Description:

This Job Aid describes the process of submitting a Change of Location Amendment on the OCLQS Portal.

Step 1: Log In to the OCLQS Portal

Click **Log in as ODE User**

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

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Step 3: Search for the Program

Enter program name in the search bar

*Note: It is not always necessary to search for the program. You can also look for the program on the screen without the search.*
**Step 4: Select the Program**

Click anywhere in the program card

![Image of program card](image)

**Step 5: Manage Programs**

Click *Manage Programs*

![Image of Manage Programs](image)
**Step 6: Request Amendment**

Click *Request Amendment*

![Image of the OCLQS Portal showing the Request Amendment button and the Valleyview Elementary program information with a Step Up To Quality Summary section and a Manage SUToQ button.]

**Step 7: Select Change of Location Amendment**

Click *Change of Location*
Step 8: Request Amendment

1) Select applicable response to *Will entire program move to the new location?*
2) Click *Select New Location IRN*

Step 9: Select Change of Location Amendment

1) Select *Organization*
2) Select *Location*
3) Select circle next to the applicable *Address (physical)*
4) Click *Continue to Application*
Step 10: Enter New Location Information

1) Enter **Planned Last Day of Operation** for the **Current Address**
2) Enter **Planned First Day of Operation** for the **New Location**
Step 11: Click Add Item

Click **Add Item** to add indoor room/space
Step 12: Enter Indoor Room/Space Information

3) Enter **Indoor Room/Space Information**

4) Click **Save**

*Note: Repeat Steps 9 to 10 to add multiple indoor rooms/spaces.*
Step 13: Add Outdoor Space If Needed

To add an outdoor space click **Add Item**

*Note: If an outdoor space does not have to be added, then proceed to Step 13.*
Step 14: Enter Outdoor Space Information

1) Enter **Outdoor Space Information**
2) Click **Save**

*Note: Repeat Steps 12 to 13 to add multiple outdoor spaces.*
Step 15: Click Save and Continue

Click **Save and Continue**
Step 16: Enter Initial Site Information

Enter initial new site information

Enter new site information
### Step 16.1: Enter Additional Site Information

1) Enter information for **Which of the following groups will the program serve**
   a. Click on the applicable value(s) in the *Available* column
   b. Click on the ⬅️ arrow to select the value into the *Chosen* column

2) Enter information in the remaining fields

3) Click **Save Answers**

*Note: Only the values that appear in the *Chosen* column are selected. Repeat Steps 1a and 1b to enter multiple values.*

<table>
<thead>
<tr>
<th>Available Options</th>
<th>Chosen Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>Education &amp; Training</td>
<td></td>
</tr>
<tr>
<td>Early Care &amp; Education</td>
<td></td>
</tr>
<tr>
<td>Child Care</td>
<td></td>
</tr>
<tr>
<td>After School Care</td>
<td></td>
</tr>
<tr>
<td>Summer Camp</td>
<td></td>
</tr>
<tr>
<td>Mentoring</td>
<td></td>
</tr>
<tr>
<td>Drop In</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
</tr>
</tbody>
</table>

**Site Information**

- Total number of bases used by the program:
- Total number of staff in this program:
- Estimated enrollment:
- Full Day w/sleep offered:
- Half Day w/sleep offered:
- Group w/sleep offered:
- Site w/sleep offered:
- Infant programs:
- Toddler programs:
- Preschool programs:
- School age programs:
- Other programs:
- Men's programs:
- Women's programs:
- Specialized programs:
- Multicultural programs:
- Other programs:

**Enter additional information**

**Click **Save Answers**
Step 17: Click OK

Click **OK**
Step 18: Add Schedule

Click **Add Item** to add a schedule
Step 19: Enter Schedule Information

1) Enter **Schedule Information**
2) Click **Save**

*Note: To add additional schedules repeat Steps 18 and 19.*
Step 20: Click Save and Continue

Click **Save and Continue**
Step 21: Attach Required Documents

Click on the first document button

Click document button

Step 22: Add New Attachment

Click *Add New Attachment*

Click *Add New Attachment*
Step 23: 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 24: Save the Document

Click Save
Step 25: Attach Other Required Documents

1) Repeat Steps 21 to 24 for all required documents
2) After all required documents are attached, then click **Save and Continue**

*Note: When a document is added, the document name displays to the right of the document button.*
Step 26: Review and Sign

1) Check the **Electronic Signature** box if you agree to the statement
2) Enter your full name
3) Click **Submit**
The process of submitting a Change of Location Amendment is complete.