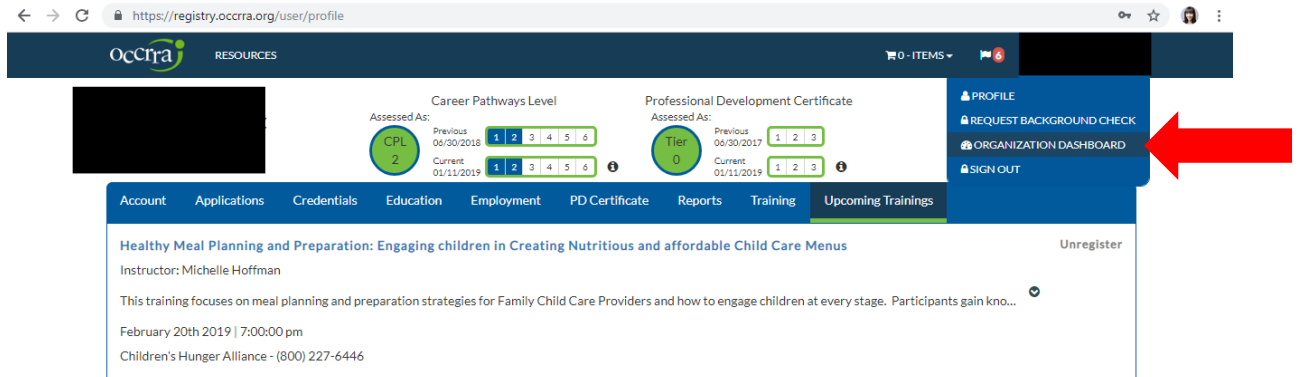


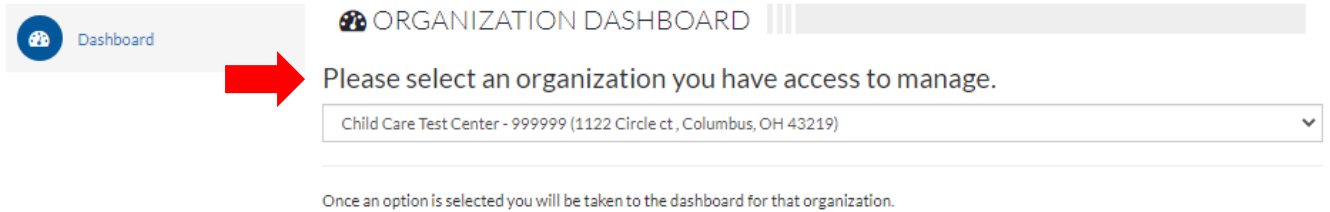
## Ohio Healthy Program Application Directions

**OHP Applications can only be accessed and managed by the Program's Administrator.**

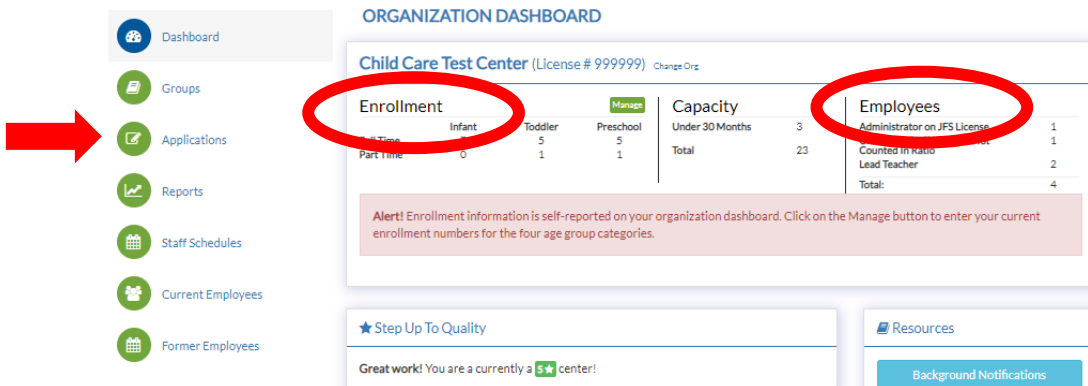
1. Program Administrator: Sign into your Ohio Professional Registry (OPR) Profile. <https://occrra.org/>
2. Click on your name in the upper right-hand corner, then select 'ORGANIZATION DASHBOARD' from the dropdown box. If you do not have an Organization Dashboard, contact support@occrra.org. Request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



