



## OCLOS Portal – Submit Step Up To Quality (SUTQ) Annual Report

### Description:

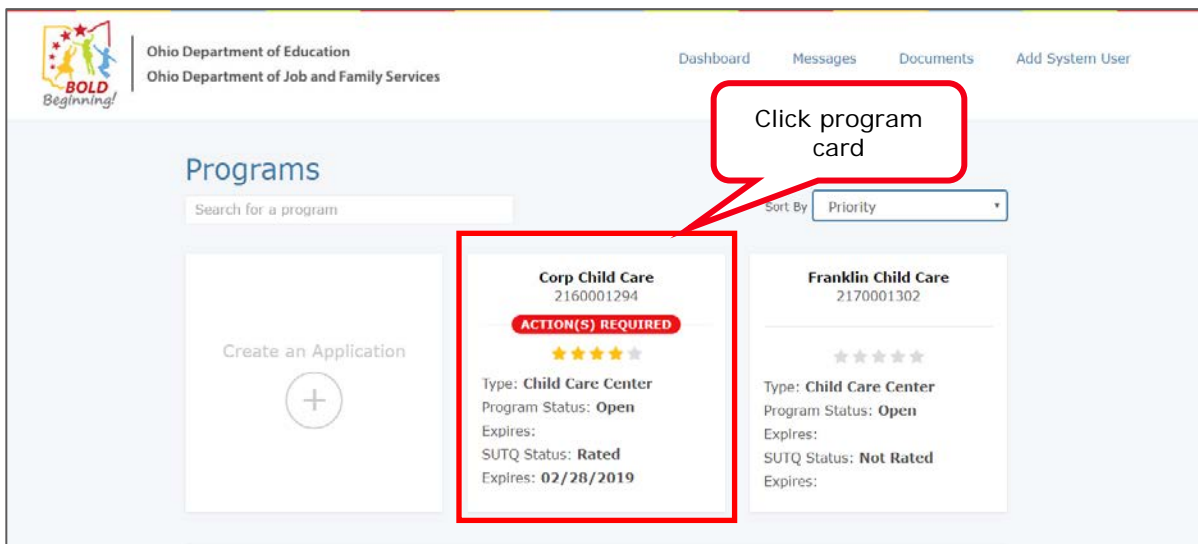
This Job Aid describes the process of submitting an Annual Report for Step Up To Quality (SUTQ) on the OCLOS Portal.

### Related Job Aid(s):

- OCLOS Portal – Account Management

### Step 1: Select the Program

- Log in to the OCLOS Portal
  - For information on OCLOS Portal log in refer to the OCLOS Portal – Account Management Job Aid
- Click anywhere in the program card





## Step 2: Click Manage SUTQ

Click **Manage SUTQ**

Ohio Department of Education  
Ohio Department of Job and Family Services

Dashboard Messages Documents Add System User

### Corp Child Care

Program Number: 2160001294

**ACTION(S) REQUIRED**

- You have a renewal or annual report due soon on your SUTQ program.
- Corrective Action Plan is either not submitted or it's returned for revision.

**License**

Corp Child Care  
123 Main  
Columbus, OH  
43214

Status: **Licensed** Expires:

**Manage Programs**

**Step Up To Quality Summary**

**step up to quality**

Status: **Rated** Expires: 02/28/19

**Manage SUTQ**

Click **Manage SUTQ**

## Step 3: Start Annual Report

Click **Start Annual Report**

Ohio Department of Education  
Ohio Department of Job and Family Services

Dashboard Messages Documents Add System User

### Corp Child Care

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Corp Child Care  
123 Main  
Columbus, OH  
43214

Status: **Licensed** Expires:

**Manage Programs**

**Start Ongoing Registration**

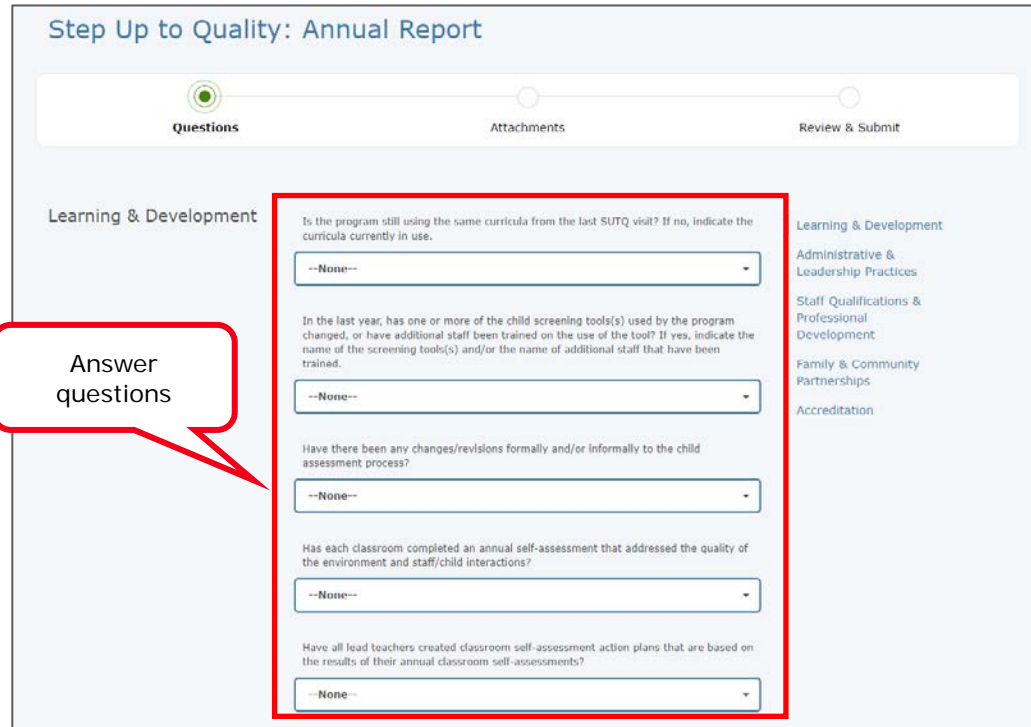
**Start Annual Report**

Click **Start Annual Report**

## Step 4: Answer Learning & Development Questions

Answer questions in the **Learning & Development** section

*Note: Answers to some questions may require you to enter additional information. If these additional questions are displayed, enter the appropriate information or check all of the applicable checkboxes.*



**Step Up to Quality: Annual Report**

Questions Attachments Review & Submit

**Learning & Development**

Is the program still using the same curricula from the last SUTQ visit? If no, indicate the curricula currently in use.

--None--

In the last year, has one or more of the child screening tool(s) used by the program changed, or have additional staff been trained on the use of the tool? If yes, indicate the name of the screening tool(s) and/or the name of additional staff that have been trained.

--None--

Have there been any changes/visions formally and/or informally to the child assessment process?

--None--

Has each classroom completed an annual self-assessment that addressed the quality of the environment and staff/child interactions?

--None--

Have all lead teachers created classroom self-assessment action plans that are based on the results of their annual classroom self-assessments?

--None--

**Learning & Development**

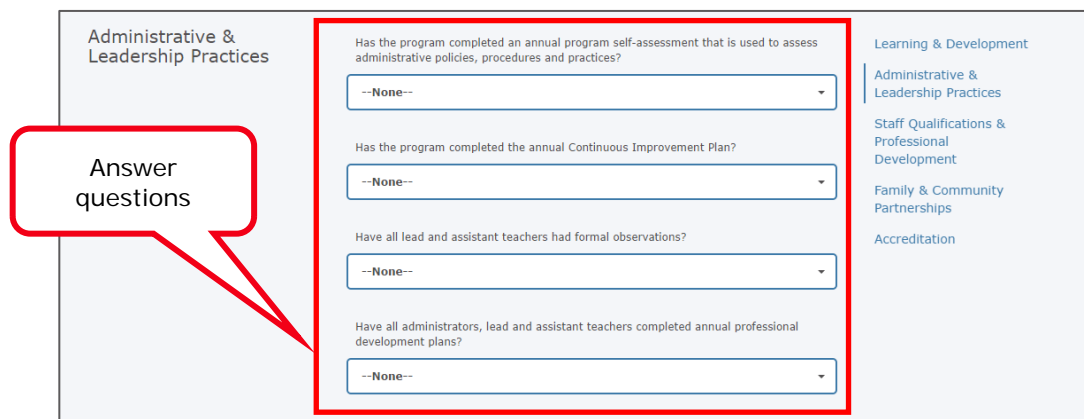
- Administrative & Leadership Practices
- Staff Qualifications & Professional Development
- Family & Community Partnerships
- Accreditation

**Answer questions**

## Step 5: Answer Administrative & Leadership Practices Questions

Continue to the **Administrative & Leadership Practices** section and answer the questions

*Note: Answers to some questions may require you to enter additional information. If these additional questions are displayed, enter the appropriate information or check all of the applicable checkboxes.*



**Administrative & Leadership Practices**

Has the program completed an annual program self-assessment that is used to assess administrative policies, procedures and practices?

