

OCLQS Portal – Step Up To Quality (SUTQ) Ongoing Registration

Description:

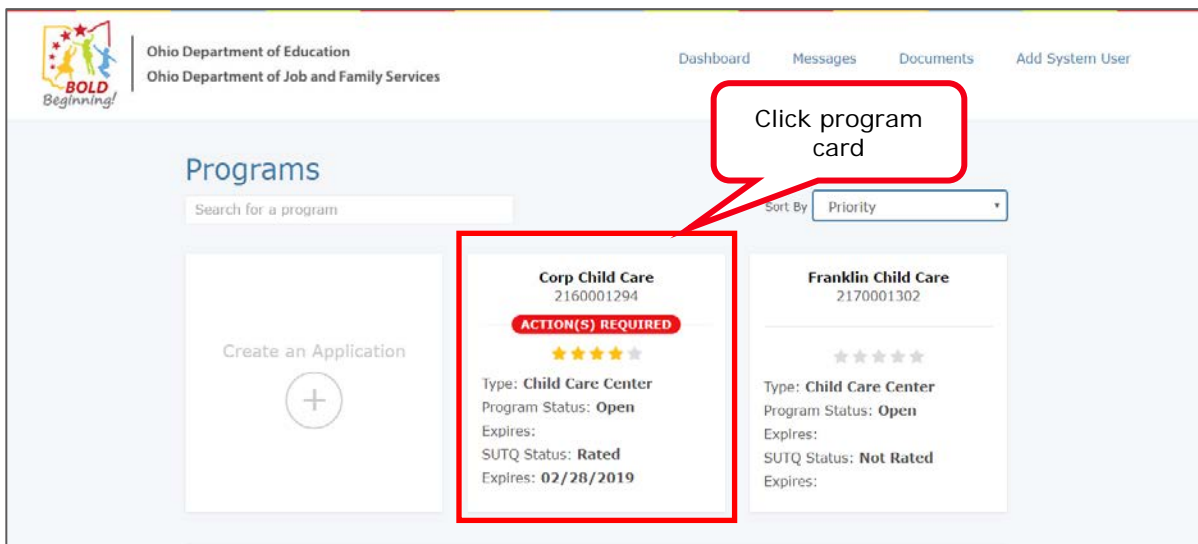
This Job Aid describes the process of submitting an Ongoing Registration for Step Up To Quality (SUTQ) on the OCLQS Portal.

Related Job Aid(s):

- OCLQS Portal – Account Management

Step 1: Select the Program

- Log in to the OCLQS Portal
 - For information on OCLQS Portal log in refer to the OCLQS 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

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

[Manage SUTQ](#)

Click **Manage SUTQ**

Step 3: Start Ongoing Registration

Click **Start Ongoing Registration**

Ohio Department of Education
Ohio Department of Job and Family Services

Dashboard Messages Documents Add System User

Corp Child Care

Program Number: 2160001294

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[Manage Programs](#)

