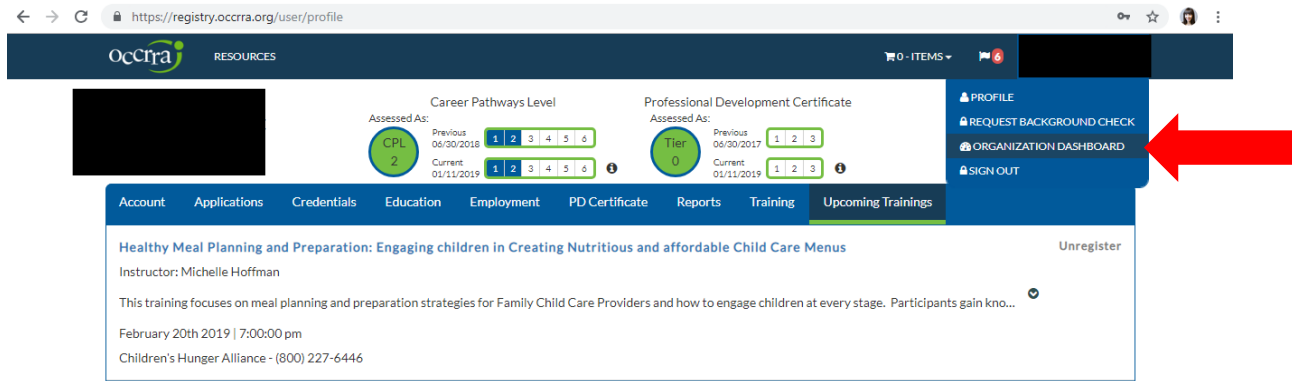
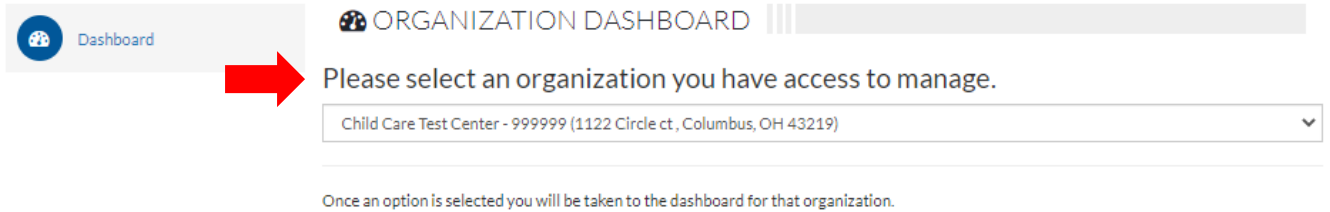


Ohio Healthy Program Application Directions
OHP Applications can only be accessed and managed by the Program's Administrator.

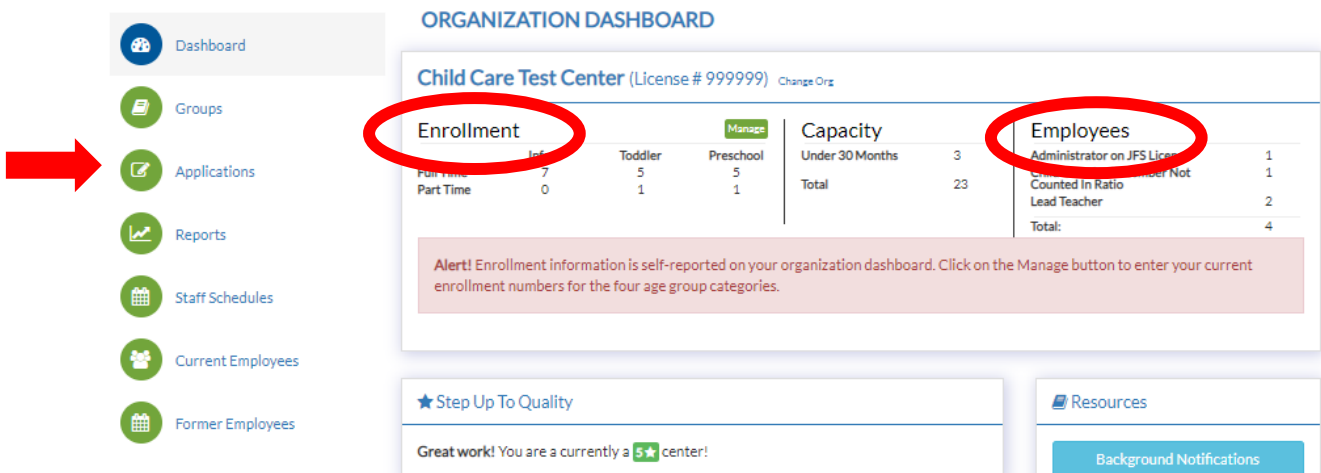
1. Program Administrator: Sign into your Ohio Professional Registry (OPR) Profile. <https://occrra.org/>
2. Click on your name in the upper right-hand corner, then select 'ORGANIZATION DASHBOARD' from the dropdown box. If you do not have an Organization Dashboard, contact registry@occrra.org. Request an Org Dashboard and provide name, OPIN, license number, and program name.



