



Annual Report Summary

Step Up To Quality (SUTQ) is a five-star quality rating and improvement system that recognizes and promotes child care programs that exceed minimum health and safety licensing regulations. By 2020, any child care program wishing to provide publicly funded child care must be a star-rated program.

Programs that receive a three, four, or five-star rating are rated for multiple years. An ongoing registration is required the last year of the program's rating. The other years an annual report is required. This summary can help you understand the annual report requirements for a three, four or five-star rating. For more information, visit earlychildhoodohio.org. You can work with your local resource and referral agency or state support team to get the training and assistance you need to maintain the three, four, or five-star standards. Find your local agency at occrra.org.

Note: If a form is identified below as "sample," its use is optional. You may use the form referenced or create your own as long as it meets the requirements listed.

I. Annual Report Deadlines

- The annual report can be created up to 120 days prior to the rating anniversary date.
- The annual report must be submitted no later than 30 days prior to the rating anniversary date.

II. Ohio Professional Registry (OPR)

- Create OPR profiles for any new lead and assistant teachers, administrators, and family child care owners*
 - Submit education for verification to OPR for all lead and assistant teachers, administrators, and family child care owners.*
 - Ensure education and professional development (PD) are verified in the OPR.* (Only verified items will be considered for a rating.)
- Connect profiles for new staff to program within OPR.*
- Update profiles within the OPR for any staff changes, such as position changes or end dates.*

**Assistance for the above activities may be found at registry.occrra.org.*

III.

Staff Requirements

- Ensure staff meet education requirements

Administrator	Lead Teachers	Assistant Teachers	FCC Owner
Meets one of the following: <ul style="list-style-type: none"> <input type="checkbox"/> AA or higher in ECE or related field <input type="checkbox"/> CPL 3 	Meets one of the following: <ul style="list-style-type: none"> <input type="checkbox"/> 50% have an AA or higher in ECE or related field or CPL 3 	No requirements	Meets both of the following: <ul style="list-style-type: none"> <input type="checkbox"/> AA or higher in ECE or related field <input type="checkbox"/> CPL 2 with 125 points <p style="text-align: center;">Lead Teacher (if not the FCC Owner)</p> Meets one of the following: <ul style="list-style-type: none"> <input type="checkbox"/> AA or higher in ECE or related field <input type="checkbox"/> CPL 2 with 100 points

- Ensure staff meet minimum instruction time.
 - Lead teachers are in the classroom interacting with children for at least 3½ hours daily, not including nap or rest times, for at least half the days of each week the program operates. (For example, the lead teacher is in the classroom from 8:30 a.m. to noon daily.)
 - The assistant or co-lead teacher must meet this requirement on other days. (For example, the lead teacher works Monday-Thursday, and the assistant covers the requirement each Friday.)
 - This requirement may be shared with no more than two regularly scheduled staff.
 - If a program operates less than 3½ hours daily, the lead teacher must be present for the entire day.
 - School-age programs must have a lead teacher for the duration of either the before- or after-school session. On non-school days, the program must meet the 3½-hour requirement as stated above.
- Ensure staff meet PD certificate requirements. These are not required to be met for initial registrations. After the initial registration, they must be completed each biennium to remain rated.
 - Two required courses must be taken within 30 days of hire, if not previously completed. Both courses are offered online only, for free, through the OPR. These courses count toward PD hours required for the PD Certificate. The required courses are as follows:
 - Ohio's Approach to Quality
 - Ohio's Overview of Child Development
 - Alternative: Any post-secondary child development course completed with a grade C or better or a passing grade from a pass/fail course within the previous six years. Documentation of the course must be submitted to the OPR no later than 60 days prior to the end of the biennium.
 - Ohio-approved PD hour requirements

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III. Staff Requirements

Continued from previous page

Quarter	Year One		Year Two	
	Quarter One (July 1–Dec. 31)	Quarter Two (Jan. 1–June 30)	Quarter Three (July 1–Dec. 31)	Quarter Four (Jan. 1–June 30)
Required Hours	20 hours required	15 hours required	10 hours required	5 hours required
	Staff employed in quarter one are required to complete the full 20 credit hours by the end of year two.	Staff employed in quarter two are required to complete 15 of 20 credit hours by the end of year two.	Staff employed in quarter three are required to complete 10 of 20 credit hours by the end of year two.	Staff employed in quarter four are required to complete 5 of 20 credit hours by the end of year two.*

