



## OCLQS Portal – ODJFS Registration: In-Home Aide

### Description:

This Job Aid describes the process of submitting a registration as an ODJFS In-Home Aide in the OCLQS Portal.

**Appendix:** Additional details on entering registration information

### 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.*

Ohio Department of Education  
Ohio Department of Job and Family Services

### Welcome to the Ohio Child Licensing and Quality System!

Log in as ODE User

Click **Log in as ODJFS User**

Log in as ODJFS User

OR

Register As ODJFS User

This web-based portal gives Ohio's Early Care and Education programs access to the Ohio Child Licensing and Quality System (OCLQS).  
The OCLQS portal supports the two most recent versions of Chrome, Internet Explorer, Firefox and Safari. Best results are achieved using the most recent version of Chrome.



## 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.



## Welcome to the Ohio Child Licensing and Quality System!

Ohio Department of Job and Family Services

Email

Password [Forgot Password?](#)

**Log In**

< Back

## Step 3: Create an Application

Click **Create an Application**



### Programs

Search for a program

Sort By Priority

Create an Application



Click **Create an Application**



## Step 4: Continue to Application

Click **Continue to Application**



Ohio Department of Education  
Ohio Department of Job and Family Services

[Dashboard](#) [Messages](#) [Documents](#)

### Instructions:

Provide the information necessary for the application. You may save and return to complete your application as necessary. Applicants will be required to upload all required documents, as determined by the type of application, prior to submitting the application.

Prior to submitting, the application must be completed in its entirety, including payment of a non-refundable fee if you are applying as a child care center, family child care type A home, family child care type B home or child day camp. There are no fees for Pre-School programs and School-Age programs licensed through the Ohio Department of Education. In addition, Out-of-State programs and In-home Aides registering through the Ohio Department of Job and Family Services will not be required to pay a fee. To pay any required application fee you must have a valid credit card (Visa, Master Card or Discover). No other method of payment will be accepted.

The Ohio Professional Registry (OPR) will process your application and the program information once it is complete. If the application is submitted, individuals will not have the ability to edit the application until the application is submitted, program or have background check results returned to the program.

Click **Continue to Application**

Cancel

Continue To Application



## Step 5: Enter In-Home Aide Information

- 1) Enter information in the **Provider Information, Mailing Information** and **Child Home Address** sections
- 2) Click **Save Answers**

*Note: If "Yes" is selected for having ever held a child care certificate/license in another state or a Type B or in-home aide certificate or license, then additional information is required. See the [appendix](#) at the end of this document for additional details.*

*The **Save Answers** button must be clicked in order for the information to be saved.*

The screenshot shows the 'In-Home Aide Certification' form with a progress bar at the top indicating the current step is 'Provider Information'. The form is divided into three main sections: 'Provider Information', 'Mailing Information', and 'Child Home Address'. A red box highlights the entire form content, and a red callout bubble with the number '1' points to the 'Provider Information' section. Another red callout bubble with the number '2' points to the 'Save Answers' button at the bottom of the form. The 'Provider Information' section includes fields for Program Name, Street Address, Street Address 2, City, State (OH), Zip Code, County, Phone, Phone Ext, and Program Email Address. The 'Mailing Information' section includes a checkbox for 'Same as Program Address', Mailing Address, Mailing Address 2, City, State (OH), and Zip Code. The 'Child Home Address' section includes Child Home Address, Child Home Address 2, Child Home City, Child Home State (dropdown), and Child Home Zip. At the bottom, there are two dropdown menus for questions about previous child care certificates/licenses. A 'Save Answers' button is located at the bottom right of the form, with a note above it: 'Please save your answers before continuing to next section.'

## Step 6: Click OK

Click **OK**



## Step 7: Enter Provider Customary Rates

- 1) Enter **Rates**
- 2) Click **Save and Continue**

**Provider Customary Rates**

Ohio Administrative Code requires programs licensed, approved, or certified with the Ohio Department of Job and Family Services to provide their current customary rates charged to the public for child care services. Rates for all age categories need to be provided in a weekly full-time, part-time, and hourly format and should include additional amounts for non-traditional care, if applicable. If your program does not serve an age category enter \$0.00 into all three fields for that age category. However, it is recommended that you establish a rate for each age group even if you do not currently serve that age. This will ensure proper payment in the event you begin to care for a child in a previously unserved category.