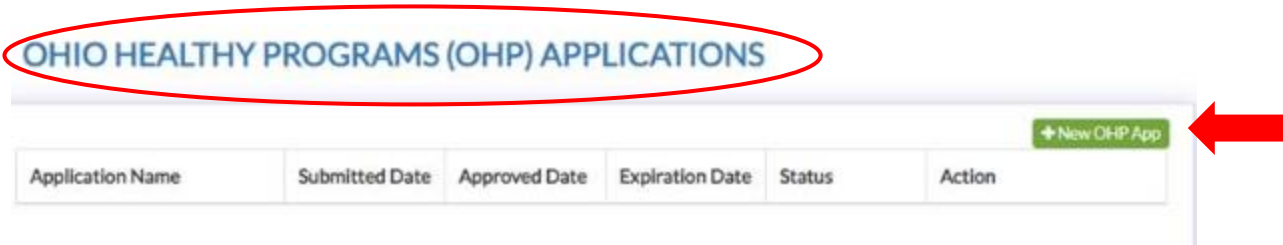
3. Select your program's name from the dropdown box.



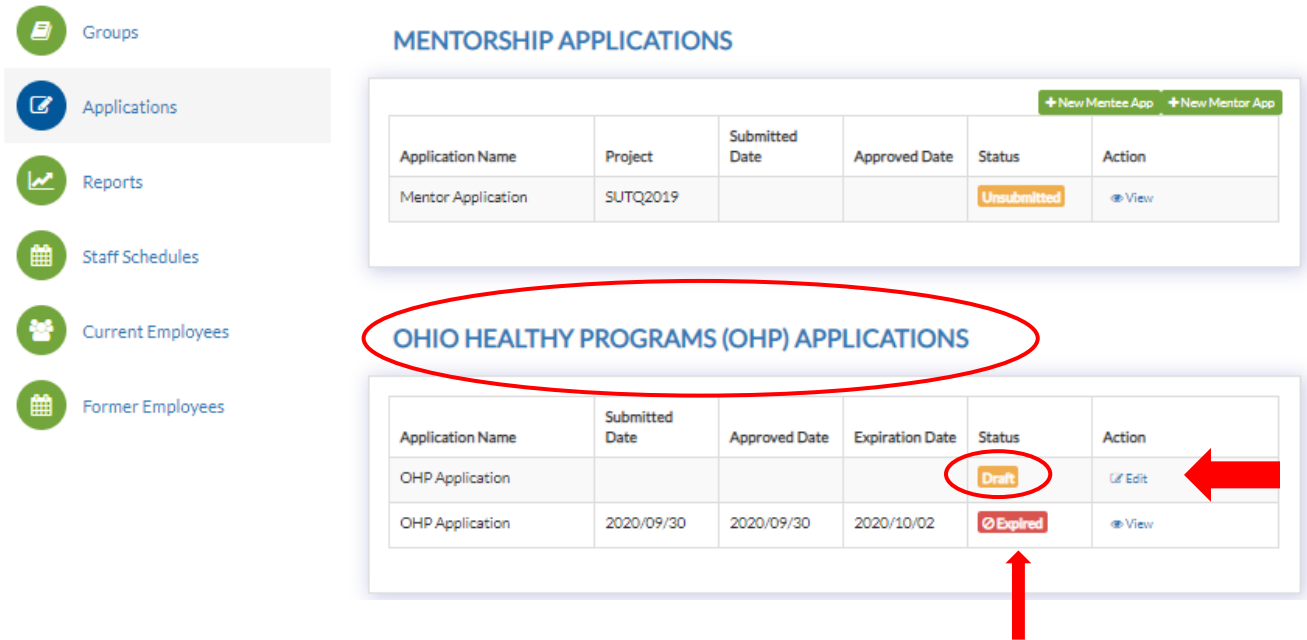
4. Be sure the Enrollment section is complete and accurate. OHP Applications cannot be submitted if the enrollment isn't completed. *See page 10 for further directions on managing Enrollment and Employees.
5. Be sure Employees section is accurate. This is necessary to verify the training requirements.
6. Select 'Applications.'



