

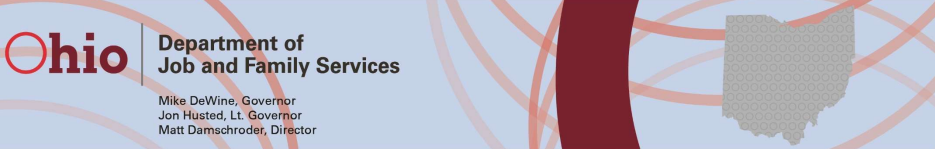
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Preparing For Step Up To Quality

Systems and Guides

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Exemptions For Step Up To Quality (SUTQ)

Effective March 16, 2023, the following child care providers are no longer required to participate in Step Up To Quality (SUTQ) to receive payment for PFCC services

- Type A and Type B Family Child Care providers
- ODJFS licensed child care centers and school age programs providing PFCC to less than 25% of the program's license capacity

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Focused Inspections For Continuous Rated Programs

- Can be conducted on or off-site for 1 & 2 star rated programs
- 1 & 2 stars- Your assigned Specialist will complete the inspection
- 3, 4 & 5 stars- An application unit specialist from the Columbus will complete the focused inspection off-site and may reach out to you with questions
- The following in the Ohio Professional Registry must be kept current
 - Administrator, Lead Teacher & Assistant Teacher Roles
 - Current schedules
 - Education Verified
 - Required training complete

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Full Inspections For 1 to 5-Star Ratings

- Must be conducted on-site
- For childcare centers inspections will be completed by your assigned specialist
- For family childcare centers (FCC)
 - 1 & 2-star inspections will be completed by your assigned county specialist
 - 3 to 5-star inspections will be completed by your ODJFS specialist
- The following in the Ohio Professional Registry must be kept current
 - Administrator, Lead Teacher & Assistant Teacher Roles
 - Current schedules
 - Education Verified
 - Required training complete

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Initial Registrations for Star Rating

Need to Meet the Following:

- Licensed by ODJFS
- Childcare Centers need to operate during traditional hours (Non-traditional hours are the hours between 7:00 p.m. and 6:00 a.m. on weekdays and between 12:00 a.m. Saturday through 6:00 a.m. Monday)
- Family Childcare programs can be open at any time
- Not have an active enforcement case
- Children are enrolled and attending the program
- Not have an accumulation of 24 moderate risk non-compliances (MRNC) and/or serious risk non-compliances (SRNC) (Rule 5101:2-12-03 – Appendix A)

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Ohio Professional Registry (OPR) For SUTQ

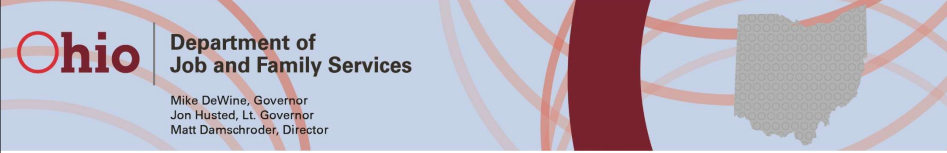
Every lead and assistant teacher, administrator and family child care owner needs to have a profile in the OPR.

- Education verification needs to be submitted to the OPR for all lead and assistant teachers, administrators and family child care owners
- Education and professional development (PD) need to be verified in the OPR. Only verified items will be considered for a rating.
- Staff roles, schedules and hire dates need to be accurate in the OPR
- Profiles need to be linked to the program within the OPR

Profiles need to be linked to the program within the OPR

Be reminded SUTQ requirements apply only to staff working in lead and assistant teacher roles, named administrators and family child care owners.

