OCLQS Portal – ODE Change of Location

Description:
This Job Aid describes the process of submitting a Change of Location Amendment on the OCLQS Portal.

### Step 1: Log In to the OHID

Click **Log in as ODE User**

*Note: An account must be created in SAFE in order to log in to OCLQS.*
**Step 2: Click on OCLQS Tile**

Click on OCLQS App on My Apps page in OHID  
*Note: OCLQS Roles should have been established in OEDS to get access to OCLQS APP*

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**Step 3: Search for the Program**

Enter program name in the search bar  
*Note: It is not always necessary to search for the program. You can also look for the program on the screen without the search.*
Step 4: Select the Program

Click anywhere in the program card

Step 5: Manage Programs

Click Manage Programs
Step 6: Request Amendment

Click **Request Amendment**

Step 7: Select Change of Location Amendment

Click **Change of Location**
Step 8: Request Amendment

1) Select applicable response to *Will entire program move to the new location?*
2) Click *Select New Location IRN*

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Prescreen

Change of Location Amendment

**Will the entire program (all infants, toddlers, and preschool-age children) move to the new location?**

- Nothing selected
- Select New Location IRN

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Step 9: Select Change of Location Amendment

1) Select *Organization*
2) Select *Location*
3) Select circle next to the applicable *Address (physical)*
4) Click *Continue to Application*
Step 10: Enter New Location Information

1) Enter **Planned Last Day of Operation** for the **Current Address**

2) Enter **Planned First Day of Operation** for the **New Location**
Step 11: Click Add Item

Click **Add Item** to add indoor room/space
Step 12: Enter Indoor Room/Space Information

3) Enter **Indoor Room/Space Information**
4) Click **Save**

*Note: Repeat Steps 9 to 10 to add multiple indoor rooms/spaces.*
Step 13: Add Outdoor Space If Needed

To add an outdoor space click **Add Item**

*Note: If an outdoor space does not have to be added, then proceed to Step 13.*
Step 14: Enter Outdoor Space Information

1) Enter **Outdoor Space Information**
2) Click **Save**

*Note: Repeat Steps 12 to 13 to add multiple outdoor spaces.*
Step 15: Click Save and Continue

Click *Save and Continue*
Step 16: Enter Initial Site Information

Enter initial new site information

Enter new site information

Site Information:
- Total number of rooms used by this program:
- Total number of staff in this program:
- Estimated Enrollment:
  - Full Day option offered:
    - Yes
    - No
  - Part Day option offered:
    - Yes
    - No

Will any local, state, or federal funding be utilized by this program?
- Available
  - Federal
  - Local
  - State
  - Not Applicable
- Chosen

Services Offered:
- Available
  - Meals
  - Transportation
  - Early Care
- Chosen

Attendance Options:
- Available
  - Full Day
  - Half Day
  - Full Week
  - Partial Week
  - Drop In
  - Weekend
- Chosen

Which of the following age groups will the program serve? (check all that apply)
- Infant
- Toddler
- Preschool
- School Age

Which of the following has been obtained?
- Yes

Schedule Information

Submit Answer

Save & Mark Later

Cancel and Continue
Step 16.1: Enter Additional Site Information

1) Enter information for **Which of the following groups will the program serve**
   a. Click on the applicable value(s) in the *Available* column
   b. Click on the ➡️ arrow to select the value into the *Chosen* column

2) Enter information in the remaining fields

3) Click *Save Answers*

*Note: Only the values that appear in the *Chosen* column are selected. Repeat Steps 1a and 1b to enter multiple values.*
Step 17: Click OK

Click **OK**

Your answers have been saved.

Click **OK**

Please save your answers before continuing to next section.
Step 18: Add Schedule

Click **Add Item** to add a schedule

Click **Add Item**
Step 19: Enter Schedule Information

1) Enter **Schedule Information**
2) Click **Save**

*Note: To add additional schedules repeat Steps 18 and 19.*
Step 20: Click Save and Continue

Click **Save and Continue**
Step 21: Attach Required Documents

Click on the first document button

Step 22: Add New Attachment

Click Add New Attachment
Step 23: Choose the Document

1) Select the document to attach
2) Click Open

Note: The view of this step will vary depending on the internet browser you are using.

Step 24: Save the Document

Click Save
Step 25: Attach Other Required Documents

1) Repeat Steps 21 to 24 for all required documents
2) After all required documents are attached, then click **Save and Continue**

*Note: When a document is added, the document name displays to the right of the document button.*
Step 26: Review and Sign

1) Check the **Electronic Signature** box if you agree to the statement
2) Enter your full name
3) Click **Submit**
Step 27: Return to Dashboard

Click *Go back to Dashboard*

The process of submitting a Change of Location Amendment is complete.