



OCLOS Portal – Account Management (ODE)

Description:

This Job Aid describes the process of performing various actions in the Ohio Child Licensing and Quality System (OCLOS) Portal.

Table of Contents:

Action	Title	Description
Action – 1	Log in as ODE Program	Logging in to an account as an ODE Program
Action – 2	Log out	Logging out of an account
Action – 3	View Dashboard	Viewing the account Dashboard
Action – 4	View Messages	Viewing account messages
Action – 5	View Documents	Viewing documents
Action – 6	Search for a Program	Searching for a specific Program in your account
Action – 7	View Licensing Inspections, SUTQ Onsites, and Serious Incidents	Viewing information concerning Licensing Inspections, Step Up To Quality (SUTQ) Onsite Visits, and Serious Incidents
Action – 8	Continue/Revise Application	Accessing an application started in an earlier session to continue or revise the application
Action – 9	Update/Withdraw Amendment	Accessing an amendment started in an earlier session to update or withdraw the amendment
Action – 10	Save Information and Download Summary Reports	Saving information in the OCLOS Portal and downloading summary reports of applications and amendments entered in OCLOS



Action – 1: Log in as ODE Program

This action describes the process of logging in to your account on the OCLQS Portal as an ODE Program.

Note: An account must be created in SAFE in order to log in to OCLQS as an ODE Program.

Step 1: Log In to the OCLQS Portal

Click **Log in as ODE User**

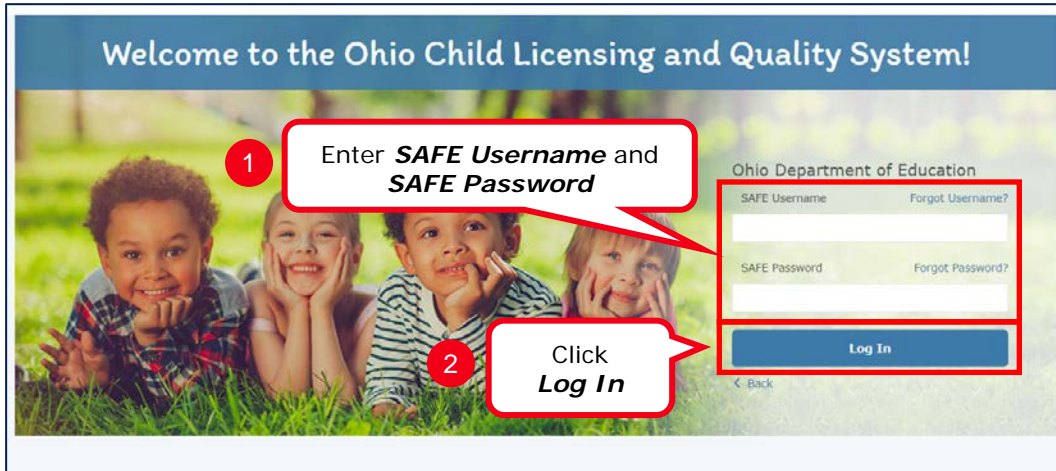




Step 2: Enter Log In Information

- 1) Enter **SAFE Username** and **SAFE Password**
- 2) Click **Log In**

*Note: An account must be created in SAFE in order to log in to OCLQS as an ODE Program. Click **Forgot Username** or **Forgot Password** to get your **SAFE Username** or **SAFE Password** from SAFE.*



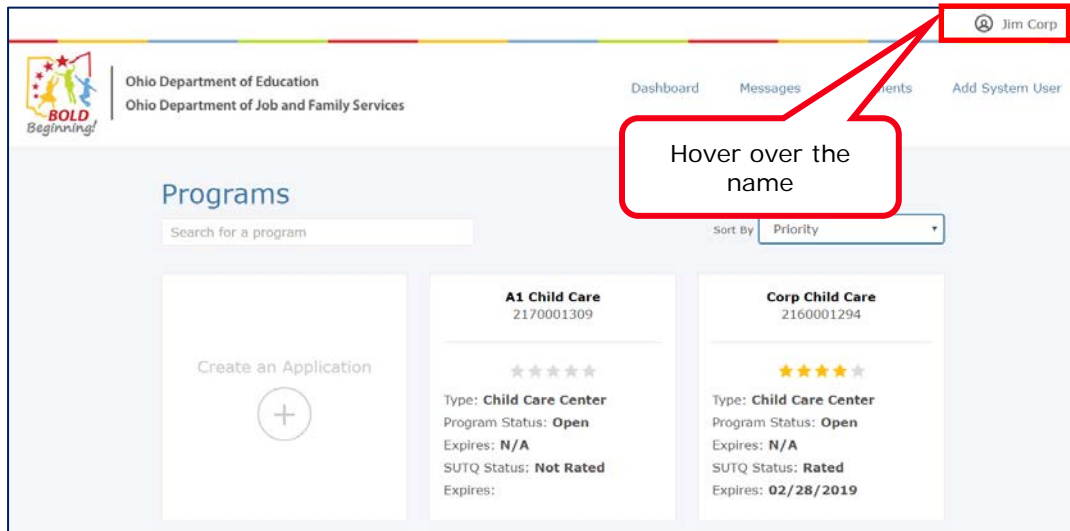


Action – 2: Log out

This action describes the process of logging out of an account on the OCLQS Portal.