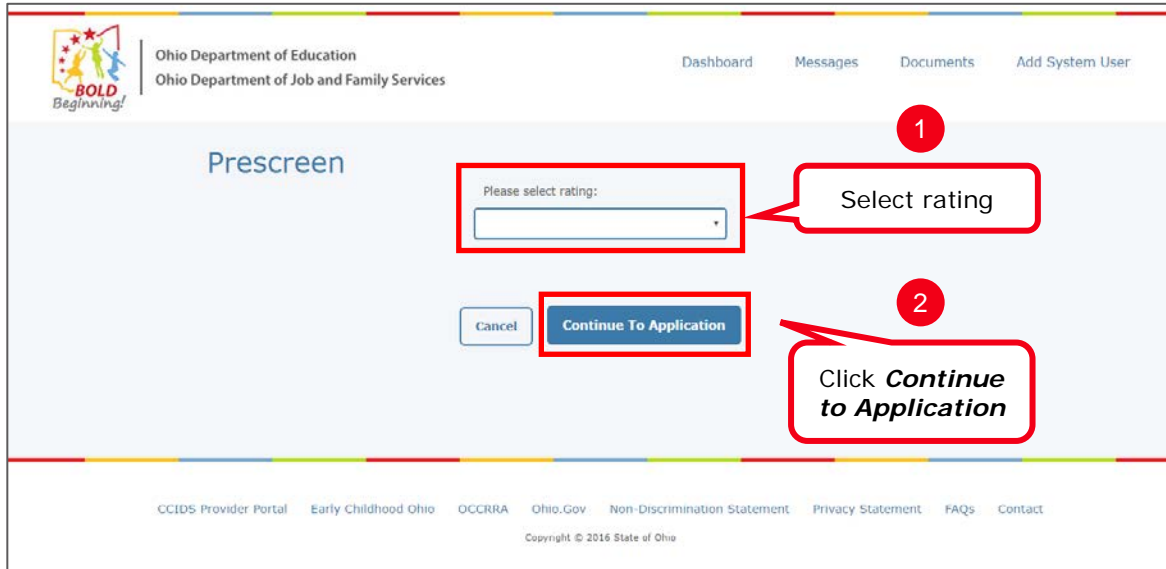
[Start Ongoing Registration](#)

[Start Annual Report](#)

Click **Start Ongoing Registration**

Step 4: Select Rating

- 1) Click the Drop Down Arrow to select the rating you would like to register for
- 2) Click ***Continue to Application***



The screenshot shows the "Prescreen" form in the OCLQS Portal. The form includes a header with the Ohio Department of Education and Job and Family Services logos, navigation links (Dashboard, Messages, Documents, Add System User), and a "Please select rating:" dropdown menu. Below the dropdown are "Cancel" and "Continue To Application" buttons. Red callouts with numbers 1 and 2 point to the dropdown menu and the "Continue To Application" button, respectively. The footer contains links to various portals and a copyright notice for 2016 State of Ohio.



Step 5: 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: Registration

Questions Attachments Review & Submit

Learning & Development

Select the answer below that best describes your program's use of a self-assessment tool.

--None--

Select the answer below that best describes your program's current use of child screening and assessment tool(s). (School age only programs: MUST select answer E below in order to obtain a star rating. Click on "Additional Required Information" link, select "other" and enter NA.)

--None--

Program assesses the children using formal and informal methods to inform instruction and results are shared with families.

--None--

Select the answer below that best identifies your program's progress in utilizing a written research-based, aligned, comprehensive curriculum that is developmentally appropriate for all age groups served.

--None--

Select the answer that best describes your program's use of a daily activity plan.

--None--

Teachers plan intentional and purposeful activities and experiences for all hours of instructional time, that meets the needs, interests, and abilities of children across all domains.

--None--

Teacher supports children's active engagement through opportunities for exploration and learning.

--None--

Ongoing child assessment results are used to make, adjust and refine instructional decisions and evaluate child progress.

--None--

Families are provided with multiple opportunities to understand the assessment process used and data collected, review and contribute to child's education plan, and share information on their child's progress toward learning goals.

--None--

Lead teacher documents progress on action steps created as a result of the annual classroom self-assessment, and readjusts goals as needed.

--None--

Administrative & Leadership Practices

Indicate which statement below most accurately describes the current professional development planning at your program.

--None--

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

Answer questions



Step 6: 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

Indicate which statement below most accurately describes the current professional development planning at your program.

--None--

Indicate which statement below most accurately describes the program's current use of a program self-assessment.

--None--

Does your program have a written wage structure used to determine staff compensation?

--None--

Select all of the benefits your program currently offers.

--None--

The program's annual continuous improvement plan includes strategies to engage community partners to support child and family outcomes.

--None--

The program conducts an annual survey with families and/or community partners to review accomplishments of the program's goals.

--None--

The results of the formal observations of lead and assistant teachers are used to inform the program's annual continuous improvement plan.

--None--

The results of the annual classroom assessments are used to inform individual professional development plans.

--None--

All lead and assistant teachers have two formal classroom observations completed annually.

--None--

Staff Qualifications & Professional Development

Indicate the number of individuals who are designated as administrators on your program's license.

