the Arise Provider Portal?

The following is a quick step-by-step guide to submitting a renewal application on the Arise Provider Portal!

As a licensed/exempted provider, you will be able to submit a renewal application 90 days before your license/exemption expires. At this point, you will receive an email/notification, prompting you to submit your renewal application.

To submit your renewal application:

1. Access the Provider Portal to be directed to the following Login/Registration Page:

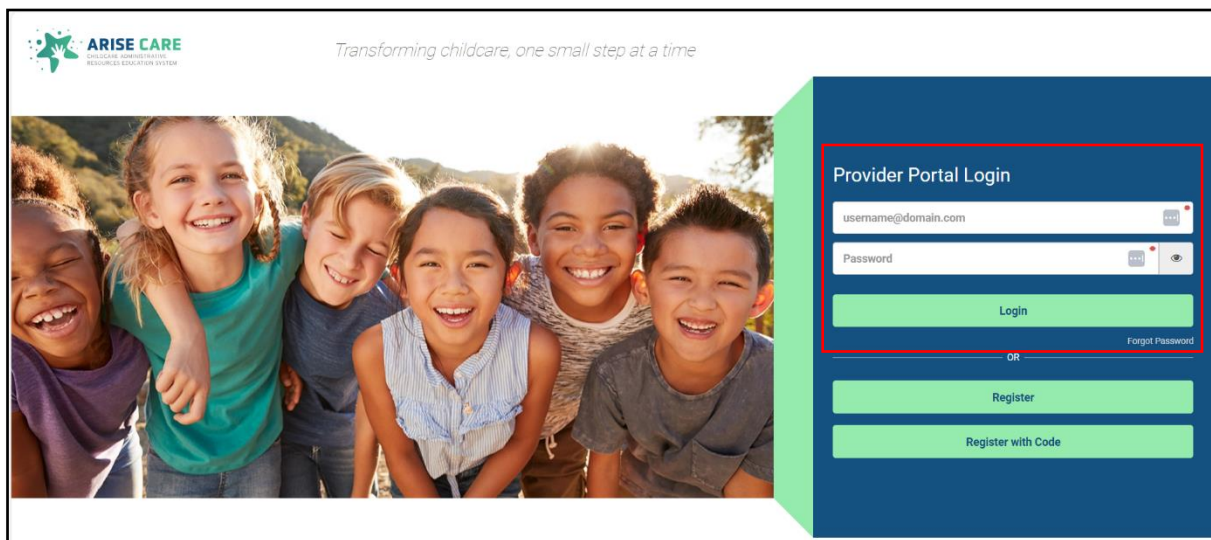


Figure 1: Login Page

On this page:

2. Enter your credentials.
3. Click on 'Login' to be redirected to the provider dashboard:

Message	Generated Date	
Your Provider Subsidy Application FSA00021 has been Approved.	08/21/2024	Clear
Subsidy Agreement Application for Facility Jenny's Childcare (F00021) is 90 days from expiration.	08/21/2024	
Your Facility F00021 has been fully Licensed.	08/21/2024	Clear
Reminder: Facility License Application AP022 is 30 days from expiration. Please update all background check details and any other pending details prior to expiration.	08/21/2024	
Please select your preferred timeslots for the upcoming Facility Inspection.	08/21/2024	Clear
Please complete staff background check.	08/21/2024	Clear
Please complete staff background check.	08/21/2024	Clear
Your Provider Profile has been Approved.	08/21/2024	Clear

Figure 2: Provider Portal Dashboard

- Click on the Applications Module dropdown menu at the top of the screen.
- Select 'Facility License' as follows:

Figure 3: Facility Applications

Clicking on 'Facility Applications' will lead you to the following page:

Application ID	Facility ID	Facility Name	Facility Type	Address	License ID	License Exp Date	Application Type	Application Status	Application Created Date	
AP026	F00021	Jenny's Childcare	Center	1203 Maple Street United States, Greensboro, AL 27405, Autauga	Center-10021	09/01/2024	Renewal	Pending	08/21/2024	Delete

