BC Care Providers Association (BCCPA)

Seniors Safety and Quality Improvement Program (SSQIP)

Application Walkthrough

A Step-by-Step Guide

Seniors Safety and Quality Improvement Program (SSQIP)

Application Walkthrough

Contents

Create & Verify a New Account

Apply to SSQIP at https://bccare.smapply.io/

1. Before applying to the Senior Safety and Quality Improvement Program (SSQIP), all applicants **must register** and **create a new account**.

Technical Tips:

1. If Internet Explorer is preventing you from registering, **try another browser**.
2. If you did not receive a **verification email*** try the following:
   a. Check the Spam/Junk folder in your email.
   b. Check with any mail server IT for held mail from your sender email or the SMA mail server IP, 72.55.140.81.
   c. Change the email listed on the account to a personal email under a more public domain, then resend the verification email.
3. **Turn off pop-up blockers** to download applications.

*If you are on a .gov, .edu, or business/other custom domain there may be a stricter spam check, in which emails may be held and thus you will not receive the email.
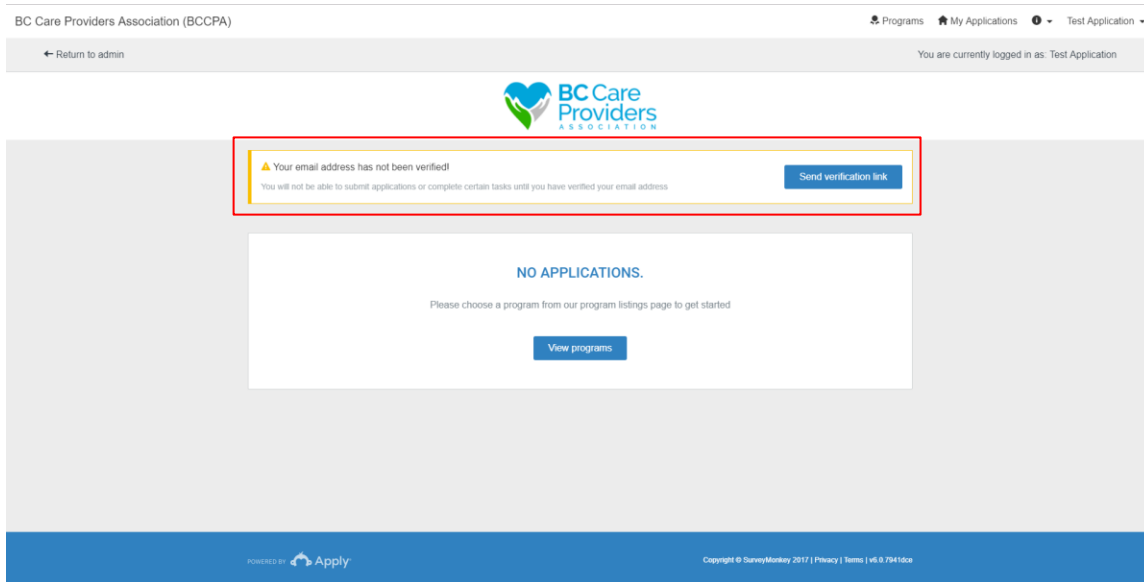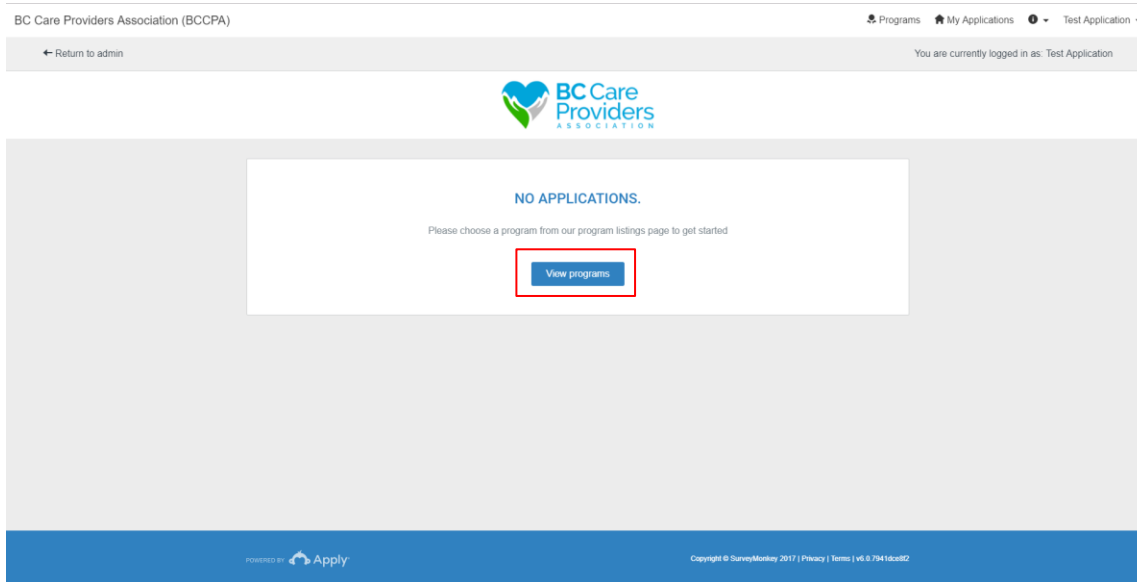
2. After creating a new account, log in and **verify the email address**.
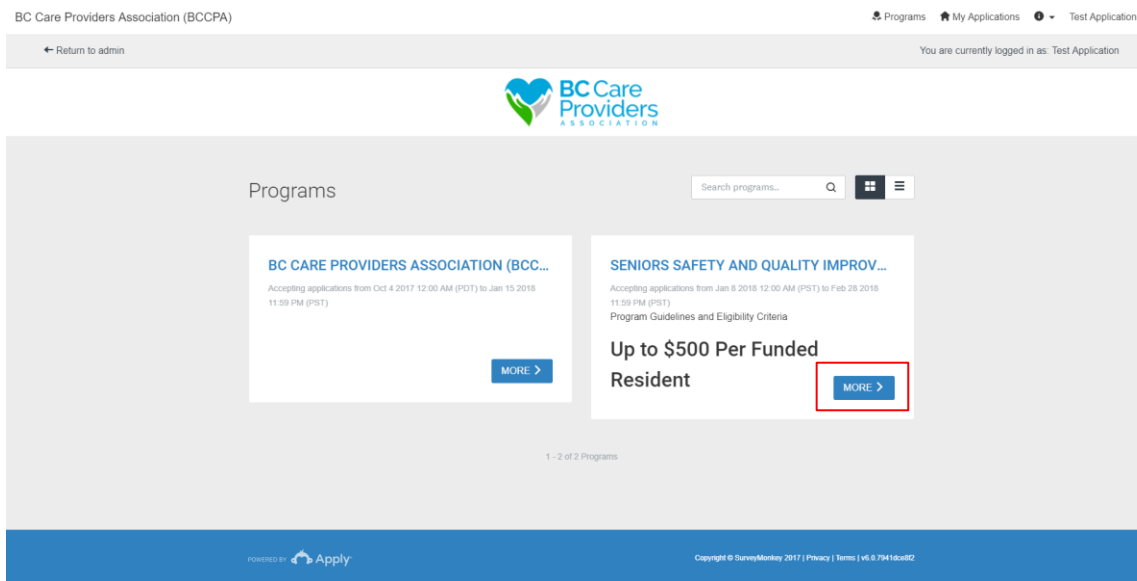
Edit Account Information & Settings
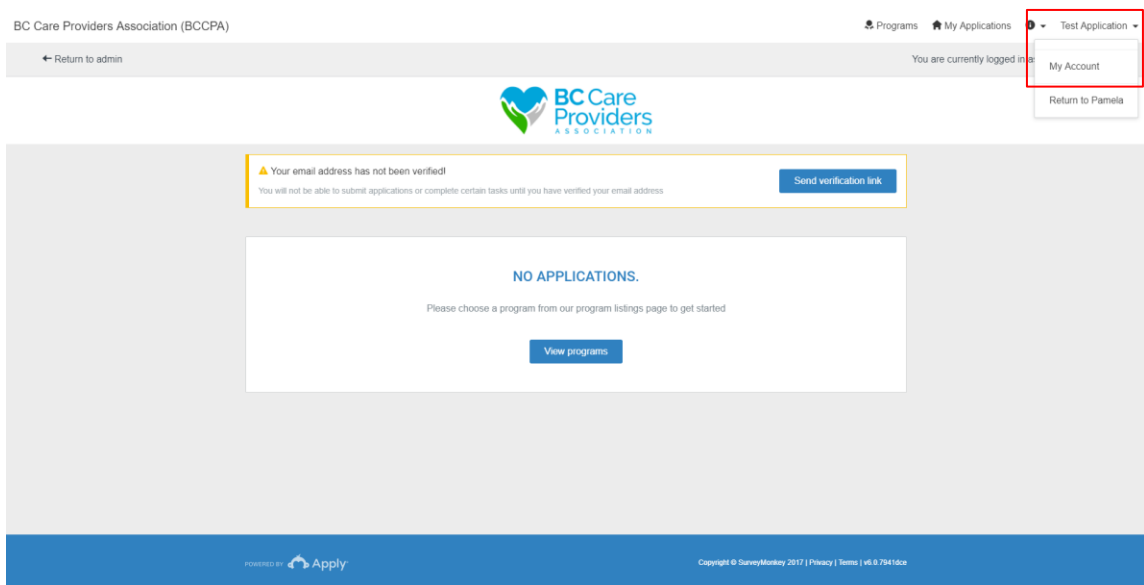
1. Click on your name at the top right-hand corner and select "**My Account**" from the drop-down list to update the following:
   a. My Profile
   b. Notifications
   c. Eligibility