Learning & Development

Administrative & Leadership Practices

Staff Qualifications & Professional Development

Family & Community Partnerships

Accreditation

Ratio & Group Size

Answer questions



Step 7: Answer Qualifications & Professional Development Questions

Continue to the **Staff Qualifications & Professional Development** 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.

Staff Qualifications & Professional Development

Indicate the number of individuals who are designated as administrators on your program's license.

Indicate the highest level of education or Career Pathway Level that is true of all Administrators named on the program's license.

--None--

Indicate the number of staff who are designated as lead teachers in your program.

Select the answer below that best describes the education qualification of the individuals designated as lead teachers.

--None--

Do all of the groups have at least one lead teacher that meets the 3 1/2 hour (or the entire time a program is open is less than 3 1/2 hours) minimum instruction daily, and is not shared by more than two regularly assigned lead, co-lead or assistant teachers?

--None--

Are any of your staff using early childhood college coursework to meet the specialized training requirement?

--None--

Select the answer that best describes the current level of professional development that all administrators, lead and assistant teachers have obtained.

--None--

Indicate the highest level of education or Career Pathway level that is true of all Administrators named on the program's license.

--None--

Select the answer below that best describes the education qualification of the individuals designated as lead teachers.

--None--

Select the answer below that best describes the education qualification of the individuals designated as assistant teachers. This item applies only to groups that need an assistant teacher to maintain staff/child ratio.

--None--

Indicate the number of individuals who are designated as assistant teachers in your program.

Family & Community Partnerships

Indicate which statement below most accurately describes the program's current transition process.

--None--

Learning & Development

Administrative & Leadership Practices

Staff Qualifications & Professional Development

Family & Community Partnerships

Accreditation

Ratio & Group Size

Answer questions

Step 8: Answer Family & Community Partners Questions

Continue to the **Family & Community Partnerships** 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.

Family & Community Partnerships

Answer questions

Indicate which statement below most accurately describes the program's current transition process.

--None--

At the written request of the family, does the program transfer children's records to a new setting?

--None--

Select all of the statements below which describes the way your program engages and communicates with families.

- A. Program provides families information regarding resources and community services.
- B. Program obtains information from families about their structure and routines that is important to the child's development.
- C. Program offers at least one opportunity annually for families to engage in activities.
- D. Program communicates with families using different modes of communication, and at least one mode promotes two-way communication.
- E. Program provides families information on topics addressing health and child development annually.
- F. Programs and parents create annual written, developmental and/or education goals for children.
- G. Program has written policies and procedures to ensure that children have received comprehensive health screenings and /or that families have been provided information on the importance of health screenings and resources available to obtain them. The policies include a referral process to community resources for those children who have not received a health screening.
- H. Program organizes at least one educational training, workshop or event to support families' engagement in children's learning and development annually for each age group served.
- I. None of the above.

Program has written transition policies and procedures that include strategies for supporting transitions into and out of the program for both children and families.

--None--

Program has written documentation of formal and/or informal agreements with community partners and other family serving agencies, programs, and entities.

--None--

Program uses a formal model or process to enhance family engagement strategies.

--None--

Program has an organized and active parent volunteer group.

--None--

Accreditation

Is your program currently accredited by an approved accrediting body?

--None--

Learning & Development

Administrative & Leadership Practices

Staff Qualifications & Professional Development

Family & Community Partnerships

Accreditation

Ratio & Group Size



Step 9: Answer Remaining Questions

Continue to the **Accreditation** and **Ratio & Group Size** sections and answer the questions

Note: These sections 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.

Accreditation

Ratio & Group Size

Answer questions

Is your program currently accredited by an approved accrediting body?

--None--

Indicate the lowest staff/child ratio maintained for all of your infant groups. If your program serves mixed age groups, indicate the ratio below based on the age of the youngest child in the group.

--None--

Indicate the lowest staff/child ratio maintained for all of your toddler groups served at your program. If your program only serves one of the following age groups, indicate the ratio maintained for that group. If your program serves mixed age groups, indicate the ratio below based on the age of the youngest child in the group.