7. Locate OHP APPLICATION. Select '+New OHP App.'



8. If you have started an application and have not submitted it, 'Draft' will appear in the status. Select 'Edit' to complete your application. Previous OHP Applications will appear in the dashboard, as shown here for the 'Expired' designation.



9. Complete each field of the application. Be sure to click 'Save as Draft' at the bottom of the application anytime you leave the application. **If you do not click 'Save as Draft,' and you leave the application, the data will not save.**



Application Fields: All fields are required unless noted otherwise

'Current Status' displays if the application is a Draft, Submitted, Approved, Renewal, Expired.

'User Guide' opens this User Guide document in another window. 'Ohio Healthy Programs Information' opens the OHP Requirements and Directions to Apply document in another window.

Grey fields are auto populated from the Ohio Professional Registry and cannot be changed. If your program name is not correct or the SUQT rating isn't correct contact registry@occrra.org. If the Submitted date, Awarded Date or Expiration Date is incorrect contact healthyprograms@occrra.org.

'PFCC' Field: enter a number. If program doesn't serve PFCC, enter a zero (0)

'CACFP' Field: Yes/No. If 'Yes' is selected, then the field 'How many children are eligible for free/reduced meals?' appears. Enter a number.

The screenshot shows the 'Ohio Healthy Programs Application' form. At the top left, the title 'Ohio Healthy Programs Application' is displayed. To its right, there are two links: 'User Guide' and 'Ohio Healthy Programs Information', both of which are circled in red. Below the title, the 'Current Status' is shown as 'Renewal - Draft' and is also circled in red. Underneath, it says 'Last Updated: 2020-10-02 13:56:19'. The 'Program Name' field contains 'Child Care Test Center'. Below this are three date fields: 'Submitted Date', 'Awarded Date', and 'Expiration Date', all of which are currently empty. A section titled 'Program Information' is expanded, showing several fields. The first field is 'How many children do you serve as a publicly funded childcare (PFCC)?' with an empty input box; a red arrow points to this field. The second field is 'Do you participate in the Child and Adult Care Food Program (CACFP)?' with a dropdown menu set to 'Yes'; a red arrow points to this field. The third field is 'Step Up To Quality Rating' with an input box containing the number '0'. The fourth field is 'How many children are eligible for free and reduced meals?' with an empty input box; a red arrow points to this field.