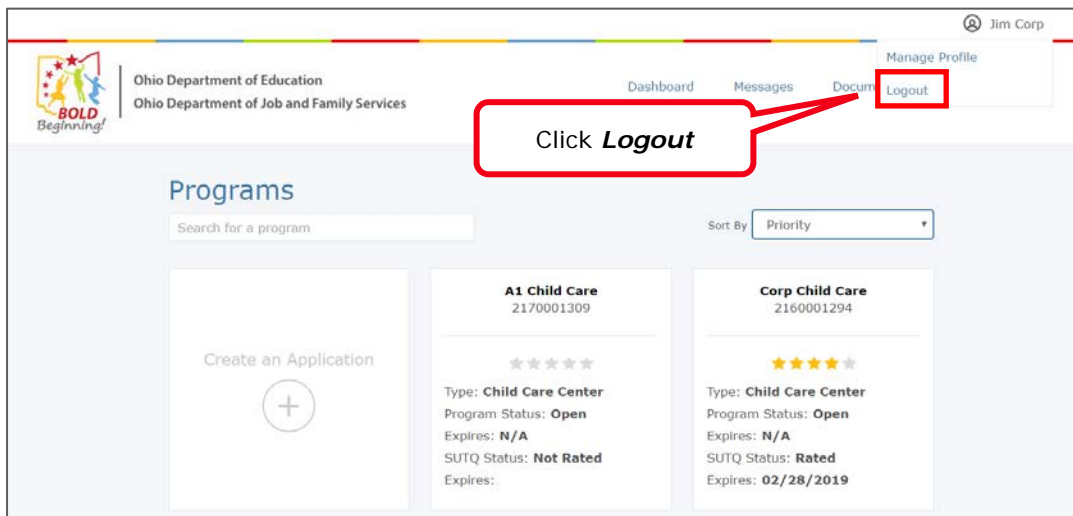
Step 1: Hover Over Name

Hover over the name to the top right of the screen



Step 2: Click Logout

Click **Logout**





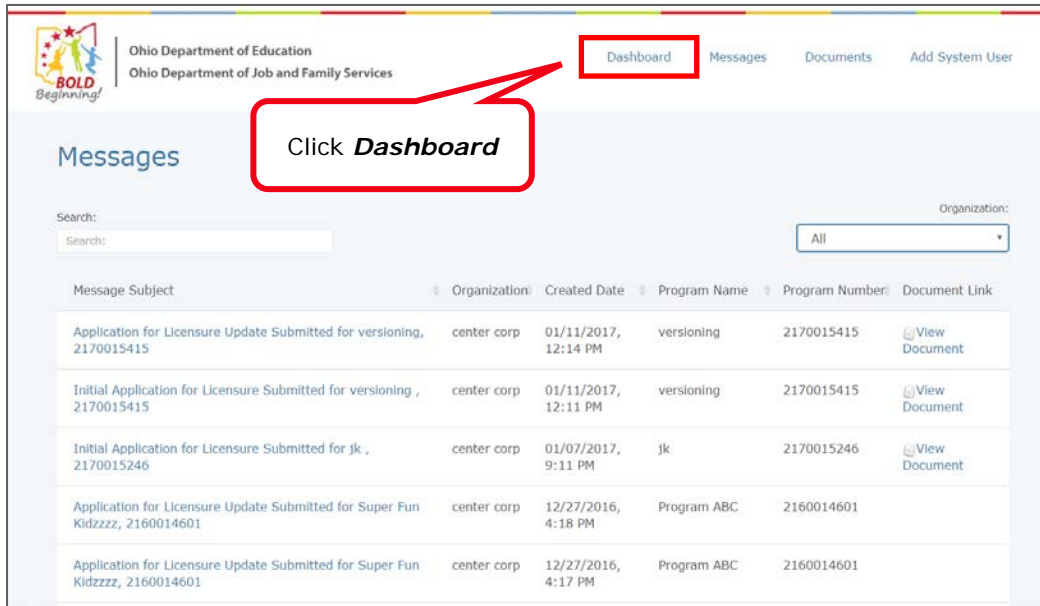
Action – 3: View Dashboard

This action describes the process of viewing the account Dashboard on the OCLQS Portal.

Step 1: Click Dashboard

Click **Dashboard**

Note: Clicking **Dashboard** will return you to the account Dashboard.



