

Organization Dashboard User Guide

The Organization Dashboard is a resource that Administrators can use to manage the program's registry information. It is a helpful tool in the program administrator's daily work.

Requesting Organization Dashboard access

Some administrators will receive access automatically, while others may need to request access. A professional who needs access can send the following details to registry@occrra.org.

- For an Ohio Department of Education (ODE) program, your request must be on school letterhead and include the name of the requestor, OPIN of the requestor and the program license number needing access to.
- For an Ohio Department of Job and Family Services (ODJFS) program, your request must include the name of the requestor, OPIN of the requestor and the program license number needing access to. The OPR will check our data provided from ODJFS and if the data matches, access will be provided. If it does not match, then one of the following can be provided to receive access:
 - o a copy of the ODJFS license with the requestors name listed as administrator
 - o a letter on agency/company letterhead from the owner of the program stating access should be provided for the requestor.

Accessing the Organization Dashboard

To access the program's Organization Dashboard, the professional must start by clicking on their name in the upper right-hand corner of their registry profile and select "Organization Dashboard".



occrra RESOURCES
 0 ITEMS
96
 JANE DOE

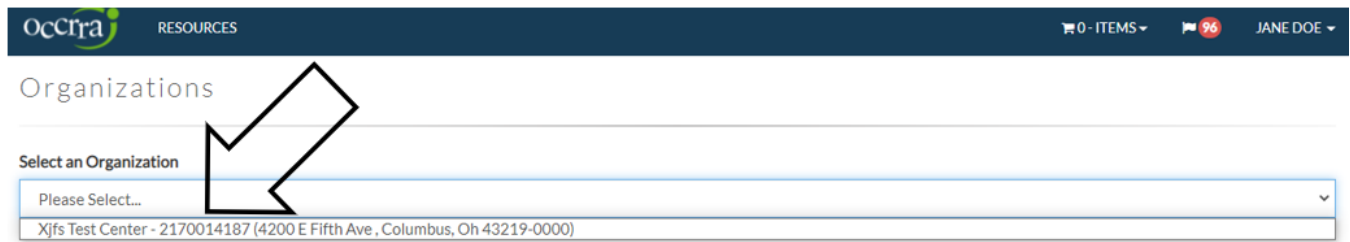
Jane Doe
 OPIN: 1101-6005

Career Pathways Level
 Assessed As: Previous 06/30/2021 Current 08/26/2021
 CPL 3

Professional Development Certificate
 Assessed As: Previous 06/30/2021 Current 08/26/2021
 Tier 0

PROFILE
 REQUEST BACKGROUND CHECK
 ORGANIZATION DASHBOARD
 SIGN OUT

Select a program from the drop-down menu. If a professional has access to more than one program, they will all be listed here.



Organizations

Select an Organization

Please Select...

