



Online Application User's Guide

Step Up To Quality, Ohio's voluntary quality rating system, utilizes an online application for programs applying for an initial Star Rating or for programs renewing their Star Rating.

This document outlines step by step directions to assist programs with the Registration and Key Code set up, initial log-on instructions and completion of the profile submission. Any questions can be sent to SUTQonlineapp@jfs.ohio.gov.

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step up to quality

What Is Step Up To Quality?

- ✓ Ohio's Voluntary Quality Rating System for Licensed Early Care and Education Programs.
- ✓ Recognizes Early Care and Education Programs Exceeding Ohio's Licensing Standards.
- ✓ Provides Incentives and Supports to Star-Rated Programs.
- ✓ Assists Programs in Achieving and Maintaining Star Ratings.

Login Here

Login to create or review your profile.
New User? Click here to register.

Registration:

Key Code:

[GET RATED](#)

Visit Readiness Indicator

Opening Screen: In the middle section under Login Here, go to New User? Click here to register. Click on the statement to be taken to the Registration Screen.

home profile resources exit



HOW TO CREATE AN ACCOUNT

Enter the following information to create a Step Up To Quality Online account: your 6 or 12-digit License Number, a valid Email Address, and a personal Key Code. Your Key Code can be anything that is at least 6-characters long. Click SUBMIT.

Please Enter the Following Information

License Number:

Email Address:

Key Code:

SUBMIT

On this screen you will create your account. Enter your program's six digit ODJFS license number, a valid e-mail address and a key code. Your key code is a password. Write down your key code so that you will have it to log in.

You will then be directed to an Eligibility Notice screen. This screen will outline the program's eligibility to participate in SUTQ. Even if the program is ineligible at this time, you can still continue with the completion of the online application. **The system will not allow submission until the point in time when the program is eligible.**

home profile resources exit



ELIGIBILITY NOTICE

Eligibility for an initial Star Rating in Step Up To Quality is determined automatically during the submission process. All programs (including those with an existing Star Rating) may create a program profile by clicking the Continue button below.

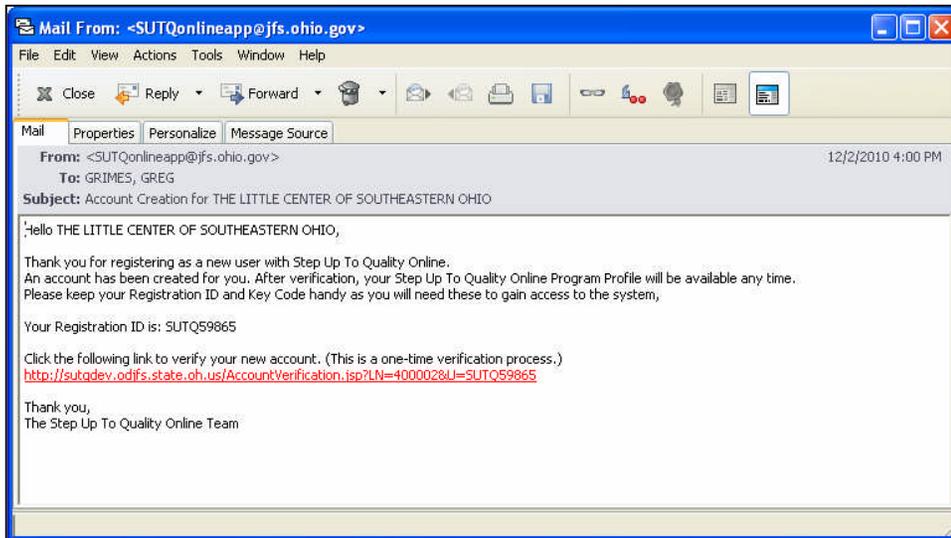
Program Name:	THE LITTLE CENTER OF SOUTHEASTERN OHIO
Street Address:	903 SHARON AVENUE
City/State/Zip:	ZANESVILLE, OH 43701
Phone:	740-455-3882
License:	400002
Administrator:	Jane Quinn

Your program's application to participate in Step Up To Quality is not eligible at this time, due to the following:

- The program had a Serious Risk Non-Compliance (SRNC) finding at the last regular licensing inspection
- The program is still in Provisional Licensing period and is not fully licensed
- The program has an expired license
- The program has received a notice of intent to revoke, signed by the Director of ODJFS, within the past 48 months
- The program applied within the past 6 months
- The program was removed from SUTQ less than 6 months ago

Click Continue to create your program profile

Click to Close This Window



Once registered, the program will receive an e-mail from SUTQonlineapp@jfs.ohio.gov. **You must then click the link in the e-mail to verify your account. If you do not, you will not be able to enter the online application.** Check your spam / quarantine for this e-mail.