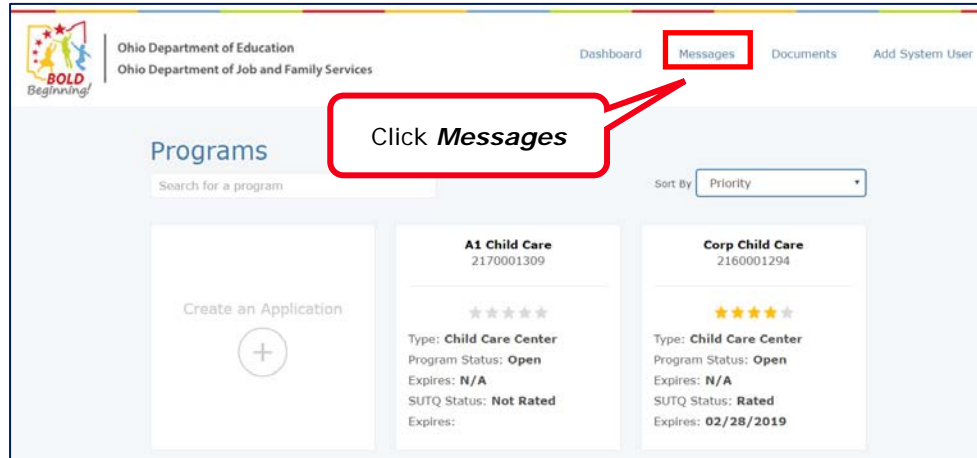


Action – 4: View Messages

This action describes the process of viewing messages associated to an account on the OCLQS Portal.

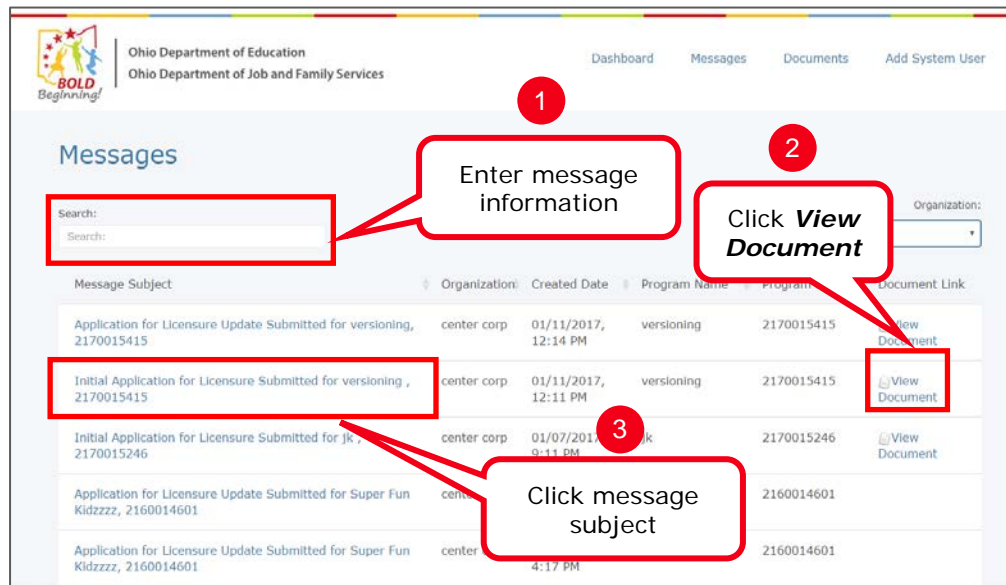
Step 1: Click Messages

Click **Messages**



Step 2: Find Message

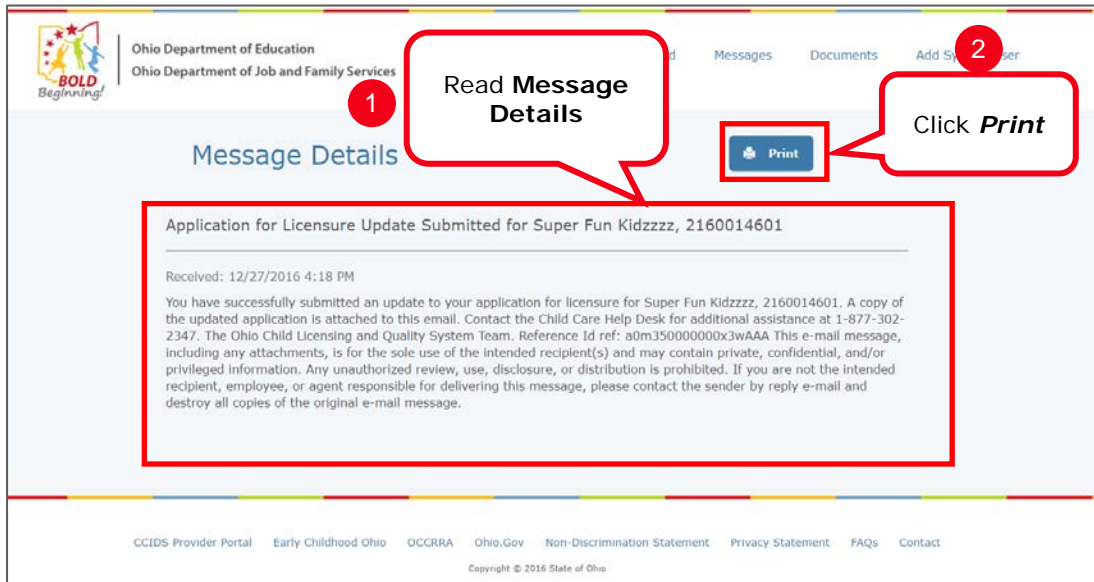
- 1) Enter information about the message in the **Search** box to search for the message (e.g. message subject, date)
- 2) If a document is associated to the message, then click **View Document** in the **Document Link** column to view it
- 3) Click subject in the **Message Subject** column