	Infant	Toddler	Preschool	School Age	Summer School Age
Full-Time Weekly	\$ <input type="text"/>				
Part-Time Weekly	\$ <input type="text"/>				
Hourly	\$ <input type="text"/>				

Enter rates 1

Save & Finish Later
Save and Continue

Click **Save and Continue** 2



### Step 8: Click Save and Continue

- 1) Enter Ownership Information
- 2) Click **Save and Continue**

The screenshot shows a progress bar at the top with five steps: Provider Information, Ownership (highlighted with a green circle), Parent/Guardian Information, Documentation, and Review & Sign. Below the progress bar, the form is titled "Ownership - Individual". It contains several input fields: "Name of Corporation/LLC" (with "Amy Bartolozzi" entered), "Corporate Entity # (As provided by the Ohio Secretary of State)", "\* Street Address", "Street Address 2", "\* City", "\* County" (with a search icon), "\* State" (with a dropdown arrow), "\* Zip Code", "\* Phone", and "\* Email". A red box highlights the address and contact information fields. A red callout bubble with the number "1" points to this box and contains the text "Enter Ownership Information". At the bottom of the form, there are two buttons: "Save & Finish Later" and "Save and Continue". The "Save and Continue" button is highlighted with a red box, and a red callout bubble with the number "2" points to it, containing the text "Click **Save and Continue**".

### Step 9: Add a Parent/Guardian

Click **Add Item**

The screenshot shows a progress bar at the top with five steps: Provider Information, Ownership, Parent/Guardian Information (highlighted with a green circle), Documentation, and Review & Sign. Below the progress bar, the form is titled "Parent/Guardian Information". It has a table with columns for "First Name", "Last Name", "Phone Number", "Email", and "Access Start Date". Below the table, there is an "Add Item" button highlighted with a red box. A red callout bubble with the text "Click **Add Item**" points to this button. At the bottom of the form, there are two buttons: "Save & Finish Later" and "Save and Continue".



## Step 10: Enter Parent/Guardian Information

- 1) Enter Parent/Guardian Information
- 2) Click **Save**

Note: If you would like to add multiple parents/guardians, repeat step 9-10.

The screenshot shows a progress bar at the top with five steps: Provider Information, Ownership, Parent/Guardian Information (highlighted with a green circle), Documentation, and Review & Sign. Below the progress bar, the form is titled "Parent/Guardian Information" and has fields for First Name, Last Name, Phone Number, and Email. A red box highlights the input fields, and a callout bubble with a red circle containing the number "1" says "Enter information". Below the input fields, there is a "Save" button highlighted with a red box, and a callout bubble with a red circle containing the number "2" says "Click Save". At the bottom of the form, there are two buttons: "Save & Finish Later" and "Save and Continue".

## Step 11: Save and Continue

Click **Save and Continue**

The screenshot shows a progress bar at the top with five steps: Provider Information, Ownership, Parent/Guardian Information (highlighted with a green circle), Documentation, and Review & Sign. Below the progress bar, the form is titled "In-Home Aide Certification" and "Parent/Guardian Information". It shows a table with one row of data: "sample parent info", "W", and "11/23/2022". There is an "Add Item" button below the table. At the bottom of the form, there are two buttons: "Save & Finish Later" and "Save and Continue". A red box highlights the "Save and Continue" button, and a callout bubble with a red circle containing the number "2" says "Click Save and Continue".



## Step 12: Attach Required Documents

Click on the first document button

Note: If no documents are required to be attached, proceed to Step 15.

Provider Information   Ownership   Parent/Guardian Information   **Documentation**   Review & Sign

Required Documentation List

- Medical Statement
- In-Home Aide Assurances
- Verification of Completion of a High School Education, a High School Diploma or General Educational Development (GED)
- Verification of Certification in First Aid
- Verification of Certification in Cardiopulmonary Resuscitation (CPR) Certification
- Management of Communicable Disease Training
- Child Abuse and Neglect Training
- Written Disaster Plan

Save & Finish Later   Save and Continue

## Step 13: Click Add New Attachment

Click **Add New Attachment**

Choose a document

**Add New Attachment**

If there are any approved documents, double-click the document name to attach it to this application.

