



OCLQS Portal – ODE Temporary Pandemic SACC Program License Application

Description:

This Job Aid describes the process of submitting an application for pandemic School Age Child care license as an ODE program in the OCLQS Portal.

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

OH|ID

Username: XXXXXXXX

Password: XXXXXXXXX

Log In

Forgot username/password?

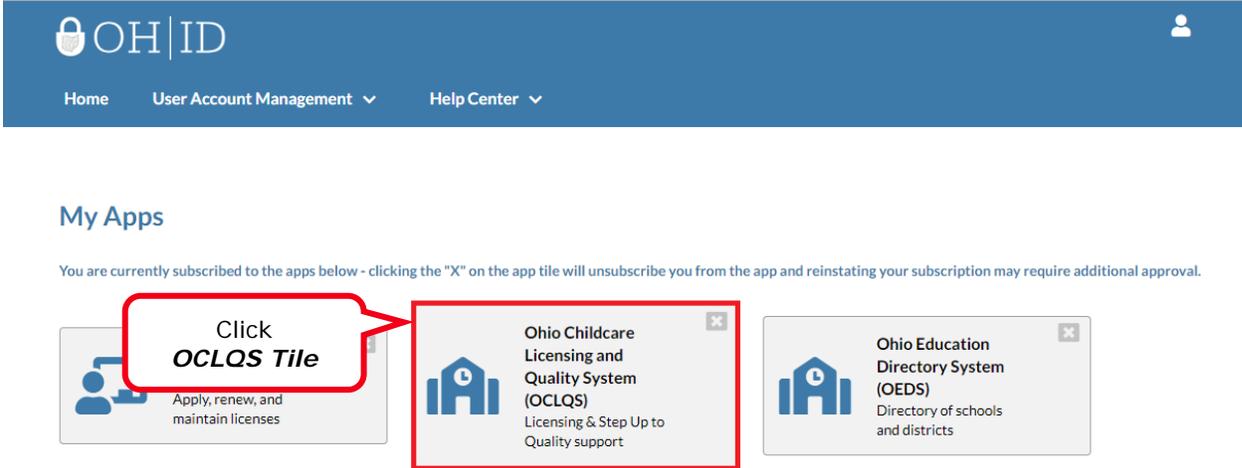
Need Help?

Enter OHID User Name/Password and click Login

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



OHID

Home User Account Management Help Center

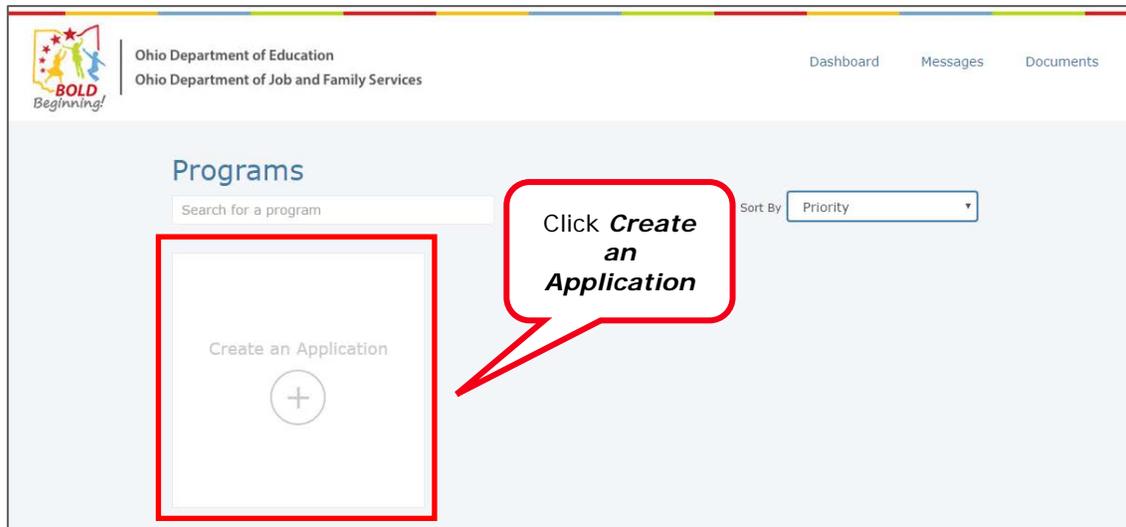
My Apps

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.

- Apply, renew, and maintain licenses
- Ohio Childcare Licensing and Quality System (OCLQS)**
Licensing & Step Up to Quality support
- Ohio Education Directory System (OEDS)
Directory of schools and districts

Step 3: Create an Application

Click **Create an Application**



Ohio Department of Education
Ohio Department of Job and Family Services

Dashboard Messages Documents

Programs

Search for a program

Sort By Priority

Create an Application

+



Step 4: Select IRN

Click **Select IRN**

Prescreen

Please select the Information Retrieval Number (IRN) for the Organization that will operate the program. To operate a program means being directly responsible for the day-to-day planning, organizing, and managing of the program.

Select IRN Click **Select IRN**

If the proposed location of your program is not displayed here, please select another location IRN or contact the Ohio Educational Directory System (OEDS) administrator for your organization.

Which of the following age groups will the program serve? (check all that apply)

Infant Toddler Preschool School-Age

Step 5: Select Organization

Click the Drop Down Arrow to select the **Organization**

Prescreen

Please select the Information Retrieval Number (IRN) for the Organization that will operate the program. To operate a program means being directly responsible for the day-to-day planning, organizing, and managing of the program.