Begin Your Application

1. Click "**View programs**" to view the BCCPA programs.

2. Click "**More**" to view more information regarding the SSQIP application.

Check Your Eligibility

1. Read the SSQIP description and ensure that the residential care home is eligible for funding.

2. Click "**Check Eligibility**" to complete the Eligibility Qualifiers.

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3. Select the "**Seniors Safety and Quality Improvement Program (SSQIP)**" from the drop-down list.

4. Answer the remaining questions.
    a. If the care home is **eligible*** for SSQIP funding proceed to the next step.
    b. If the care home is **not eligible** for SSQIP funding, you will not be able to proceed to the next step and apply for SSQIP funding.

* Read the SSQIP description to check eligibility.

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5. Select the **care home name** from the drop-down list.
    a. If the care home name is not listed, scroll to the bottom of the list and select "**Other**".

6. Key in the **care home information**.
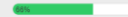
7. Read the **SSQIP Terms & Conditions***.

*A PDF version of the SSQIP Terms & Conditions can be downloaded here or on the BCCPA website at http://bccare.ca/programs/ssqip/

8. Click "**I Accept**" if you agree to the SSQIP Terms & Conditions before completing the SSQIP Eligibility Qualifiers.

9. Click "**Save my profile**" to complete the Eligibility Qualifiers.
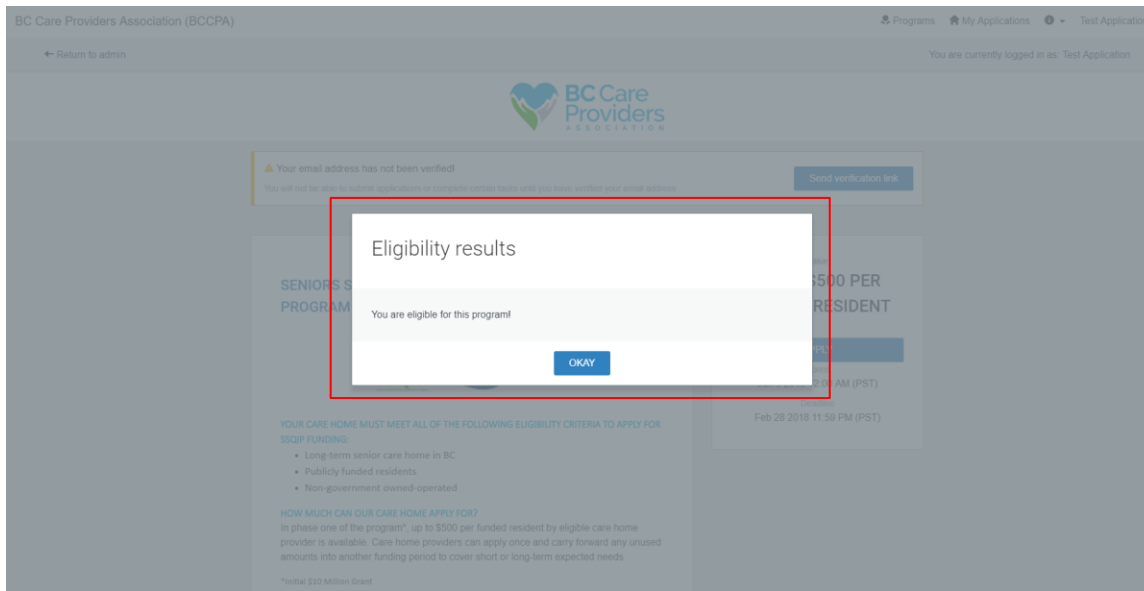
10. Congratulations! You are eligible for SSQIP funding.