1 - 1 of 1 items

Application ID	Facility ID	Facility Name	Facility Type	Address	License ID	License Effective Date	License Exp Date	Application Type	Application Status	Application Approval Date	
AP022	F00021	Jenny's Childcare	Center	1203 Maple Street United States, Greensboro, AL 27405, Autauga	Center-10021	09/01/2022	09/01/2024	Initial	Approved	08/21/2024	View

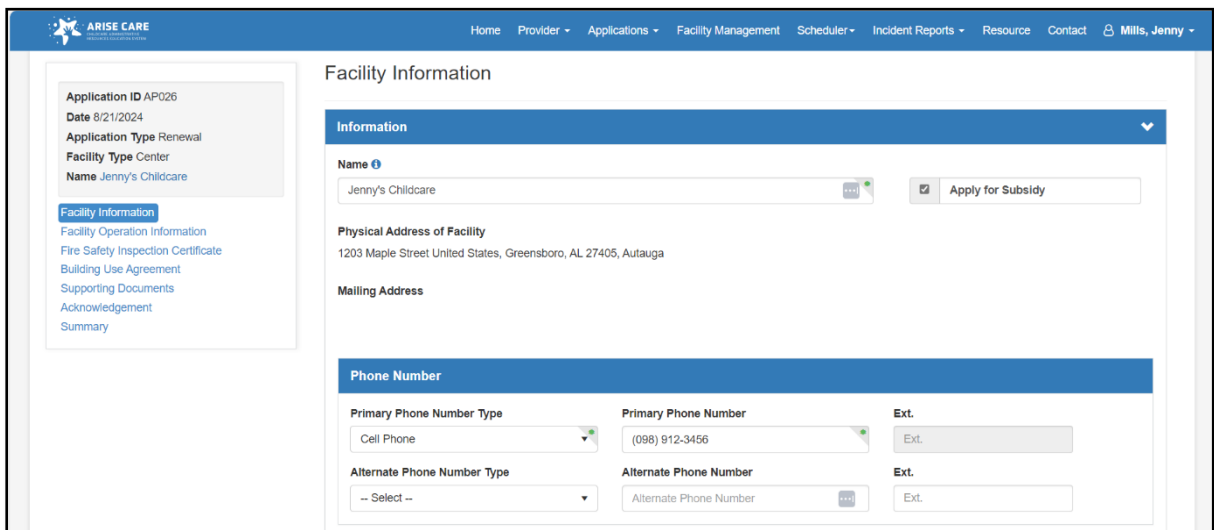
1 - 1 of 1 items

Figure 4: Applications Page

On this page, you will be able to see a grid of all applications that have already been submitted or are currently in progress. You will also notice that a renewal application for the required license renewal has already been initiated (refer to Figure 4).

To proceed:

1. Click on the application ID of the renewal application to be directed to the following page:



The screenshot shows the 'Facility Information' page in the ARISE Provider Portal. On the left is a navigation pane with the following items: Application ID AP026, Date 8/21/2024, Application Type Renewal, Facility Type Center, Name Jenny's Childcare, Facility Information (highlighted), Facility Operation Information, Fire Safety Inspection Certificate, Building Use Agreement, Supporting Documents, Acknowledgement, and Summary. The main content area is titled 'Facility Information' and contains several sections: 'Information' with a dropdown arrow, 'Name' with a text field containing 'Jenny's Childcare' and a checkbox for 'Apply for Subsidy', 'Physical Address of Facility' with a text field containing '1203 Maple Street United States, Greensboro, AL 27405, Autauga', 'Mailing Address' (empty), and 'Phone Number' with two rows of fields for Primary and Alternate phone numbers, each with a type dropdown, a number text field, and an extension text field.

Figure 5: Initiating Renewal Application

2. Use the navigation pane on the left to move through the pages and review/edit the information as needed (please refer to the *Quick Reference Guide on Submitting your Initial Application* for further information on how to navigate through the different sections of the application)
3. Navigate to the Summary page once all required fields have been reviewed/edited.
4. Click on 'Submit' to submit your renewal application.

Congratulations! You have successfully submitted your license renewal application on the Arise Provider Portal!

Following this, your application will be reviewed and approved in the same way that your initial application was further processed.