

OCLQS Portal – Facility Information Update

Description:

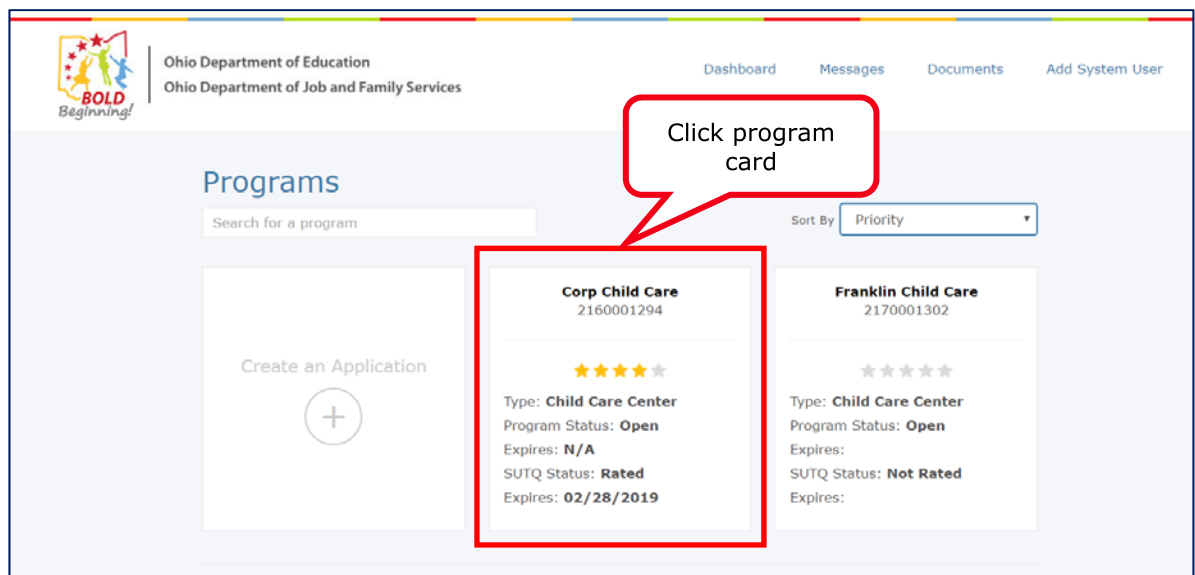
This Job Aid describes the process of submitting a Facility Information Update on the OCLQS Portal. This Job Aid includes steps to add, delete, or edit a schedule.

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**

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

Step 3: Update Program Information

Click **Update Program Information**

Ohio Department of Education
Ohio Department of Job and Family Services

Dashboard Messages Documents Add System User

Corp Child Care

Program Number: 2160001294

↻ FLIP

Request Amendment **Request Closure**

Update Program Information

Step Up To Quality Summary

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

Manage SUTQ



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 Authorized Representatives](#)

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 Facility Information](#)

Click **Update Facility Information**

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 Licensing and Contact Information](#)


Update Outdoor Space Information

Use Update Outdoor Space Information to add, update, or remove outdoor space.


[Update Outdoor Space Information](#)

