



OCLQS Portal – Outdoor Space Update

Description:

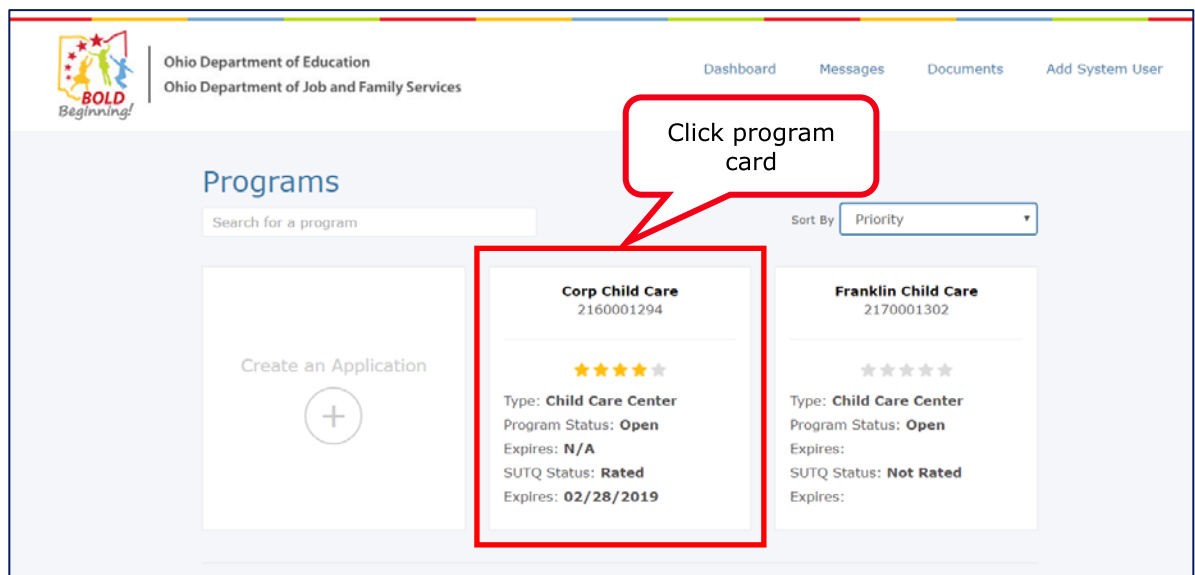
This Job Aid describes the process of submitting an Outdoor Space Update on the OCLQS Portal. This Job Aid includes steps to add or delete an Outdoor Space.

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**

Ohio Department of Education
Ohio Department of Job and Family Services

Dashboard Messages Documents Add System User

Corp Child Care

Program Number: 2160001294

License

Corp Child Care
123 Main
Columbus, OH
43214

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

Manage Programs

Step Up To Quality Summary

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

Manage SUTQ

Step 3: Update Program Information

Click **Update Program Information**

Ohio Department of Education
Ohio Department of Job and Family Services

Dashboard Messages Documents Add System User

Corp Child Care

Program Number: 2160001294

↻ FLIP

Request Amendment **Request Closure**

Update Program Information

Step Up To Quality Summary

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

Manage SUTQ



Step 4: Update Outdoor Space Information

Click **Update Outdoor Space 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](#)

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](#)

Click **Update Outdoor Space Information**



Step 5: Edit/Add Outdoor Space

Click the  icon to edit the existing **Outdoor Space**

*Note: To add a new outdoor space click the blue **Add Item** button in the **Update Outdoor Space** section. To delete an outdoor space click the  button near the  icon and skip to Step 7.*



Ohio Department of Education
Ohio Department of Job and Family Services

Dashboard Messages Documents Add System User

Update Outdoor Space Information

Update Outdoor Space

Outdoor Space Name	Outdoor Space Shape	Outdoor Square Footage Irregular	Length 1 in Feet	Length 1 in Inches
Playground	Irregular	729.0		