Select IRN

Organization

--None-- Select **Organization**

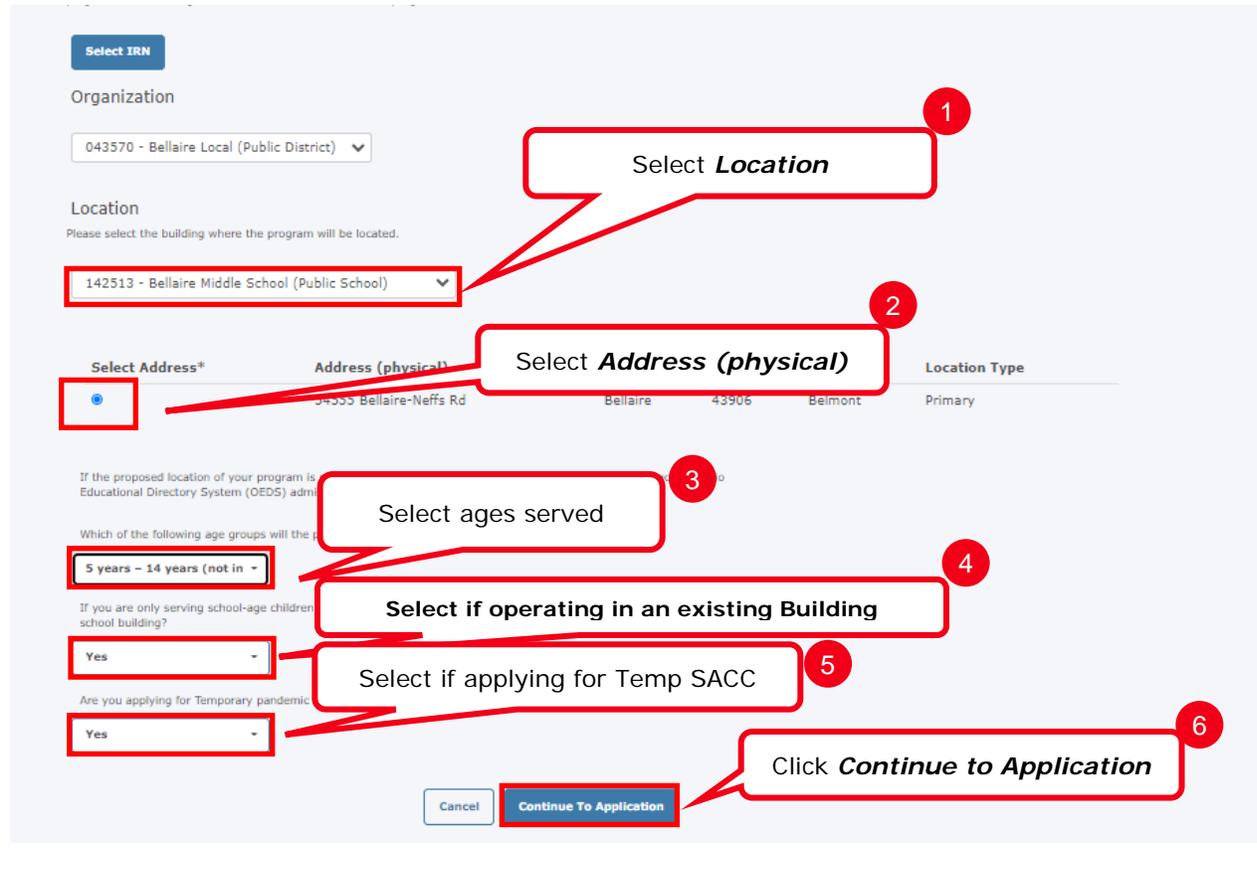
If the proposed location of your program is not displayed here, please select another location IRN or contact the Ohio Educational Directory System (OEDS) administrator for your organization.

Which of the following age groups will the program serve? (check all that apply)

Infant Toddler Preschool School-Age

Step 6: Continue to Application

- 1) Click the Drop Down Arrow to select the appropriate **Location**
- 2) Click the circle to select the appropriate **Address (physical)**
- 3) Select Age Group 5 years to 14 Years
- 4) Select if SACC Will serve in same building or new
- 5) Select if applying for Temporary Pandemic SACC Program
- 6) Click **Continue to Application**



The screenshot shows a web form for selecting an organization and location. It includes a 'Select IRN' button, an 'Organization' dropdown menu, a 'Location' dropdown menu, a 'Select Address*' section with a radio button, an 'Address (physical)' field, and a 'Location Type' dropdown. Below these are three questions with dropdown menus: 'Which of the following age groups will the program serve?', 'If you are only serving school-age children in a school building?', and 'Are you applying for Temporary pandemic SACC Program?'. At the bottom are 'Cancel' and 'Continue To Application' buttons. Red callouts with numbers 1-6 point to the following elements:

- 1: Organization dropdown menu
- 2: Location dropdown menu
- 3: Radio button for 'Select Address*'
- 4: Age group dropdown menu
- 5: School building dropdown menu
- 6: 'Continue To Application' button



Step 7: Enter Initial Program Details

- 1) Enter **Proposed Open Date**
- 2) Select **Age Group Served**
- 3) Click **Save Answers**

Note: The **Save Answers** button must be clicked in order for the information to be saved.

Program Address & Contact Information

* Are you applying for Temporary pandemic SACC Program License?
Yes

* Proposed Open Date: 09/10/2020

Building Name: Bellaire Middle School

Program Name: Bellaire Middle School

Street Address: 54555 Bellaire-Neffs Rd

Street Address 2:

City: Bellaire | State: OH | Zip Code: 43906

County: BELMONT | Phone: | Phone Ext:

* Which of the following age groups will the program serve? (check all that apply)