--None--

Has the program completed the annual Continuous Improvement Plan?

--None--

Have all lead and assistant teachers had formal observations?

--None--

Have all administrators, lead and assistant teachers completed annual professional development plans?

--None--

**Learning & Development**

- Administrative & Leadership Practices
- Staff Qualifications & Professional Development
- Family & Community Partnerships
- Accreditation

**Answer questions**



## Step 6: Answer Additional Questions

Continue to the **Staff Qualifications & Professional Development** and **Family & Community Partners** sections and answer the questions

*Note: Answers to some questions may require you to enter additional information. If these additional questions are displayed, enter the appropriate information or check all of the applicable checkboxes.*

Staff Qualifications & Professional Development

Have there been any changes to staff in the administrator positions in the last year?  
--None--

Have there been any changes to staff in the lead teacher positions in the last year?  
--None--

Have there been any changes to staff in the assistant teacher positions in the last year?  
--None--

Are you an ODE licensed provider? Selecting YES to this question will allow you to upload documentation of professional development hours completed.  
--None--

Has the program offered a family engagement activity in the last year?  
--None--

Family & Community Partnerships

Learning & Development  
Administrative & Leadership Practices  
Staff Qualifications & Professional Development  
Family & Community Partnerships  
Accreditation

## Step 7: Answer Remaining Question

Continue to the **Accreditation** section and answer the question

*Note: This section will only appear for programs submitting a registration for 4 or 5 stars. Programs submitting a registration for 1, 2, or 3 stars should proceed to the next step.*

Family & Community Partnerships

Has the program offered a family engagement activity in the last year?  
--None--

Accreditation

Did the program achieve extra points for being accredited by an approved organization?  
--None--

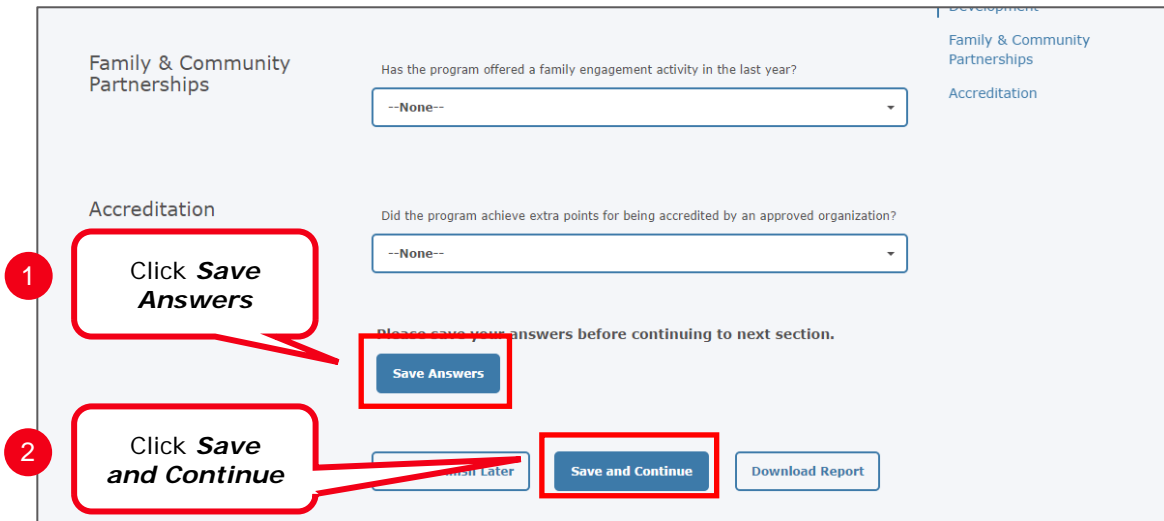
Please save your answers before continuing to next section.