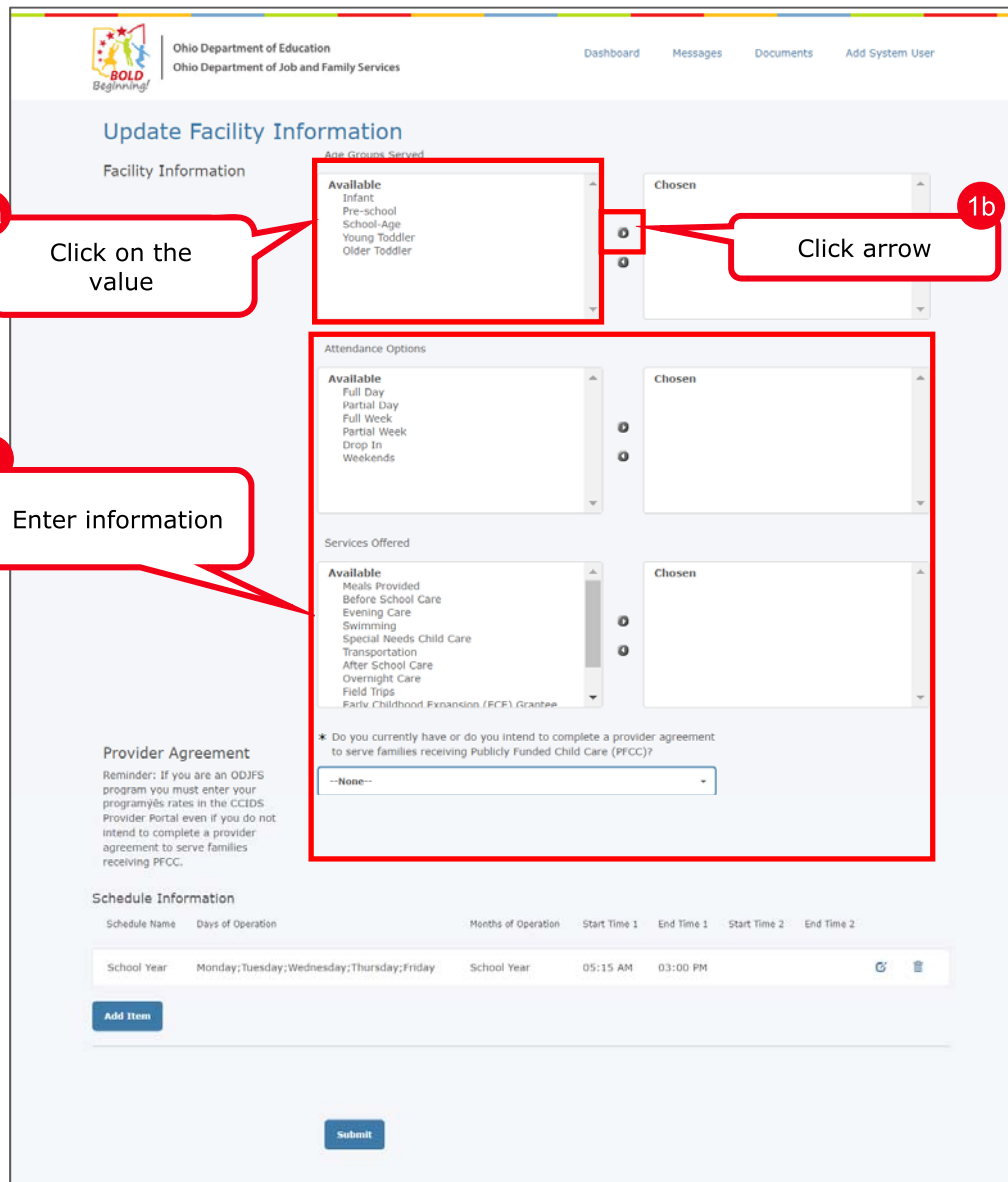
Step 5: Enter Facility Information

1) Enter **Facility information**

- Click on the applicable value(s) in the **Available** column of the **Age Groups Served** field
- 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.*



The screenshot shows the 'Update Facility Information' form. It includes sections for 'Age Groups Served', 'Attendance Options', 'Services Offered', 'Provider Agreement', and 'Schedule Information'. Annotations are as follows:

- 1a**: A callout box pointing to the 'Available' list in the 'Age Groups Served' section with the text 'Click on the value'.
- 1b**: A callout box pointing to the arrow icon between the 'Available' and 'Chosen' lists in the 'Age Groups Served' section with the text 'Click arrow'.
- 2**: A callout box pointing to the 'Attendance Options' and 'Services Offered' sections with the text 'Enter information'.

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.

Update Facility Information

Facility Information

Age Groups Served

Available Infant Pre-school School-Age Young Toddler Older Toddler	Chosen
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Attendance Options

Available Full Day Partial Day Full Week Partial Week Drop In Weekends	Chosen
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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 Expansion (ECE) Grantee	Chosen
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Provider Agreement

Reminder: If you are an ODJFS program you must enter your program's rates in the CCIDS Provider Portal even if you do not intend to complete a provider agreement to serve families receiving PFCC.