Staff Training: Data is auto populated from the OPR; you cannot enter data here. Correct staff must be listed in 'Completed By' for all Age Groups the program serves to process the application. 'Age Groups' data is pulled from the Organization Dashboard Enrollment. Staff and staff roles are pulled from the Organization Dashboard. If training is not completed, check the staff's verified training in the Organization Dashboard. See page 10 on managing employees. If you have a question concerning staff training, contact healthyprograms@occrpa.org. Provide program's name, license number and staff's OPIN. **Please do not submit application until the training data displays. Submitting application without the correct data will delay the application process.**

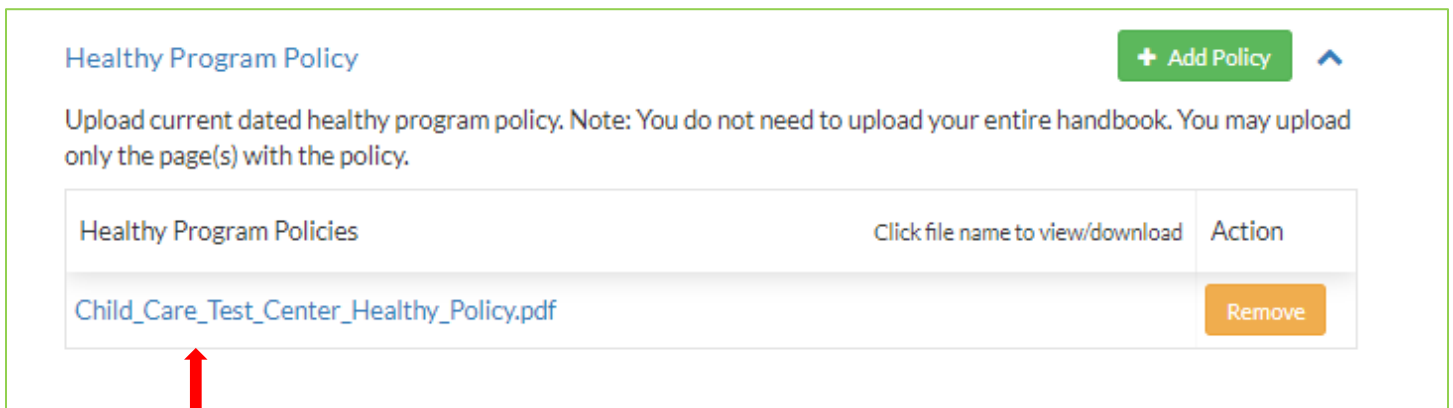
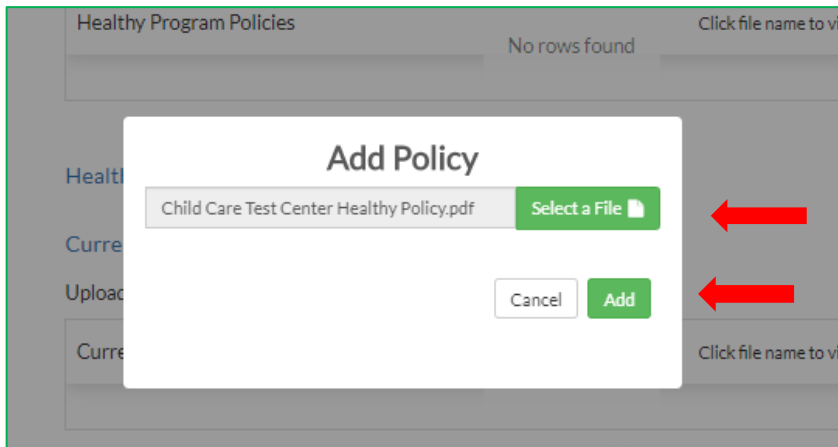
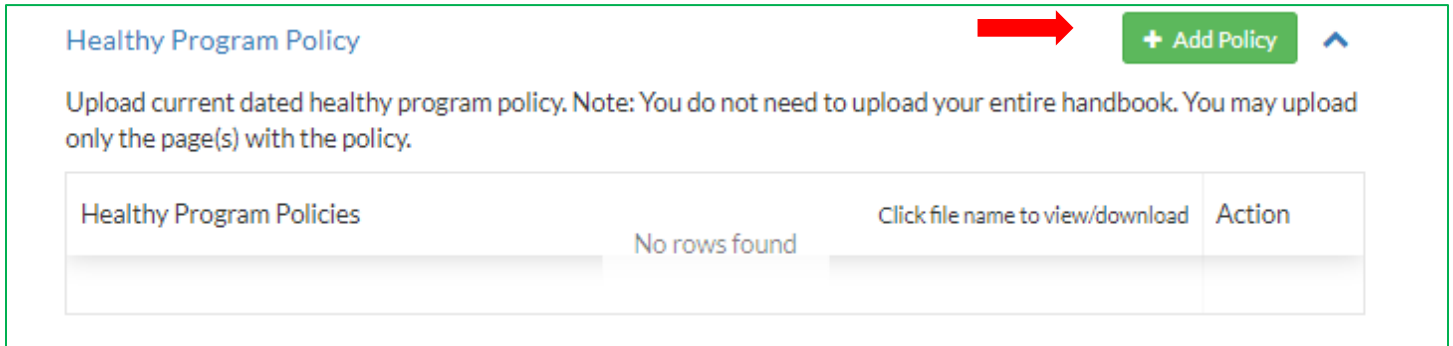
Staff Training ^			
Training Requirement	Age Groups	Completed	Completed By
Session 1 - Healthy Habits	Infant	Complete	Kelly Slade
Session 1 - Healthy Habits	Toddler	Not Complete	
Session 1 - Healthy Habits	Preschool	Not Complete	
Session 1 - Healthy Habits	School age	Not Complete	
Session 2 - Healthy Menus		Not Complete	
Session 3 - Healthy Policies		Not Complete	

