



Ohio Child Licensing and Quality System (OCLQS)

OELSR Spring 2017

Ohio

Department of Education
Department of Job and Family Services

Objectives

- Provide an overview of the OCLQS system
- Define OCLQS roles in OEDS
- Provide resources
- Answer any questions related to OCLQS

What is OCLQS?

- The Ohio Child Licensing and Quality System (OCLQS) is a portal used by both Ohio Department of Jobs and Family Services (ODJFS) and the Ohio Department of Education (ODE) for licensed Programs and programs applying for new License
- All Ohio **early care** and **education programs** now use OCLQS to manage business functions related to their **program** license and Step Up to Quality tasks.
- <https://oclqs.force.com>

OCLQS Website



Ohio Department of Education
Ohio Department of Job and Family Services

Welcome to the Ohio Child Licensing and Quality System!



This web-based portal gives Ohio's Early Care and Education programs access to the Ohio Child Licensing and Quality System (OCLQS).

The OCLQS portal supports the two most recent versions of Chrome, Internet Explorer, Firefox and Safari. Best results are achieved using the most recent version of Chrome.



Learn More

Ohio Department of Job and Family Services (ODJFS) Child Care



Search For Programs

ODJFS Early Learning and Development Programs



Become Licensed

ODJFS Child Care Licensing
ODE Program Licensing

Accessing OCLQS

To access OCLQS you must:

1. Have a SAFE account

- ODE users login using their SAFE account username and password

If your user name carries any of the following characters: space, comma, backslash(\), left angle bracket (<), right angle bracket (>), please contact the SAFE helpdesk line at 1-877-644-6338.

Accessing OCLQS

To access OCLQS you must have:

2. OCLQS roles assigned in OEDS

- Prior to accessing OCLQS, the OEDS Administrator for your organization must assign the appropriate OCLQS roles
- When assigning roles in OEDS, ensure that the user has a current email address in OEDS and that it is NOT marked private
- Only add the necessary roles, as too many roles will not allow proper access to the system

OCLQS Roles

Primary Role	
OCLQSOwner	Assign this role to the person who has superintendent or CEO signature authority and will have full access to All Pre School and School Age Child Care (SACC) Program information for both Licensing and Step Up to Quality (SUTQ). Only person with owner role will have an access for signing off on licensing applications and change of location amendments. The user with this role does not need to be assigned any other OCLQS roles.
OCLQSAdministrator	Assign this role to people who need access to both licensing and SUTQ rating information. This role by itself does not provide access to program information. It must be assigned in conjunction with the OCLQSPS and/or the OCLQSSACC roles described below. This person will be able to submit Change of Capacity, program updates and SUTQ Applications as well.
OCLQSLicensing	Assign this role to people who only need access to licensing information. This role by itself does not provide access to program information. It must be assigned in conjunction with the OCLQSPS and/or the OCLQSSACC roles described below. This person will be able to submit CAP Response, documents that are returned for revision for the program he has access to in OEDS
OCLQSSUTQ	Assign this role to people who only need access to SUTQ rating information. This role by itself does not provide access to program information. It must be assigned in conjunction with OCLQSPS and/or OCLQSSACC roles described below. This person will be able to submit SUTQ Applications based upon his Role of PS or SACC
OCLQSPS	Assign this role to people who need access to preschool program information. This role by itself does not provide access to licensing or SUTQ rating information. It must be assigned in conjunction with either the OCLQSAdministrator, the OCLQSLicensing or the OCLQSSUTQ role described above.
OCLQSSACC	Assign this role to people who need access to school age child care program (SACC) program information. This role by itself does not provide access to licensing or SUTQ rating information. It must be assigned in conjunction with either the OCLQSAdministrator, the OCLQSLicensing or the OCLQSSUTQ role described above.