Save Answers

Save & Finish Later Save and Continue Download Report

## Step 8: Save Answers

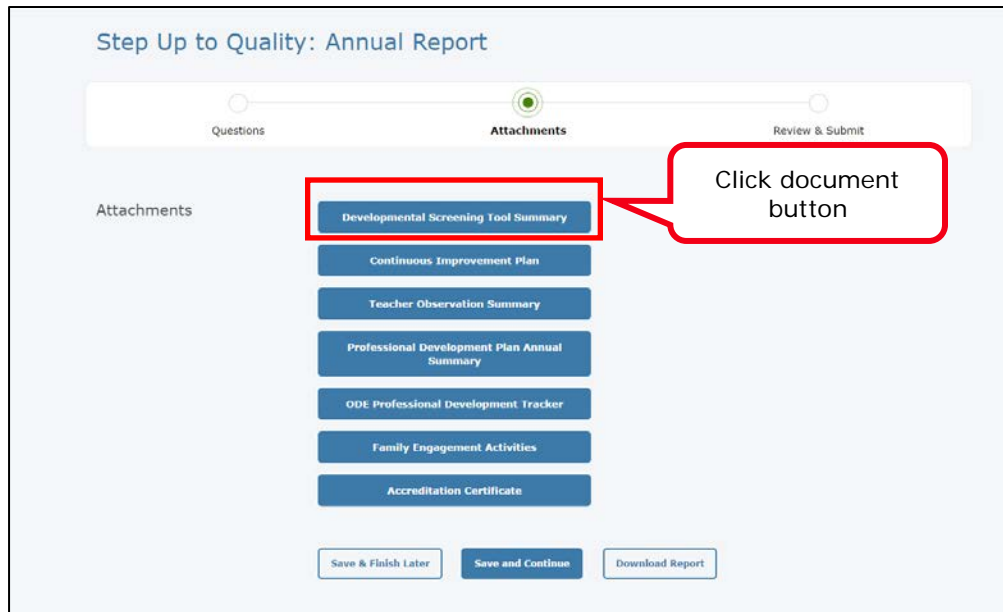
- 1) Click **Save Answers**
- 2) Click **Save and Continue**



The screenshot shows a form titled 'Family & Community Partnerships' with two dropdown menus. The first dropdown is labeled 'Has the program offered a family engagement activity in the last year?' and the second is 'Did the program achieve extra points for being accredited by an approved organization?'. Both dropdowns are set to '--None--'. A red callout box with the number '1' points to the 'Save Answers' button. Another red callout box with the number '2' points to the 'Save and Continue' button. A message in the center of the form reads: 'Please save your answers before continuing to next section.'