Add Item

Outdoor Space

Comments

Submit

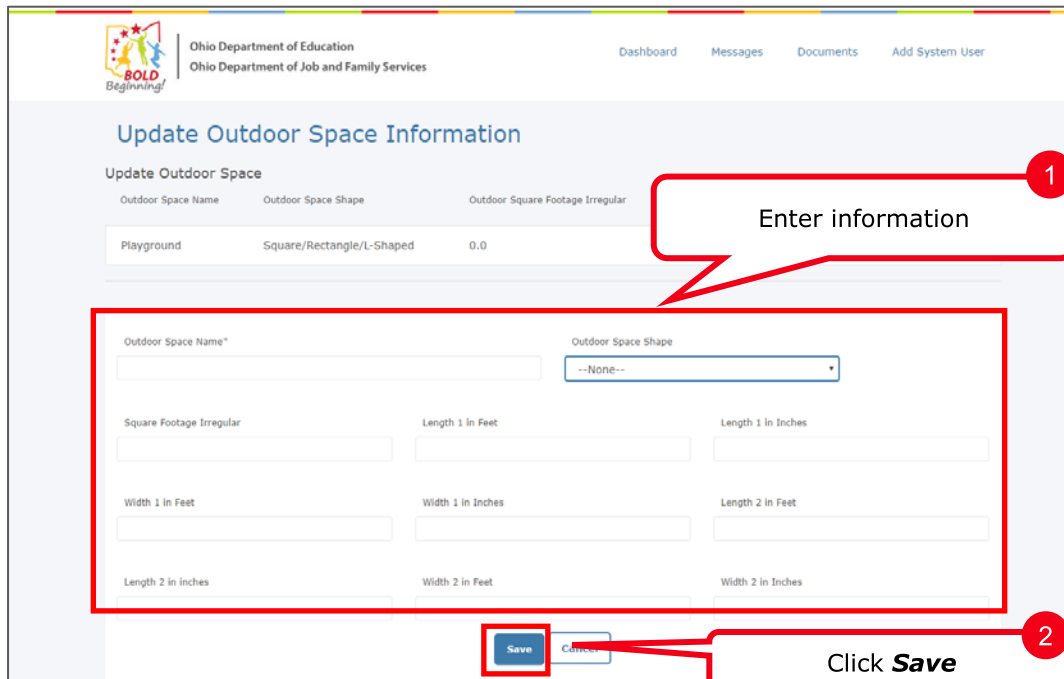
Click the icon

Step 6: Enter Outdoor Space Information

- 1) Enter outdoor space information or update the information as appropriate
- 2) Click **Save**

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

To add/edit additional outdoor spaces repeat Steps 5 and 6.



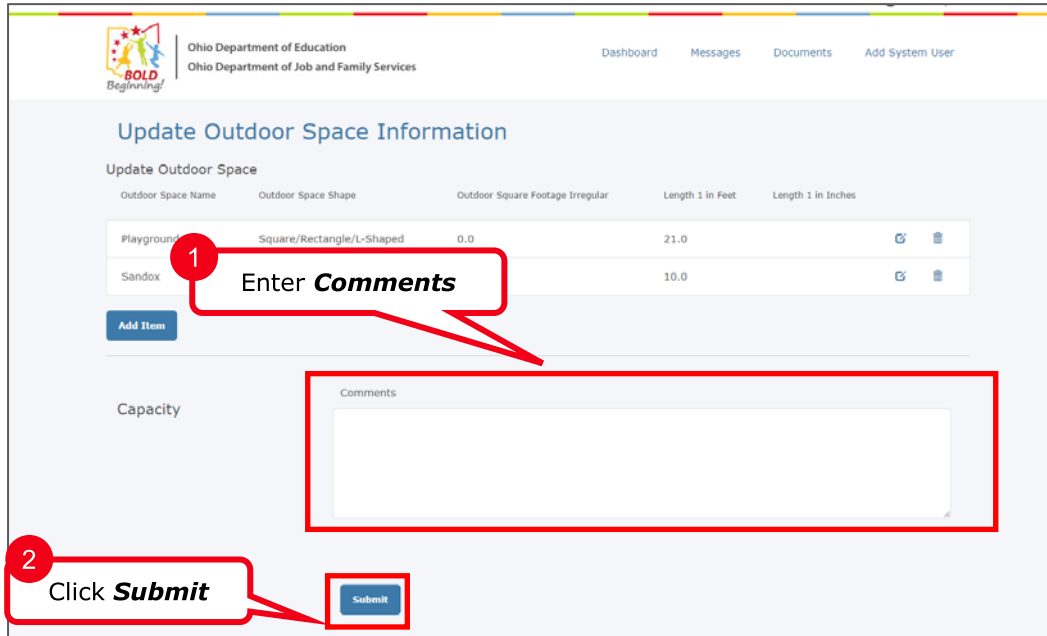
The screenshot shows the 'Update Outdoor Space Information' form. At the top, there is a header with the logo and navigation links (Dashboard, Messages, Documents, Add System User). Below the header, the form title 'Update Outdoor Space Information' is displayed. The form contains a table with the following data:

Outdoor Space Name	Outdoor Space Shape	Outdoor Square Footage Irregular
Playground	Square/Rectangle/L-Shaped	0.0





Below the table, there are input fields for 'Outdoor Space Name*' and 'Outdoor Space Shape' (a dropdown menu with '--None--' selected). Further down, there are several input fields for dimensions: 'Square Footage Irregular', 'Length 1 in Feet', 'Length 1 in Inches', 'Width 1 in Feet', 'Width 1 in Inches', 'Length 2 in Feet', 'Length 2 in Inches', 'Width 2 in Feet', and 'Width 2 in Inches'. At the bottom of the form, there are two buttons: 'Save' and 'Cancel'. A red box highlights the 'Save' button, and a red callout bubble points to it with the text 'Click **Save**'. Another red box highlights the input fields, and a red callout bubble points to it with the text 'Enter information'. The numbers '1' and '2' are placed in red circles next to the callout bubbles.

Step 7: Submit Update

- 1) Enter **Comments** if applicable
- 2) Click **Submit**



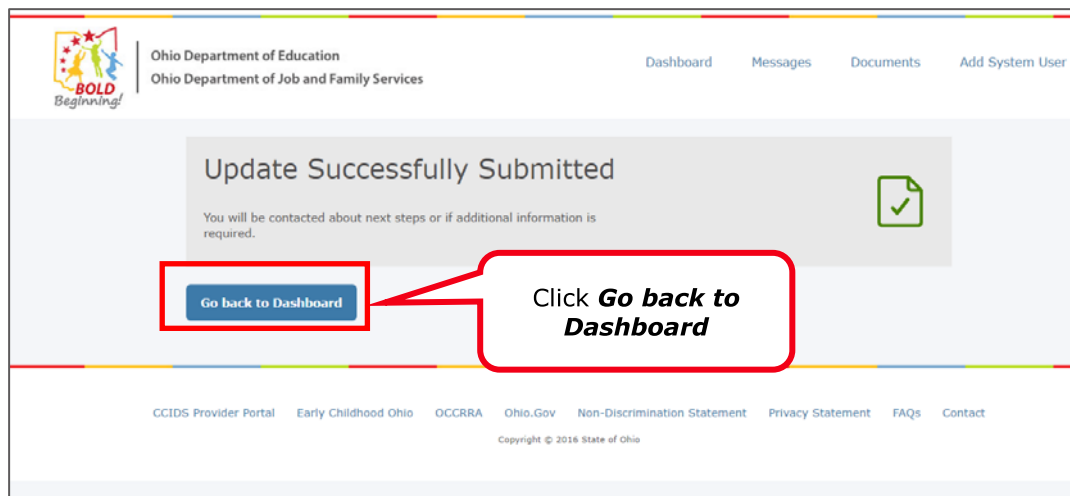
The screenshot shows the 'Update Outdoor Space Information' form. At the top, there is a header with the logo and navigation links: Dashboard, Messages, Documents, and Add System User. The main heading is 'Update Outdoor Space Information'. Below it, there is a section for 'Update Outdoor Space' with a table of existing entries:

Outdoor Space Name	Outdoor Space Shape	Outdoor Square Footage Irregular	Length 1 in Feet	Length 1 in Inches	
Playground	Square/Rectangle/L-Shaped	0.0	21.0		 
Sandbox			10.0		 

Below the table is an 'Add Item' button. A red circle with the number '1' is next to the table, and a callout box says 'Enter **Comments**'. Below the table is a 'Capacity' section with a 'Comments' text area. A red circle with the number '2' is next to the 'Submit' button, and a callout box says 'Click **Submit**'.

Step 8: Return to Dashboard

Click **Go back to Dashboard**



The screenshot shows the 'Update Successfully Submitted' confirmation page. At the top, there is a header with the logo and navigation links: Dashboard, Messages, Documents, and Add System User. The main heading is 'Update Successfully Submitted'. Below it, there is a message: 'You will be contacted about next steps or if additional information is required.' A green checkmark icon is next to the message. A red box highlights the 'Go back to Dashboard' button, and a callout box says 'Click **Go back to Dashboard**'. At the bottom, there is a footer with links: CCIDS Provider Portal, Early Childhood Ohio, OCCRRRA, Ohio.Gov, Non-Discrimination Statement, Privacy Statement, FAQs, and Contact. Copyright © 2016 State of Ohio.

The process of submitting an Outdoor Space Update is complete.