OCLQS Log In

- OCLQS url: <https://oclqs.force.com>
- Instructions and links are available on the ODE website at the top of both the Early Learning SUTQ and Licensing pages
- OCLQS is compatible with several browsers including Chrome, Internet Explorer, Firefox, Safari.
- After logging in to OCLQS, you will see one program card for each program that you have OEDS roles assigned
- Each program may have two card options based on OEDS roles assigned
 - Licensing
 - SUTQ

Features

- Dashboard –home screen where the user can see all of the programs that they have had roles assigned
- Messages – system communication from ODE will be copied here
- Documents – all program documents are stored here

Organization Cards



Programs

Sort By Action Required

Create an Application



Forest Park Elementary
1000018041

ACTION(S) REQUIRED



Type: **School Age Child Care**
Program Status: **Open**
Expires: **N/A**
SUTQ Status: **Not Rated**
Expires:

Scottwood Elementary
1000018056

ACTION(S) REQUIRED



Type: **School Age Child Care**
Program Status: **Open**
Expires: **N/A**
SUTQ Status: **Not Rated**
Expires:

Cassady Alternative Element...
1000020130

ACTION(S) REQUIRED



Type: **Pre School**
Program Status: **Open**
Expires: **N/A**
SUTQ Status: **Rated**
Expires: **03/04/2019**

ABC Childcare
1170014251

ACTION(S) REQUIRED



Type: **Pre School**
Program Status: **Open**
Expires: **N/A**
SUTQ Status: **Rated**
Expires: **03/13/2019**

Valleyview Elementary
1000020699

ACTION(S) REQUIRED



Type: **Pre School**
Program Status: **Open**
Expires: **09/08/2016**
SUTQ Status: **Rated**
Expires: **09/10/2019**

Woodcrest Elementary
1000018083

Winterset Elementary
1000018031

Alpine Elementary
1000018034

Program cards



Ohio Department of Education
Ohio Department of Job and Family Services

[Dashboard](#)

[Messages](#)

[Documents](#)

Forest Park Elementary

Program Number: 1000018041

ACTION(S) REQUIRED

- The program transaction is returned for revision.
- Corrective Action Plan is either not submitted or it's returned for revision.

License

Forest Park Elementary

5535 Sandalwood Blvd
Columbus, OH 43229

Status: **Licensed**

Expires: **N/A**

[Manage Programs](#)

Step Up To Quality Summary



Status: **Not Rated**

Expires:

[Manage SUTQ](#)

OCLQS Communication

Messages

Search:

Organization:

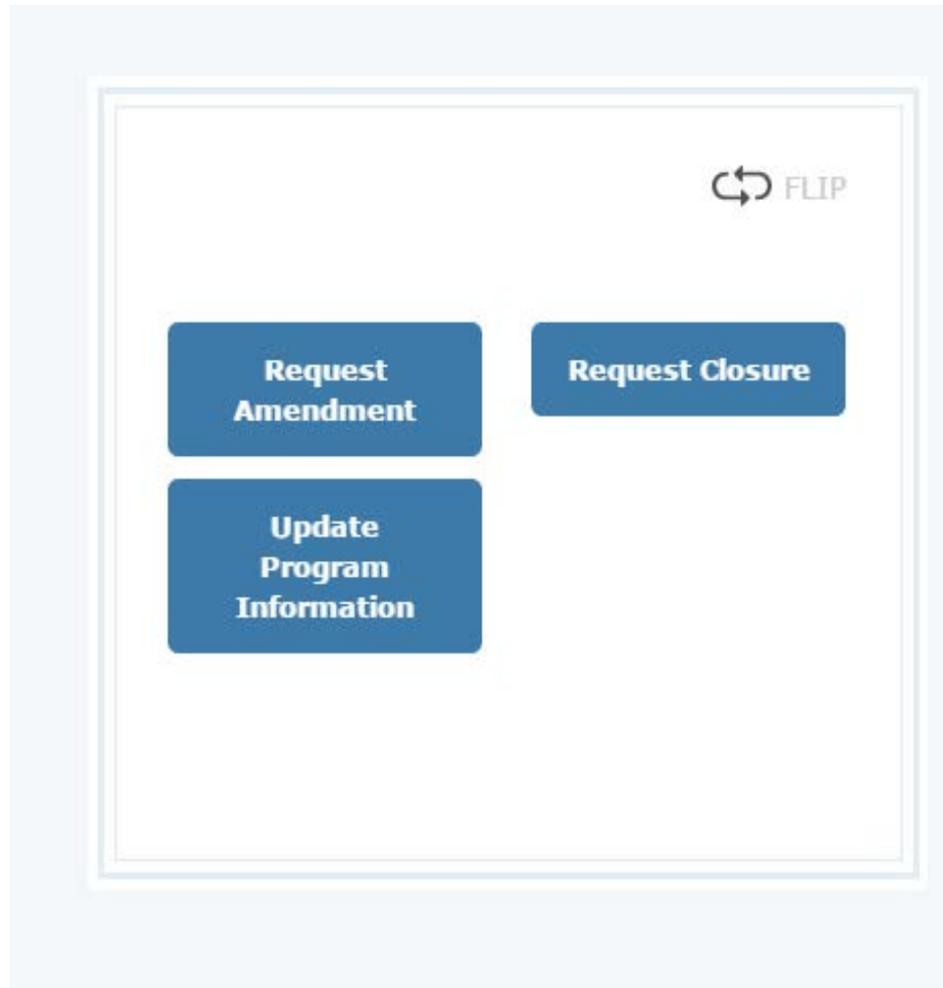
All

Message Subject	Organization	Created Date	Program Name	Program Number	Document Link
Georgian Heights Alt Elementary School, 1000020165 Step Up To Quality Annual Report Filing Deadline	Columbus City School District	04/08/2017, 10:00 PM	Georgian Heights Alt Elementary School	1000020165	
Winterset Elementary School, 1000018031 Step Up To Quality Annual Report Filing Deadline	Columbus City School District	04/08/2017, 10:00 PM	Winterset Elementary School	1000018031	
Step Up To Quality Annual Report DUE TODAY For Program # 1000020165	Columbus City School District	04/07/2017, 9:00 PM	Georgian Heights Alt Elementary School	1000020165	
Step Up To Quality Annual Report DUE TODAY For Program # 1000018031	Columbus City School District	04/07/2017, 9:00 PM	Winterset Elementary School	1000018031	
Step Up To Quality 30 Day Annual Report Reminder For Program # 1000018055	Columbus City School District	04/05/2017, 9:00 PM	Scottwood Elementary School	1000018055	
Step Up To Quality 30 Day Annual Report Reminder For Program # 1000018083	Columbus City School District	04/05/2017, 9:00 PM	Woodcrest Elementary School	1000018083	

OCLQS and Licensing

- Create applications for new preschool and school age programs
- View/print program operating license
- Create and submit program amendments
 - change of capacity
 - change of location
- Update program information
 - add, delete, or edit schedule
- View/print compliance reports
- Create/submit/print corrective action plans (CAP)
- Close programs no longer in operation

Program Licensing Card



Submitting Program Amendments

Valleyview Elementary
Program Number: 1000020699

Request Amendment Request Closure
Update Program Information

Step Up To Quality Summary

step up to quality

Status: Not Rated Expires:

Manage SUtQ

Start an Amendment

Change of Location

To update an Amendment, select a link below. To see a status of an existing Amendments, please see the Pending Amendment table below.

Change of Location

Change of Capacity/Space

To update an Amendment, select a link below. To see a status of an existing Amendments, please see the Pending Amendment table below.

Change of Capacity/Space

Pending Amendments

Below is a list of your pending amendment transactions and the existing status.

Amendment	Status	Submitted	Actions
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Updating Program Information

Ohio Department of Education
Ohio Department of Job and Family Services

Dashboard Messages Documents Ac

Corp Child Care

Program Number: 2160001294

Request Amendment Request Closure

Update Program Information

Step Up To Quality Summary

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

Manage SUTQ

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

Corrective Action Plans (CAP)

Program Number: 1170014251

ACTION(S) REQUIRED

- Corrective Action Plan is either not submitted or it's returned for revision.