Age Groups: Data is auto populated from the Organization Dashboard. Please enter/correct data if necessary. **Do not submit application until fields are entered and correct. Submitting application without the correct data will delay the application process. See page 10 for information on managing Groups.**

Age Groups ^			
Make any necessary edits to the Age Group Enrollment in your Organization Dashboard/Enrollment.			
Age Group	Enrollment	Staff	Role
Infant (0-17 Months)	7	Kelly Slade Richard Testers	Lead Teacher Lead Teacher
Toddler (18-35 Months)	6	Mary Beth Test Richard Testers Billy Testers	Administrator on JFS License Lead Teacher Child Care Staff Member Not Counted In Ratio
Preschool (36-60 Months)	6	Richard Testers Billy Testers	Lead Teacher Child Care Staff Member Not Counted In Ratio

Healthy Program Policy: Click '+Add Policy' to upload the program's current dated healthy program policy. You may upload jpg, jpeg, gif, png, pdf; Word docs cannot be uploaded. (Note: You can take a picture of the policy with your phone and upload or upload the document as a PDF from your computer.)

Once you click '+Add Policy', 'Select a file', click 'Add'. The policy will then appear in the grid. *This is how all documents are uploaded in this application.*



Once the policy is uploaded it will appear in the grid. You can remove the policy and upload a different document if necessary.

Healthy Menus:

Click **'+Add Prior Menu'** for menu(s) used prior to implementing OHP requirements. *Menus for all meals, snacks must be included.*

Click **'+Add Current Menu(s)'** to upload the menu that reflects the OHP requirements. *Menus for all meals, snacks must be included.* NOTE: For Renewals, prior menus are not uploaded. The 'Prior Menu' field will not display.

'Select the most significant improvement to the program's menu(s)': Choose from the drop down.

Healthy Menus ^

Prior Menus ➔ + Add Menu(s) Prior to OHP Participation

Upload the program's menu(s) prior to implementing the OHP menu requirements.

Prior Menus		Click file name to view/download	Action
No rows found			

Current Menus ➔ + Add Current Menu(s)

Upload the program's current menu(s).

Current Menus		Click file name to view/download	Action
No rows found			

➔ Select the most significant improvement to the program's menu(s).

Please Select▼

Healthy Family Engagement:

Enter the **number of families enrolled** in your program.

Enter the **date of the most recent** healthy family engagement activity.

Select the **type of activity** from the drop down.

OPTIONAL: You may upload a description/photos of activities, bulletin boards, newsletters, etc. This is optional.

