OCLQS Portal – Facility Information Update

Description:
This Job Aid describes the process of submitting a Facility Information Update on the OCLQS Portal. This Job Aid includes steps to add, delete, or edit a schedule.

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
Step 2: Manage Programs

Click **Manage Programs**

Step 3: Update Program Information

Click **Update Program Information**
Step 4: Update Facility Information

Click **Update Facility Information**

**Update Information**

**Update Authorized Representatives**
Use Update Authorized Representatives to add a new authorized representative, edit an existing authorized representative, or end date an existing authorized representative.

**Update Facility Information**
Use Update Facility Information to edit age groups served, attendance options, services offered, schedule information, or to indicate if you currently have or plan to enter into a Provider Agreement to serve families receiving Publicly Funded Child Care (PFCC).

**Update Licensing and Contact Information**
For ODJFS programs, use Update Licensing and Contact Information to edit the program name, email address, mailing address, or phone. For ODE programs, use Update Licensing and Contact Information to edit the on-site contact, alternate on-site contact, mailing address, or phone.

**Update Outdoor Space Information**
Use Update Outdoor Space Information to add, update, or remove outdoor space.
Step 5: Enter Facility Information

1) Enter **Facility information**
   a. Click on the applicable value(s) in the **Available** column of the **Age Groups Served** field
   b. Click on the ▶ arrow to select the value into the **Chosen** column

2) Enter information in the remaining fields
   
   *Note: Only the values that appear in the **Chosen** column are selected. Repeat Steps 1a and 1b to enter multiple values. Use the ◀ arrow to move values previously selected out of the **Chosen** column.*
Step 6: Edit Schedule Information

Click the ⬤ icon to edit the existing schedule.

*Note: To add a new schedule click the blue Add Item button in the Schedule Information section. To delete a schedule click the ⬤ button near the ⬤ icon and skip to Step 8.*
Step 7: Enter Schedule Information

1) Enter schedule information
2) Click **Save**

*Note: The **Save** button must be clicked in order for the information to be saved. If **Submit** is clicked first, then the information will not be saved.*

To add/edit additional schedules repeat Steps 6 and 7.
Step 8: Submit Update

Click **Submit**

**Update Facility Information**

- **Facility Information**
  - **Age Groups Served**
    - Available: Infant, Preschool, School Age, Young Toddler, Older Toddler
    - Chosen: 
  - **Attendance Options**
    - Available: Full Day, Partial Day, Full Week, Partial Week, Drop In, Weekends
    - Chosen: 
  - **Services Offered**
    - Available: Meals Provided, Before School Care, Evening Care, Swimming, Special Needs Child Care, Transportation, After School Care, Overnight Care, Field Trips, Early Childhood Education (ECE) Activities
    - Chosen: 
  - **Provider Agreement**
    - Reminder: If you are an OSERS program you must enter your program's rates in the CUDOS Provider Portal even if you do not intend to complete a provider agreement to serve families receiving Publicly Funded Child Care (PFCC).
    - Do you currently have or do you intend to complete a provider agreement to serve families receiving PFCC?
    - Yes: 
  
**Schedule Information**

<table>
<thead>
<tr>
<th>Schedule Name</th>
<th>Days of Operation</th>
<th>Months of Operation</th>
<th>Start Time 1</th>
<th>End Time 1</th>
<th>Start Time 2</th>
<th>End Time 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>School Year</td>
<td>Monday, Tuesday, Wednesday, Thursday, Friday</td>
<td>School Year</td>
<td>05:15 AM</td>
<td>03:00 PM</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Click **Submit**
Step 9: Return to Dashboard

Click *Go back to Dashboard*

The process of submitting a Facility Information Update is complete.