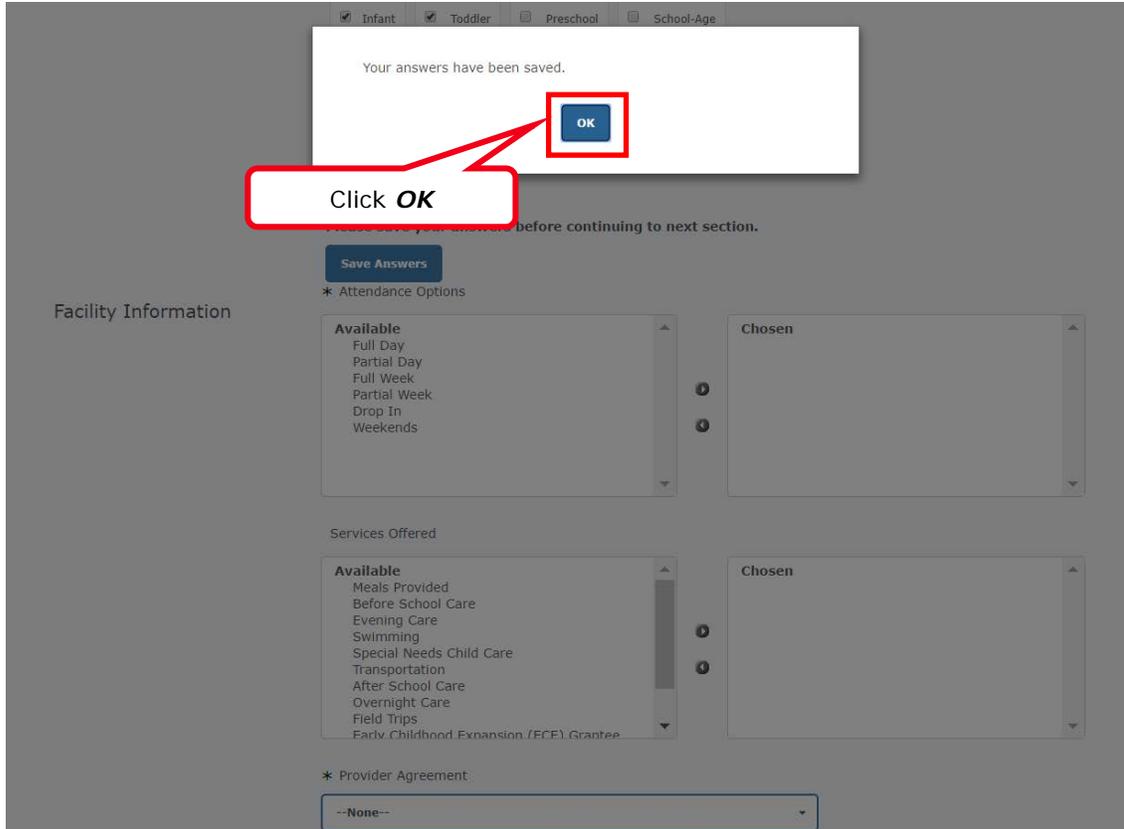
Infant Toddler Older Toddler Pre-school School-Age

Please save your answers before continuing to next section.

Save Answers

Step 8: Click OK

Click **OK**



The screenshot shows a web application interface. At the top, there are tabs for 'Infant', 'Toddler', 'Preschool', and 'School-Age', with 'Infant' and 'Toddler' selected. A white message box in the center contains the text 'Your answers have been saved.' and a blue 'OK' button. A red box highlights the 'OK' button, and a red callout box with the text 'Click OK' points to it. Below the message box, there is a 'Save Answers' button and a section titled 'Attendance Options' with an asterisk. This section contains two columns: 'Available' and 'Chosen'. The 'Available' column lists: Full Day, Partial Day, Full Week, Partial Week, Drop In, and Weekends. The 'Chosen' column is empty. Below this is a 'Services Offered' section with another 'Available' and 'Chosen' column. The 'Available' column lists: Meals Provided, Before School Care, Evening Care, Swimming, Special Needs Child Care, Transportation, After School Care, Overnight Care, Field Trips, and Early Childhood Expansion (ECE) Grantee. The 'Chosen' column is empty. At the bottom, there is a 'Provider Agreement' section with a dropdown menu currently set to '--None--'.

Step 9: Enter Additional Program Details

- 1) Enter **Facility information**
 - a. Click on the applicable value(s) in the **Available** column of the **Attendance Options** field and Click on the arrow to select the value into the **Chosen** column
 - b. Click on the applicable value(s) in the **Available** column of the **Services Offered** field and Click on the arrow to select the value into the **Chosen** column
- 2) Enter information in the remaining fields
- 3) Click **Save and Continue**

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

The screenshot shows the 'Facility Information' section of the OCLQS Portal Job Aid form. It is divided into three main parts:

- Attendance Options:** A table with two columns: 'Available' and 'Chosen'. The 'Available' column lists: Full Day, Partial Day, Full Week, Partial Week, Drop In, and Weekends. A red box highlights this column, with a callout 'Click on the value'. To the right of the 'Available' column is a red box containing two arrow icons, with a callout 'Click arrow' pointing to them.
- Services Offered:** A table with two columns: 'Available' and 'Chosen'. The 'Available' column lists: Meals Provided, Before School Care, Evening Care, Swimming, Transportation, After School Care, Overnight Care, Field Trips, Early Childhood Expansion (ECE) Grantee, and Head Start. A red box highlights this column, with a callout '1b Click on the value'. To the right of the 'Available' column is a red box containing two arrow icons, with a callout 'Click arrow' pointing to them.
- Additional Information:** A section with five dropdown menus, each with a red box around it and a callout '2 Enter Information':
 - * Do you currently have or do you intend to complete a provider agreement to serve families receiving Publicly Funded Child Care (PFCC)?
 - Do you have a current SUTQ rating?
 - Do you operate a summer only program (for no more than 15 consecutive weeks)?
 - Do you operate during school breaks only?
 - Do you only operate during non-traditional hours (provide care only between 7pm-6am weekdays and/or 12am Saturday -6am Monday)?

At the bottom of the form, there are three buttons: 'Print Later', 'Save and Continue', and 'Download Report'. A red box highlights the 'Save and Continue' button, with a callout '3 Click Save and Continue'.



Step 10: Add a Schedule

Click **Add Item** to add a schedule

Application for Program License

Progress: Program Details | **Site** | Documentation | Review & Sign

Schedule Information

Schedule Name	Days of Operation	Months of Operation	Time 1 Start	Time 1 End	Time 2 Start	Time 2 End
Add Item						

Site Information

- * Total number of rooms used by this program:
- * Total number of staff in this program:
- * Estimated Enrollment:
- * Full Day option offered:

Indoor Room/Space Information

Indoor Room/Space Name	Indoor Room/Space Number	Indoor Room/Space Type	Under or Over 2 1/2	Indoor Room/Space Shape
Add Item				

Outdoor Space Information

Outdoor Space Name	Outdoor Space Shape	Outdoor Square Footage Irregular	Length 1 in Feet	Length 1 in Inches
Add Item				

Buttons: Save & Finish Later | Save and Continue | Download Report

Step 11: Enter Schedule Information

- 1) Enter a-**Schedule Information b-** Enter **TEMP SACC** as Program Name
- 2) Click **Save**

Note: To add multiple schedules repeat Steps 10 and 11.

