



Organization Dashboard

Organization Dashboard (Previously known as Director's Information Portal- DIP): contains information related to the organization including current/ past employees, upcoming trainings and current enrollment.

Access to this dashboard is determined by your role as named administrator on the program's license.

1. Sign in to your Registry Profile

- a. Go to www.occrra.org and sign in
- b. If you have access you will see Organization Dashboard in the dropdown menu under your name and also as an available option on the left navigation menu
- c. If you believe you should have access to the organization, check with the owner of the program or verify you are the named administrator of the program
- d. Questions can be directed to Registry@occrra.org

2. Click on Organization Dashboard

- a. You will select an organization that you have access to manage
- b. The only available options are those organizations to which you have access

3. Dashboard Management

- a. From the left navigation menu you will find the following options
 - i. Classrooms
 1. Add classrooms, enrollment, age group and teacher data to your dashboard
 - ii. Applications
 1. Apply for Ohio Healthy Programs
 - iii. Reports
 1. Generate reports on your program
 2. Program Summary and Program Detail Reports available
 - a. More reports will be available in the near future
 - iv. Current and Former Employees (see below)

4. Dashboard Information

- a. The dashboard provides a snapshot of the organization information
- b. Programs licensed by ODJFS will have current information as provided by ODJFS on a monthly basis
 - i. Step Up To Quality
 - ii. Facility Information
 - iii. Current Employees
 - 1. Your employees will be automatically linked to your organization when they create their current employment record in their profile and will appear in the **Employees Pending Verification**
 - a. Employees who have added working for your organization to their professional profile will appear in this list. Please verify (or decline) that they work at your organization.
 - 2. If a current employee is not showing up on your dashboard, ask the employee to update their employment record in their profile
 - iv. Former Employees
 - 1. Employees no longer employed will become former employees based on the end date of their employment at your organization

If you have questions, comments or need more information, please refer to the Who To Call list.