TO: Licensed Child Care Centers and Type A Family Child Care Homes

FROM: Kara B. Wente, Deputy Director
             Office of Family Assistance

DATE: December 19, 2016

SUBJECT: **Ohio Child Licensing and Quality System**

Background

In October 2013, the Ohio Child Licensing and Quality System (OCLQS) web-based application was launched to provide system functionality to support Ohio's five-star quality rating and improvement system, Step Up To Quality (SUTQ). System changes are currently being made to OCLQS to enhance the SUTQ functionality and to support all child care licensing functions for child care centers, family child care (FCC) homes, and in-home aides (IHA). The Ohio Department of Job and Family Services (ODJFS) and the Ohio Department of Education (ODE) will roll out this enhanced system to programs in January 2017.

Programs will use the enhanced system for a variety of tasks, including:

- Apply for a license
- Request a change of capacity or location
- Submit Corrective Action Plans
- Upload documentation
- Request a change of administrator
- Register for SUTQ
- Submit SUTQ Annual Reports
- Review SUTQ and licensing inspection reports

Please review the following information for actions that may need to be taken by your program.

COLTS-SOLAR

Visit http://colts-solar.ohio.gov/login.jsf to make sure your program's owner or the owner's authorized representative information, including the phone number and email address, is correct. This information will be transferred to OCLQS for all currently licensed programs and any application for licensure where payment has been received. Directions for reviewing and updating the COLTS-SOLAR information is listed at the end of this letter. Review and update any necessary information before 5:00 p.m. Wednesday January 11, 2017.

Accessing OCLQS

OCLQS will assign the owner of each program a new user ID, which will be the owner's email address as identified in COLTS-SOLAR. A temporary password, along with a validation link, will be sent to the owner's email address. Owners will then be responsible for validating the email address in order to log into OCLQS. Once logged in, the owner is responsible for assigning access to their employees, if applicable. This email will be sent once OCLQS is live in early 2017.

SUTQ Registration/Annual Report in a "Not Complete" Status

SUTQ registrations that have been submitted by 5:00 p.m. on January 11, 2017 will be accessible in the enhanced OCLQS system. SUTQ registrations and annual reports that have been started but not submitted will be deleted. A new registration or annual report can be submitted in OCLQS once it goes live in early 2017.

SUTQ Renewal Registration Due

If your program has a rating expiration date between April, 11, 2017 and May 29, 2017, your program's rating expiration date will automatically be changed to May 30, 2017. This will allow your program 30 days after the system is available to complete and submit an ongoing registration, formerly renewal registration, in the enhanced system.

SUTQ Annual Report Due

If your program has a rating anniversary date between February 10, 2017 and March 30, 2017, your program's rating anniversary date will be automatically changed to March 31, 2017. This will allow your program 30 days after the system is available to complete and submit your annual report in the enhanced system.

Need Assistance?

Webinars and reference materials are being developed to assist you in learning the new system. For technical assistance, call the CCIDS Help Desk at (877) 302-2347, option 1. To sign up for a RSS feed for notification of provider communications issued by ODJFS, visit http://www.odjfs.state.oh.us/ccupdates/.

COLTS/SOLAR Instructions for Child Care Centers and Type A FCC Homes

1. Log in (will need the current confirmation and key)

2. Click on the application number for the program that needs updated
   The message displayed at the top of the screen for each program is:

*** Static text CANNOT be updated – please contact your Licensing Specialist to change these fields ***

Any information that has a box [   ] around it can be updated.

3. Beneath that text, on the right of 'Application Details', there is a drop down menu under the words 'Choose an Option'

- Click the drop down menu
- Choose 'Update Application'

4. Review the pop-up message and click 'OK'

Any field that has a box [   ] around it can be updated

Email address information is in the left column beneath the 'Fax' field
Owner's Information, including Chief Executive Officer or Board President or Owner's Representative information, is in the right hand column beneath the heading 'Owner's Information'. Adding information to any of these fields will require an electronic signature. The electronic signature box is located next to the administrator's name located near the top of the right hand column.

1. After the signature box is checked scroll down and click the 'Ready to Sign' button

2. Review the pop-up message and click 'OK'

3. Check the check box above 'Owner Click to Sign'

4. Click the button 'Owner Click to Sign'

5. Review the pop-up message and click 'OK'

6. Click the button 'Continue Editing Application' and scroll down if needed

7. Click the button 'Administrator Click to Sign'

8. Review the pop-up message and click 'OK'

9. Click the Submit button

10. Review the pop-up message and click 'OK'

Request has successfully been submitted once the pop-up message has been received.

To validate the request has been submitted please call the CCIDS Business Unit at 1-877-302-2347 Option 1.