The screenshot shows the 'Enter Schedule Information' form in the OCLQS Portal. The form is divided into several sections: 'Schedule Information', 'Site Information', and 'Indoor Room/Space Information'. The 'Schedule Information' section is highlighted with a red box and contains the following fields: 'Schedule Name' (with a callout '1b' and 'Enter TEMP SACC as Schedule Name'), 'Days of Operation' (with a callout '1a' and 'Enter information'), 'Months of Operation', 'Time 1 Start', 'Time 1 End', 'Time 2 Start', and 'Time 2 End'. Below these fields are dropdown menus for 'Funding Source', 'Other Funding Source', 'Time 1 Start*', 'Time 1 End*', 'Time 2 Start', and 'Time 2 End'. A 'Save' button is highlighted with a red box and a callout '2' and 'Click Save'. The 'Site Information' section includes fields for 'Total number of rooms used by this program', 'User of staff in this program', 'Estimated Enrollment', 'Full Day option offered', and 'Part Day option offered'. The 'Indoor Room/Space Information' section has two 'Add Item' buttons. At the bottom of the form are buttons for 'Save & Finish Later', 'Save and Continue', and 'Download Report'.



Step 12: Enter Site Information

Enter Site Information

Ohio Department of Education
Ohio Department of Job and Family Services

Dashboard Messages Documents

Application for Program License

Program Details **Site** Documentation Review & Sign

Schedule Information

Schedule Name	Days of Operation	Months of Operation	Time 1 Start	Time 1 End	Time 2 Start	Time 2 End
Weekday Schedule	Monday;Tuesday;Wednesday;Thursday;Friday	Year Round	04:00 AM	06:15 PM		

[Add Item](#)

* Total number of rooms used by this program:

* Total number of staff in this program:

* Estimated Enrollment:

* Full Day option offered:

* Part Day option offered:

Indoor Room/Space Information

Indoor Room/Space Name	Indoor Room/Space Number	Indoor Room/Space Type	Under or Over 2 1/2	Indoor Room/Space Shape

[Add Item](#)

[Add Item](#)

[Save & Finish Later](#) [Save and Continue](#) [Download Report](#)

Enter information



Step 13: Add Indoor Room/Space Information

Click **Add Item** to add an indoor room/space

Ohio Department of Education
Ohio Department of Job and Family Services

Dashboard Messages Documents

Application for Program License

Progress: Program Details | **Site** | Documentation | Review & Sign

Schedule Information

Schedule Name	Days of Operation	Months of Operation	Time 1 Start	Time 1 End	Time 2 Start	Time 2 End
Weekday Schedule	Monday;Tuesday;Wednesday;Thursday;Friday	Year Round	04:00 AM	06:15 PM		

Add Item

Site Information

- * Total number of rooms used by this program:
- * Total number of staff in this program:
- * Estimated Enrollment:
- * Full Day option offered:
- * Part Day option offered:

Indoor Room/Space Information

Indoor Room/Space Name	Indoor Room/Space Number	Indoor Room/Space Type	Under or Over 2 1/2	Indoor Room/Space Shape
Add Item				
Add Item				

