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   o 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

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

Click *Manage Programs*

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

step up to quality

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

Click *Update Program Information*

↺ FLIP

Request Amendment   Request Closure

Update Program Information   Notice of Reopening

Step Up To Quality Summary

step up to quality

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]
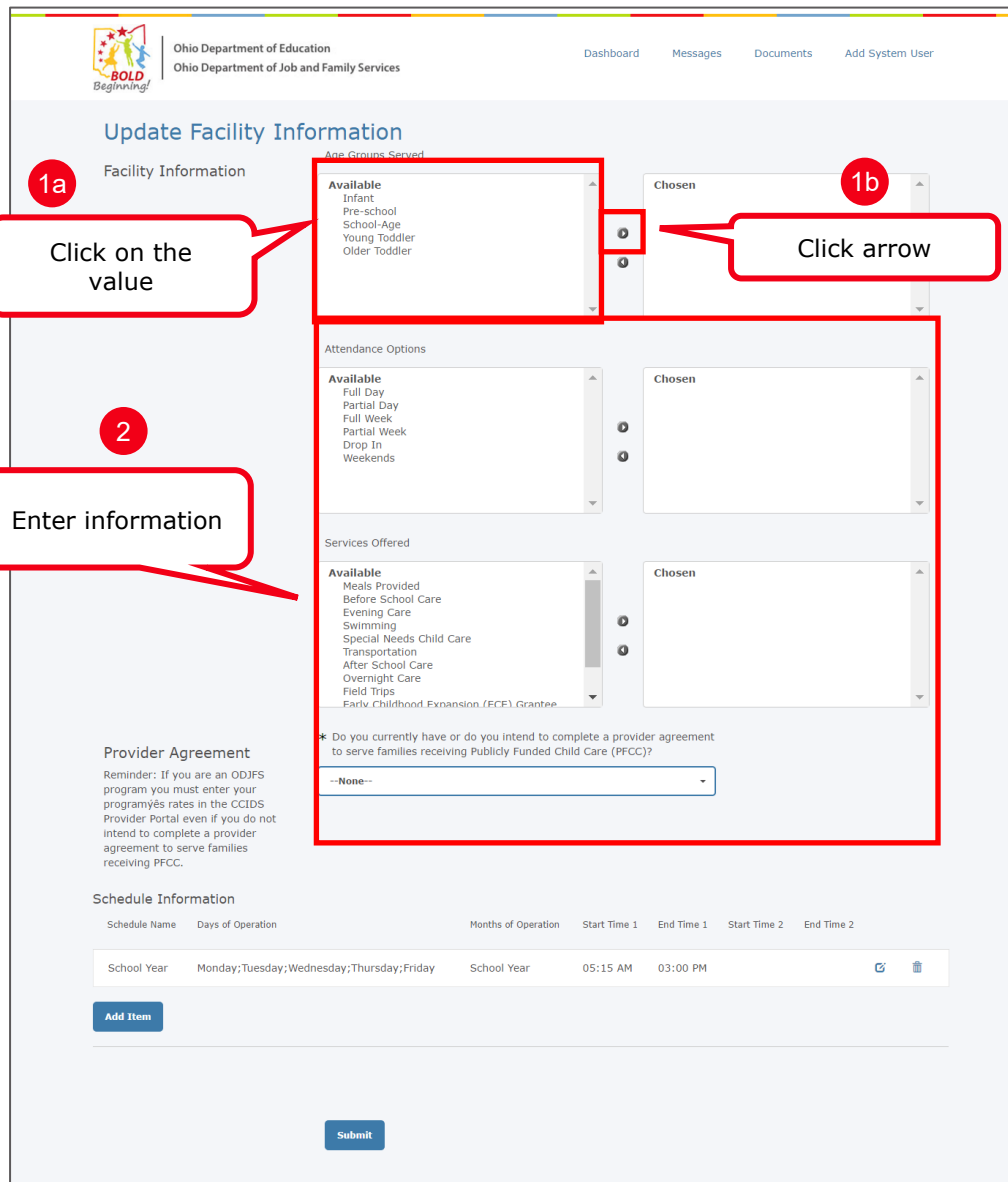
Update Outdoor Space Information

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.*

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	Chosen
Infant	
Pre-school	
School-Age	
Young Toddler	
Older Toddler	

Attendance Options

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

Services Offered

Available	Chosen
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	

Provider Agreement

Reminder: If you are an ODJFS program you must enter your programŷ̂s 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

Click to edit existing

Click for new schedule

Submit

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.

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

1a

Schedule Name*

Days of Operation

Available	Chosen
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	
Sunday	

1b

Months of Operation

Available	Chosen
Year Round	
Summer Only	
School Year	
January	
February	
March	
April	
May	
June	
July	

Choose Funding Source from drop down

Funding Source
--Select--

1c

Other Funding Source

1d

Only use if funding source is not available in the funding source drop down

Start Time 1*
--Select--

1e

End Time 1*
--Select--

Select Start Time(s) and End Time(s)

Start Time 2
--Select--

--Select--

Please save before continuing to next section.

2

Save   Cancel

Click **Save**

Step 8: Submit Update

Click **Submit**

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 programýēs 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

Click **Submit**

Submit

Step 9: Return to Dashboard

Click *Go back to Dashboard*

Ohio Department of Education
Ohio Department of Job and Family Services

Dashboard   Messages   Documents   Add System User

Update Successfully Submitted

You will be contacted about next steps or if additional information is required.

Go back to Dashboard

Click *Go back to Dashboard*

CCIDS Provider Portal   Early Childhood Ohio   OCCRRA   Ohio.Gov   Non-Discrimination Statement   Privacy Statement   FAQs   Contact

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The process of submitting a Facility Information Update is complete.