When you have verified the account by clicking on the link in the e-mail, you will be given an SUTQ Registration number and be asked to put in the key code again. This step is necessary to verify the account. This is a one time verification process. After this process you will go to the front page and log in each time you return to the application.

The verification page has a light blue header with the "step up to quality" logo. Below the header is an orange decorative bar. The main content area is white and contains the text: "Please verify the following account information". Below this, it lists "License Number: 303684" and "Registration: SUTQ33778". The "Key Code:" is followed by a text input field containing six asterisks. Below the input field is the instruction: "Keep your Registration ID and Key Code handy as you will need these to access the system." At the bottom right, there is a blue button with the word "SUBMIT" in white.

home profile resources exit



THANK YOU FOR REGISTERING

A new user account has been created for you within Step Up To Quality Online. Please remember that your Program Profile is available at any time. Just keep your Registration ID and Key Code handy. You will need them to access the system.

Your Registration ID is: SUTQ33778.

Click Continue to be redirected to the Step Up To Quality Online login screen.

Thank you,
The Step Up To Quality Online Team

CONTINUE

This screen confirms your registration and account verification.

You will then go back to the main screen and log in with your SUTQ number and key code.

home profile resources exit



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Login Here

Login to create or review your profile.
New User? Click here to register.

Registration:
SUTQ33778

Key Code:

GET RATED

Visit Readiness Indicator



Now that you are logged in you are ready to begin the profile.

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WELCOME! THIS IS YOUR HOME SCREEN

If your program information is accurate, click the YES button.
If the information is not accurate, click the NO button. You must contact your child care licensing specialist in regard to any inaccurate information.

Please Review This Information for Accuracy.

Program Name: FUNDAMENTALS CHILDREN'S CENTER - MENDRAH PARK
Street Address: 27100 CEDAR RD
City/State/Zip: BEACHWOOD, OH 44122
Phone: 216-839-6679
License: 303684
Administrator: Melissa Altman
Current Rating: 2
Award Date: 08/06/2009

This Information is Accurate.

YES

NO

Program Capacity

Infants:	10
Toddlers:	20
Preschoolers:	20
School Age:	2

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Review this screen for accuracy. If any of the information on this screen is not accurate, please contact your regular licensing specialist. All the information on this screen comes from the licensing section and any changes will need to go through licensing. You may continue on to the next screens after you have answered Yes or No.

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ENTER ADDITIONAL INFORMATION

Please provide the following additional information. Required fields are indicated with an asterisk. Start & End Times are selected using the pop-up windows. Select the time and click the Set button. Click the SAVE CHANGES button when complete.

Additional Information

* Required Fields

Fax Number:

Co-Administrator:

* Email Address:

* Number of Lead Teachers:

* Number of Assistant Teachers:

* Number of Other Child Care Staff Members:

Funding Sources (Check all that apply):

Profit
 Non-profit
 United Way
 Local Initiative
 ODJFS Subsidy

* Current Enrollment	* No. of Classrooms
Infants <input type="text"/>	<input type="text"/>
Toddlers <input type="text"/>	<input type="text"/>
Preschoolers <input type="text"/>	<input type="text"/>
School Aged <input type="text"/>	<input type="text"/>

Save Your Changes.