* Do you currently have or do you intend to complete a provider agreement to serve families receiving Publicly Funded Child Care (PFCC)?

--None--

Schedule Information

Schedule Name	Days of Operation	Months of Operation	Start Time 1	End Time 1	Start Time 2	End Time 2	
School Year	Monday;Tuesday;Wednesday;Thursday;Friday	School Year	05:15 AM	03:00 PM			 

Add Item

Submit

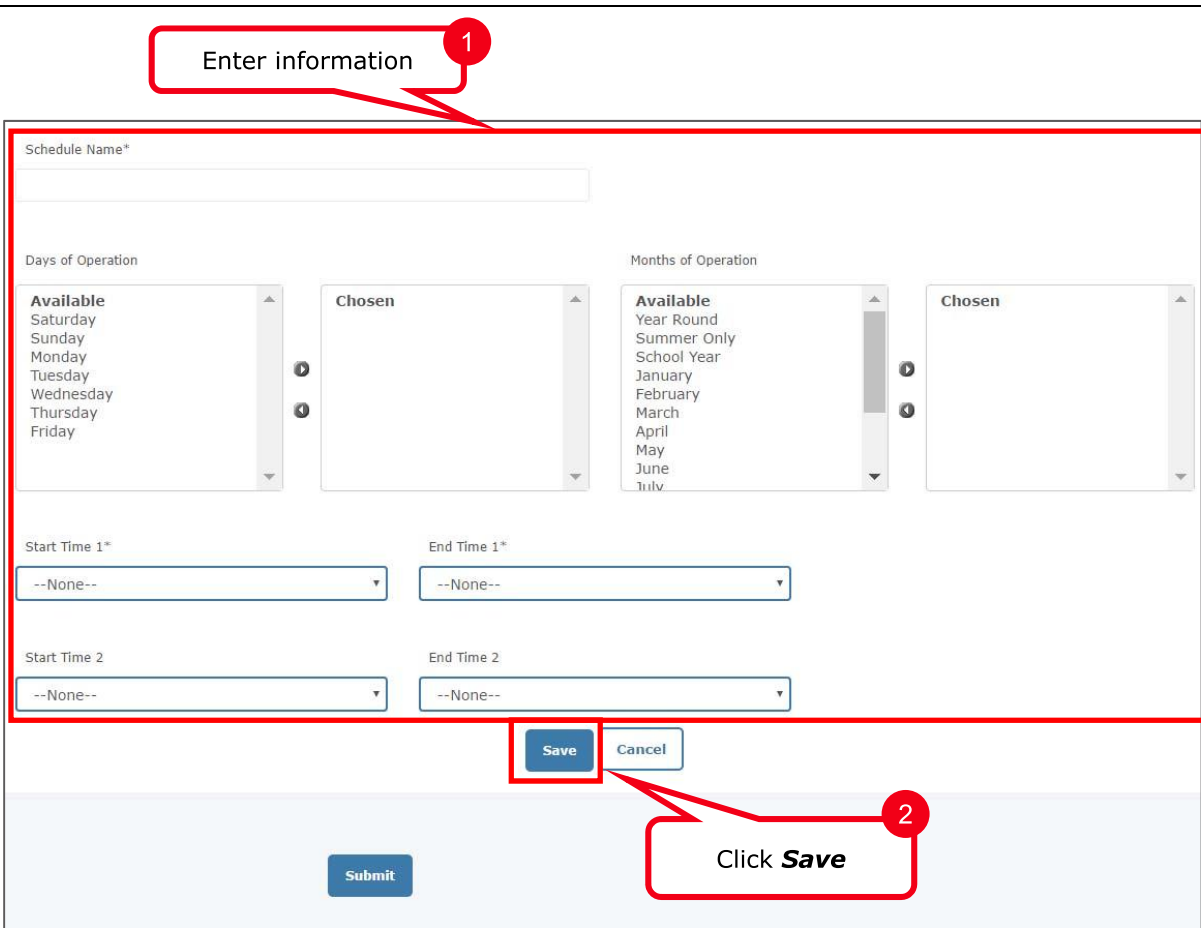
Click the icon

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, then the information will not be saved.*

To add/edit additional schedules repeat Steps 6 and 7.