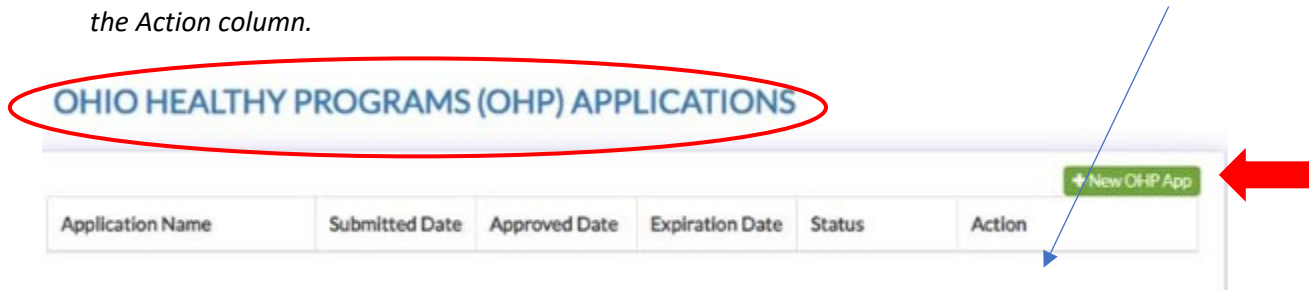
3. Select your program's name from the dropdown box.



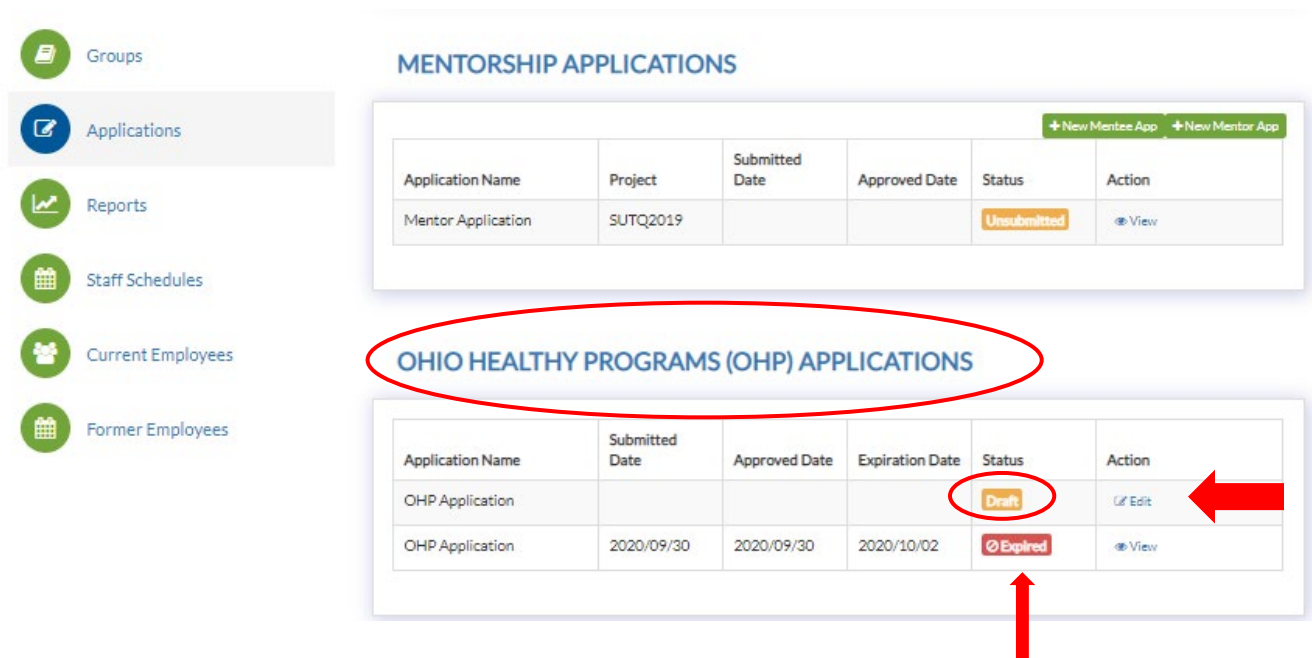
4. Be sure the Enrollment section is complete and accurate. OHP Applications cannot be submitted if the enrollment is not completed or accurate. \*See page 8-9 for further directions on managing Enrollment and Employees.
5. Be sure Employees section is accurate. Employees MUST have Position. This is necessary to verify the training requirements. NOTE: Employees must have their PRIMARY ROLE and AGE GROUP completed/accurate in their profile.
6. Select 'Applications.'



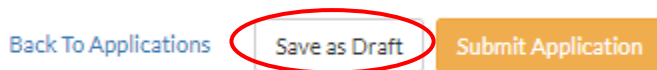
7. Locate OHP APPLICATION. Select '+New OHP App.' If you are renewing your application, Renew will appear in the Action column.



