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*
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

Step 3: Locate Program

Click on the applicable Program
Step 4: Manage Programs

Click **Manage Programs**

Washington Elementary School

Program Number: 1000018927

License

Washington Elementary School
12 Elterman Rd
Columbus, OH 43016

Status: Licensed Expires: N/A

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*
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.*

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.*
Step 8: Submit Notice of Reopening

Click **Submit**

Step 9: Confirmation

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

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