--None--

Indicate the lowest staff/child ratio maintained for all of your preschool groups served at your program. If your program only serves one of the following age groups, indicate the ratio maintained for that group. If your program serves mixed age groups, indicate the ratio below based on the age of the youngest child in the group.

--None--

Indicate the lowest staff child ratio maintained for all of the school age groups served at your program.

--None--

Please save your answers before continuing to next section.

Save Answers

Save & Finish Later Save and Continue Download Report

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

Step 10: Save Answers

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

*Note: The **Save Answers** button must be clicked in order for the information to be saved.*



Indicate the lowest staff/child ratio maintained for all of your toddler groups served at your program. If your program only serves one of the following age groups, indicate the ratio maintained for that group. If your program serves mixed age groups, indicate the ratio below based on the age of the youngest child in the group.

--None--

Indicate the lowest staff/child ratio maintained for all of your preschool groups served at your program. If your program only serves one of the following age groups, indicate the ratio maintained for that group. If your program serves mixed age groups, indicate the ratio below based on the age of the youngest child in the group.

--None--

Indicate the lowest staff/child ratio maintained for all of the school age groups served at your program.

--None--

Please save your answers before continuing to next section.

Save Answers

Save and Continue Download Report

CCIDS Provider Portal Early Childhood Ohio OCCRRA Ohio.Gov Non-Discrimination Statement Privacy Statement FAQs Contact

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1
Click **Save Answers**

2
Click **Save and Continue**



Step 11: Attach Required Documents

Click on the first document button

Step Up to Quality: Registration

Questions Attachments Review & Submit

Attachments:

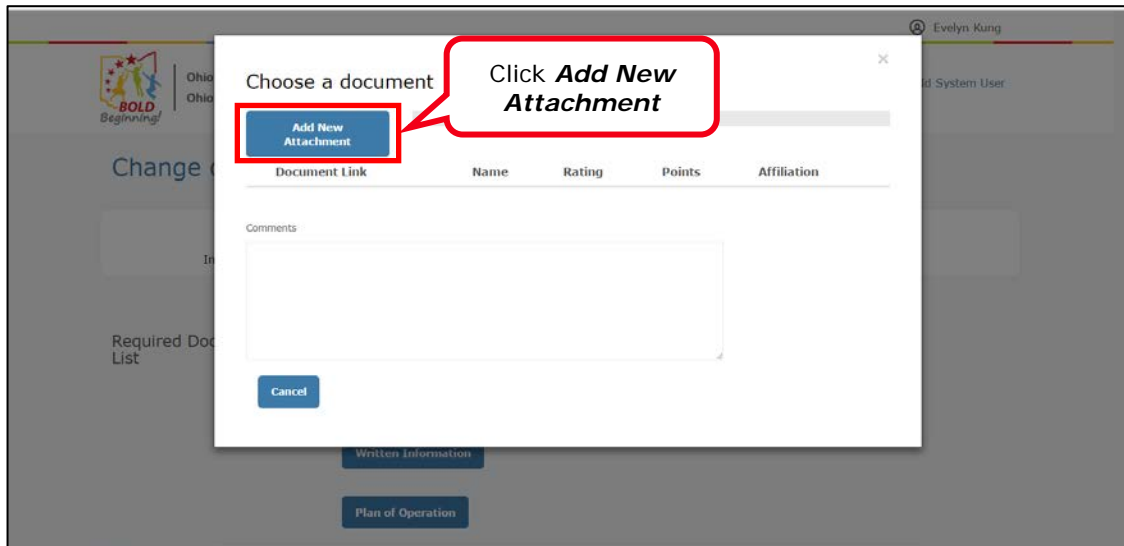
- Developmental Screening Referral Process
- Child Assessment Process
- Curriculum Assessment Alignment Tool
- Process to Use Child Assessment Results
- Centers - Description of PD Planning Process
- Centers - Continuous Improvement Plan
- Written Wage Schedule
- Description of Supports
- Continuous Improvement Plan
- Annual Survey Process and Questions
- Transition Information
- Sample Transition Activities
- Transition Meeting Process
- Records Transfer Policy
- Community Resources Information
- Health and Child Development Information
- Family Engagement Activities
- Family Education Information
- Health Screening Process
- Health Referral Process
- Program Transition Policies
- Community Partner Agreements
- Family Engagement Model
- Parent Group Information
- Accreditation Certificate

