



OCLQS Portal – ODJFS Closure: Day Camp

Description:

This Job Aid describes the process of submitting an closure request for an ODJFS Day Camp on the OCLQS Portal.

Related Job Aid(s):

- OCLQS Portal – Account Management

Step 1: Log In to the OCLQS Portal

Click **Log in as ODJFS User**

Note: If you do not have an OCLQS account, refer to the OCLQS Portal - Account Management Job Aid for the steps to create an account.





Step 2: Enter Log In Information

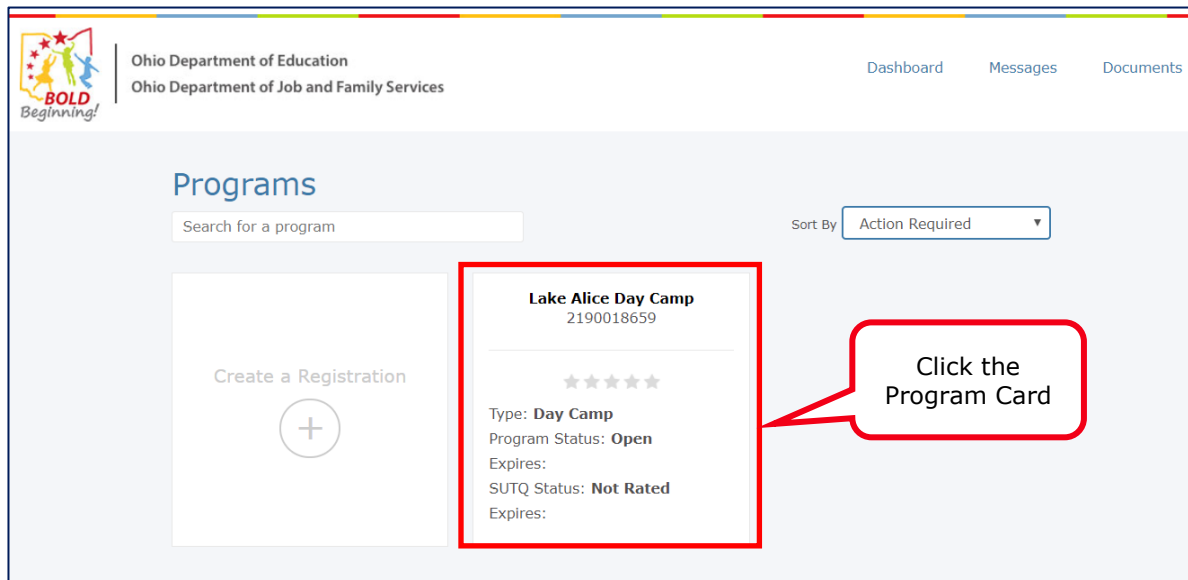
- 1) Enter **Email address** and **Password**
- 2) Click **Log In**

Note: If you do not remember your **Email** address and/or **Password**, refer to the OCLQS Portal - Account Management Job Aid for information on how to get log in information.



Step 3: Select the Program

Click anywhere on the program card





Step 4: Select Manage Programs

Click **Manage Programs**

Ohio Department of Education
Ohio Department of Job and Family Services

Dashboard Messages Documents

Lake Alice Day Camp

Program Number: 2190018659

Registration

Lake Alice Day Camp
G3 Road
Toledo, OH 43460

Status: **Registered** Expires:

Manage Programs

Step Up To Quality Summary

step up to quality
Ohio's Next Quality Rating & Improvement System

Status: **Not Rated** Expires:

Register for Step Up To Quality

Step 5: Select Request Closure

Click **Request Closure**

Ohio Department of Education
Ohio Department of Job and Family Services

Dashboard Messages Documents

Lake Alice Day Camp

Program Number: 2190018659

Continue Program Updates

Request Closure

Step Up To Quality Summary

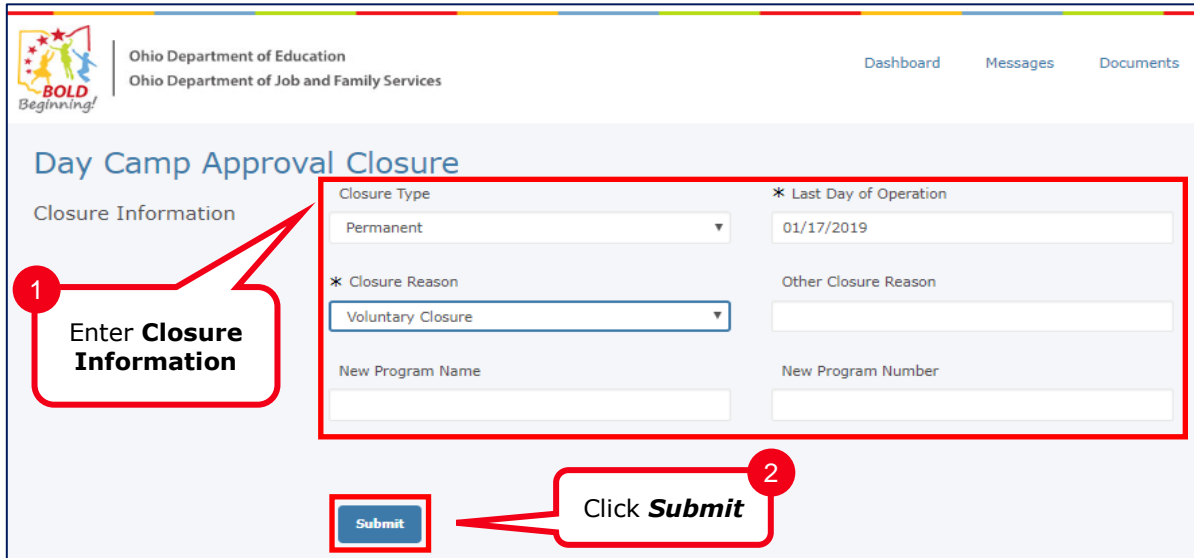
step up to quality
Ohio's Next Quality Rating & Improvement System

Status: **Not Rated** Expires:

Register for Step Up To Quality

Step 6: Enter Closure Information

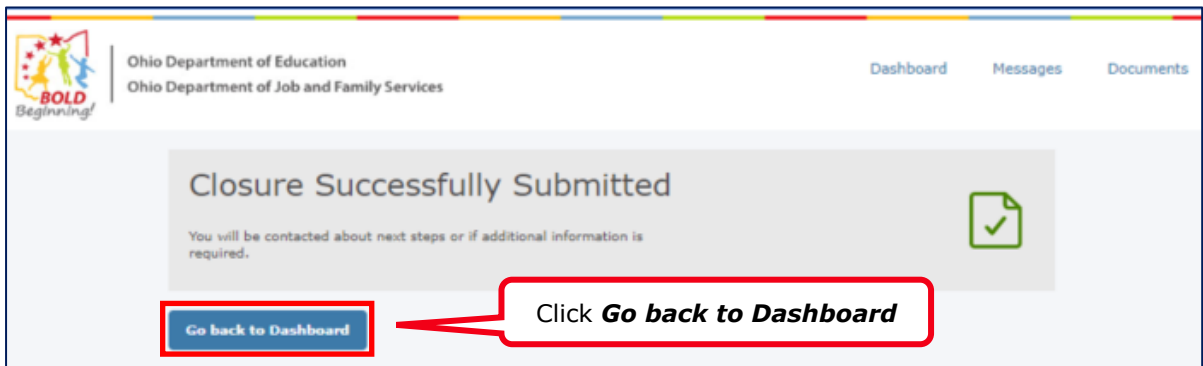
- 1) Enter details for **Closure Information** section
- 2) Click **Submit**



The screenshot shows the "Day Camp Approval Closure" form. The form is titled "Day Camp Approval Closure" and "Closure Information". It contains several fields: "Closure Type" (dropdown menu with "Permanent" selected), "Last Day of Operation" (text input with "01/17/2019"), "Closure Reason" (dropdown menu with "Voluntary Closure" selected), "Other Closure Reason" (text input), "New Program Name" (text input), and "New Program Number" (text input). A red box highlights the "Closure Type", "Last Day of Operation", "Closure Reason", and "Other Closure Reason" fields. A red callout bubble with the number "1" points to the "Closure Information" section with the text "Enter **Closure Information**". Another red callout bubble with the number "2" points to the "Submit" button with the text "Click **Submit**".

Step 7: Return to Dashboard

Click **Go back to Dashboard**



The screenshot shows the "Closure Successfully Submitted" confirmation page. The page has a header with the logo and navigation links. The main content area displays "Closure Successfully Submitted" and a message: "You will be contacted about next steps or if additional information is required." There is a green checkmark icon. A red box highlights the "Go back to Dashboard" button, and a red callout bubble with the text "Click **Go back to Dashboard**" points to it.

The process of submitting a request for closure for an ODJFS Day Camp is complete.