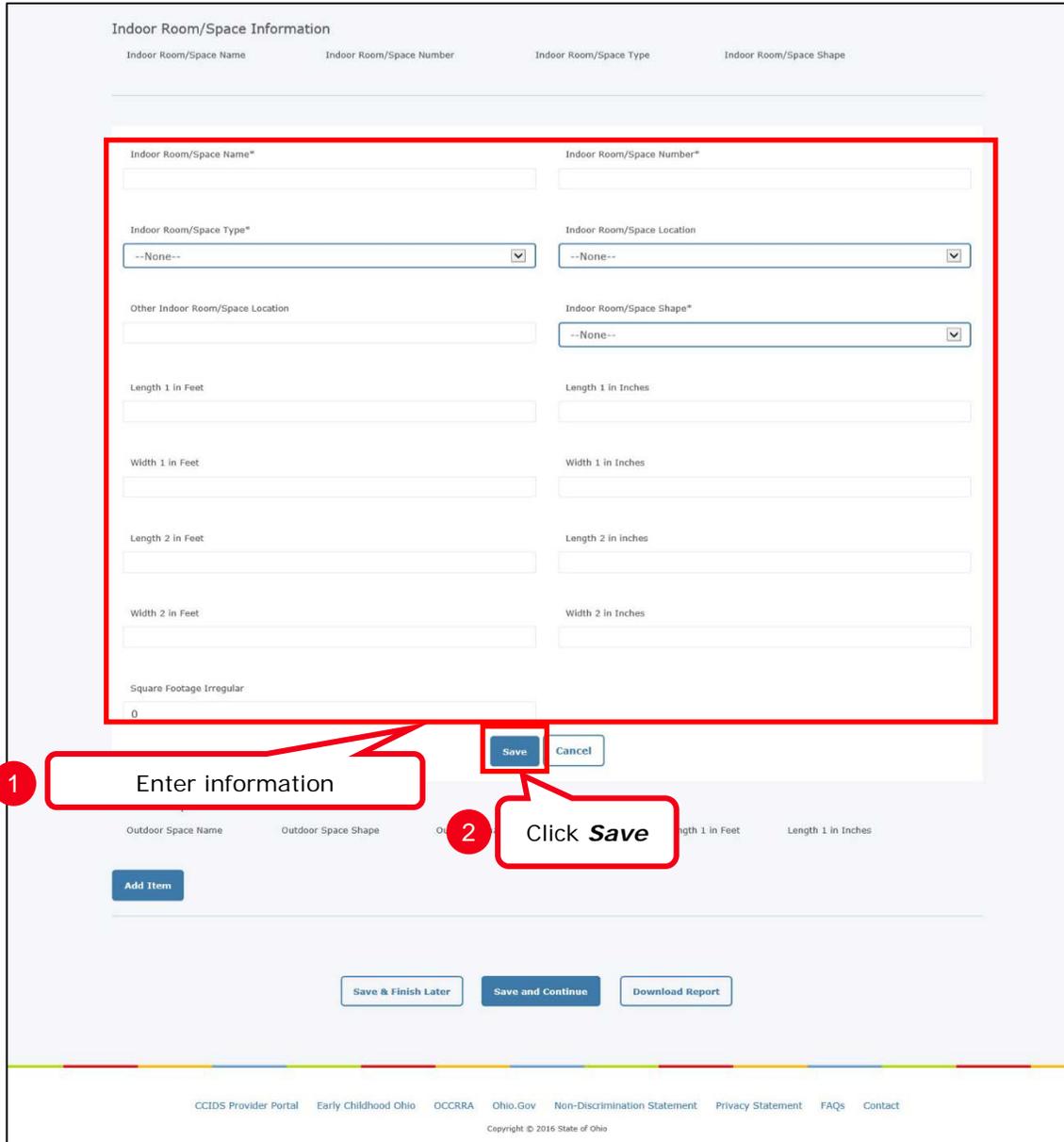
Click Add Item

Save & Finish Later Save and Continue Download Report

Step 14: Enter Indoor Room/Space Information

- 1) Enter **Indoor Room/Space Information**
- 2) Click **Save**

Note: To add multiple indoor rooms/spaces repeat Steps 13 and 14.

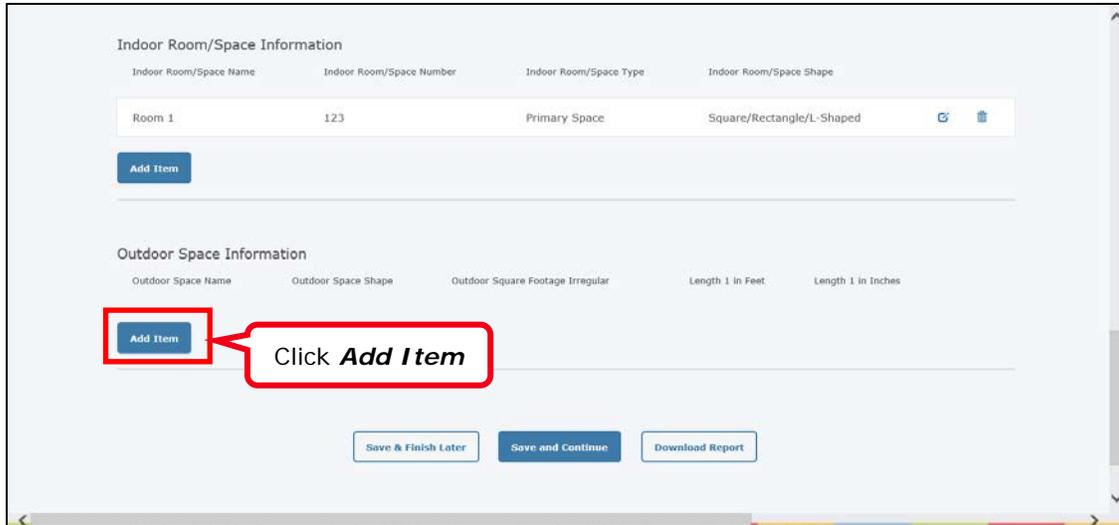


The screenshot shows the 'Indoor Room/Space Information' form. A red box highlights the main input fields, including 'Indoor Room/Space Name*', 'Indoor Room/Space Number*', 'Indoor Room/Space Type*' (dropdown), 'Indoor Room/Space Location' (dropdown), 'Other Indoor Room/Space Location', 'Indoor Room/Space Shape*' (dropdown), and measurement fields for Length and Width in Feet and Inches. A red circle with the number '1' points to the form area, with a callout box containing the text 'Enter information'. Another red circle with the number '2' points to the 'Save' button, with a callout box containing the text 'Click Save'. Below the form are buttons for 'Add Item', 'Save & Finish Later', 'Save and Continue', and 'Download Report'. The footer contains links for 'CCIDS Provider Portal', 'Early Childhood Ohio', 'OCCRRA', 'Ohio.Gov', 'Non-Discrimination Statement', 'Privacy Statement', 'FAQs', and 'Contact', along with the copyright notice 'Copyright © 2016 State of Ohio'.

Step 15: Add Outdoor Space Information

Click **Add Item** to add an outdoor space

Note: If an outdoor space does not need to be added, then proceed to Step 17.