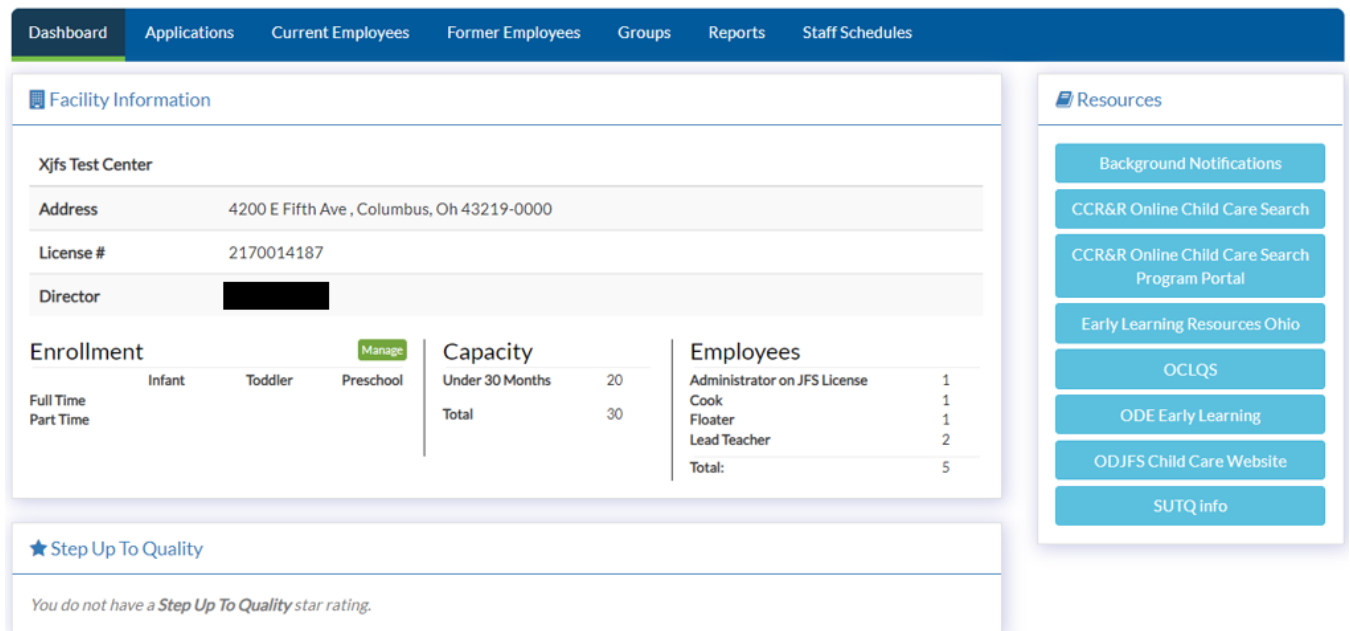
Xjfs Test Center - 2170014187 (4200 E Fifth Ave , Columbus, Oh 43219-0000)

Organization Dashboard main landing page

The Organization Dashboard main landing page includes a program overview. It includes the name, address, license number and director on the license. It also includes Enrollment, Capacity and Employee summaries and a section for commonly used resources.

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Change Org



Dashboard Applications Current Employees Former Employees Groups Reports Staff Schedules

Facility Information

Xjfs Test Center

Address 4200 E Fifth Ave , Columbus, Oh 43219-0000

License # 2170014187

Director [REDACTED]

Enrollment

	Infant	Toddler	Preschool
Full Time			
Part Time			

Capacity

	Under 30 Months	Total
	20	
		30

Employees

Administrator on JFS License	1
Cook	1
Floater	1
Lead Teacher	2
Total:	5

Resources

- Background Notifications
- CCR&R Online Child Care Search
- CCR&R Online Child Care Search Program Portal
- Early Learning Resources Ohio
- OCLQS
- ODE Early Learning
- ODJFS Child Care Website
- SUTQ Info

Step Up To Quality

You do not have a **Step Up To Quality** star rating.

The box labelled Step Up To Quality is where you will see the quality rating for the program listed, if applicable.

Enrollment

Infant

Toddler

Preschool

Full Time

Part Time

Manage

Capacity

Under 30 Months	20
Total	30

Employees

Administrator on JFS License	1
Cook	1
Floater	1
Lead Teacher	2
Total:	5

OCLQS

ODE Early Learning

ODJFS Child Care Website

SUTQ info

★ Step Up To Quality

You do not have a **Step Up To Quality** star rating.

👤 Employees Pending Verification

The following professionals have an open employment record in their profile indicating they work for this program. To manage your employees you must click either Yes or No indicating if they currently are employed at your program. Employees must be accepted into the organization to be included in the dashboard and on the Program Summary and Program Detail Reports and to be listed on the Groups and Staff Schedules screen.

Employee Name	Position	Reported Start Date	Verify
[REDACTED]	Program Management Not Used in Ratio	2008-02-11	<input checked="" type="radio"/> Yes <input type="radio"/> No

The Employees Pending Verification section is the one of the most critical parts of this screen. An administrator must review all professionals listed in this box to verify if that professional is an employee of that program. If they are, the administrator needs to click yes, indicating the employee is a valid employee at that program. If the professional does not currently work at that program, the administrator needs to click no and then provide an end date of employment.

*Note- Family Child Care administrator's must also add themselves as an employee and verify their own employment under this screen.