The screenshot shows a web form for entering schedule information. A red box highlights the main form area, and a red callout bubble with the number '1' points to the 'Enter information' text above it. The form includes a 'Schedule Name*' text input field. Below this are two sections: 'Days of Operation' and 'Months of Operation'. Each section has an 'Available' list and a 'Chosen' list. The 'Days of Operation' list includes Saturday, Sunday, Monday, Tuesday, Wednesday, Thursday, and Friday. The 'Months of Operation' list includes Year Round, Summer Only, School Year, January, February, March, April, May, June, and July. Below these sections are two rows of time selection fields: 'Start Time 1*' and 'End Time 1*' for the first row, and 'Start Time 2' and 'End Time 2' for the second row. Each field is a dropdown menu with '--None--' as the selected option. At the bottom of the form, there are two buttons: 'Save' and 'Cancel'. A red box highlights the 'Save' button, and a red callout bubble with the number '2' points to it with the text 'Click **Save**'. Below the form area, there is a 'Submit' button.



Step 8: Submit Update

Click **Submit**

Update Facility Information

Facility Information

Age Groups Served

Available Infant Pre-school 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 Expansion (ECE) Grantee	Chosen
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Provider Agreement
Reminder: If you are an ODJFS program you must enter your program's rates in the CCIDS Provider Portal even if you do not intend to complete a provider agreement to serve families receiving PFCC.

* Do you currently have or do you intend to complete a provider agreement to serve families receiving Publicly Funded Child Care (PFCC)?
--None--

Schedule Information

Schedule Name	Days of Operation	Months of Operation	Start Time 1	End Time 1	Start Time 2	End Time 2
School Year	Monday;Tuesday;Wednesday;Thursday;Friday	School Year	05:15 AM	03:00 PM		

Add Item

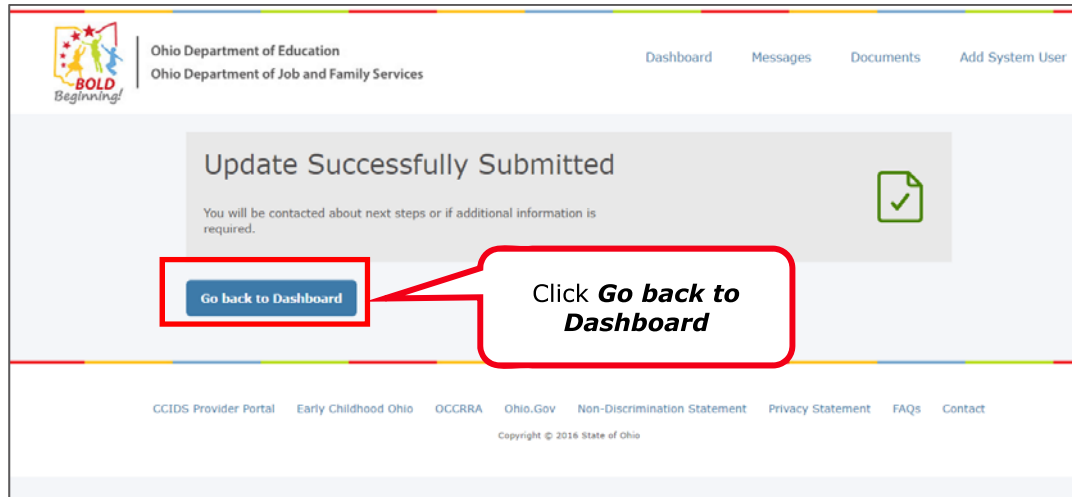
Submit

Click **Submit**



Step 9: Return to Dashboard

Click **Go back to Dashboard**



The process of submitting a Facility Information Update is complete.