



# Provider Roles in OCLQS

	Level 1	Level 2	Level 3	Level 4
Enter Step Up to Quality (SUTQ) registration information	❌	❌	✅	✅
Create Amendments in the OCLQS System	❌	✅	✅	✅
Add system users	❌	❌	✅	✅

**Helpful Resources:**

- Add/Remove System User
- ODJFS Account Management
- Document Management
- Reset Password

### Level 1 users are able to...

- View licensing information
- Enter SUTQ registration information

### Level 2 users are able to...

- Respond to CAPs
- Submit Injury/Incident reports
- Create amendments for Change of Location and Change of Capacity
- Complete program level updates

### Level 3 users are able to...

- Create or delete all other system users (including other Level 3 users)
- Respond to CAPs
- Submit Injury/Incident reports
- Create amendments for Change of Location, Change of Capacity and Change of Administrator
- Complete program level updates
- Initiate, enter and submit SUTQ registrations

### Level 4 users are able to...

- Create or delete all other system users (including other Level 4 users)
- Respond to CAPs
- Submit Injury/Incident reports
- Create amendments for Change of Location, Change of Capacity and Change of Administrator
- Complete program level updates
- Initiate, enter and submit SUTQ registrations

Type B's only have Level 4 users