Document Link	Name	Rating	Points	Affiliation
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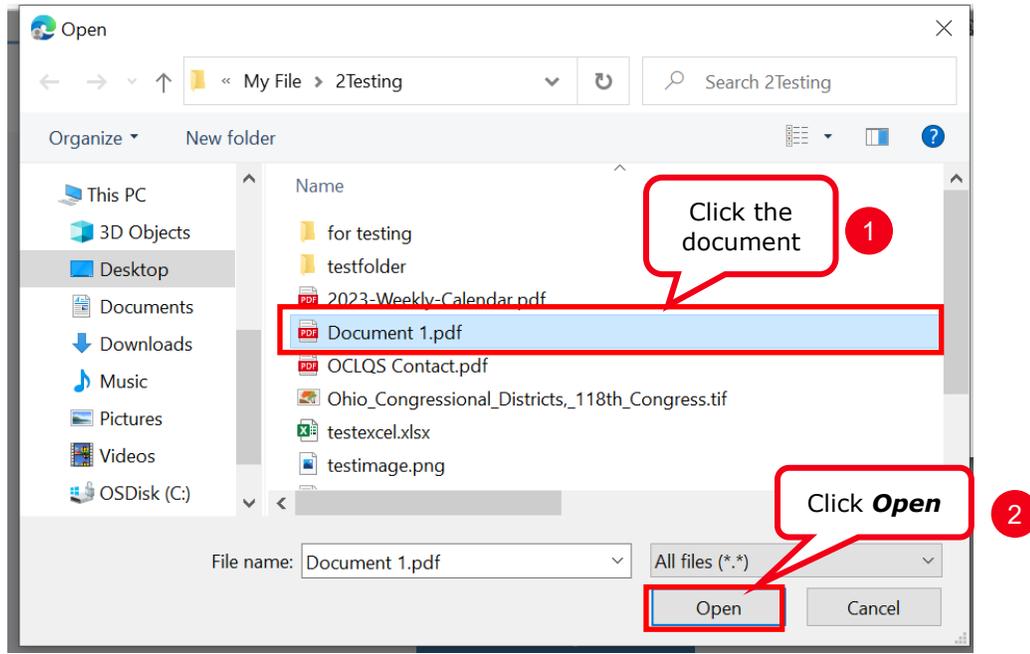
Comments

Cancel

## Step 14: Select Document

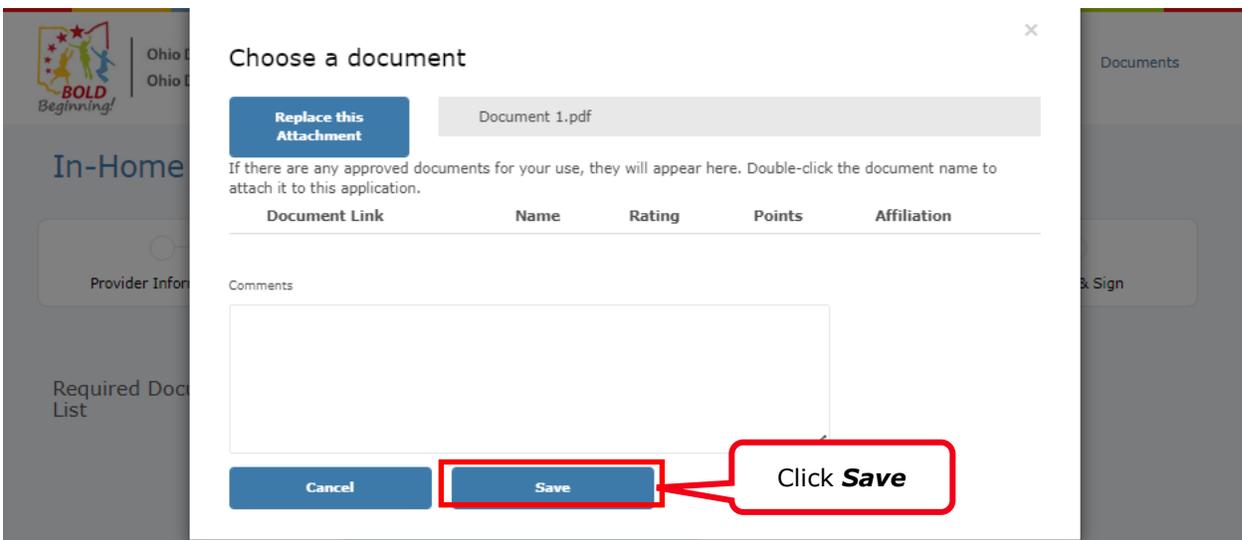
- 1) Select the document to attach
- 2) Click **Open**

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



## Step 15: Save the Attached Document

Enter applicable Comments and Click **Save**



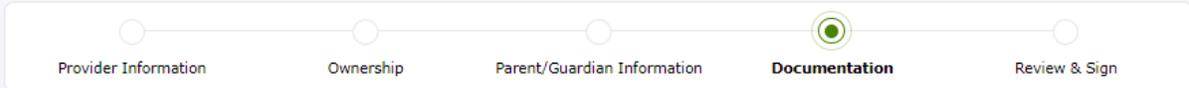


## Step 16: Attach Other Required Documents

- 1) Repeat Steps 12 to 15 if multiple documents are required
- 2) After all required documents are attached, click **Save and Continue**

