



OCLQS Portal – Facility Information Update

Description:

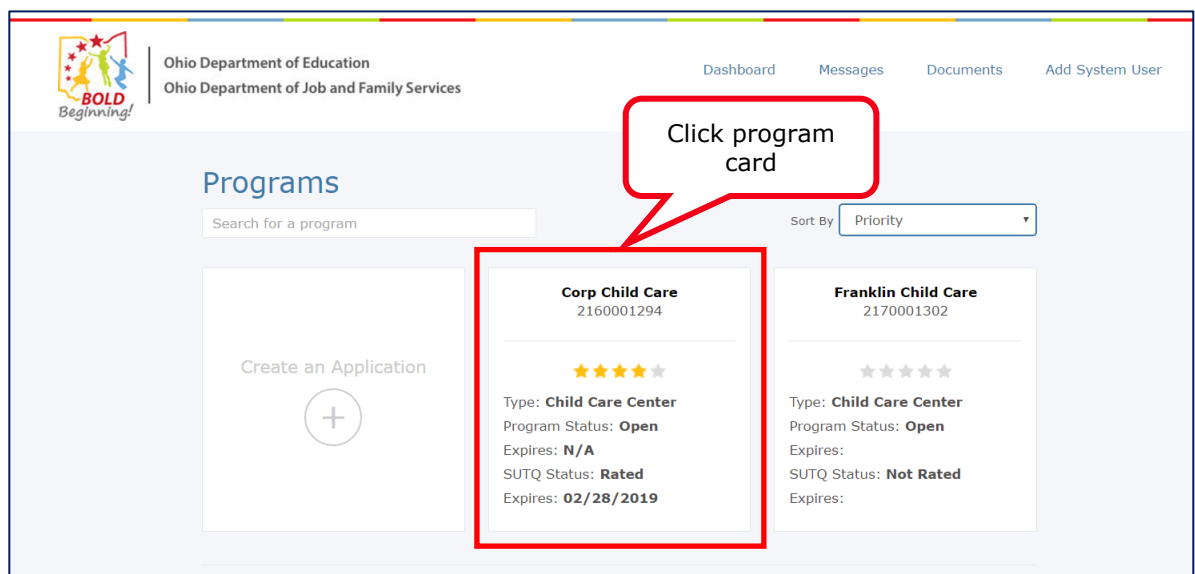
This Job Aid describes the process of submitting a Facility Information Update on the OCLQS Portal. This Job Aid includes steps to add, delete, or edit a schedule.

Related Job Aid(s):

- OCLQS Portal – Account Management

Step 1: Select the Program

- Log in to the OCLQS Portal
 - For information on OCLQS Portal log in refer to the OCLQS Portal – Account Management Job Aid
- Click anywhere in the program card





Step 2: Manage Programs

Click **Manage Programs**

Step 3: Update Program Information

Click **Update Program Information**



Step 4: Update Facility 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 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](#)

Step 5: Enter Facility Information

1) Enter **Facility information**

- Click on the applicable value(s) in the **Available** column of the **Age Groups Served** field
- 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.*

Update Facility Information

Update 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

Items Provided		Chosen
Before School Care	▶	
Evening Care	▶	
Swimming	▶	
Transportation	▶	
After School Care	▶	
Overnight Care	▶	
Field Trips	▶	
Early Childhood Expansion (ECE) Grantee	▶	
Head Start	▶	
Private Kindergarten	▶	

2

Enter information

Do you currently have liability insurance?

--None--

Do you currently have or do you intend to complete a provider agreement to serve families receiving Publicly Funded Child Care (PFCC)?

--None--

Do you have a current SUTQ rating?

--None--

Do you operate a summer only program (for no more than 15 consecutive weeks)?

--None--

Do you operate during school breaks only?

--None--

Do you only operate during non-traditional hours (provide care only between 7pm-6am weekdays and/or 12am Saturday -6am Monday)?

--None--

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.