Save & Finish Later Save and Continue Download Report

Click document button

Step 12: Add New Attachment

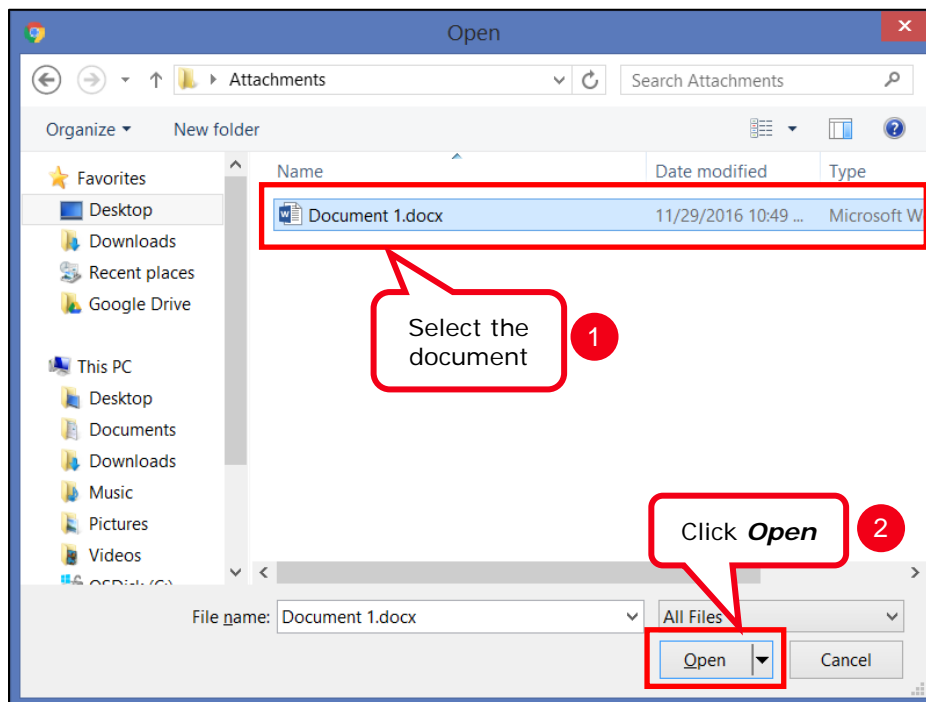
Click **Add New Attachment**



Step 13: Choose the Document

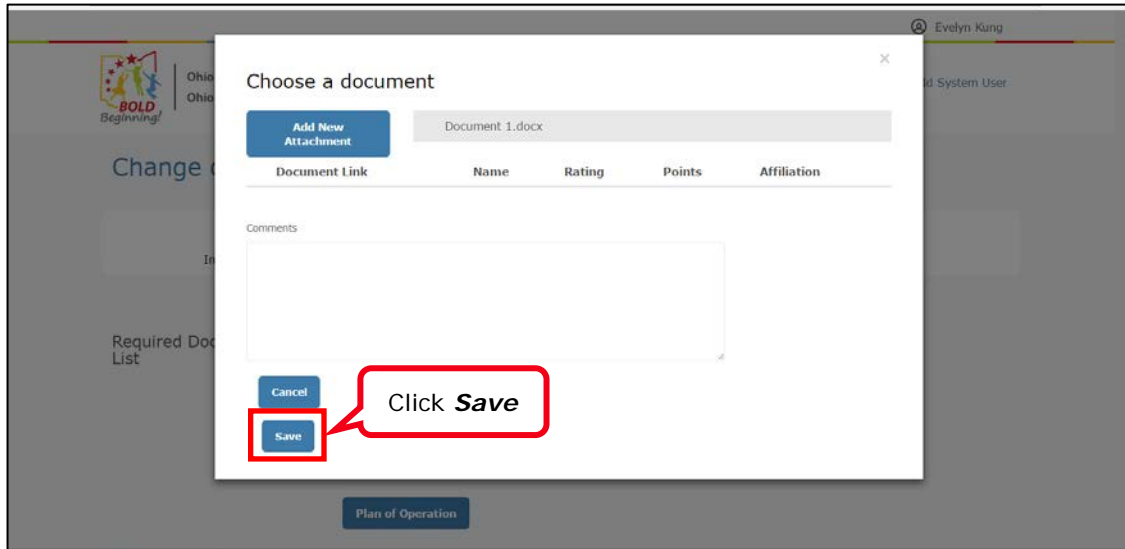
- 1) Select the document to attach
- 2) Click **Open**