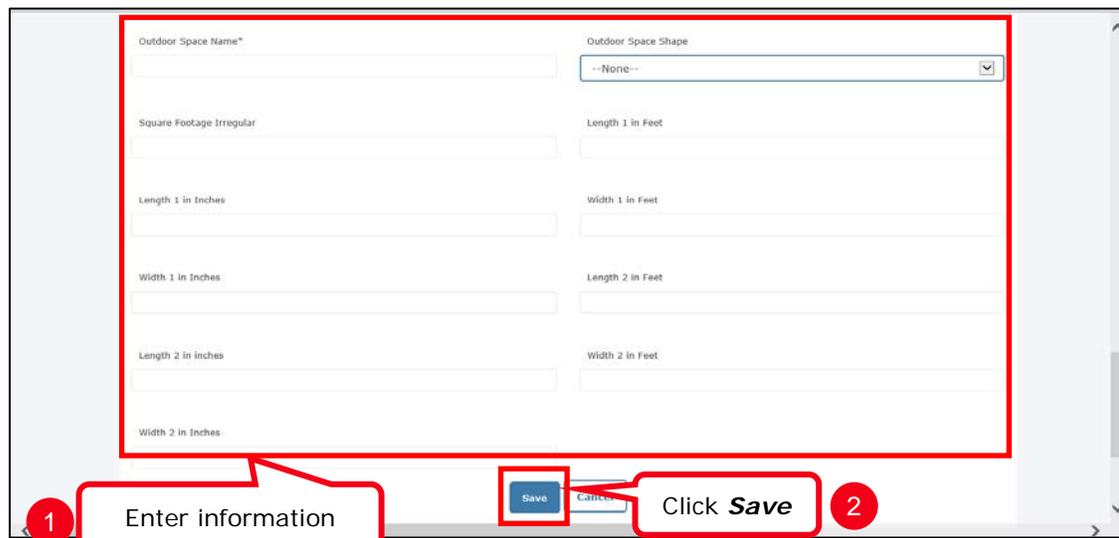


The screenshot shows two sections: 'Indoor Room/Space Information' and 'Outdoor Space Information'. The 'Indoor Room/Space Information' section has a table with columns: Indoor Room/Space Name, Indoor Room/Space Number, Indoor Room/Space Type, and Indoor Room/Space Shape. Below the table is an 'Add Item' button. The 'Outdoor Space Information' section has a table with columns: Outdoor Space Name, Outdoor Space Shape, Outdoor Square Footage Irregular, Length 1 in Feet, and Length 1 in Inches. Below the table is an 'Add Item' button, which is highlighted with a red box and a callout bubble that says 'Click Add Item'. At the bottom of the form are three buttons: 'Save & Finish Later', 'Save and Continue', and 'Download Report'.

Step 16: Enter Outdoor Space Information

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

Note: To add multiple outdoor spaces repeat Steps 15 and 16.



The screenshot shows the 'Enter Outdoor Space Information' form. The form fields are highlighted with a red box. A callout bubble with a red circle containing the number 1 points to the form fields, and another callout bubble with a red circle containing the number 2 points to the 'Save' button. The form fields include: 'Outdoor Space Name*' (text input), 'Outdoor Space Shape' (dropdown menu with '--None--'), 'Square Footage Irregular' (text input), 'Length 1 in Feet' (text input), 'Length 1 in Inches' (text input), 'Width 1 in Feet' (text input), 'Width 1 in Inches' (text input), 'Length 2 in Feet' (text input), 'Length 2 in Inches' (text input), 'Width 2 in Feet' (text input), and 'Width 2 in Inches' (text input). At the bottom of the form are two buttons: 'Save' and 'Cancel'.



Step 17: Click Save and Continue

Click ***Save and Continue***

The screenshot displays a web application interface for managing space information. It features two main sections: 'Indoor Room/Space Information' and 'Outdoor Space Information'. Each section contains a table with columns for name, number, type, and shape. Below each table is an 'Add Item' button. At the bottom of the interface, there are three buttons: 'Save & Finish Later', 'Save and Continue', and 'Download Report'. The 'Save and Continue' button is highlighted with a red box, and a red callout bubble points to it with the text 'Click ***Save and Continue***'.

Indoor Room/Space Name	Indoor Room/Space Number	Indoor Room/Space Type	Indoor Room/Space Shape
Room 1	123	Primary Space	Square/Rectangle/L-Shaped

Add Item

Outdoor Space Information

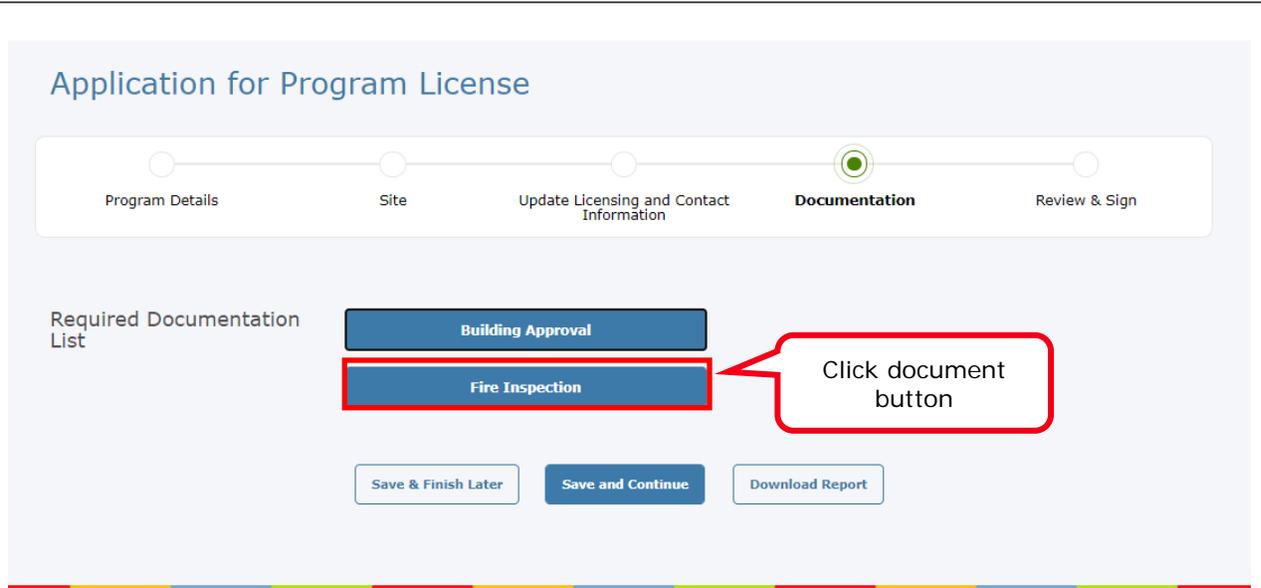
Outdoor Space Name	Outdoor Space Shape	Outdoor Square Footage Irregular	Length 1 in Feet	Length 1 in Inches
Outdoor 1	Square/Rectangle/L-Shaped	0.0	10.0	9.0