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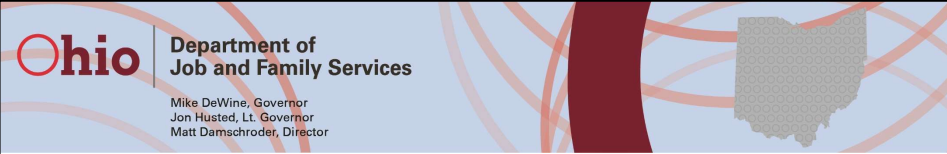
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OPR Dashboard Staff Scheduler

- OPR Dashboard Staff Scheduler- <https://youtu.be/JH7hKbE9lqI>

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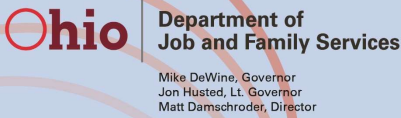
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Documentation needed for 1 to 5-Star Ratings

- Completed Program Self-Assessment (*must be dated*)
- Community Resource Information (*may be posted*)
- Transition Information provided to families (*into, within and out of program*)
- Family Childcare Centers need to provide families transition information for within and out of their program.
- Written Wage Structure (*centers only*)
- Professional Development Plans for Administrator(s)/FCC Program Owner, Lead and Assistant Teachers (*must be dated*)
- A currently dated activity plan available for each group (*must include teacher names, name of group, time frame and daily activities*)
- Early Learning Standards available in each infant, toddler and preschool classroom or at FCC home

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Additional Documentation needed for 2 to 5-Star Ratings

- Any Record Transfer Requests that have been completed, or a sample form used to obtain consent when needed, and the Records Transfer Written Policy
- Family Engagement Activity Documentation (*must be dated*)
- Sample Transition Activities
- Health and Child Development Information shared with families (*must be dated*)
- Staff Support(s) (*centers only*)
- Classroom Self-Assessments (*must be dated*)
- FCC Program Owner Core Knowledge & Competencies (*must be dated*)
- Continuous Improvement Plan unless uploaded with registration (*must be dated*)
- Formal Observations for all Lead & Assistant Teachers (*must be dated*)

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Additional Documentation needed for 3 to 5-Star Ratings

- Documentation of staff trained to complete developmental screenings
- Lead Teacher Action Plans for each classroom(*must be dated*)
- Family Education Event Documentation (*must be dated*)
- Health Screening and Referral Policy
- All Staff & Parent Surveys and/or documentation of input for CIP (*all surveys or a sample + summary of results, must be dated*)

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Additional Documentation needed for 4 to 5-Star Ratings

- Stakeholder or Community Partner Surveys (*all surveys or a sample + summary of results, must be dated*)
- Transition Policies & Procedures
- Community Partner Agreements (*must be dated*)
- Parent Volunteer Group information
- Family Engagement Model or Process

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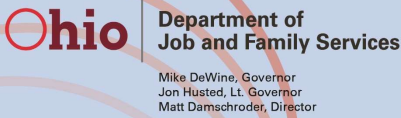


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Preparing Staff for 3 to 5-Star Ratings

- [OCOT](#)- have them review the OCOT (Ohio Classroom Observation tool) and have others observe them while using the OCOT
- Review Standards to make sure they are all being met
- Having a process to annually review classroom environment
- Practice having staff explain their lesson planning process, their assessment and screening process with the children in their group, and how they communicate these processes with parents

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Documentation Teachers need to bring to interviews for 3 to 5-Star ratings

- All documentation that supports the lesson planning process. This may include curriculum, age appropriate standards, children's assessment results and other items used while planning for children.
- Evidence to support on-going assessment practices. This may include information used to complete children's assessments.
- Formal assessments (for infants, toddlers, and preschoolers) and supporting documentation for informal assessments. *School Age requires only informal assessment documentation.
- Documentation of Individual Child Goals or Education Plans and evidence to demonstrate families contributed to the goals/plans.
- Individualized Transition Plans, if applicable.
- Developmental screenings and referrals, if applicable.