1a

Click on the value

1b

Click arrow

2

Enter information



Step 6: Edit 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.*

Update Facility Information

Facility Information

Age Groups Served

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

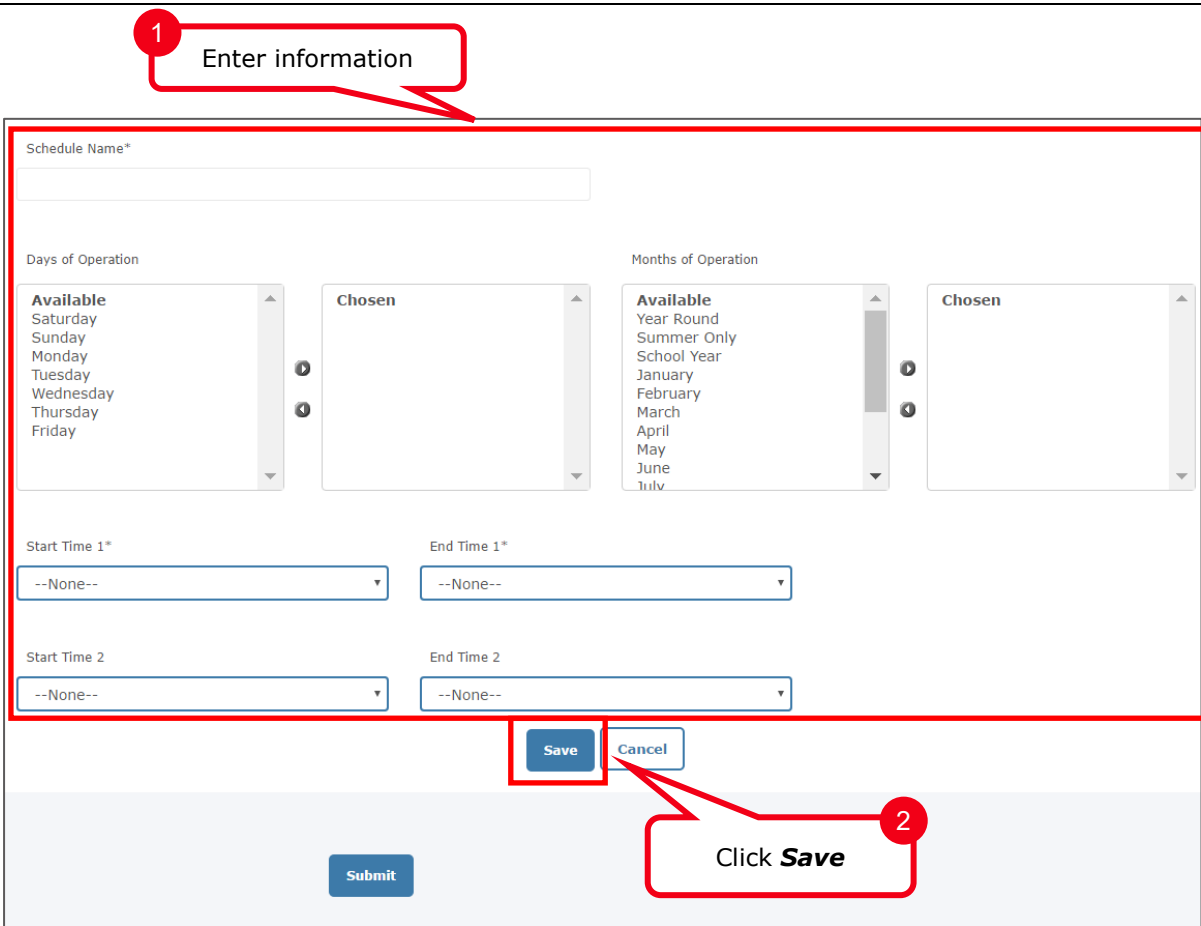
Click the icon

Step 7: Enter Schedule Information

- 1) Enter schedule information
- 2) Click **Save**

*Note: The **Save** button must be clicked in order for the information to be saved. If **Submit** is clicked first, then the information will not be saved.*

To add/edit additional schedules repeat Steps 6 and 7.



The screenshot shows a web form for entering schedule information. A red box highlights the main form area, and a red callout bubble with the number '1' points to it with the text 'Enter information'. The form includes a 'Schedule Name*' text input field. Below it are two sets of selection controls: 'Days of Operation' and 'Months of Operation'. Each set has an 'Available' list (Saturday, Sunday, Monday, Tuesday, Wednesday, Thursday, Friday for days; Year Round, Summer Only, School Year, January, February, March, April, May, June, July for months) and a 'Chosen' list. Below these are four time selection fields: 'Start Time 1*', 'End Time 1*', 'Start Time 2', and 'End Time 2', each with a dropdown menu currently set to '--None--'. At the bottom of the form area are 'Save' and 'Cancel' buttons. A red callout bubble with the number '2' points to the 'Save' button with the text 'Click **Save**'. Below the form area is a large grey bar containing a 'Submit' button.



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
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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

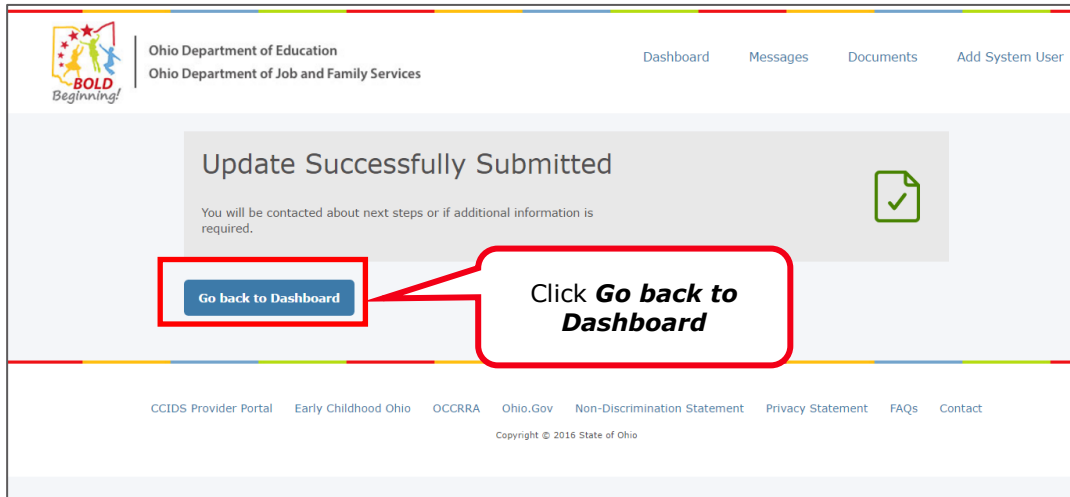
Submit

Click **Submit**



Step 9: Return to Dashboard

Click **Go back to Dashboard**



The process of submitting a Facility Information Update is complete.