**Exceptions: Staff employed within the month of June, quarter four, are not required to begin their certificate hours (except for the required classes) and will begin the full 20 certificate hours July 1, quarter one, of the next biennium.*

IV. Prepare Documentation to Upload with Annual Report and Save Electronically or Scan

- Curriculum alignment tool for all age groups served:
 - Only required if there has been a change in curriculum
 - JFS 01590 "Curriculum Standards Assessment Alignment Tool: Infants and Toddlers for Step Up To Quality Programs"
 - JFS 01591 "Curriculum Standards Assessment Alignment Tool: Pre-Kindergarten Strand for Step Up To Quality Programs"
 - JFS 01593 "Curriculum Standards Assessment Alignment Tool: School-Age for Step Up To Quality Programs"
 - Publisher's Alignment Tool
- JFS 01519 "Child Assessment Process" (*sample*)
 - Only required if there has been a change to the child assessment process.
 - A written description of the process that includes:
 - Identification of the standardized tool(s) used for formal assessments
 - Methods in which child observations are conducted and recorded
 - Identification of supporting evidence and the methods used to collect supporting evidence
- JFS 01512 "Developmental Screening Instrument Summary" (*sample*) (Does not apply to school-age only)
 - Only required if there has been a change in the developmental screening tool.
 - Documentation of trained staff
 - Name of the tool
 - Documentation that the tool is comprehensive and developmentally appropriate for the age groups served
 - Tools must address the following domains
 - Language
 - Cognitive
 - Motor
 - Social and Emotional
 - Behavioral
 - Must be completed for each child within 60 days of entry to the program and annually
 - Necessary referrals are made within 90 days, and results are formally communicated with families



Annual Report Summary

IV. Prepare Documentation to Upload with Annual Report and Save Electronically or Scan

Continued from previous page

- JFS 01516 "Classroom Self-Assessment tool Summary: One to Five-Star Ratings For Step Up To Quality (SUTQ)" *(sample)*
 - For Centers, summary of completed classroom self-assessments must include:
 - Name of each classroom
 - Staff present at the time of the self-assessment
 - Date of completion
 - For FCC, summary of the completed self-assessment must include:
 - Name of program
 - Staff present at the time of the self-assessment
 - Date of completion

- JFS 01374 "Professional Development Plan Annual Summary For Three To Five-Star Ratings For Step Up To Quality (SUTQ) Annual Report" *(sample)*
 - The program shall submit documentation verifying professional development plans have been updated annually for all staff.
 - Staff Name
 - Role
 - Date PD plan completed

- JFS 01522 "Teacher Observation Summary For Step Up To Quality (SUTQ)" *(sample)*
 - The program shall submit documentation verifying formal observations of lead and assistant teachers have been conducted annually.
 - Staff Name
 - Position
 - Date observation completed
 - FCC Programs must also complete Ohio's Early Childhood Core Knowledge and Competencies (CKC)

- JFS 1509 "Continuous Improvement Plan"
 - Completed annually
 - Minimum of two goals and action steps, evaluated and revised as needed
 - For optional points, incorporating the results of formal observations and annual self-assessments
 - For optional points, includes strategies to engage community partners to support child and family outcomes

- JFS 01367 "Family Engagement Activities For Two To Five-Star Ratings For Step Up To Quality (SUTQ)" *(sample)*
 - At least annually to all families
 - Documentation includes:
 - Description of activity
 - To whom it was offered
 - Date

- Administrator/Lead Teacher/Assistant Teacher Update
 - Required if any individuals within the role have changed since the last annual report or registration. List should include anyone no longer in the role and anyone new to the role.

- Accreditation Certificate
 - For optional points, a current accreditation certificate from an approved accrediting body

V. Annual Report

- Answer annual report questions within the Ohio Child Licensing and Quality System (OCLQS)
- Upload required documentation – see section IV
- Submit registration by entering your name and clicking "submit" in OCLQS.



Annual Report Summary

VI. After Submission of Annual Report

- ODJFS licensed programs will receive an email requesting a Staff Worksheet. The Staff Worksheet must be returned within five calendar days.
- Resubmit documentation returned for revision, if applicable

VII. After Annual Report Approved

- Track the deadline to submit your next annual report or ongoing registration.
 - For 3-star programs, an annual report is submitted at the end of the first year of the rating and an ongoing registration is submitted at the end of the second year.
 - For 4- and 5-star programs, an annual report is submitted at the end of the first and second year of the rating and an ongoing registration is submitted at the end of the third year.