## Step 9: Attach Required Documents

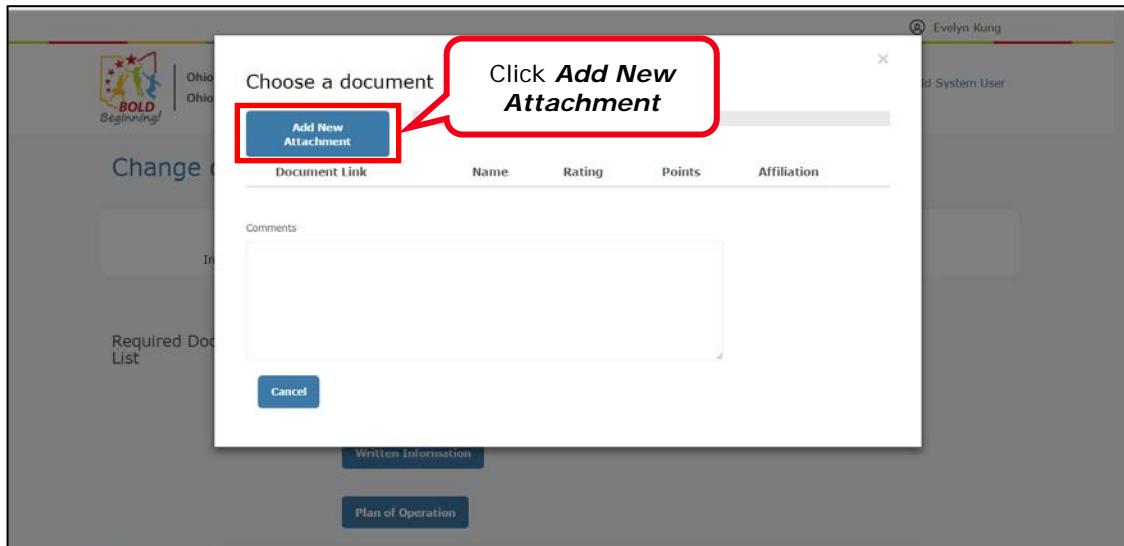
Click on the first document button



The screenshot shows the 'Step Up to Quality: Annual Report' interface. At the top, there is a progress bar with three stages: 'Questions', 'Attachments', and 'Review & Submit'. The 'Attachments' stage is currently active. Below the progress bar, there is a list of document buttons: 'Developmental Screening Tool Summary', 'Continuous Improvement Plan', 'Teacher Observation Summary', 'Professional Development Plan Annual Summary', 'ODE Professional Development Tracker', 'Family Engagement Activities', and 'Accreditation Certificate'. A red callout box with the text 'Click document button' points to the 'Developmental Screening Tool Summary' button. At the bottom of the page, there are three buttons: 'Save & Finish Later', 'Save and Continue', and 'Download Report'.