Applications Tab

The Applications tab is for programs interested in applying for the Ohio Healthy programs, mentorship program, Pandemic Support Payments and any other available OCCRRRA initiatives.

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Dashboard	Applications	Current Employees	Former Employees	Groups	Reports	Staff Schedules
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MENTORSHIP APPLICATIONS

Application Name		Project	Submitted Date	Approved Date	Status	Action
Mentee Application		SUTQ2020B			Unsubmitted	View

OHIO HEALTHY PROGRAMS (OHP) APPLICATIONS

Application Name		Submitted Date	Approved Date	Expiration Date	Status	Action

PANDEMIC SUPPORT PAYMENT APPLICATIONS

Current Employees Tab

The current employees tab will list professionals who are currently employed at the program. If there are professionals who are listed in the current employee's tab that no longer work at the program, the program administrator can click "End Date Employment" and provide an end date. This action will also end date the employment in the professional's profile. When an employment record for the program is end dated, that professional's information is then moved to the former employee's tab and removed from all program reports.

The current employees screen shows all the current employees for that program, their position history, previous and current CPL, assessed as CPL, previous and current PD certificate, assessed as PD Certificate and the number of upcoming Ohio Approved trainings. In the Action column, there is an option to View Professional Development and Print Professional Development for each professional at that program.


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CURRENT EMPLOYEES

Show entries
Search:

Name	Position	Previous & Current CPL	Assessed CPL	Previous & Current PD	Assessed PD	Upcoming Ohio Approved Trainings	Action
	<div> <div> <div>11/30/2020 - 12/16/2020</div> <div>Floater</div> </div> <div> <div>02/28/2021 - present</div> <div>Cook</div> </div> <div> <div>02/28/2021 - present</div> <div>Owner</div> </div> <div> <div>03/01/2021 - present</div> <div>Administrator on JFS</div> </div> <div> <div>03/01/2021 - present</div> <div>License</div> </div> <div> <div>03/03/2021 - present</div> <div>Floater</div> </div> <div> <div>03/03/2021 - present</div> <div>Lead Teacher</div> </div> <div> <div>03/04/2021 - present</div> <div>Driver</div> </div> <div> <div>03/05/2021 - present</div> <div>Lead Teacher</div> </div> </div>	<div> <div>Previous</div> <div>Level 3</div> <div>64.67 Points</div> </div> <div> <div>Current</div> <div>Level 3</div> <div>67.12 Points</div> </div>	<div>Level 3</div>	<div> <div>Previous</div> <div>Tier 0</div> <div>13.33 of 20</div> </div> <div> <div>Current</div> <div>Tier 0</div> <div>0.00 of 20</div> </div>	<div>Tier 0</div>	<div>3 Hours</div>	View Professional Development Print Professional Development End Date Employment

Showing 1 to 1 of 1 entries

Previous
1
Next

To view Professional Development for a professional, click on the View Professional Development link. The Professional Development (PD) tab from the professional's profile will display here, showing the Organization Dashboard administrator all the professional development events that professional has in their profile. It is a view only look and will not allow the program administrator to edit, remove or add any professional development events. The administrator can see all the professional development events the professional is registered for, has completed (verified), marked as no show, as well as all the PD they have uploaded to their profile and the status of that upload, including the Approvals type.