*Note: When a document is added, the document name displays to the right of the document button.*

### In-Home Aide Certification



#### Required Documentation List

✓ Medical Statement (added)	Document 1.pdf
✓ In-Home Aide Assurances (added)	Document 1.pdf
✓ Verification of Completion of a High School Education, a High School Diploma or General Educational Development (GED) (added)	Document 1.pdf
✓ Verification of Certification in First Aid (added)	Document 1.pdf
✓ Verification of Certification in Cardiopulmonary Resuscitation (CPR) Certification (added)	Document 1.pdf
✓ Management of Communicable Disease Training (added)	Document 1.pdf
✓ Child Abuse and Neglect Training (added)	Document 1.pdf
✓ Written Disaster Plan (added)	Document 1.pdf

Save & Finish Later

Save and Continue

Click **Save and Continue**



## Step 17: Review and Sign

- 1) Check the **Electronic Signature** box if you agree with statement
- 2) Enter your full name
- 3) Click **Submit**

**In-Home Aide Certification**

Provider Information   Ownership   Parent/Guardian Information   Documentation   **Review & Sign**

Review   Complete

**Electronic Signature**

I certify under penalty of perjury that my answers are true and accurate to the best of my knowledge. By checking this box, I understand that I am signing this application electronically.

By electronically signing below, I hereby attest that the information contained in this application is truthful and correct under penalty of perjury. This application may be withdrawn at any time if the applicant so desires.

Name  
Amy Bartolozzi

Submission Date:  
11/23/2022, 9:15 AM

Enter Your Name: \_\_\_\_\_

Your application is not yet submitted. You must click "Submit" to finalize your application.

Submit Your Application

Save & Finish Later   **Submit**



## Step 18: Complete Registration

Click **Go back to Dashboard** or **Initiate PFCC Agreement & Financials**

The screenshot shows a web interface for the Ohio Department of Education and Job and Family Services. At the top left is the 'BOLD Beginning!' logo. The header includes the department names and navigation links for 'Dashboard', 'Messages', and 'Documents'. The main content area features a large grey box with the heading 'Application Successfully Submitted'. Below this heading is a paragraph of text: 'sample IHA, 2220027155 has been successfully submitted for certification. A copy of the application will be e-mailed to you or you can download a copy by clicking "Download Report". You will be contacted about the next steps in the process or if additional information is required. It can take a minimum of 60 days from the application submission date to be processed.' To the right of this text is a green checkmark icon inside a document shape. Below the text are two buttons: 'Go back to Dashboard' (highlighted with a red box) and 'Download Report'. Below these buttons is the heading 'Provider Agreement' followed by a paragraph: 'If you wish to be eligible to provide publicly funded child care, you will need to enter into a PFCC provider agreement and provide financial information. Click the ♦Initiate PFCC Agreement and Financials♦ button below to begin this process.' At the bottom of this section is a button labeled 'Initiate PFCC Agreement & Financials' (highlighted with a red box).

The process of submitting a registration as an ODJFS In-Home Aide is complete.

## Appendix: Entering Additional Registration Information

### Description:

Appendix gives additional details for entering registration information.

### Step A-1: Additional Registration Details

If "Yes" is selected for held a child care certificate/license in another state

- 1) Click all of the applicable checkboxes
- 2) Click the Drop Down Arrow to select the applicable state

If "Yes" is selected for held a Type B home or in-home aide certificate or license, then enter the county in the field that is displayed.

- 3) Enter the county

*Note If you held child care certificates/licenses for multiple states, then enter information for the most recent certificate/license. If you held Type B home or in-home aide certificates or licenses for multiple counties, then enter information for the most recent certificate/license.*



The screenshot shows a registration form with the following elements:

- Step 1:** A dropdown menu with "Yes" selected, labeled "Click checkboxes".
- Step 2:** A section titled "Was your certificate (check all that apply):" containing several checkboxes: "Denied Revoked Terminated Withdrawn", "Type A Home Provider", "Type B Professional/Licensed", "Type B Parent Provider Inspected Limited", "Type B Agency Inspected Limited", "In-Home Aide Professional", and "In-Home Aide Limited". Below this is a dropdown menu with "CO" selected, labeled "Select state".
- Step 3:** A section titled "Have you ever held a Type B home or in-home aide certificate or license?" with "Yes" selected. Below it is a text input field labeled "If yes, what county?", labeled "Enter county".

At the bottom of the form, there are three buttons: "Save Answers", "Save & Finish Later", and "Save and Continue".

Additional registration details have been entered- return to Step 5.