Step 3: Read Message

- 1) Read **Message Details**
- 2) To view a printable version of the message click **Print**



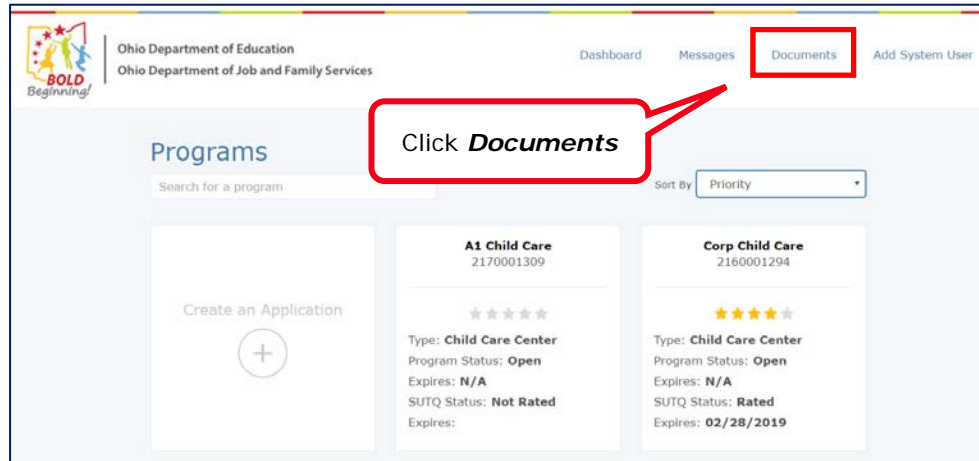


Action – 5: View Documents

This action describes the process of viewing documents on the OCLQS Portal. Please refer to the OCLQS Portal Document Management Job Aid for additional information about uploading documents during the Applications/Amendment submission process or sending an updated version of the document if it has been returned for revision.

Step 1: Click Documents

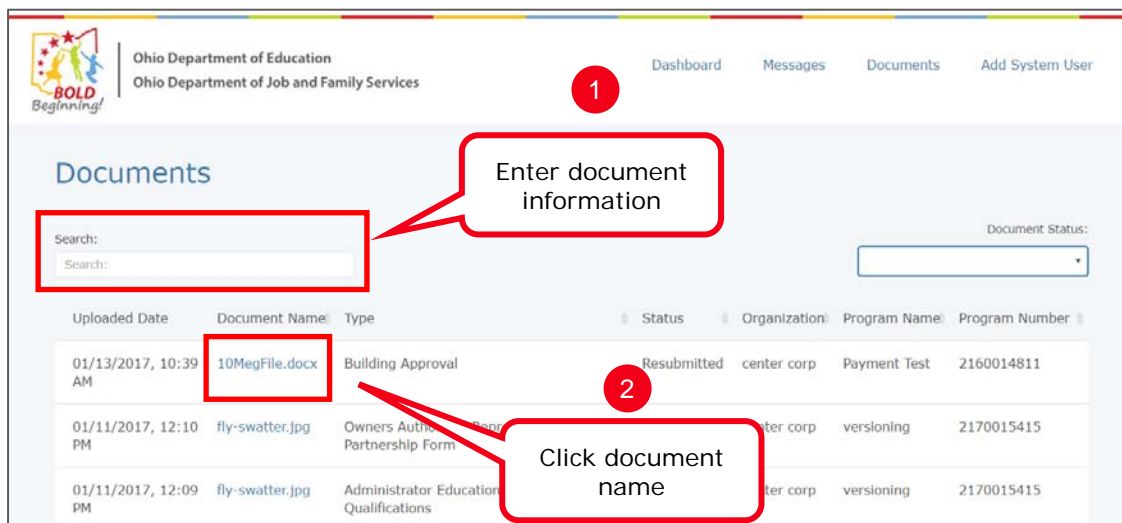
Click **Documents**



Step 2: Find Document

- 1) Enter information about the document in the **Search** box to search for the document (e.g. name, type)
- 2) Click document name in the **Document Name** column

Note: You can also use the **Document Status** filter to search for the document.

