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](https://oclqs.force.com)
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
ODP 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.
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

<table>
<thead>
<tr>
<th>Role</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>OCLQSOwner</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>OCLQSAadministrator</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>OCLQSLicensing</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>OCLQSSUTQ</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>OCLQSPS</strong></td>
<td>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 OCLQSAadministrator, the OCLQSLicensing or the OCLQSSUTQ role described above.</td>
</tr>
<tr>
<td><strong>OCLQSSACC</strong></td>
<td>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 OCLQSAadministrator, the OCLQSLicensing or the OCLQSSUTQ role described above.</td>
</tr>
</tbody>
</table>
OCLQS Log In

- OCLQS url: [https://oclqs.force.com](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

Ohio Department of Education
Ohio Department of Job and Family Services

Programs

Search for a program

Sort By: Action Required

- Forest Park Elementary
  Type: School Age Child Care
  Program Status: Open
  Expires: N/A
  SUTQ Status: Not Rated
  Expires:

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

- Cassady Alternative Elementary
  Type: Pre School
  Program Status: Open
  Expires: N/A
  SUTQ Status: Rated
  Expires: 03/04/2019

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

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

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

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

- Alpine Elementary
  Type: Pre School
  Program Status: Open
  Expires: N/A
  SUTQ Status: Rated
  Expires: 03/13/2019
Program cards

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

Status: Licensed Expires: N/A

Manage Programs

Step Up To Quality Summary

Status: Not Rated Expires:

Manage SUTQ
## OCLQS Communication

### Messages

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

Click **Request Amendment**

Start an Amendment

Change of Location

Change of Capacity/Space

Click **Change of Capacity/Space**
Updating Program Information

Click Update Program Information

Click Update Facility Information

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 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 Licensing and Contact Information
For OODFS 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 Outdoor Space Information
Use Update Outdoor Space Information to add, update, or remove outdoor space.
Corrective Action Plans (CAP)

Program Number: 1170014251

**ACTION(S) REQUIRED**
- Corrective Action Plan is either not submitted or it's returned for revision.

<table>
<thead>
<tr>
<th>Date of Inspection</th>
<th>Type</th>
<th>Corrective Action Plan(s)</th>
<th>Full Report</th>
<th>Non-Compliance Summary</th>
</tr>
</thead>
<tbody>
<tr>
<td>2/7/2017</td>
<td>Complaint</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10/6/2015</td>
<td>Annual</td>
<td>0</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Corrective Action Plan(s)**

<table>
<thead>
<tr>
<th>Finding</th>
<th>Risk Level</th>
<th>Document Required</th>
<th>Due Date</th>
<th>Status</th>
<th>Status Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>M - Staff not accessible</td>
<td>Moderate</td>
<td>No</td>
<td>3/9/2017</td>
<td>Returned for Revision</td>
<td>3/11/2017</td>
</tr>
</tbody>
</table>
Completing Corrective Action Plan
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

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