



OCLQS Portal – Notice of Reopening: Pandemic

Description:

This Job Aid describes the process of a Program submitting a Notice of Reopening after the pandemic closure.

Step 1: Log In to the OHID

Click **Log in to OHID** after entering **User Name** and **Password**

Note: An account must be created in OHID in order to log in to OHID

ohid.ohio.gov/wps/portal/ohid/business/login/!ut/p/z1/fY1BC4JAFIR_jVffQ9fSbmuHIsiliPjdQmldRfPjuvr7W6hLUM1hYD5mGCC4AvXF3Oj...

DEVGOLD OCLQS UAT Portal Prod Portal.Uat TFS OEDS AppBuilder Quizlet ERC CDC Corona

OH|ID

Please login to access the Ohio ID Portal using your OH|ID Account.

Click **Log in to access OCLQS APP**

Username: XXXXXXXX

Password:

Log In

[Forgot username/password?](#)

[Need Help?](#)



Step 2: Click on OCLQS Tile

Click on OCLQS App on My Apps page in OHID

Note: OCLQS Roles should have been established in OEDS to get access to OCLQS APP

The screenshot shows the OHID user interface. At the top is a blue navigation bar with the OHID logo, a user profile icon, and menu items for Home, User Account Management, and Help Center. Below this is the 'My Apps' section. A message states: 'You are currently subscribed to the apps below - clicking the "X" on the app tile will unsubscribe you from the app and reinstating your subscription may require additional approval.' There are two app tiles. The first tile, 'Ohio Childcare Licensing and Quality System (OCLQS)', is highlighted with a red box and a callout bubble that says 'Click OCLQS APP'. The second tile is 'Ohio Education Directory System (OEDS)'. Both tiles include a house icon and a close button (X).

Step 3: Locate Program

Click on the applicable Program

The screenshot shows the 'Programs' page in the OHID system. At the top left is the logo for the Ohio Department of Education and Ohio Department of Job and Family Services. On the right are links for Dashboard, Messages, and Documents. The main content area has a search bar with 'wash|' entered and a 'Sort By' dropdown menu set to 'Action Required'. A list of programs is displayed. The first program, 'Washington Elementary Sch...' with ID '1000018927', is highlighted with a red box and a callout bubble that says 'Click on the Program'. The program details are: Type: School Age Child Care, Program Status: Open, Expires: N/A, SUTQ Status: Not Rated, and Expires: (blank).



Step 4: Manage Programs

Click **Manage Programs**



Washington Elementary School

Program Number: 1000018927

License

Click **Manage Programs**

Washington Elementary School

5 Eiterman Rd
Columbus, OH 43016

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

Manage Programs

Step Up To Quality Summary



Status: **Not Rated**

Expires:

Register for Step Up To Quality



Step 5: Begin Notice of Reopening

Click **Notice of Reopening**

The screenshot shows the OCLQS Portal interface for Washington Elementary School. The header includes the Ohio Department of Education and Job and Family Services logos, the school name, and program number 1000018927. A navigation bar contains 'Dashboard' and 'Messages'. The main content area features a grid of buttons for application management: 'Continue Application', 'Withdraw Application', 'Request Amendment', 'Request Closure', and 'Update Program Information'. The 'Notice of Reopening' button is highlighted with a red box. A red callout bubble points to this button with the text 'Click **Notice of Reopening**'. To the right, the 'Step Up To Quality Summary' section shows a 'Not Rated' status and a 'Register for Step Up To Quality' button.



Step 6: Enter Plan to Reopen

Answer **Yes** or **No** to **Do you plan to reopen your child care program?**

Note: If you select no, proceed to step 8.

Ohio Department of Education
Ohio Department of Job and Family Services

Dashboard Messages Documents

Notice of Reopening Information

Please indicate if you intend to reopen your child care program under the new guidelines effective May 31, 2020. All programs planning to reopen are required to enter a proposed reopen date. Your reopen date may not be earlier than May 31, 2020.

* Do you plan to reopen your child care program?
--Select--

Submit

Answer **Yes** or **No**

Step 7: Enter Date to Begin Operations

Enter the applicable date in the **What date do you intend to begin operations?**

Note: The date must be May 31, 2020 or later.

Ohio Department of Education
Ohio Department of Job and Family Services

Dashboard Messages Documents

Notice of Reopening Information

Please indicate if you intend to reopen your child care program under the new guidelines effective May 31, 2020. All programs planning to reopen are required to enter a proposed reopen date. Your reopen date may not be earlier than May 31, 2020.

* Do you plan to reopen your child care program?
Yes

What date do you intend to begin operations?

Submit

Enter the applicable **date**



Step 8: Submit Notice of Reopening

Click **Submit**

Ohio Department of Education
Ohio Department of Job and Family Services

Dashboard Messages Documents

Notice of Reopening

Notice of Reopening Information

Please indicate if you intend to reopen your child care program under the new guidelines effective May 31, 2020. All programs planning to reopen are required to enter a proposed reopen date. Your reopen date may not be earlier than May 31, 2020.

* Do you plan to reopen your child care program?
Yes

What date do you intend to begin operations?

Submit

Click **Submit**

Step 9: Confirmation

Click **Go back to Dashboard** to return to the Dashboard

Ohio Department of Education
Ohio Department of Job and Family Services

Dashboard Messages Documents

Notice of Reopening Successfully Submitted

You will be contacted about next steps or if additional information is required.

Go back to Dashboard

The process of a Program submitting a Notice of Reopening after the pandemic closure is complete.