PROFESSIONAL DEVELOPMENT

Test, Mary Beth - 11081527

Training	Contact Hours	Instructor	Date	Status	Approvals
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	All <input type="text"/>	<input type="text"/>
Building Strong Relationships with Families--online	3.00	Tracey Bankhead	2023/05/01	Registered	OA-L1
POWER Ohio CDA Training	6	test	2021/09/01	Verified	Non-OA
Developing Productive Relationships with Families, Schools and Communities by School-Age Administrators	3.00	Holly Scheibe	2021/07/01	Expires 2021/07/31	OA-L2
Pre-licensing Training for Family Child Care Providers	6.00	Rachael Moore	2021/07/01	Expires 2021/07/31	Non-OA
Child Care Pre-certification Orientation for In-Home Aides	1.00	Rachael Moore	2021/07/01	Expires 2021/07/31	Non-OA
How Do the Various Ohio Core Knowledge and Competency Documents Apply to Your Practice? Online	1.50	Holly Scheibe	2021/07/01	Expires 2021/07/31	OA-L2
ODE Orientation Training for Preschool and School Age Child Care (SACC) Staff Members: Early Learning	6.00	Christina Tomazinis	2021/06/30	No Show	Non-OA
Creating Leaders and Managing Staff for School-Age Program Administrators	2.00	Kimberly Shibley	2021/06/30	Expires 2021/07/30	OA-L2
ABC's	1.00	Holly Scheibe	2021/04/10	Registered	OA-L1
April 2 Test OA F2F	3.00	Kimberly Shibley	2021/04/02	Verified	OA-L1

Clicking the Print Professional Development button, provides the administrator with a CSV file of the above content.

Opin	Last Name	First Name	Training	Hours	Instructor	Date	Status	Approvals	Highest Ed	Major
11081527	Test	Mary Beth	Registry 1	2	Donna Rul	6/25/2014	Verified	Non-OA	Bachelor's Degree	
11081527	Test	Mary Beth	2016 Ohio OA: 4.5 In	4.5	OAEYC	4/21/2016	Verified	Ohio Appr	Bachelor's Degree	
11081527	Test	Mary Beth	Ohio's Ap	2	Kimberly	12/25/2016	Verified	OA-L1	Bachelor's Degree	
11081527	Test	Mary Beth	January 26	0.33	Holly Scheibe	4/12/2018	Verified	OA-L1	Bachelor's Degree	
11081527	Test	Mary Beth	hybrid tes	6	Shell	5/31/2018	Verified	Ohio Appr	Bachelor's Degree	
11081527	Test	Mary Beth	test cpr	1.25	Shell	10/1/2018	Verified	Non-OA	Bachelor's Degree	
11081527	Test	Mary Beth	TEST - OD	1	Kelly Slad	1/9/2019	Verified	Non-OA	Bachelor's Degree	
11081527	Test	Mary Beth	ECE test	6	suck my b	5/31/2019	Verified	Ohio Appr	Bachelor's Degree	
11081527	Test	Mary Beth	test for tr	0		6/3/2020	Verified	Non-OA	Bachelor's Degree	
11081527	Test	Mary Beth	Test AT fo	1.33	Kelly Slad	9/1/2020	Verified	OA-L1	Bachelor's Degree	
11081527	Test	Mary Beth	Shelly Tes	3	Shelly Fra	9/1/2020	Verified	Non-OA	Bachelor's Degree	

Former Employees Tab

The Former Employees tab displays all past employees from that program. It lists their name, OPIN, position at the program and the employment end date.

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FORMER EMPLOYEES

Show entries

Search:

Name	Opin	Position	End Date
		Lead Teacher	May 20, 2021
		Lead Teacher	May 20, 2021
		Floater	Dec 16, 2020

Showing 1 to 3 of 3 entries

[Previous](#) [1](#) [Next](#)

Groups Tab

This tab is an important tool that is required to be completed for the Employee Record Chart (ERC) licensing inspection tool. The information on each group will populate into the ERC. The program administrator will need to add each group in the program to the Organization Dashboard. It is important to note that each group only needs to be added once to this section. In addition, each group must have a unique name for the ERC.

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+ 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 ▲
ABC	6	Infants, Toddlers, Preschool		Edit Remove
Butterflies	14	Preschool		Edit Remove
Teddy Bears	14	Preschool		Edit Remove

<< <
Page 1 of 1
20 Rows ▼
> >>

Click Add Group to begin. The program administrator will add the group and include the name of the group, the lead teacher's name, number of children enrolled in the group and their age group. Click +Add to save the group. Please note: The program administrator will need to complete the information on each group in the program before they will be able to enter the staff's working schedule into Staff Schedules.

