

March 29, 2022

Directions for using the staff pick list feature within the Granite Steps for Quality (GSQ) Application module on NHCIS:

The GSQ online application has several places in which there are staff roster pick lists. We have discovered that many program's staff rosters are in need of updating. While we work to update your rosters we ask that you follow these steps in order to successfully complete your program's GSQ Application:

1. When presented with an option to select staff from a pick list within the GSQ application (e.g., credential selection and ERS training selection), please choose "select all".
2. After submitting your GSQ Application, email NHGSQ@dhhs.nh.gov a list of all currently employed staff and indicate which staff should be considered to meet the Credentialing and ERS (if applicable) requirements.