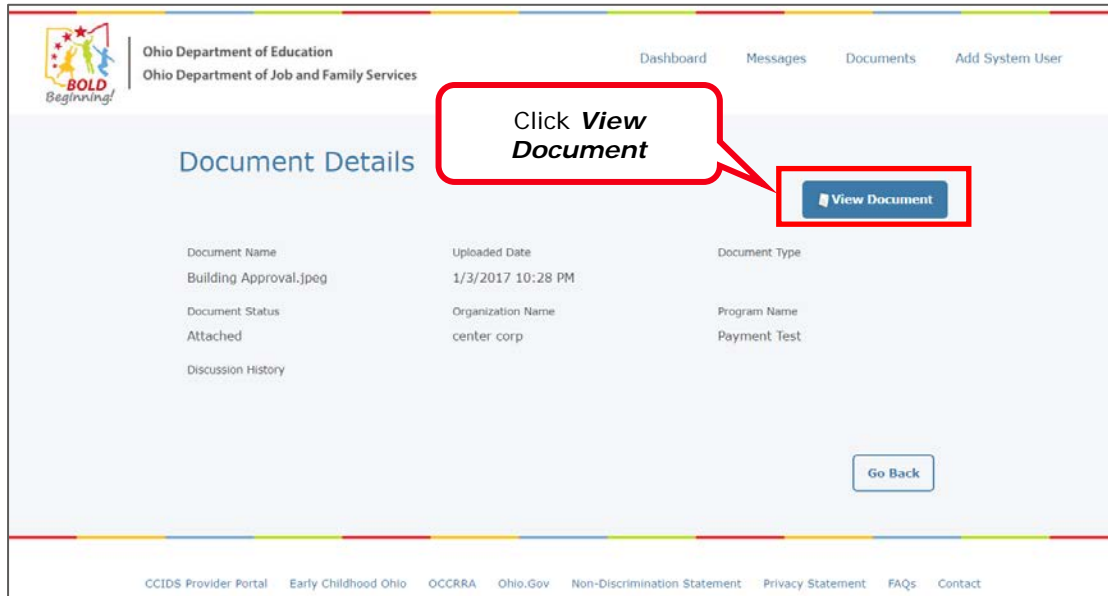




Step 3: Click View Document

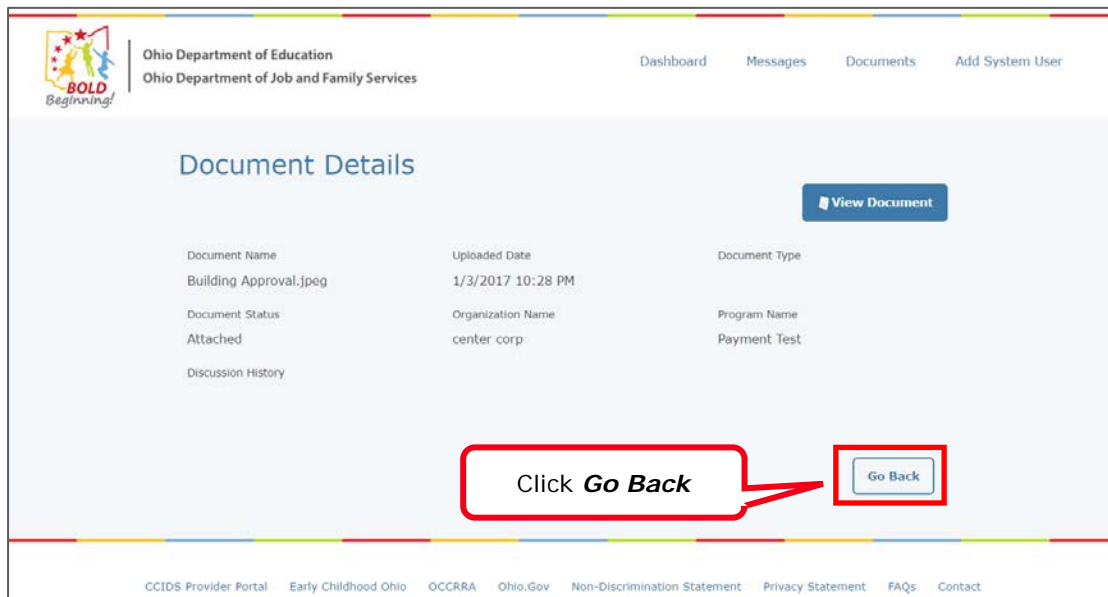
Click **View Document**

Note: The document will be downloaded on your computer. Where the document downloads will vary depending upon your internet browser.



Step 4: Go Back to Documents Screen

Click **Go Back** to return to the **Documents** screen





Action – 6: Search for a Program

This action describes the process of searching for a program on the OCLQS Portal.

Step 1: Enter Program Information

Enter program information (e.g. program name, number, status) in the text box

The screenshot displays the OCLQS Portal interface for searching programs. At the top left is the logo for the Ohio Department of Education and Department of Job and Family Services, with the text "Ohio Department of Education" and "Ohio Department of Job and Family Services". To the right of the logo are navigation links: "Dashboard", "Messages", "Documents", and "Add System User". Below the logo is the heading "Programs" and a search input field labeled "Search for a program". A red box highlights this search field, and a red callout bubble points to it with the text "Enter program information". To the right of the search field is a "Sort By" dropdown menu set to "Priority". Below the search field is a grid of program cards. Each card displays the program name, ID number, a star rating, and details such as "Type", "Program Status", "Expires", and "SUTQ Status".

Program Name	ID	Type	Program Status	Expires	SUTQ Status
Create an Application					
Program ABC	2160014601	Child Care Center	Open	N/A	Rated
Testing payments	2160014951	Child Care Center	Pending		Not Rated
dd	2160014765	Child Care Center	Pending		Not Rated
Payment Test	2160014811	Child Care Center	Open		Not Rated
test for contact stickiness	2160014623	Child Care Center	Pending		Not Rated
UAT Program	2170015338	Child Care Center	Pending		Not Rated
test for the rooms	2160015098	Child Care Center	Pending		Not Rated
progress bar test	2160014718	Child Care Center	Inactive		Not Rated
ext	2170015433	Child Care Center	Pending		Not Rated
Eddie's Kids Care	2160014000	FCC - Type A Home	Pending	N/A	Not Rated
another test	2160015150	Child Care Center	Pending		Not Rated



Step 2: Find the Program

Find the program

Note: You can click the program box to access the program.