Name ▲	Enrollment ▲	Age Groups ▲	Lead Teacher ▲	Action ▲
ABC	6	Infants, Toddlers, Preschool		Edit Remove
Butterflies	14	Preschool		Edit Remove
Teddy Bears	14	Preschool		Edit Remove

[<<](#) [<](#) Page of 1 [20 Rows](#) [v](#) [>](#) [>>](#)

Create Group

Name

Age Groups
☐ Infants
☐ Toddlers
☐ Preschool
☐ Schoolage

Lead Teacher
Please Select... [v](#)

Enrollment

[+ Add](#)
[Cancel](#)

The program administrator can also edit or remove groups on this page and will need to make sure that groups and lead teacher assignments are kept updated for the ERC.

Reports Tab

This is the page where you will find three very important reports: the program summary report, the program detail report, and the Staff PD report.

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REPORTS

Report Name	
Program Summary Report	PDF Report CSV Report
Program Detail Report	PDF Report
PD Report (select one or all employees)	<div>All ▾</div> CSV Report

The program summary report offers a PDF or CSV file download. Select a type for download and then press the button accordingly. The program summary report will show the programs basic information at the top and all the programs current employees listed below. If the program administrator sees professionals who no longer are employed at the program, they will need to end date that employment in the current employees tab. If there are employees missing from the report, it is most likely their employment record is incorrect and needs to be fixed so it will show on the program summary report. Program administrators should check this report often and be sure it is accurate and up to date.

For each current professional working at the program, this report will show their name, OPIN, date of hire, current position(s) and the position history for each professional. The next column is the CPL columns which will show the previous and current biennium points and levels as well as the assessed as level. The highest degree verified in our registry system, Child Development Associate (CDA), Ohio Administrator Credential (ACL) Level and the School Age Endorsement level, if applicable. If there is an asterisk next to the document, it means it has been uploaded to the professional's profile, but the OPR staff have not reviewed that document yet. The date of hire, positions, and age groups worked are listed on the right of the screen.



REGISTRY PROGRAM REPORT: SUMMARY
 This report includes only verified OA/SUTQ trainings
 Step Up To Quality PD Certificate (07/01/2021 - 06/30/2023)

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Name	Date of Hire	Current Position(s)	Position History		CPL						Highest Verified Degree	CDA	ACL	SA	SUTQ PD						Group Name	Age Groups																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																											
			Role	Dates	Previous Biennium		Current Biennium		Assessed As	Previous Biennium					Quality	Child Dev.	Current Biennium		I	T		P	S	M	A																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																								
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Printed on: 2021-08-30

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An asterisk (*) indicates data not verified by OCCRRA

The program detail report will hold similar information as the summary; however, it will list all Ohio Approved trainings and show both the previous biennium and the current biennium PD certificates for each professional working at the program. The administrator can use this report to track the number of Ohio Approved trainings hours a professional has in the current biennium. When the professional meets all the requirements for the PD Certificate, the indicator on the left will change to completed status instead of in-progress status.

Hire Date	Position	Age Groups						Degree	Assessed as CP Level
02/28/2021	Administrator on JFS License	I	T	P	S	M	A	Master's Degree*	3
Has License: Yes							X		

Current Biennium (as of 2021-08-30 15:04:24)

Step Up To Quality PD Certificate (07/01/2021 - 06/30/2023)					
PD Certificate:	OA Hours:	Required Online Trainings:	Completed	Hours	Date
In Progress	0.00 of 20	Ohio's Approach to Quality Ohio's Overview of Child Development	Yes Exempt	2 0	2016-12-25 2010-03-31

Biennium 3 (as of 2021-07-01 15:36:32)

Step Up To Quality PD Certificate (07/01/2019 - 06/30/2021)					
PD Certificate:	OA Hours:	Required Online Trainings:	Completed	Hours	Date
In Progress	13.33 of 20	Ohio's Approach to Quality Ohio's Overview of Child Development	Yes Exempt	2 0	2016-12-25 2010-03-31

Training Title	Trainer Name	Date	Hours	CEUs
Test AT for Pre-Licensing Training for Child Care Center Providers	Kelly Slade	2020-09-01	1.33	
test	test	2020-12-01	3	
test2	test	2020-12-01	3	
test	test	2020-12-05	3	
April 2 Test OA F2F	Kimberly Shibley	2021-04-02	3	
Note: Only OA approved trainings appear on this report.			Total Hours:	13.33