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 otherwise noted.**

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

'User Guide' opens this User Guide document in another window. 'Designation Steps and Requirements' 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 SUTQ rating isn't correct contact [support@occrra.org](mailto:support@occrra.org). If the Submitted date, Awarded Date or Expiration Date is incorrect contact support@occrra.org.

'PFCC' Field: enter a number. If program does not 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.

**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. Staff must have Primary Roles and Age Groups selected in their profile. Training requirements are:

**Session 1 Healthy Habits** - Lead teacher or administrator if he/she is the lead teacher; Per age group

**Session 2 Healthy Menus** – Cook or administrator if he/she plans the menus.

**Session 3 Healthy Policies** – Administrator.

If training section is not accurate, check the staff’s verified training in the Organization Dashboard. See page 9-10 on managing employees. If you have a question concerning staff training, contact [healthyprograms@ocrra.org](mailto:healthyprograms@ocrra.org). Provide program’s name, license number and staff’s OPIN. **Please do not submit application until the training data displays accurately. Submitting application without the correct data will delay the application process.**

| 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 9-10 for information on managing Groups.**

| Age Group                | Enrollment | Staff  | Role  |
|--------------------------|------------|--|---|
| Infant (0-17 Months)     | 7          | Kelly Slade<br>Richard Testers                     | Lead Teacher<br>Lead Teacher  |
| Toddler (18-35 Months)   | 6          | Mary Beth Test<br>Richard Testers<br>Billy Testers | Administrator on JFS License<br>Lead Teacher<br>Child Care Staff<br>Member Not Counted In Ratio |
| Preschool (36-60 Months) | 6          | Richard Testers<br>Billy Testers                   | Lead Teacher<br>Child Care Staff<br>Member Not Counted In Ratio                                 |

- Ohio Physical Activity and Nutrition Assessment (OH-PANA):** click ‘+Add Assessment’ to upload your “Best Practices Summary” report. For information on the assessment and to access it, visit [Ohio Department of Health, Ohio Healthy Programs](#). You must complete/submit the assessment online. You will receive the Best Practices Summary report via email within 48-72 hours. Do NOT upload a paper version of the assessment.

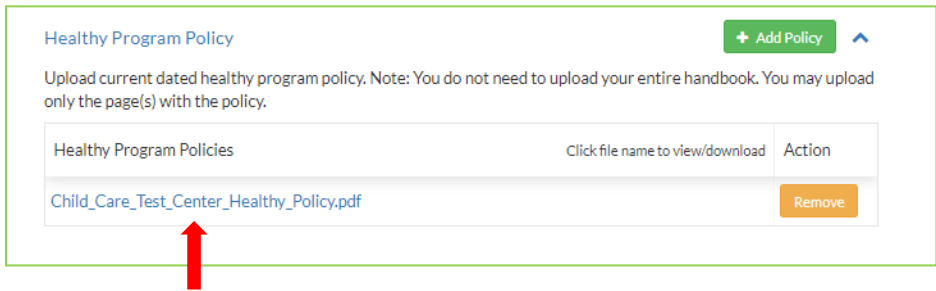
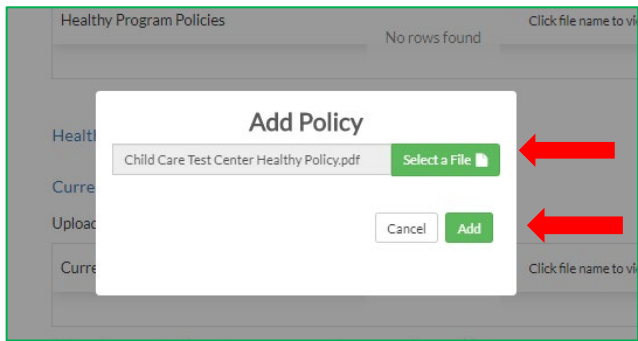
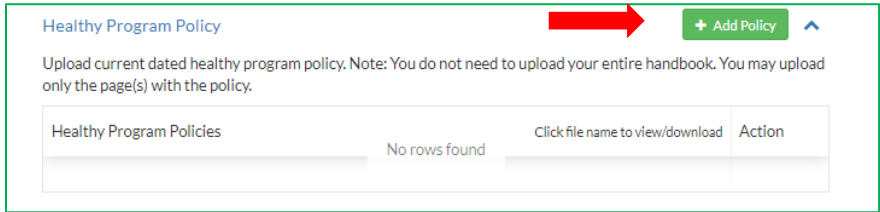
ECE Nutrition/Physical Activity Assessment  [+ Add Assessment](#) 

Upload the assessment you completed after completing all other OHP requirements and before submitting your initial application. If renewing your OHP designation, upload your most recent assessment since being designated two-years ago.

| ECE Nutrition/Physical Activity Assessments | No rows found | Click file name to view/download | Action |
|---|---------------|----------------------------------|--------|
| No rows found                               |               |                                  |        |

**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 Menu

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

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

| Prior Menu |               | Click file name to view/download | Action |
|------------|---------------|----------------------------------|--------|
|            | No rows found |                                  |        |

Current Menu + Add Current Menu(s)

Upload the program's current menu(s).

| Current Menu |               | 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.