Ohio Department of Education
Ohio Department of Job and Family Services

Dashboard Messages Documents Add System User

Programs

ABC

Sort By Priority

Program ABC 2160014601 ACTION(S) REQUIRED ★★★★★ Type: Child Care Center Program Status: Open Expires: N/A SUTQ Status: Rated Expires: 04/14/2019	Program ABC123 2170015421 ★★★★★ Type: Child Care Center Program Status: Pending Expires: SUTQ Status: Not Rated Expires:
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Find the program



Action – 7: View License Inspections, SUTQ Onsites, and Serious Incidents

This action describes the process of viewing license inspections, SUTQ onsite visits, and serious incident reports on the OCLQS Portal.

Step 1: Select the Program

Click anywhere in the program card

The screenshot shows the OCLQS Portal interface. At the top, there is a navigation bar with the logo and the text 'Ohio Department of Education' and 'Ohio Department of Job and Family Services'. Below the navigation bar, there are links for 'Dashboard', 'Messages', 'Documents', and 'Add System User'. The main content area is titled 'Programs' and features a search bar and a 'Sort By' dropdown menu set to 'Priority'. There are three program cards displayed. The first card is 'A1 Child Care' with ID 2170001309, Type: Child Care Center, Program Status: Open, Expires: N/A, SUTQ Status: Not Rated, and Expires: . The second card is 'Corp Child Care' with ID 2160001294, Type: Child Care Center, Program Status: Open, Expires: N/A, SUTQ Status: Rated, and Expires: 02/28/2019. A red box highlights the 'Corp Child Care' card, and a red callout bubble points to it with the text 'Click program card'. There is also a 'Create an Application' button with a plus sign icon.



Step 2: Find Document to View

Click the  icon for the document that you would like to view

Ohio Department of Education
Ohio Department of Job and Family Services

Dashboard Messages Documents Add System User

Corp Child Care

Program Number: 2160001294


License

Corp Child Care
123 Main
Columbus, OH
43214

Status: **Licensed** Expires: **N/A**

Manage Programs

Step Up To Quality Summary





Status: **Rated** Expires: **02/28/2019**


Manage SUTQ

Click the icon below for the document you would like to view


▼ Licensing Inspections

Date of Inspection	Type	Corrective Action Plan(s)	Full Report	Non-Compliance Summary
1/3/2017	Provisional	1		

▼ SUTQ Desk Reviews and On-Site Visits

Name	Status	Date	Type	Desk Review Summary	On-Site Summary
Inspection# 001818			On Site		

▼ Serious Incidents [Report Serious Incident](#)

Case Number	Description	Date of Incident	Status	Date Opened	Date Closed	Incident Report
00001071	Allergic Reaction to Peanuts	1/6/2017 1:00 PM	Submitted	01/07/2017		



Step 3: Click Document Name

Click the document name above **Ready to Download**

Note: The document will be downloaded on your computer. Where the document downloads will vary depending upon your internet browser.

Ohio Department of Education
Ohio Department of Job and Family Services

Dashboard Messages Documents Add System User

Corp Child Care

Program Number: 2160001294

License

Corp Child Care
123 Main
Columbus, OH
43214

Status: **Licensed** Expires: **N/A**

Manage Programs

Step Up To Quality Summary

Status: **Rated** Expires: **02/28/2019**

Manage SUTQ

Licensing Inspections

Date of Inspection	Type	Corrective Action Plan(s)	Full Report	Non-Compliance Summary
1/3/2017	Provisional	1	Licensing Inspection Full Summary Report.pdf Ready to Download	

SUTQ Desk Reviews and On-Site Visits

Name	Status	Date	Type	Desk Review Summary	On-Site Summary
Inspection# 001818			On Site		

Serious Incidents

[Report Serious Incident](#)

Case Number	Description	Date of Incident	Status	Date Opened	Date Closed	Incident Report
00001071	Allergic Reaction to Peanuts	1/6/2017 1:00 PM	Submitted	01/07/2017		