Update Eligibility

11. To update your eligibility after it has been submitted, follow step 1 from **Edit Account Information & Settings** on page 4.

Apply to SSQIP
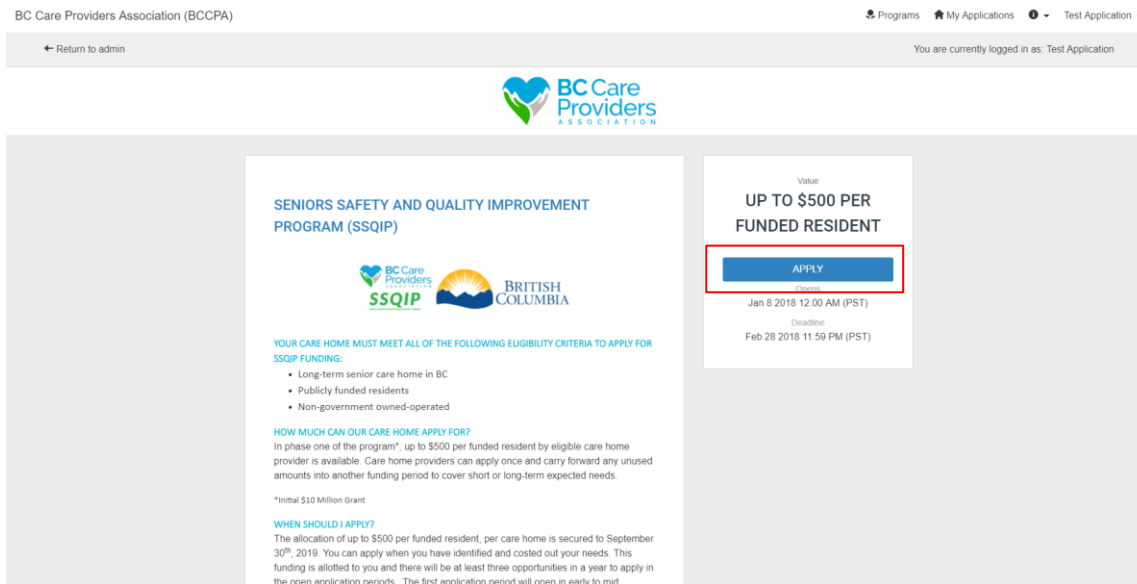
1. Click "**Apply**" from the SSQIP home page to apply to the SSQIP funding.

   Note: You can only apply for SSQIP funding after the "Eligibility Qualifiers" are met and submitted.
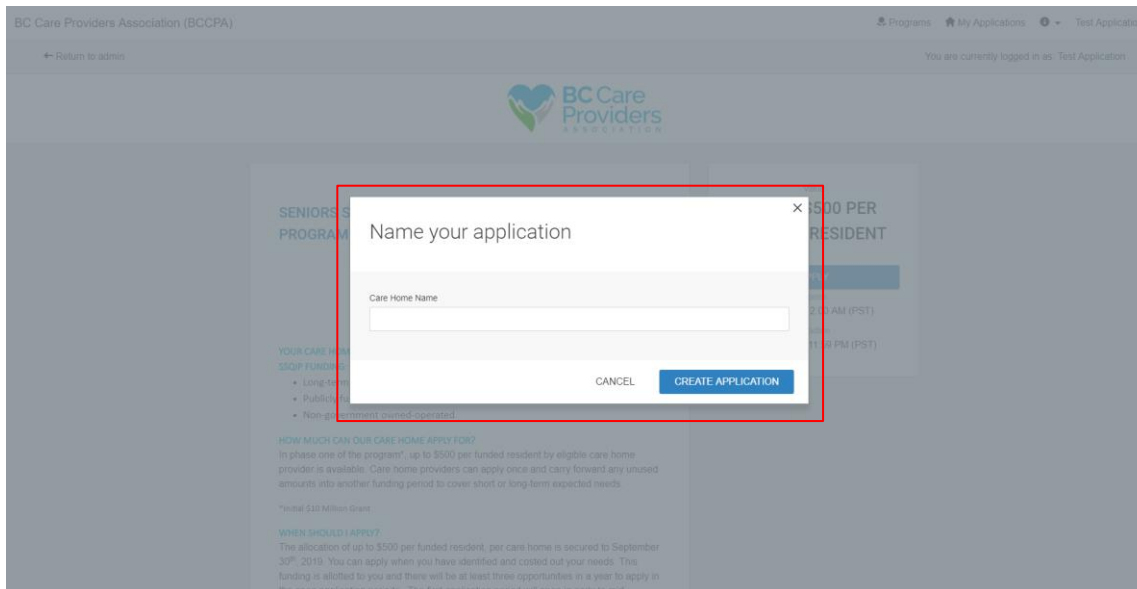
2. Enter the **name of the care home** to name the application.