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



Step 14: Save the Document

Click **Save**



Choose a document

Document 1.docx

Document Link	Name	Rating	Points	Affiliation
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Comments

Click **Save**



Step 15: Attach Other Required Documents

1) Repeat Steps 11 to 14 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 Up to Quality: Registration

Questions Attachments Review & Submit

Attachments

✓ Developmental Screening Referral Process (added)	Test Document.docx
✓ Child Assessment Process (added)	Test Document.docx
✓ Curriculum Assessment Alignment Tool (added)	Test Document.docx
✓ Process to Use Child Assessment Results (added)	Test Document.docx
✓ Centers - Description of PD Planning Process (added)	Test Document.docx
✓ Centers - Continuous Improvement Plan (added)	Test Document.docx
✓ Written Wage Schedule (added)	Test Document.docx
✓ Description of Supports (added)	Test Document.docx
✓ Continuous Improvement Plan (added)	Test Document.docx
✓ Annual Survey Process and Questions (added)	Test Document.docx
✓ Transition Information (added)	Test Document.docx
✓ Sample Transition Activities (added)	Test Document.docx
✓ Transition Meeting Process (added)	Test Document.docx
✓ Records Transfer Policy (added)	Test Document.docx
✓ Community Resource Information (added)	Test Document.docx
✓ Health and Child Development Information (added)	Test Document.docx
✓ Family Engagement Activities (added)	Test Document.docx
✓ Family Education Information (added)	Test Document.docx
✓ Health Screening Process (added)	Test Document.docx
✓ Health Referral Process (added)	Test Document.docx
✓ Program Transition Policies (added)	Test Document.docx
✓ Community Partner Agreements (added)	Test Document.docx
✓ Family Engagement Model (added)	Test Document.docx
✓ Parent Group Information (added)	Test Document.docx
✓ Accreditation Certificate (added)	Test Document.docx

Save & Finish Later Save and Continue Done

Click **Save and Continue**



Step 16: Confirm Your Desired Rating

Click the Drop Down Arrow to **Confirm Your Desired Rating**

Step Up to Quality: Registration

Progress: Questions (✓) | Attachments (✓) | Review & Submit (✓)

Estimated Star Rating

Rating Applied For: ★★★★★
Base Star Rating (0-3): ★★★
Additional Points: 79
Overall Estimated Star Rating: ★★★★★

1-5 Star Rating Calculation

Domain	Base Star Rating	Additional Points
Learning & Development	★★★★	21
Administrative & Leadership Practices	★★★★	18
Staff Qualifications & Professional Development	★★★★	17
Family & Community Partnerships	★★★★	8
Accreditation	★★★	5
Ratio & Group Size	★★★	10

Verify Submit

Rating Applied For: ★★★★★
Overall Estimated Star Rating: ★★★★★

Confirm Your Desired Rating:

Click to *Confirm Your Desired Rating*

By checking this box, I agree to the stated information.

