



## OCLQS Portal – Facility/Schedule Information Update

### Description:

This Job Aid describes the process of submitting a Facility Information Update on the OCLQS Portal. This Job Aid includes steps to add, delete, or edit a schedule.

### Related Job Aid(s):

- How to Log In to OCLQS as an ODE User

**Step 1: Select the Program**

- Log in to the OCLQS Portal
  - For information on OCLQS Portal log in refer to the *How to Log In to OCLQS as an ODE User*.
- Click on the program card

The screenshot shows the OCLQS Portal interface. At the top, it says 'Ohio Department of Education' and 'Ohio Department of Job and Family Services'. There are navigation links for 'Dashboard', 'Messages', and 'Documents'. The main section is titled 'Programs' and has a search bar with the text 'Search for a program'. To the right, there is a 'Sort By' dropdown menu currently set to 'Action Required'. Below these are three program cards. The first card is a 'Create an Application' button with a plus sign. The second card is for 'Avondale Elementary School' (ID: 1000019206), with a 4-star rating, Type: Pre School, Program Status: Open, Expires: N/A, SUTQ Status: Rated, and Expires: 03/02/2020. The third card is for 'Indianola Informal K-8 School' (ID: 1000018616), with a 5-star rating, Type: School Age Child Care, Program Status: Open, Expires: N/A, SUTQ Status: Rated, and Expires: 07/23/2023. This third card is highlighted with a red border, and a red callout bubble points to it with the text 'Click on Program'.



## Step 2: Manage Programs

Click **Manage Programs**

Ohio Department of Education  
Ohio Department of Job and Family Services

Dashboard Messages Documents

### Indianola Informal K-8 School

Program Number: 1000018616

License

Indianola Informal K-8 School  
251 E Weber Rd  
Columbus, OH 43202

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

**Manage Programs**

Step Up To Quality Summary

Status: **Rated** Expires: **07/23/2023**

**Manage SUTQ**

## Step 3: Update Program Information

Click **Update Program Information**

### Indianola Informal K-8 School

Program Number: 1000018616

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**Request Amendment**

**Request Closure**

**Update Program Information**

**Notice of Reopening**

Step Up To Quality Summary

Status: **Rated** Expires: **07/23/2023**

**Manage SUTQ**



## Step 4: Update Facility Information

Click **Update Facility Information**

### Update Information

#### 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 or alternate on-site contact.


**Update Licensing and Contact Information**


#### Update Outdoor Space Information

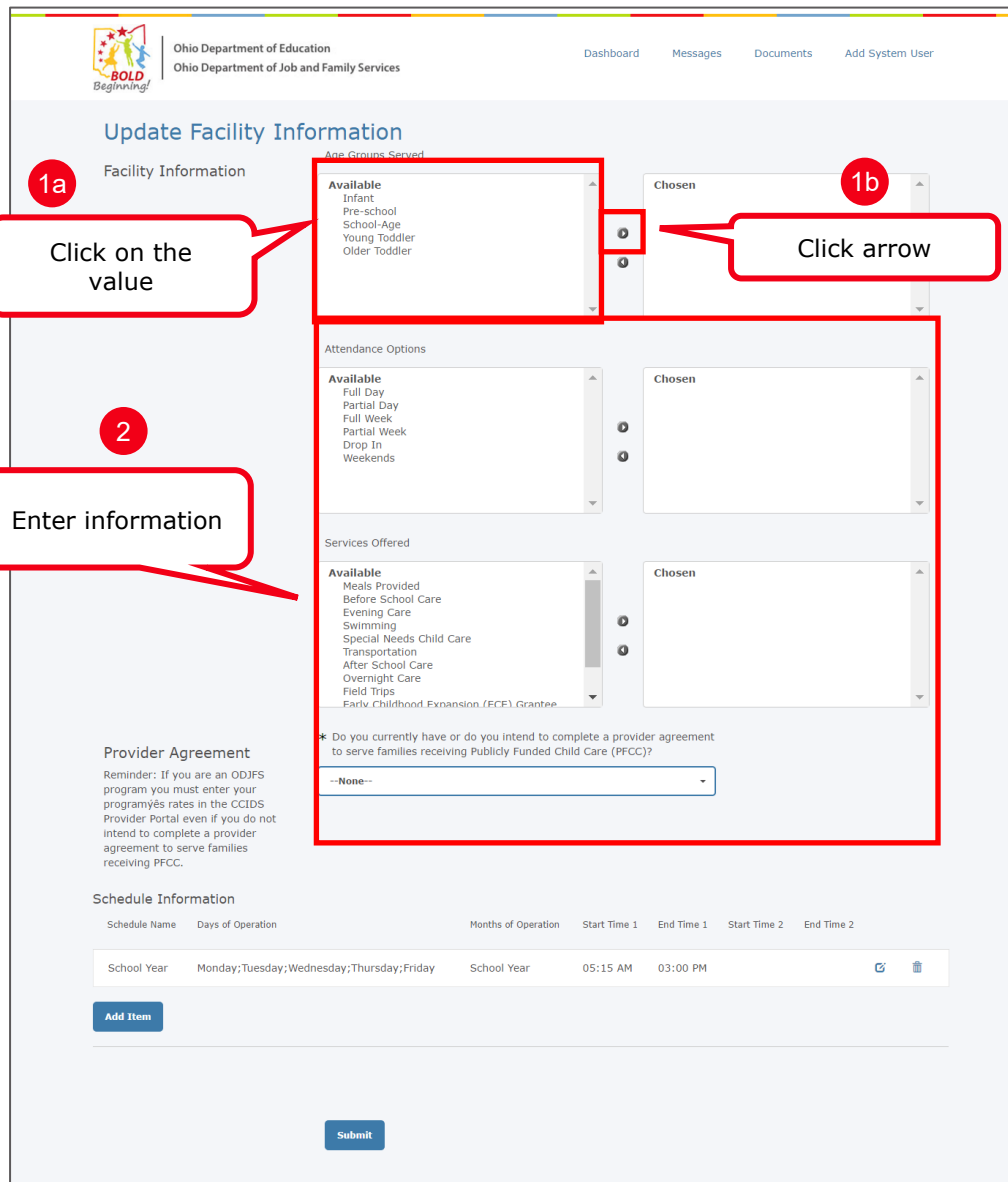
Use Update Outdoor Space Information to add, update, or remove outdoor space.