Under your application name, you will see your application **ID number** and the application **status**.

3. **Add a collaborator** to have another individual view, or view and edit the application (optional).

4. Complete the following **tasks**:
    a. Application Form
    b. Funding Budget Calculator
    c. Upload Intended Outcomes & Metrics (optional)
   d. Upload Supporting Documents (optional)
    e. Experience Rating
    f. Review and Submit your application

a. Application Form

The side bar shows complete and incomplete tasks.

1. Complete the **contact information**.

2. Complete the **residential care home information.**

3. "**Save & Continue Editing**" to finish later or "**Mark as Complete**" to finish the task.

4. After the Application Form has been marked as complete please review the Application Form.

5. Select "**…**" to download, reset or edit the Application Form task

6. Select the next task on the left-hand side to continue.

b. Funding Budget Calculator

1. Enter in the number of **funded residents**
   a. A dollar value will generate in "**your care home is eligible to receive up to $__**"

2. Complete the next table and **list the items in order of critical importance***

*All requested items must be entered as a **quantity of 1** according to urgency, i.e. urgent items are to be listed first and items needed in 2019 are to be listed with lower priority.

Note: Use the **scroll bar** at the bottom of the table to complete the remaining columns or you will receive an error message when you click "Mark as Complete".

3. Click "**yes**" if you have **more items to request**.
   a. If you select "**yes**", a second table with 10 more rows populates.

4. Enter any additional comments (optional)*.

*The more information regarding the priority will be helpful in approving the items requested.

5. **Total amount of funds**
   a. The "**total funding requested**" is the dollar amount of funding you are requesting for all the listed items above.
   b. The "**total expected cost**" is the dollar amount for all items listed above.

6. **Non-SSQIP Funding**
   a. If you select "**yes**", a table populates to identify the other sources of funding outside of SSQIP, i.e. Health Authority.

7. Select one of the options under "**Future open application periods**".

8. "**Save & Continue Editing**" to finish later or "**Mark as Complete**" to finish the task.

9. See steps 5 – 6 in part **a. Application Form** (on page 13) to review and edit the Funding Budget Calculator task after it is complete.

c. Upload Intended Outcomes & Metrics (optional)

1. **Upload** any additional intended outcomes or metrics for the requested items in the Funding Budget Calculator task*.

*This section is helpful to support your application if you did not complete the comments in the budget calculator.

2. After uploading a file, click "**Mark as Complete**".

3. See steps 5 – 6 in part **a. Application Form** (on page 13) to review and edit the Upload Intended Outcome & Metrics task after it is complete.

d. Upload Supporting Documents (optional)

1. **Upload** any additional supporting documents or attach a video link*.

*This may include lists, operating budgets, letters, assessments, recommendations, or videos to demonstrate a specific need, such as security.

2. After uploading a file "**Mark as Complete**".

3. See steps 5 – 6 in part **a. Application Form** (on page 13) to review and edit the Upload Intended Outcome & Metrics task after it is complete.

e. Experience Rating

1. Please **rate your overall experience** and provide us with some feedback.

2. See steps 5 – 6 in part **a. Application Form** (on page 13) to review and edit the Experience Rating task after it is complete.

f. Review & Submit Your Application

1. Select "**Review & Submit**" after 3 of 3 required tasks are complete.

2. Review your application in the preview under "**Your Tasks**" or **download*** your application

*Technical Tip: Turn off pop-up blockers to download your applications.

3. Click "**Back to application**" to edit your application.

4. Click "**Seniors Safety and Quality Improvement Program (SSQIP)**" to return to the SSQIP homepage.

Note: If you return to the SSQIP homepage before submitting your application, the application will save as a draft.

5. To submit your application, scroll to the bottom of the page and click "**submit your application**".

Note: After you submit your application you **cannot edit it**.

6. After submitting your application:
    a. Click "**Go to My Application**" to view your submitted application.
    b. Or click "**View more Programs**" to view other programs offered by BCCPA.

View Application Status

1. Click "**My Applications**" to view your **application status**.

Contact Us

If you need to contact us about your SSQIP application, please **email BCCPA**.

Program Coordinator: pamela@bccare.ca