User Submitting This Registration: Jim Corp. | Submission Date (MM/DD/YYYY): 1/3/2017 2:03 PM | Your Full Name:

Comments:

Step 17: Submit Registration

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

1-5 Star Rating Calculation

Domain	Base Star Rating	Additional Points
Learning & Development	★★★★	21
Administrative & Leadership Practices	★★★★	18
Staff Qualifications & Professional Development	★★★★	17
Family & Community Partnerships	★★★★	8
Accreditation	★★★	5
Ratio & Group Size	★★★	10

Verify Submit

The Overall Estimated Star Rating listed is based on your answers to the registration items and your submitted documents. This estimate will be used to determine if your program is eligible for the next step in the rating process. A rating will not be determined from the submission. You will be notified by email of the next steps in the rating process.

Rating Applied For: ★★★★★

Overall Estimated Star Rating: ★★★★★

Confirm Your Desired Rating: ★★★★★

A program may only be awarded a two-star rating once every four years from the end of the two-star rating period. Additionally, if a program cannot be awarded a star rating at the conclusion of the desk review or the verification visit, the program must wait six months before reapplying for a star rating. If a program is awarded a two-star rating between one hundred and one hundred and eighty days after the two-star rating effective date. If a program is awarded a one-star rating, it shall score thirty-five to thirty-nine points. For an ODE licensed preschool or licensed school child program, it shall score thirty-five to thirty-nine points. For an ODE licensed preschool or licensed school child care center or an ODE licensed preschool or licensed school child care provider to achieve a four-star rating, it shall score forty-six to sixty-four points.

Checking this box, I agree to the stated information.

User Submitting This Registration:

Submission Date (MM/DD/YYYY):

Your Full Name:

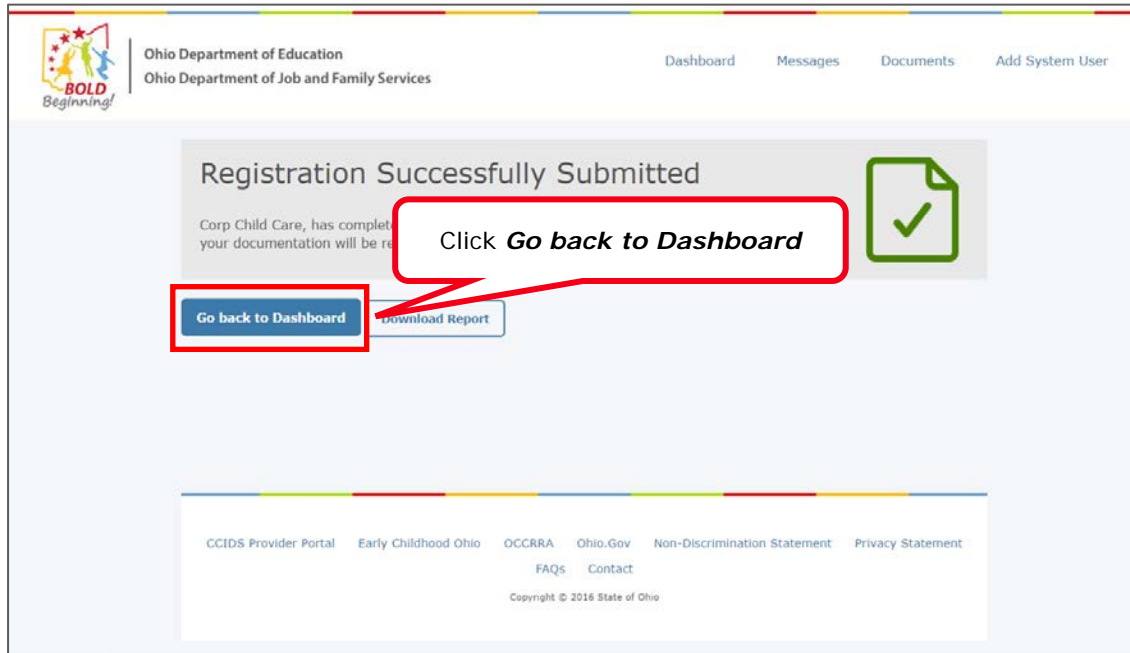
Comments:

3 Enter **Comments**

4 Click **Submit**

Step 18: Go back to Dashboard

Click ***Go back to Dashboard***



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