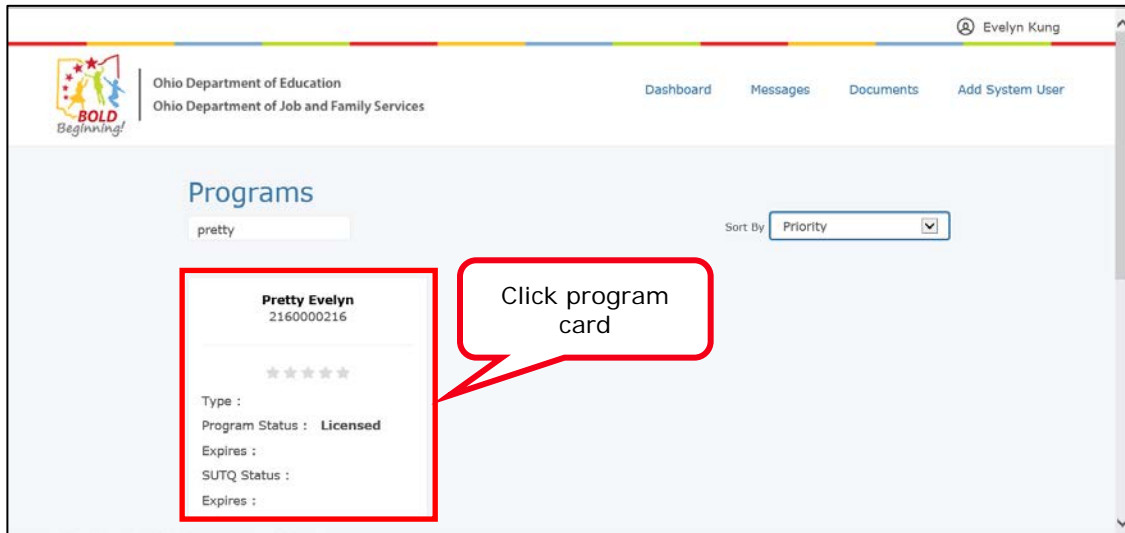


Action – 8: Continue/Revise Application

This action describes the process of continuing/revising an application on the OCLQS Portal.