The screenshot shows the 'Healthy Family Engagement' form. At the top right, a green button labeled '+ Add Family Engagement' is highlighted with a red arrow and the word 'optional'. Below this is a table with the following structure:

Family Engagements	Click file name to view/download	Action
No rows found		

Below the table are three input fields, each with a red arrow pointing to it:

- Number of Families Enrolled**: A text input field.
- Date of most recent family engagement activity**: A date input field.
- Type of Family Engagement Activity**: A dropdown menu with 'Please Select' and a downward arrow.




Success Story: Write a brief description of a positive/success experience that has occurred due to your participation in Ohio Healthy Programs. You can write/type your story then take a photo of it with your cell phone. Or you can type a document, PDF it, then upload it.

The screenshot shows the 'Success Story' form. At the top right, a green button labeled '+ Add Success Story' is highlighted with a red arrow. Below this is a table with the following structure:

Success Story	Click file name to view/download	Action
No rows found		

Attestations Statements: Read each statement and click each box before submitting your application.

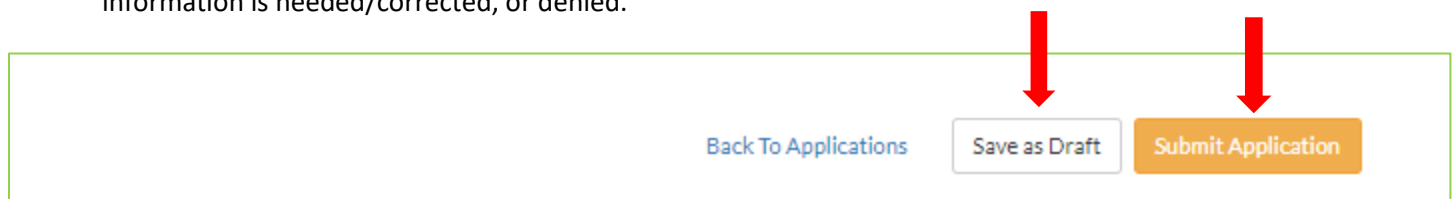
Page |

-  I understand: The application review process may take up to 30 business days.
-  I understand: If my program receives this designation, it will be in effect for two years.
-  I understand: I will need to reapply for the Ohio Healthy Programs designation on or before the expiration date to maintain the designation.

Save as Draft or Submit Application:

‘Save as Draft’ will save your data. The draft will appear in your Applications in your Org Dashboard.

‘Submit Application’ must be clicked to apply for OHP Designation. **Once ‘Submit Application’ is selected, you will not be able to edit your application.** The application will be reviewed by OCCRRRA. The program administrator will be receiving a notification in his/her Profile if the application has been approved, if more information is needed/corrected, or denied.



Back To Applications Save as Draft Submit Application

If edits are needed to the application, follow the directions on page 1 and 2.

Contact healthyprograms@ocrra.org with questions.