Biennium 2 (as of 2019-07-01 12:51:55)

Step Up To Quality PD Certificate (07/01/2017 - 06/30/2019)					
PD Certificate:	OA Hours:	Required Online Trainings:	Completed	Hours	Date
In Progress	0.33 of 20	Ohio's Approach to Quality Ohio's Overview of Child Development	Yes Exempt	2 0	2016-12-25 2010-03-31

Training Title	Trainer Name	Date	Hours	CEUs
January 26 Quality test	Holly Scheibe	2018-04-12	0.33	
College Course for PD Cert: hybrid tester	Shell	2018-05-31	6	

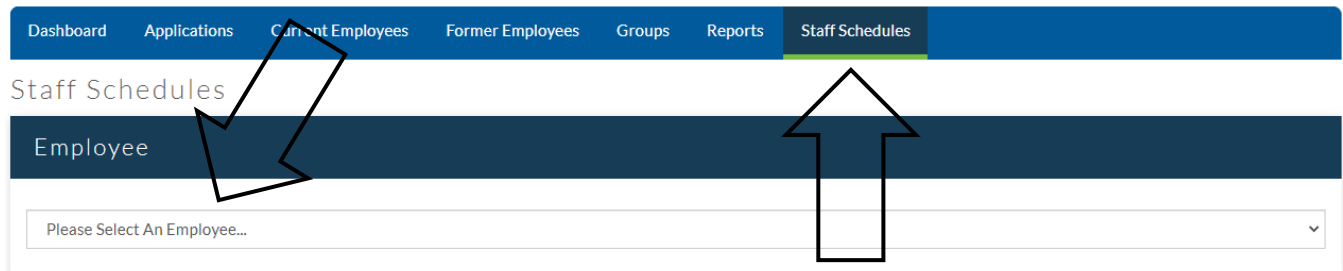
The PD report allows the program administrator to download a CSV file of either one employee or all employees verified by the program and see their verified professional development, including the training title, instructors name, hours, and approval type.

Opin	Last Name	First Name	Training	Hours	Instructor	Date	Status	Approvals
11081527	Test	Mary Beth	Registry 1	2	Donna Rul	6/25/2014	Verified	Non-OA
11081527	Test	Mary Beth	2016 Ohio OA: 4.5 In		OAEYC	4/21/2016	Verified	Ohio Approved
11081527	Test	Mary Beth	Ohio's Ap	2	Kimberly S	12/25/2016	Verified	OA-L1
11081527	Test	Mary Beth	January 26	0.33	Holly Sche	4/12/2018	Verified	OA-L1
11081527	Test	Mary Beth	hybrid tes	6	Shell	5/31/2018	Verified	Ohio Approved
11081527	Test	Mary Beth	test cpr	1.25	Shell	10/1/2018	Verified	Non-OA
11081527	Test	Mary Beth	TEST - OD	1	Kelly Slad	1/9/2019	Verified	Non-OA
11081527	Test	Mary Beth	test for tra	0		6/3/2020	Verified	Non-OA
11081527	Test	Mary Beth	Shelly Tes	3	Shelly Fra	9/1/2020	Verified	Non-OA
11081527	Test	Mary Beth	Test AT fo	1.33	Kelly Slad	9/1/2020	Verified	OA-L1
11081527	Test	Mary Beth	Pre-licens	6	Rachael M	9/11/2020	Verified	Non-OA
11081527	Test	Mary Beth	Test 1-4	0		10/5/2020	Verified	Non-OA
11081527	Test	Mary Beth	another te	0		11/17/2020	Verified	Non-OA
11081527	Test	Mary Beth	test2	3	test	12/1/2020	Verified	Ohio Approved
11081527	Test	Mary Beth	test	3	test	12/1/2020	Verified	Ohio Approved
11081527	Test	Mary Beth	test	5	test	12/1/2020	Verified	Non-OA
11081527	Test	Mary Beth	test	3	test	12/5/2020	Verified	Ohio Approved
11081527	Test	Mary Beth	Child Care	6	Rachael M	12/18/2020	Verified	Non-OA
11081527	Test	Mary Beth	April 2 Tes	3	Kimberly S	4/2/2021	Verified	OA-L1

Staff Schedules Tab

The staff schedules tab is used for creating schedules for each of your staff members. This data goes into the Employee Record Chart and is a requirement to be completed. The program administrator would start with selecting an employee from the drop-down menu.