▼ Licensing Inspections

Date of Inspection	Type	Corrective Action Plan(s)	Full Report	Non-Compliance Summary
2/7/2017	Complaint	1	↓	↓
10/6/2015	Annual	0	↓	↓

Corrective Action Plan(s)

Finding	Risk Level	Document Required	Due Date	Status	Status Date
M - Staff not accessible	Moderate	No	3/9/2017	Returned for Revision	3/11/2017

Completing Corrective Action Plan

Corrective Action Plan Response

Submit Your Response

Inspection ID	Document Required
Inspection#: 001703	
Inspection Date	CAP Due Date
	3/2/2017

Rule : K2018.54306

Finding

The following information is required to be fact-checked in the Ohio Child Care and Quality System (OCCQS): 1) Hearing Address 2) License Number 3) Total Address 4) Days and Hours of Operation 5) Services Offered. During the inspection, it was determined the information in item number(s) [] was not up to date in OCCQS. Technical assistance was provided, and re-discussed. Log on to OCCQS and update the information, as required.

*1. What if not, item or immediate action has been taken to correct the area of non-compliance?

*2. Please explain the planned changes to your system(s) or procedure(s) in order to prevent the non-compliance to re-occur.

*3. Who will be responsible for the on-going implementation of the planned changes to your system(s) or procedure(s) in order to continue to prevent this non-compliance? Please list the position(s) of those that will hold the responsibility.

Electronic Signature

By electronically signing below, I hereby attest that the information contained within this Corrective Action Plan (CAP) is truthful and correct under penalty of perjury.

Agree with the above statement

Name

Cherry Douglas

(Optional: Lastname)

Submitter Date

01/03/2017, 1:20 PM

Attach Document

Submit Your Response

Enter answers

Check the box

Enter full name

OCLQS and Step up to Quality (SUTQ)

- Create and submit registrations
 - Initial
 - On-going
- Revise returned documents
- Create and submit annual reports
- View/print certificate
- View/print on-site summary report
- View/print desk review summary report

Program SUTQ Card



Revising and Resubmitting Documents

Documents

Search:

Document Status: Approved

Uploaded Date	Document Name	Type	Status	Organization	Program Name	Document ID
03/08/2017, 3:30 PM	10861.docx	Professional Development Plan Annual Summary	Approved		Colerain Elementary	1000018054
02/28/2017, 4:00 AM	10816.docx	Building Approval	Approved	Columbus Public Schools	Alexander Graham Bell Elementary School	1170014311
02/28/2017, 3:57 AM	10816.docx	Food License	Approved	Columbus Public Schools	Alexander Graham Bell Elementary School	1170014311
02/15/2017, 11:25 AM	Accreditation Certificate	Accreditation Certificate	Approved			
02/14/2017, 7:59 PM	CNIC.2.PNG	Parent Group Information	Approved		Fairwood Alternative Elementary	1000019195
02/14/2017, 7:59 PM	assign list 1-28-17.xlsx	Accreditation Certificate	Approved		Fairwood Alternative Elementary	1000019195
02/14/2017, 7:58 PM	10430.docx	Records Transfer Policy	Approved		Fairwood Alternative Elementary	1000019195
02/14/2017, 7:58 PM	CNIC.1.PNG	Sample Transition	Approved		Fairwood Alternative Elementary	1000019195

Additional Information

- ODE Website
<http://education.ohio.gov/Early-Learning>
- ECO Website <http://earlychildhoodohio.org>
- Early Learning Newsletter
updates@subscriptions.education.ohio.gov

OCLQS Job Aides

- Job aids have been developed by the Ohio Department of Job and Family Services (ODJFS) and the Ohio Department of Education (ODE)
- To access job aids visit:
 - <http://education.ohio.gov/SUTQ>
 - <http://education.ohio.gov/PreschoolLicensing>
 - <http://education.ohio.gov/SACCLicensing>

Questions & Answers

For OCLQS system questions contact the
OCLQS System Technical Support:

1-877-302-2347

CCIDS_business_unit@jfs.ohio.gov