Healthy Family Engagement + Add Family Engagement

Upload family engagement examples, photos, etc. (optional)

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

Number of Families Enrolled Date of most recent family engagement activity

Type of Family Engagement Activity

Please Select

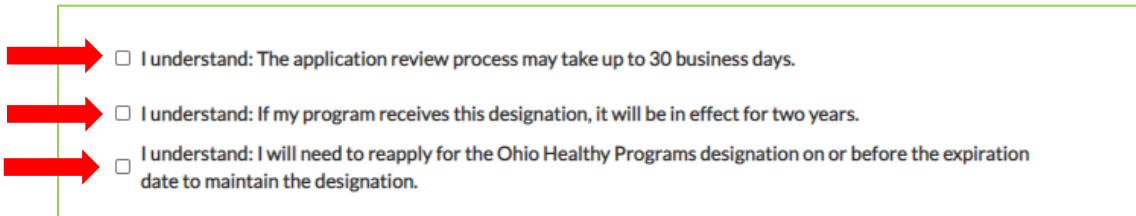
**Success Story:** Write a brief description of a positive/success experience that has occurred due to your participation in Ohio Healthy Programs. You can write/type your story then take a photo of it with your cell phone. Or you can type a document, PDF it, then upload it.

Success Story + Add Success Story

Upload a success story your program has experienced by participating in Ohio Healthy Programs.

| 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.



I understand: The application review process may take up to 30 business days.

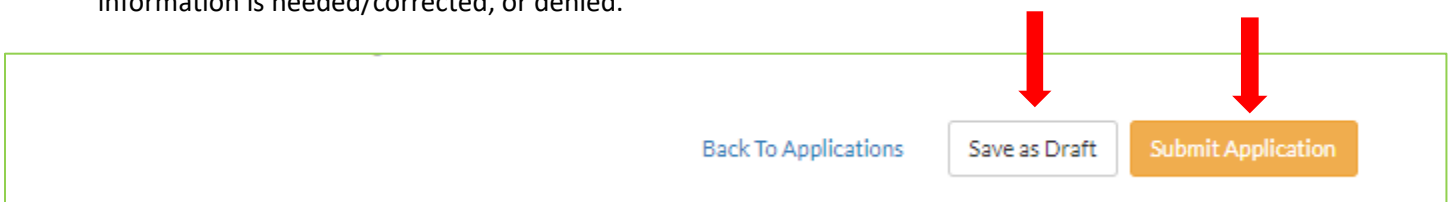
I understand: If my program receives this designation, it will be in effect for two years.

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

Contact [healthyprograms@occrra.org](mailto:healthyprograms@occrra.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://occrra.org/wp-content/occrra/opr/opr-organization-dashboard-user-guide.pdf>**

**ODE Licensed Programs User Guide: Visit <https://occrra.org/wp-content/occrra/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 |        |         |           |
|------------|--------|---------|-----------|
|            | Infant | Toddler | Preschool |
| Full Time  | 7      | 5       | 5         |
| Part Time  | 0      | 1       | 1         |

Manage

| Capacity        |           |
|-----------------|-----------|
| Under 30 Months | 3         |
| <b>Total</b>    | <b>23</b> |

| Employees                                    |          |
|--|----------|
| Administrator on JFS License                 | 1        |
| Child Care Staff Member Not Counted In Ratio | 1        |
| Lead Teacher                                 | 2        |
| <b>Total:</b>                                | <b>4</b> |

**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    |
| <b>26</b>         | <b>2</b>  | <b>25</b>                                  | <b>Totals</b> |

→
Save Enrollment

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         |
| <b>Maximum Capacity</b> | <b>23</b> |

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 | <input type="button" value="Edit"/> <input type="button" value="Remove"/> |
| Tiffany | 12         | Infants    | Billy Testers     | <input type="button" value="Edit"/> <input type="button" value="Remove"/> |
| bigroom | 56         | Preschool  | Tiffany Blumhorst | <input type="button" value="Edit"/> <input type="button" value="Remove"/> |

