



Department of
Job and Family Services

John R. Kasich, Governor
Cynthia C. Dungey, Director

TO: Licensed Type B Family Child Care Homes

FROM: Kara B. Wentz, 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. 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
- 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.

Accessing OCLQS

OCLQS will assign the owner of each program a new user ID, which will be the owner's email address on record with ODJFS. Log into the CCIDS Provider Portal and ensure that the email address and phone number on record are up-to-date. The CCIDS Provider Portal can be accessed at <http://jfs.ohio.gov/cdc/ccids.stm>. The email address and phone number will be transferred to OCLQS for all currently licensed Type B FCC homes.

A temporary password, along with a validation link, will be sent to the owner's email address from OCLQS once it goes live in early 2017. Owners will then be responsible for logging into OCLQS to create an account. Once logged in, the owner is responsible for assigning access to their employees, if applicable.

30 East Broad Street
Columbus, Ohio 43215
jfs.ohio.gov

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/>.