Add Item

Save & Finish Later **Save and Continue** **Download Report**

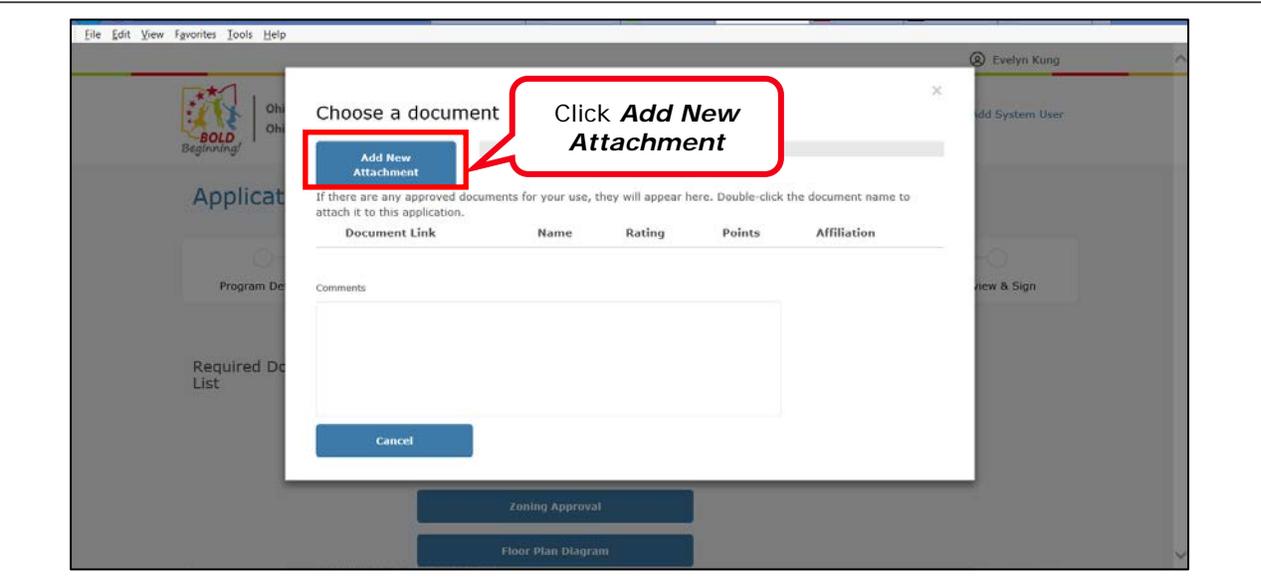
Step 18: Attach Required Documents

Click the first document button



Step 19: Click Add New Attachment

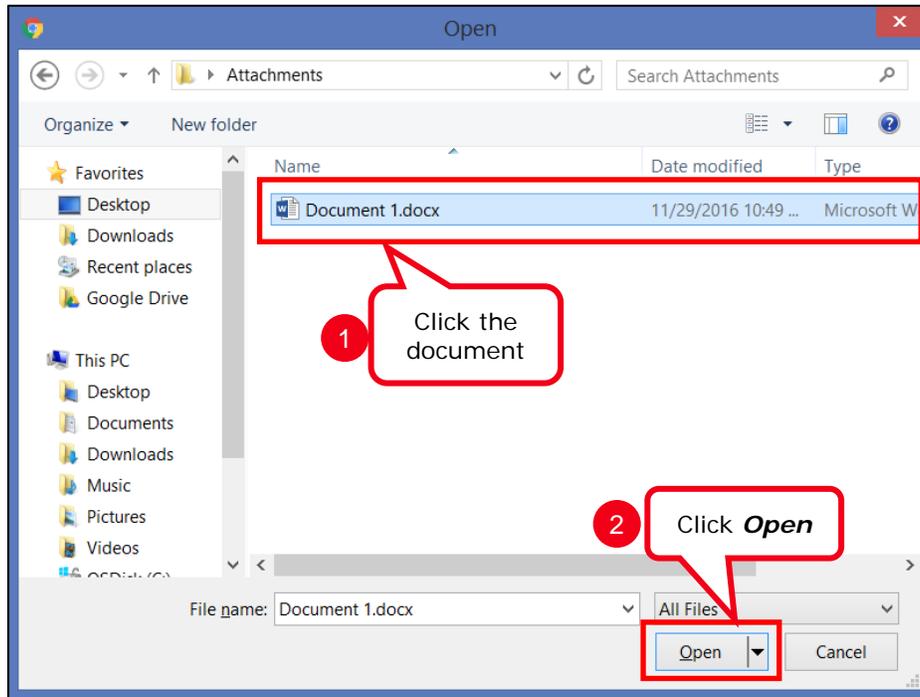
Click **Add New Attachment**



Step 20: Select Document

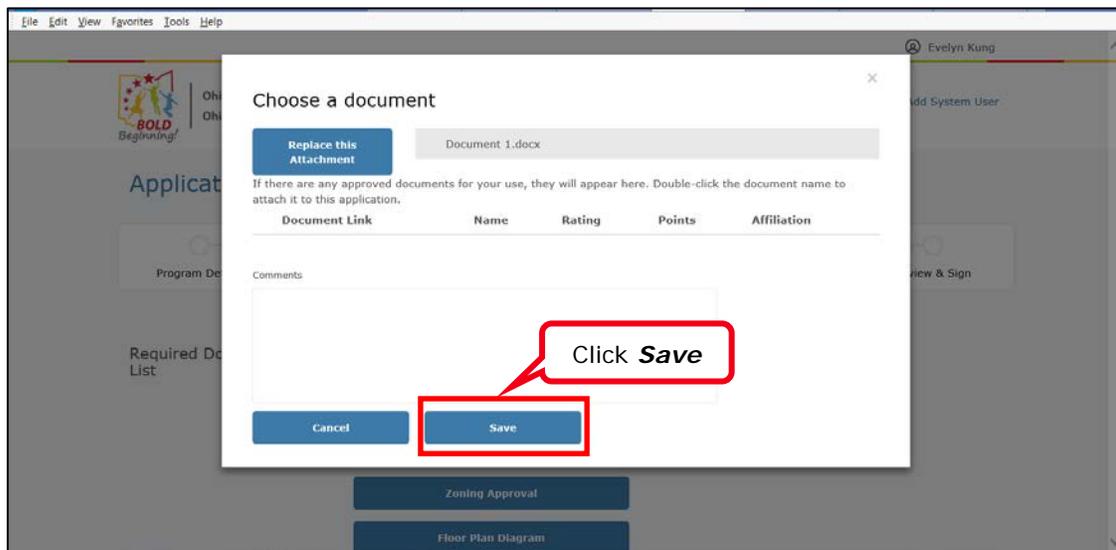
- 1) Select the document to attach
- 2) Click **Open**

Note: The view of this step will vary depending on the internet browser you are using.



