Organization Dashboard for ODE Programs

Organization Dashboard: contains information related to the organization including current/ past employees and upcoming trainings. From the dashboard, program summary and detailed reports for Step Up To Quality can be accessed.

Access to this dashboard is determined by your role as the designated person in charge at the program level.

1. **Sign in to your Registry Profile**
   a. Go to www.occrra.org and sign in
   b. If you have already been given access to the program's dashboard 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 are the person in charge (OPR Administrator) and need to have access to the Organization Dashboard, please e-mail a request for the access on school letterhead stationary with the name and program license number for each program you need to access
   d. Email the request and include any questions to Registry@occrra.org
   e. Registry staff will assign the dashboard permissions to the requestor and will notify you that the permission has been granted
   f. Follow the directions below to manage the dashboard for your program(s)

2. **Click on Organization Dashboard** (from the left navigation menu or from the drop down menu under your name)
   a. A drop down menu will appear on the screen, click on the drop down menu
   b. You will select an organization that you have access to manage
   c. 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. Classroooms
         1. Add classrooms, enrollment, age group and teacher data to your dashboard
      ii. Applications
         1. Apply for Ohio Healthy Programs funded by the Ohio Department of Health and managed by OCCRRA in response to growing concern surrounding childhood obesity

       iii.   Reports
1. Generate reports on your program
2. Program Summary and Program Detail Reports for Step Up To Quality are available
   a. If you have a large number of staff in your organization the reports do take time to load
       iv.   Current and Former Employees (see below)

4. **Dashboard Information**
   a. The dashboard provides a snapshot of the organization information
      i. Step Up To Quality Rating
      ii. Building Information including address and school district
      iii. Current Employees
         1. Your employees will be automatically linked to your organization when they create their current employment record in their profile using the pre-populated employment drop down menu in the employment screen
            a. Employees needing to be added to your dashboard will appear in the **Employees Pending Verification** on the front of the organization's dashboard
            b. 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 using the dropdown menu
      iv. Former Employees
         1. Employees no longer employed will become former employees based on the end date of their employment at your organization
         2. You can end date the employee's tenure at your program by removing them from the current employee listing
         3. Complete the date entry into the message screen and save

If you have questions, comments or need more information, please contact the Registry at 877-547-6978 list.