Step 1: Select the Program

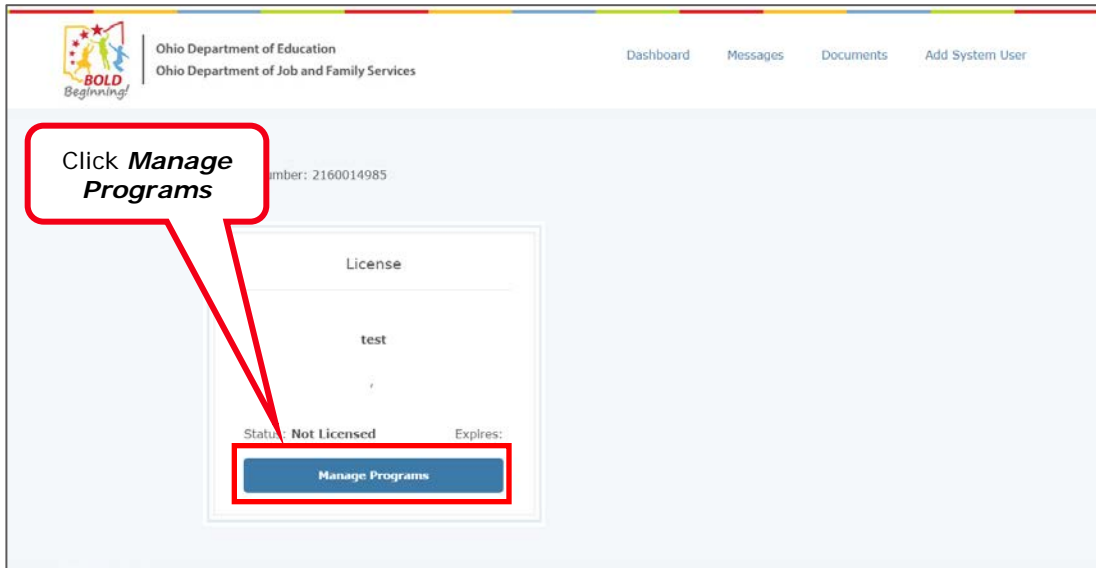
Click anywhere in the program card





Step 2: Manage Programs

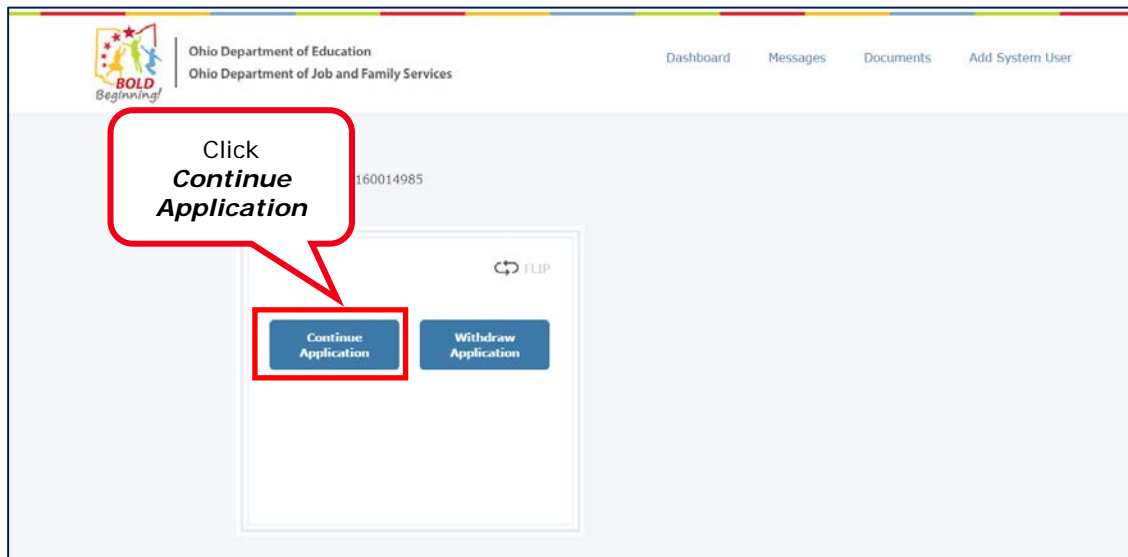
Click **Manage Programs**



Step 3: Continue Application

Click **Continue Application**

*Note: The buttons available on this screen will vary depending on the status of the program. If the application has already been submitted, then the **Revise Application** button will display. To revise the application you will need to confirm that you would like to proceed.*



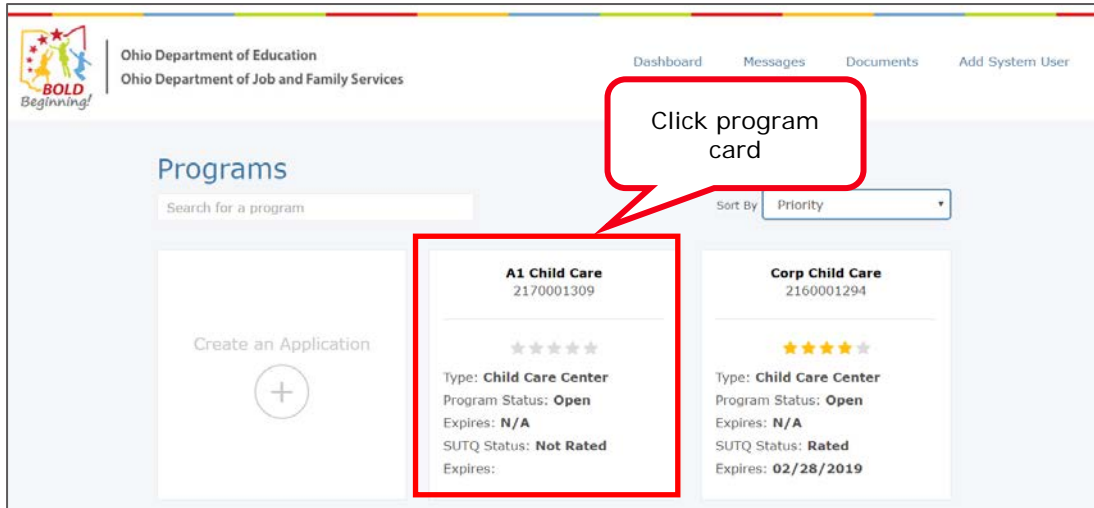


Action – 9: Update/Withdraw Amendment

This action describes the process of updating/withdrawing an amendment on the OCLOS Portal.

Step 1: Select the Program

Click anywhere in the program card





Step 2: Manage Programs

Click **Manage Programs**

Ohio Department of Education
Ohio Department of Job and Family Services

Dashboard Messages Documents Add System User

A1 Child Care

Program Number: 2170001309

License

A1 Child Care
123 Main
Columbus, OH
43214

Status: **Licensed** Expires: **N/A**

Manage Programs

Step Up To Quality Summary

Register for Step Up To Quality

Step 3: Request Amendment

Click **Request Amendment**

Ohio Department of Education
Ohio Department of Job and Family Services

Dashboard Messages Documents Add System User

A1 Child Care

Program Number: 2170001309

Request Amendment

Request Closure

Update Program Information

Step Up To Quality Summary

Register for Step Up To Quality



Step 4: Select Withdraw or Update

Click **Withdraw** or **Update**

*Note: If you click **Update**, then you will proceed to the amendment to be updated. If you click **Withdraw**, then proceed to the next step.*

The screenshot shows the 'Start an Amendment' page. It includes sections for 'Change of Location', 'Change of Administrator', and 'Change of Capacity/Space'. Below these is a 'Pending Amendments' table. A red callout box with the text 'Click **Withdraw** or **Update**' points to the 'Withdraw Update' button in the 'Actions' column of the table.

Amendment	Status	Submitted	Actions
Change of Location	Not Submitted		Withdraw Update
Change of Administrator	Not Submitted		Withdraw Update

Step 5: Confirm Withdrawing the Amendment

Click **Confirm**

The screenshot shows a confirmation dialog box with the text 'Please confirm that you want to withdraw this amendment'. There are two buttons: 'Exit' and 'Confirm'. A red callout box with the text 'Click **Confirm**' points to the 'Confirm' button.

Action – 10: Save Information and Download Summary Reports

This action describes the results of selecting different buttons in the OCLQS Portal.

Step 1: View Activity History Section

The following buttons are displayed at various points in the OCLQS Portal. The action from each button is listed below.

- **Save & Finish Later:** You will receive a confirmation message. If you click **Exit** then your information will be saved and you will return to the Dashboard.
- **Save and Continue:** You will continue to the next screen in the process.
- **Download Report:** A document will be downloaded that will include information entered in the application or amendment to this point. You can click the document name to view the document.