## Step 10: Add New Attachment

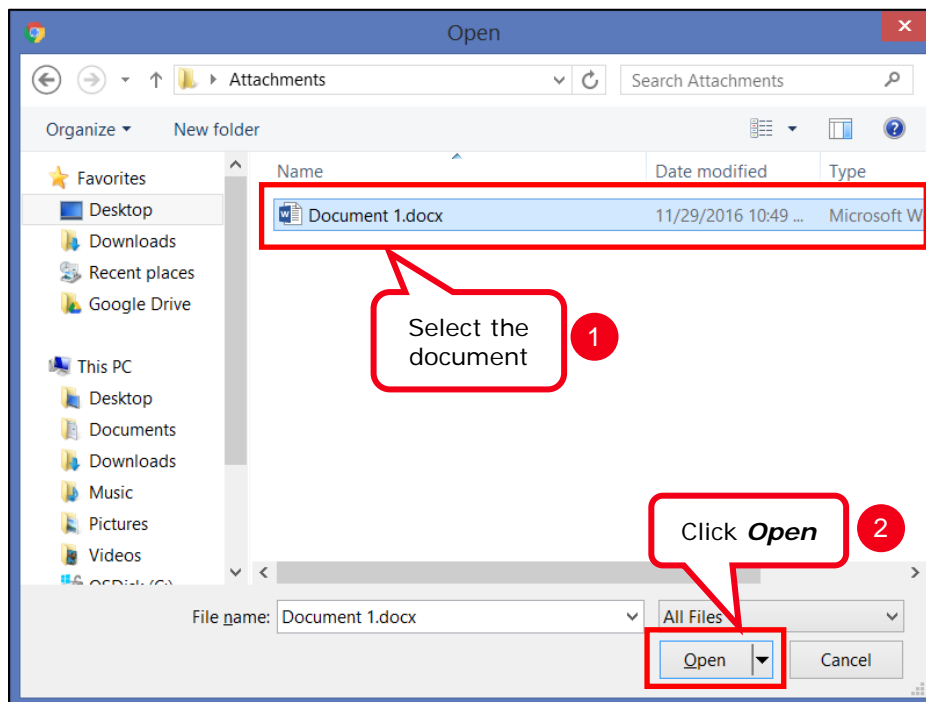
Click **Add New Attachment**



## Step 11: Choose the Document

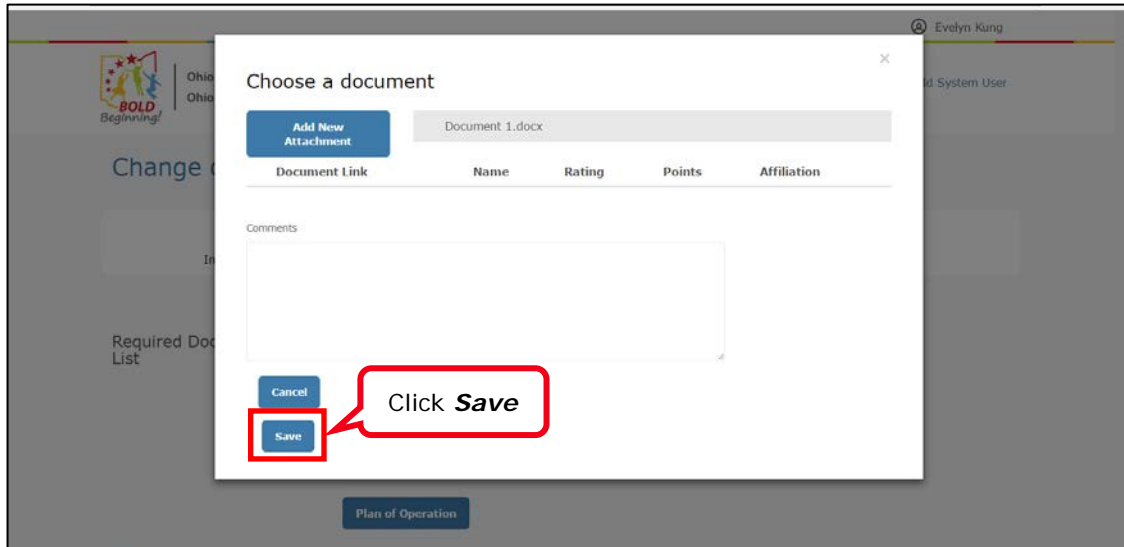
- 1) Select the document to attach
- 2) Click **Open**

*Note: The view of this step will vary depending on the internet browser you are using.*