Step 21: Save the Attached Document

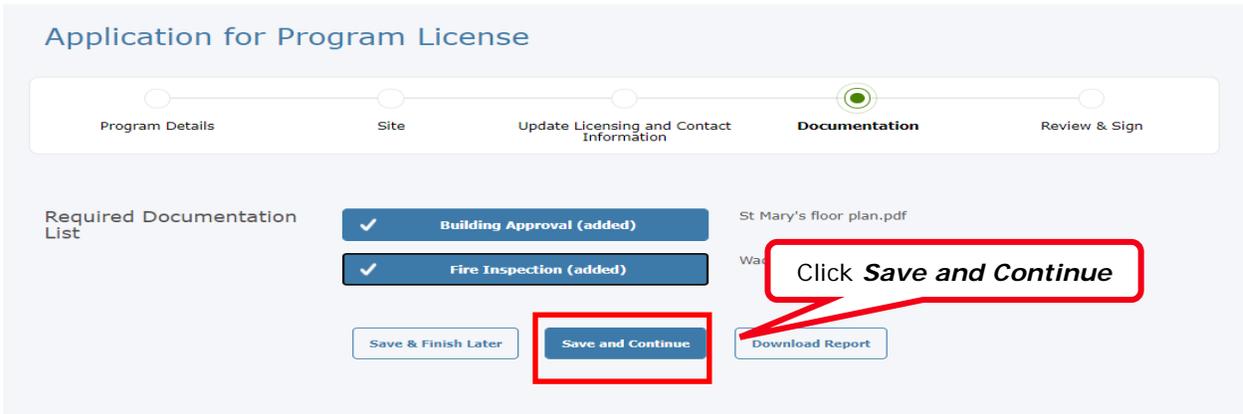
Click **Save**



Step 22: Attach Other Required Documents

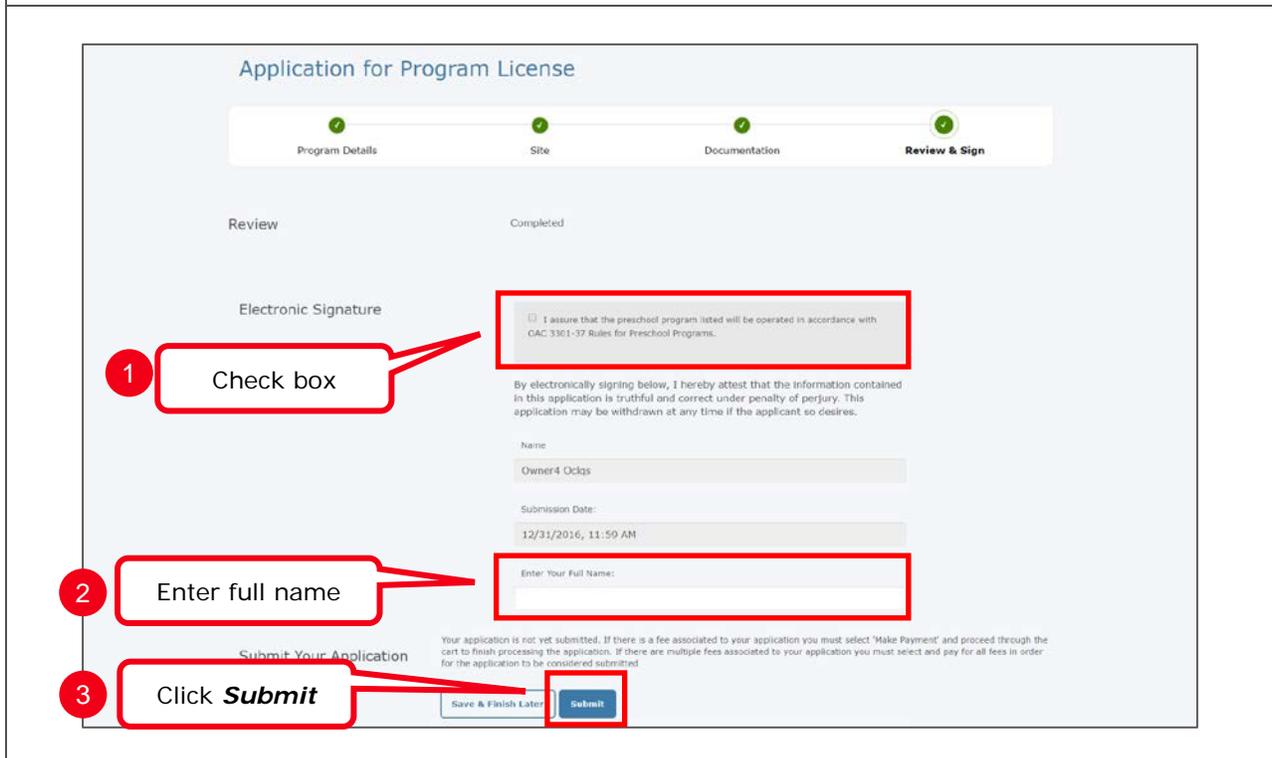
- 1) Repeat Steps 18 to 21 for all required documents
- 2) After all required documents are attached, then click **Save and Continue**

Note: When a document is added, the document name displays to the right of the document button.



Step 23: Review and Sign

- 1) Check the **Electronic Signature** box if you agree with statement
- 2) Enter your full name
- 3) Click **Submit**





Step 24: Return to Dashboard

Click ***Go back to Dashboard***

Stephanie Norris

Ohio Department of Education
Ohio Department of Job and Family Services

Dashboard Messages Documents

Application Successfully Submitted

You have successfully submitted your application for Kramer Elementary School (Program Number: 1200022339). A copy of the application will be e-mailed to you or you can download a copy by clicking "Download Report". You will be contacted about the next steps in the process or if additional information is required.

[Go back to Dashboard](#) [Download Report](#)

Click ***Go back to Dashboard***

The process of submitting an application for child care license as an ODE program is complete.