**Update Outdoor Space Information**

## Step 5: Enter Facility Information

- 1) Enter **Facility information**
  - a. Click on the applicable value(s) in the **Available** column of the **Age Groups Served** field
  - b. Click on the  arrow to select the value into the **Chosen** column
- 2) Enter information in the remaining fields

*Note: Only the values that appear in the **Chosen** column are selected. Repeat Steps 1a and 1b to enter multiple values. Use the  arrow to move values previously selected out of the **Chosen** column.*



The screenshot shows the 'Update Facility Information' page. It features three main sections for data entry:

- Age Groups Served:** An 'Available' list containing 'Infant', 'Pre-school', 'School-Age', 'Young Toddler', and 'Older Toddler'. A red callout '1a' points to this list with the text 'Click on the value'. An arrow between the 'Available' and 'Chosen' lists is highlighted with a red callout '1b' and the text 'Click arrow'.
- Attendance Options:** An 'Available' list containing 'Full Day', 'Partial Day', 'Full Week', 'Partial Week', 'Drop In', and 'Weekends'. A red callout '2' points to this section with the text 'Enter information'.
- Services Offered:** An 'Available' list containing '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'. A red callout '2' also points to this section.

Below these sections is a 'Provider Agreement' section with a reminder and a dropdown menu currently set to '--None--'. At the bottom, there is a 'Schedule Information' table with columns for 'Schedule Name', 'Days of Operation', 'Months of Operation', 'Start Time 1', 'End Time 1', 'Start Time 2', and 'End Time 2'. A table row shows 'School Year', 'Monday;Tuesday;Wednesday;Thursday;Friday', 'School Year', '05:15 AM', and '03:00 PM'. There are 'Add Item' and 'Submit' buttons.



## Step 6: Add Schedule Information

Click the  icon to edit the existing schedule

*Note: To add a new schedule click the blue **Add Item** button in the **Schedule Information** section.*

*To delete a schedule click the  button near the  icon and skip to Step 8.*

Multiple schedules can be added by following same steps.

### Update Facility Information

Facility Information

Age Groups Served

**Available**  
Infant  
Pre-school  
School-Age  
Young Toddler  
Older Toddler

**Chosen**

Attendance Options

**Available**  
Full Day  
Partial Day  
Full Week  
Partial Week  
Drop In  
Weekends

**Chosen**

Services Offered



**Available**  
Meals Provided  
Before School Care  
Evening Care  
Swimming  
Special Needs Child Care  
Transportation  
After School Care  
Overnight Care  
Field Trips  
Early Childhood Expansion (ECE) Grantee

**Chosen**

**Provider Agreement**  
Reminder: If you are an ODJFS program you must enter your program's rates in the CCIDS Provider Portal even if you do not intend to complete a provider agreement to serve families receiving PFCC.