## Step 12: Save the Document

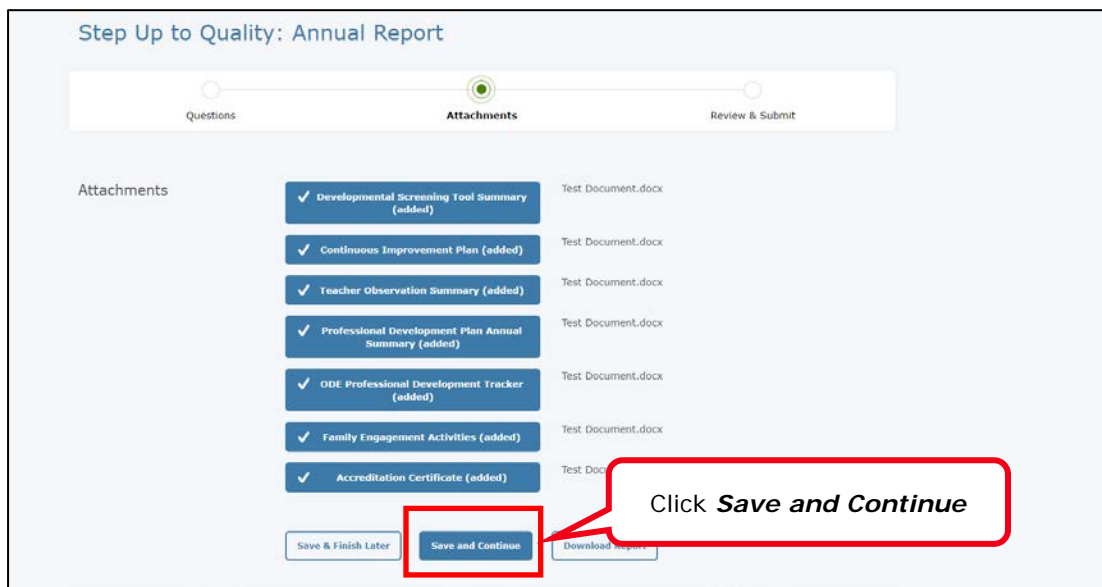
Click **Save**



## Step 13: Attach Other Required Documents

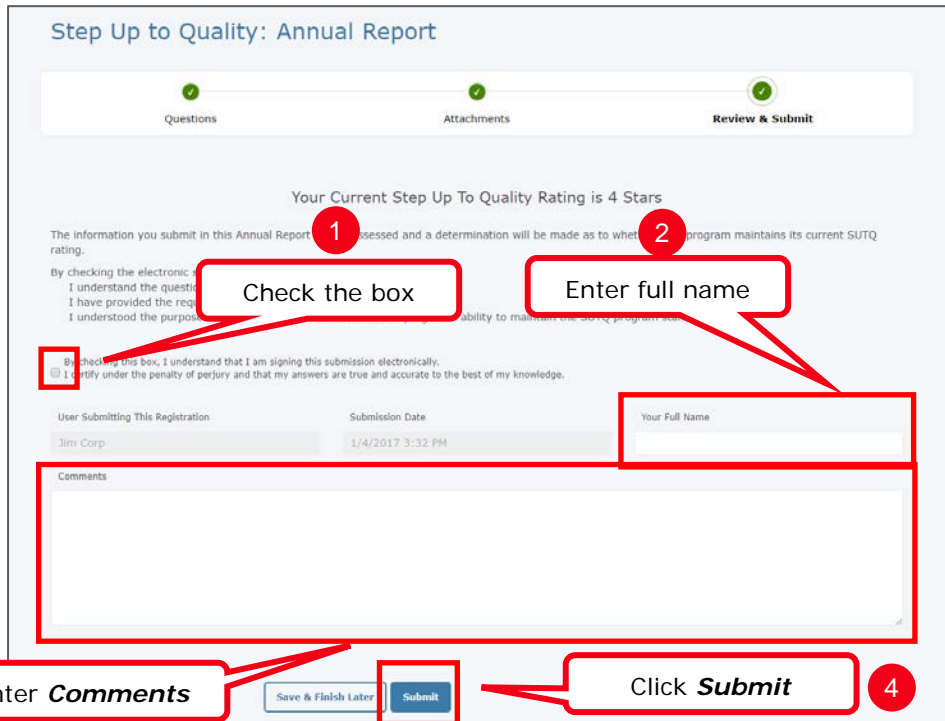
- 1) Repeat Steps 9 to 12 for all required documents
- 2) After all required documents are attached, then click **Save and Continue**

*Note: When a document is attached, the document name displays to the right of the document button.*



## Step 14: Submit Annual Report

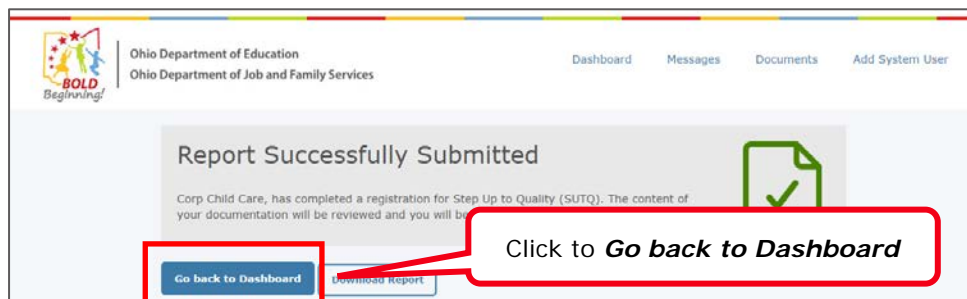
- 1) Check the box if you agree to the statement
- 2) Enter your full name
- 3) Enter any applicable **Comments**
- 4) Click **Submit**



The screenshot shows the 'Step Up to Quality: Annual Report' form. At the top, there are three progress indicators: 'Questions' (checked), 'Attachments' (checked), and 'Review & Submit' (checked). Below this, it states 'Your Current Step Up To Quality Rating is 4 Stars'. The main text reads: 'The information you submit in this Annual Report will be assessed and a determination will be made as to whether your program maintains its current SUTQ rating.' There are two callouts: '1' pointing to the word 'assessed' and '2' pointing to the word 'determination'. Below this is a paragraph of text with a checkbox. Callout '3' points to the checkbox, and callout '4' points to the 'Submit' button. There are also callouts for 'Check the box' pointing to the checkbox, 'Enter full name' pointing to the 'Your Full Name' input field, and 'Enter Comments' pointing to the 'Comments' text area. The 'Submit' button is highlighted with a red box and callout '4'. The 'Save & Finish Later' button is also visible.

## Step 15: Return to Dashboard

Click **Go back to Dashboard**



The screenshot shows the 'Report Successfully Submitted' confirmation page. The header includes the Ohio Department of Education and Job and Family Services logos, and navigation links for 'Dashboard', 'Messages', 'Documents', and 'Add System User'. The main message states: 'Corp Child Care, has completed a registration for Step Up to Quality (SUTQ). The content of your documentation will be reviewed and you will be notified.' There is a green checkmark icon. At the bottom, there are two buttons: 'Go back to Dashboard' and 'Download Report'. A red callout box points to the 'Go back to Dashboard' button with the text 'Click to Go back to Dashboard'.

The process of submitting an Annual Report for Step Up To Quality (SUTQ) is complete.