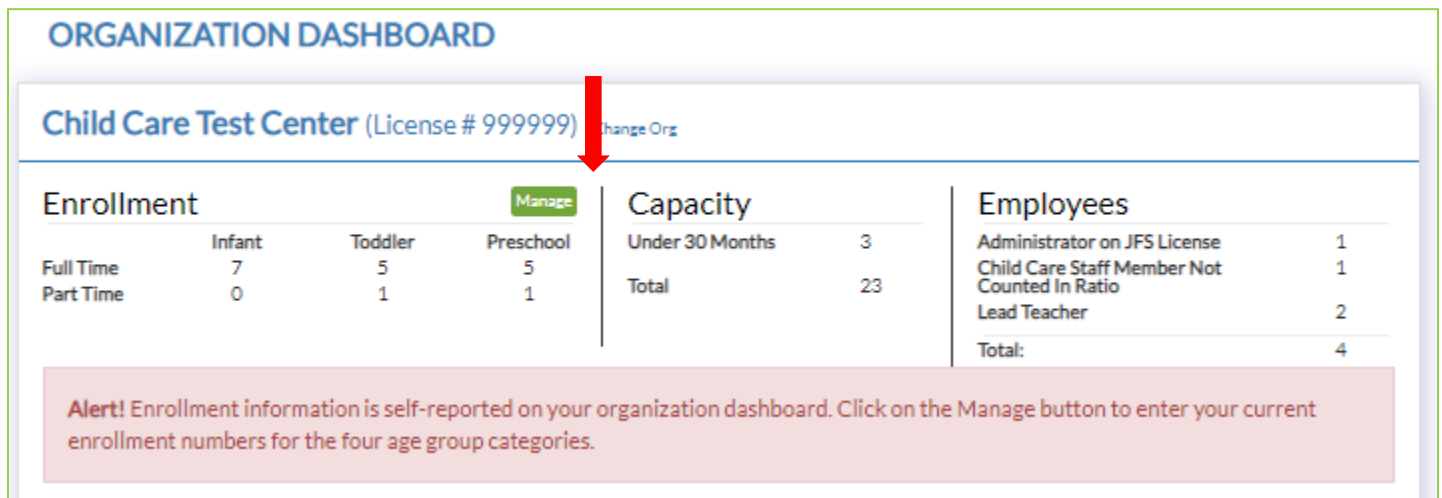
Managing Enrollment and Groups

See the Organization Dashboard User Guide for more information on managing enrollment, groups, and employees.

ODJFS Licensed Programs User Guide: <https://occr.org/wp-content/occr.org/opr/opr-organization-dashboard-user-guide.pdf>

ODE Licensed Programs User Guide: Visit <https://occr.org/wp-content/occr.org/opr/opr-organization-dashboard-user-guide-ode-programs.pdf>

1. Sign into your Ohio Professional Registry Profile.
2. Click on your name in the upper right-hand corner, then select 'ORGANIZATION DASHBOARD' from the dropdown box.
3. Select your program's name from the drop down.
4. Select 'Manage.'



ORGANIZATION DASHBOARD

Child Care Test Center (License # 999999) [Change Org](#)

Enrollment				Manage	Capacity		Employees	
	Infant	Toddler	Preschool		Under 30 Months	3	Administrator on JFS License	1
Full Time	7	5	5		Total	23	Child Care Staff Member Not Counted In Ratio	1
Part Time	0	1	1				Lead Teacher	2
							Total:	4

Alert! Enrollment information is self-reported on your organization dashboard. Click on the Manage button to enter your current enrollment numbers for the four age group categories.

5. Enter enrollment, click 'Save Enrollment.'

MANAGE ENROLLMENT

Child Care Finder: Manage Capacity

By entering your capacity, it enables us to better serve potential customers by letting the user know when you've reached your maximum capacity and can no longer enroll new children.

Enrolled Children		Maximum Number of Children at Any One Time	Age_Group
Full Time	Part Time		
7	0	6	Infant
5	1	5	Toddler
5	1	5	PreSchool
9	0	9	School Age
26	2	25	Totals

ODJFS licenses programs for a license capacity of children under 30 months of age and maximum capacity for the program. The organization dashboard allows you to track your program capacity by age group. This allows you to keep track of your enrollment and classroom limits.

JFS Programs

Under 30 Months

3

Maximum Capacity

23

}
→
Save Enrollment

6. To Add a Group, click '+ Add Group'. To add/remove staff for age groups, select 'Group' and Edit/Remove.

- Dashboard
- Groups
- Applications
- Reports
- Staff Schedules
- Current Employees
- Former Employees

Child Care Test Center

License # 999999

→
+ Add Group

Groups

In this section, add each group in your program indicating the lead teacher, enrollment and ages of the children. Please only add one entry per group.

Name	Enrollment	Age Groups	Lead Teacher	Action
TEST	12	Preschool	Tiffany Blumhorst	Edit Remove
Tiffany	12	Infants	Billy Testers	Edit Remove
bigroom	56	Preschool	Tiffany Blumhorst	Edit Remove

10/1/2020