\* Do you currently have or do you intend to complete a provider agreement to serve families receiving Publicly Funded Child Care (PFCC)?  
--None--

**Schedule Information**

Schedule Name	Days of Operation	Months of Operation	Start Time 1	End Time 1	Start Time 2	End Time 2	
School Year	Monday;Tuesday;Wednesday;Thursday;Friday	School Year	05:15 AM	03:00 PM			 

**Add Item**

**Submit**

Click for new schedule

Click to edit existing

## Step 7: Enter Schedule Information

- 1) a- Enter Schedule Name (Public schools must create at least one schedule for each classroom type)
  - b- Select Days of Operations, Select Months of Operation
  - c- Select Funding Source (One funding source per schedule)
  - d- If funding source is not available in drop down box, type in the funding source
  - e- Enter Start Time(s) and End Time(s)
- 2) Click **Save**

**Note: A classroom type may have more than one schedule, to add additional schedules click on the "Add Item" button (Step 6) after saving.**

The screenshot shows a web form for entering schedule information. The form is divided into several sections:

- Schedule Name\*:** A text input field with a red callout '1a' pointing to it. A speech bubble next to it lists classroom types: General education, Co-Taught, Integrated, and Special education. It states: "Enter Schedule name(s): All Public schools must identify each schedule using one of the following classroom types: General education, Co-Taught, Integrated, Special education".
- Days of Operation:** A section with two columns: "Available" and "Chosen". The "Available" column lists days from Monday to Sunday. A red callout '1b' points to this section.
- Months of Operation:** A section with two columns: "Available" and "Chosen". The "Available" column lists months from January to July. A red callout '1b' also points to this section.
- Funding Source:** A dropdown menu with "--Select--" and a red callout '1c' pointing to it. A speech bubble says "Choose Funding Source from drop down".
- Other Funding Source:** A text input field with a red callout '1d' pointing to it. A speech bubble says "Only use if funding source is not available in the funding source drop down".
- Start Time 1\* and End Time 1\*:** Two dropdown menus with "--Select--" and a red callout '1e' pointing to them. A speech bubble says "Select Start Time(s) and End Time(s)".
- Start Time 2:** A dropdown menu with "--Select--".
- Buttons:** At the bottom, there are "Save" and "Cancel" buttons. A red callout '2' points to the "Save" button, and a speech bubble says "Click Save".

At the bottom of the form, there is a note: "Please save before continuing to next section."



## Step 8: Submit Update

Click **Submit**

### Update Facility Information

Facility Information

Age Groups Served

<b>Available</b> Infant Pre-school School-Age Young Toddler Older Toddler	<b>Chosen</b>
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Attendance Options

<b>Available</b> Full Day Partial Day Full Week Partial Week Drop In Weekends	<b>Chosen</b>
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Services Offered

<b>Available</b> Meals Provided Before School Care Evening Care Swimming Special Needs Child Care Transportation After School Care Overnight Care Field Trips Early Childhood Expansion (ECE) Grantee	<b>Chosen</b>
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**Provider Agreement**  
Reminder: If you are an ODJFS program you must enter your program's rates in the CCIDS Provider Portal even if you do not intend to complete a provider agreement to serve families receiving PFCC.

\* Do you currently have or do you intend to complete a provider agreement to serve families receiving Publicly Funded Child Care (PFCC)?  
--None--

**Schedule Information**

Schedule Name	Days of Operation	Months of Operation	Start Time 1	End Time 1	Start Time 2	End Time 2
School Year	Monday;Tuesday;Wednesday;Thursday;Friday	School Year	05:15 AM	03:00 PM		

**Add Item**

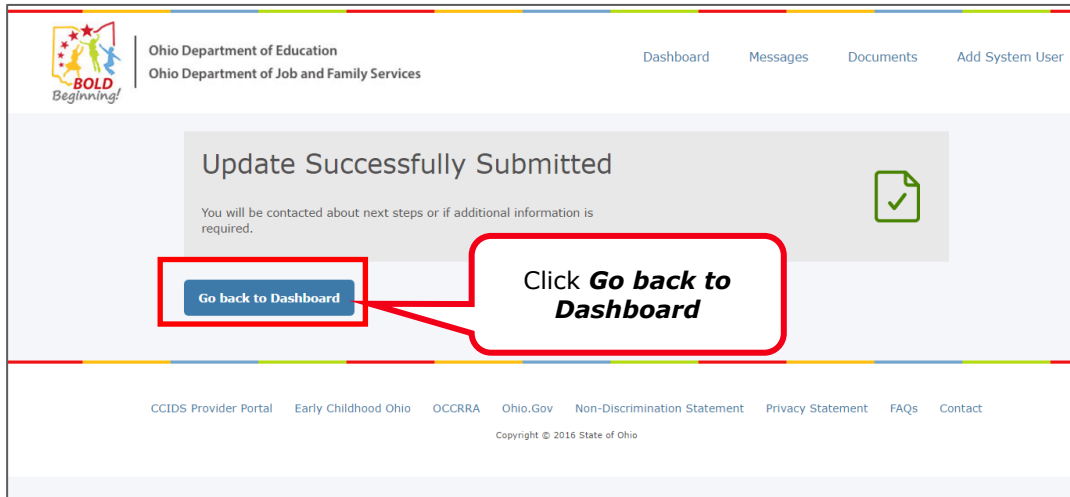
**Submit**

Click **Submit**



## Step 9: Return to Dashboard

Click **Go back to Dashboard**



The process of submitting a Facility Information Update is complete.