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License # 2170014187

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Dashboard Applications Current Employees Former Employees Groups Reports Staff Schedules

Staff Schedules

Employee

Please Select An Employee...

Once an employee is selected, the staff schedule appears. The roles are listed under an accordion drop-down and the staff schedule selector is below it. To add a schedule to the grid, first click +Add Schedule.

Test, Mary Beth (11081527) ▼

Roles 5 ^

Staff Schedule Save

For each employee, you will add a schedule for each role that each employee has in your program. After you complete a schedule for the employee for one role, please click add schedule and add the schedule for their next role.

To add a schedule to the grid, please left click, hold and drag your mouse over the time slots for the schedule. Release the mouse button and the schedule will be filled in for the time slots selected.

Schedules + Add Schedule

☐ Is Schedule Variable

		Sun	Mon	Tue	Wed	Thu	Fri	Sat
4 AM	00							
	15							
	30							
	45							
5 AM	00							
	15							
	30							
	45							
6 AM	00							
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	30							
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	45							
9 AM	00							
	15							
	30							
	45							
10 AM	00							
	15							
	30							
	45							

Then left click, hold, and drag the mouse over the time slots for the schedule. Release the mouse button and the schedule will be filled in for the time slots selected. The program administrator can un-select using this method also. The color on the card on the left matches the color on the schedule on the right.

Staff Schedule

Save

For each employee, you will add a schedule for each role that each employee has in your program. After you complete a schedule for the employee for one role, please click add schedule and add the schedule for their next role.

To add a schedule to the grid, please left click, hold and drag your mouse over the time slots for the schedule. Release the mouse button and the schedule will be filled in for the time slots selected.

Schedules

+ Add Schedule

☐ Is Schedule Variable

Group

ABC

Role

Lead Teacher

☒ Show Schedule

		Sun	Mon	Tue	Wed	Thu	Fri	Sat
	45							
	00							
	15							
6 AM	30							
	45							
	00							
7 AM	15							
	30							
	45							
8 AM	00							
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	45							
9 AM	00							
	15							
	30							
	45							
10 AM	00							
	15							
	30							
	45							
11 AM	00							
	15							
	30							
	45							
12 PM	00							
	15							
	30							
	45							

Click Save to save the schedule or click +Add Schedule to add another schedule for a different role. The program administrator also has the option to remove the schedule by clicking the trash can on that schedule card.

Schedules

[+ Add Schedule](#)

☐ Is Schedule Variable


Group

ABC

Role

Lead Teacher

☒ Show Schedule




Group

Teddy Bears

Role

Floater

☒ Show Schedule




	Sun	Mon	Tue	Wed	Thu	Fri	Sat
45							
6 AM							
00							
15							
30							
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7 AM							
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3 PM							
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Once saved, the program administrator can add another schedule by selecting a new name from the drop-down menu. The program administrator can tell there is a schedule on the current employee's tab as indicated by the clock icon, under the professional's name.

Dashboard
Applications
Current Employees
Former E

CURRENT EMPLOYEES

Show
10
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entries

Name	Position
<div>  <div> <div></div> </div> </div>	<div> <div> Floater 11/30/2020 - 12/16/2020 </div> <div> Cook 02/28/2021 - present </div> <div> Owner 02/28/2021 - 03/05/2021 </div> <div> Administrator on JFS License 03/01/2021 - present </div> <div> Floater 03/01/2021 - present </div> <div> Lead Teacher 03/03/2021 - present </div> <div> Driver 03/04/2021 - 03/05/2021 </div> <div> Lead Teacher 04/06/2021 - present </div> </div>

Showing 1 to 1 of 1 entries