Description:

This Job Aid describes the process of submitting a Corrective Action Plan (CAP) Response in the OCLQS Portal.

Alternate Flow A of the Job Aid describes the process of resubmitting a CAP Response that has been Returned for Revision.

Related Job Aid(s):

- OCLQS Portal – Account Management

### Step 1: Select the Program

- Log in to the OCLQS Portal
  - For information on OCLQS Portal log in refer to the OCLQS Portal – Account Management Job Aid
- Click anywhere in the program card

*Note: The program card will display "ACTION(S) REQUIRED" in red for programs that require actions such as an outstanding Corrective Action Plan (CAP) Response.*
Step 2: Find Corrective Action Plan(s)

Click the number in the **Corrective Action Plan(s)** column for the inspections with CAP(s).

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**Cutie Pie's DayCare**

Program Number: 2190020694

- Corrective Action Plan is either not submitted or it’s returned for revision.

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<table>
<thead>
<tr>
<th>Date of Inspection</th>
<th>Type</th>
<th>Corrective Action Plan(s)</th>
<th>Full Report</th>
<th>Non-Compliance Summary</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/24/2019</td>
<td>Compliance</td>
<td>1 (Action Required)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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Step 3: Click on the Finding

Click on the name in the **Finding** column.

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Corrective Action Plan(s)

- **L. Program Info Not Current/OCLQS**
  - Risk Level: Low
  - Due Date: 2/2/2017
  - Status: Not Submitted
  - Status Date: 1/3/2017

- **L. Fire Form Incomplete**
  - Due Date: 2/2/2017
  - Status: Not Submitted
  - Status Date: 1/3/2017

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{

}
Step 4: Enter CAP Information

1) Enter answers to questions
2) Check the **Electronic Signature** box if you agree to the statement
3) Enter your full name as it appears above
Step 5: Attach Document

To attach a document, click **Attach Document**

Note: A document can be attached for any CAP, but attaching a document is not required for all CAPs. The **Document Required** field indicates if a document is required for the CAP.

Proceed to Step 9 if no document is being attached to the **Corrective Action Plan Response**.
Step 6: Add New Attachment

Click *Add New Attachment*

Step 7: Choose the Document

1) Select the document to attach
2) Click *Open*

*Note: The view of this step will vary depending on the internet browser you are using.*
Step 8: Save the Document

Click *Save*
Step 9: Submit Your Response

Click *Submit Your Response*

**Corrective Action Plan Response**

Submit Your Response

<table>
<thead>
<tr>
<th>Inspection ID</th>
<th>Document Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inspection # 001703</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Inspection Date</th>
<th>GAP Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>2/2/2017</td>
<td></td>
</tr>
</tbody>
</table>

Rule: 4291.54.305
Finding
The following information is required to be kept current in the Ohio Child Licensing and Quality System (OCLQS): 1) Mailing Address 2) Telephone Number 3) Email Address 4) (Days and Hours of Operation) 5) Services Offered During the inspection, it was determined the information in item number(s) [ ] was not up to date in OCLQS. Technical assistance was provided, and as discussed, log on to OCLQS and update the information, as required.

1. What short term or immediate action has been taken to correct the area of noncompliance?

2. Please explain the planned changes to your system(s) or procedure(s) in order to prevent this non-compliance in the future.

3. Who will be responsible for the on-going implementation of the planned changes to your system(s) or procedure(s) in order to continue to prevent this non-compliance? Please list the position(s) of those that will hold the responsibility.

Electronic Signature
By electronically signing/initialing, I hereby attest that the information contained within this Corrective Action Plan (CAP) is truthful and correct under penalty of perjury.

- I agree with the above statement

Name: Patty Douglas
(Firstname Lastname)

Submit Date: 01/03/2017 1:20 PM

Enter Your Full Name:

Click *Submit Your Response*
Step 10: Return to the Dashboard

Click *Dashboard* link

![Dashboard](image)

Step 11: View Program Card

View the program card to see if additional actions are required

*Note: If the CAP Response and other required actions for a program are complete, then the program card will NOT display “ACTION(S) REQUIRED” in red for the program.*

![Program Card](image)

The process of submitting a Corrective Action Plan (CAP) Response is complete. To submit additional CAP Responses return to Step 1.
Alternate Flow A: CAP Response Returned for Revision

Description:
This alternate flow of the Job Aid describes the process of resubmitting a CAP Response that has been Returned for Revision.

Step A-1: Select the Program

- Log in to the OCLQS Portal
  - For information on OCLQS Portal log in refer to the OCLQS Portal – Account Management Job Aid
- Click anywhere in the program card

Note: The program card will display "ACTION(S) REQUIRED" in red for programs that require actions such as a Corrective Action Plan (CAP) Response that has been Returned for Revision.
Step A-2: Find Corrective Action Plan(s)

Click the number in the **Corrective Action Plan(s)** column for the inspections with a CAP Response Returned for Revision.

Step A-3: Click on the Finding

Click on the name in the **Finding** column with **Returned for Revision** in the **Status** column.
Step A-4: Click on the Finding

View comment entered when the CAP was Returned for Revision and the Rule information.

Corrective Action Plan Response

Submit Your Response

<table>
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<th>Document Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inspection 001703</td>
<td></td>
</tr>
<tr>
<td>Inspection Date</td>
<td>CAP Due Date</td>
</tr>
<tr>
<td>2/5/2017</td>
<td></td>
</tr>
</tbody>
</table>

Rule: 42918.34.306

Finding

CAP response does not meet requirements.

The following information is required to be kept current in the Ohio Child Licensing and Quality System (OCLQS): 1) Email Address 2) Telephone Number 3) Email Address 4) Days and Hours of Operation 5) Services Offered During the inspection, it was determined the following information in form number(s) [] was not up to date in OCLQS. Technical assistance was provided, and as discussed, log on to OCLQS and update the information, as required.

1. What short term or immediate action has been taken to correct the area of noncompliance?

We updated the information.

2. Please explain the planned changes to your system(s) or procedure(s) in order to prevent this non-compliance in the future.

An administrator is assigned to periodically update our information.

3. Who will be responsible for the ongoing implementation of the planned changes to your system(s) or procedure(s) in order to continue to prevent this non-compliance? Please list the position(s) of those that will hold the responsibility.

Kelly Jackson

Electronic Signature

By electronically signing below, I hereby attest that the information contained within this Corrective Action Plan (CAP) is truthful and correct under penalty of perjury.

I agree with the above statement

Name: Patty Douglas

Professional Posture

Signature Date:

01/03/2017, 1:37 PM

Enter Your Full Name:

Patty Douglas

To continue the process submitting a CAP Response return to Step 4 of the main flow of this Job Aid.