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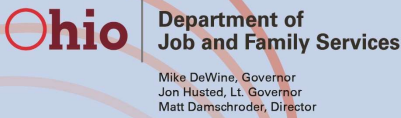


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Additional Documentation Teachers need to bring to interviews for 4 to 5-Star ratings

- Evidence that the following is explained to families:
 - The assessment process (*results to be shared with families*)
 - Assessment data collected
 - The screening process (*results are to be shared with families*)
 - How families review and contribute to their child's education plan

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JFS Prescribed and Sample Forms in the Standards


1-Star through 5-Star
JFS 01587 – Professional Development Plan for Step Up To Quality (SUTQ) [SAMPLE](#)

2-Star through 5-Star
JFS 01590 – Curriculum Standards Assessment Alignment Tool: Infants, Toddlers and Preschoolers for Step Up To Quality (SUTQ) **PRESCRIBED**
JFS 01509 – Continuous Improvement Plan (CIP) for Step Up To Quality (SUTQ) **PRESCRIBED**
JFS 01521 – Teacher Observation for Step Up To Quality (SUTQ) [SAMPLE](#)

3-Star through 5-Star
JFS 01373 – Transition Plan for Three to Five Stars for Step Up To Quality (SUTQ) [SAMPLE](#)
JFS 01378 – Developmental Screening Referral Process for Three to Five Star Rating for Step Up To Quality (SUTQ) [SAMPLE](#)
JFS 01514 – Developmental and Educational Goals for Step Up To Quality (SUTQ) [SAMPLE](#)
JFS 01518 – Classroom Self-Assessment Action Plan for Step Up To Quality (SUTQ) [SAMPLE](#)

4-Star & 5-Star
JFS 01381 – Program Transition Policies for Four to Five Star Ratings for Step Up To Quality (SUTQ) [SAMPLE](#)

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JFS Sample Technical Assistance Forms

1-Star through 5-Star
JFS 01513 – Activity Plan for SUTQ
JFS 01363 – Written Transition Information for One to Five Star Ratings for Step Up To Quality

2-Star through 5-Star
JFS 01368 – Sample Transition Activities for 2-5 Stars
JFS 01369 – Records Transfer Policy/Request 2-5
JFS 01507 – Curriculum Selection Process for Two to Five Star Rated Programs for SUTQ (SUTQ)

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JFS Sample Technical Assistance Forms


3-Star through 5-Star

JFS 01379 – Health Screening Process for 3-5 Stars
 JFS 01517 – Developmental Screening Child Summary for SUTQ
 JFS 01519 – Child Assessment Process for SUTQ
 JFS 01592 – Individual Child Plan for Step Up To Quality

4-Star & 5-Star

JFS 01382 – Parent Volunteer Group for 4/5 Stars
 JFS 01515 – Community Partners Agreement for SUTQ
 JFS 01588 – Process to Use Child Assessment Results for SUTQ

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Preparing For the On-Site Visit

Focused and full inspections can occur at any time during the fiscal year (July 1st through June 30th)
 Documentation organization is critical for a successful on-site visit.
 Suggested systems for organizing:

- Evidence Binders
- File Box
- Classroom Portfolios for Child Records
- By classroom
- By document type
- Alphabetically
- By Standards

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SUTQ Reduction & Removal Guidelines

- Centers-
 - [Centers-Moderate & Serious Risks- 2-12-03APXA](#)
 - [Rating Reduction & Removal Guidelines](#)
- Family Child Care (FCC)-
 - [FCC-Moderate & Serious Risks- 2-13-03APXA](#)
 - [Rating Reduction & Removal Guidelines](#)

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SUTQ Resources

- [Bold Beginnings Website](#)
- [ODJFS SUTQ link](#)
- OCCRRA/OPR resources-
 - [Career Pathways Level Model Guidance](#)
 - [How many PD hours Flowchart](#)
 - [PD plan User Guide](#)

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Thank You For Attending

Remember to breath and remind your staff to breath
when your Licensing Specialist arrives for your SUTQ
on-site visit. 😊