SAVE CHANGES

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* Hours/Days of Operation: (fill in all that apply)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Start Time: <input type="text" value="Closed"/>	Start Time: <input type="text"/>	Start Time: <input type="text" value="Closed"/>				
End Time: <input type="text" value="Closed"/>	End Time: <input type="text"/>	End Time: <input type="text" value="Closed"/>				
<input type="button" value="Closed"/>						<input type="button" value="Closed"/>

* Months of Operation: (Check all that apply)

January
 February
 March
 April
 May
 June
 July
 August
 September
 October
 November
 December

On this screen you will fill in the required information in the fields marked with a red *

Hours/Days of Operation Instructions:

Preschoolers

School Aged

* Hours/Days of Operation: (fill in all that apply)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Start Time: <input type="text" value="Closed"/>	Start Time: <input type="text"/>	Start Time: <input type="text" value="Closed"/>				
End Time: <input type="text" value="Closed"/>	End Time: <input type="text"/>	End Time: <input type="text" value="Closed"/>				
<input type="button" value="Closed"/>						<input type="button" value="Closed"/>

6 : 00 AM

Hour Minutes

1	2	3	15	20	25
4	5	6	30	35	40
7	8	9	45	50	55
10	11	12			

January
 February
 March
 April
 May
 June
 July
 August
 September
 October
 November
 December

Depending upon your computer settings, you may find it necessary to scroll down in order to find the set button on the time entry screen.

home profile resources exit

 **ENTER ADDITIONAL INFORMATION**
Please provide the following additional information. Required fields are indicated with an asterisk. Start & End Times are selected using the pop-up windows. Select the time and click the Set button. Click the SAVE CHANGES button when complete.

Additional Information
* Required Fields

Fax Number:

Co-Administrator:

* Email Address:

* Number of Lead Teachers:

* Number of Assistant Teachers:

Save Your Changes.
SAVE CHANGES
Changes Saved.
Click Next to Go to Your Profile.
NEXT

When you have completed the entry of all information on this screen, click the Save Your Changes button.

Once your changes have been saved, you will Click Next to go to the profile entry screens.

You will now be directed to the Profile Question screens. There are four parts to the Profile and all of the questions in each section must be answered.

home

profile

resources

exit



PROGRAM PROFILE INSTRUCTIONS

Click each Profile Pt. (1, 2, 3 and 4) header to reveal the questions within that part. Your status will change from **NOT STARTED** to **IN PROGRESS**, and finally **COMPLETED**. You may save your progress at any point by pressing the **SAVE YOUR PROFILE** button.

SAVE YOUR PROFILE

Profile Pt 1 NOT STARTED [Click here to show or hide this part.](#)

Profile Pt 2 NOT STARTED [Click here to show or hide this part.](#)

Profile Pt 3 NOT STARTED [Click here to show or hide this part.](#)

Profile Pt 4 NOT STARTED [Click here to show or hide this part.](#)

Program Name:
FUNDAMENTALS CHILDREN'S CENTER -
MENDRAH PARK

Administrator:
Melissa Altman

License:
303684

VIEW YOUR SUMMARY

Visit Readiness Indicator



SAVE YOUR PROFILE

Click on the blue bar for each profile section and the question section will open. Clicking on the blue bar at the end of profile submission will close the section.

As you complete each section, please click the Save Your Profile button. Save often so as not to lose any of the information entered. If the question does not pertain to your program, click N/A. The questions ask for ratios of each age group and if you do not group the children by that age group or you do not serve a particular age group (i.e. your program only serves preschool age children) then mark N/A.

home profile resources exit

step up to quality

PROGRAM PROFILE INSTRUCTIONS

Click each Profile Pt. (1, 2, 3 and 4) header to reveal the questions within that part. Your status will change from **NOT STARTED** to **IN PROGRESS**, and finally **COMPLETED**. You may save your progress at any point by pressing the **SAVE YOUR PROFILE** button.

SAVE YOUR PROFILE

Profile Pt 1 NOT STARTED Click here to show or hide this part.

Group 1

1. Select the Step Rating for which you wish to be rated.

Step 1 Step 2 Step 3

2. Have you read the Step Up To Quality Guidance Document?

YES NO

3. Have you completed the SUTQ 101 (instructor-led or web-based) training?

YES NO

4. Have you used the Evidence Portfolio tabs to compile information documenting your program's classroom ratios and group sizes, staff education and qualifications, specialized training, administrative practices, and early learning benchmarks?

YES NO

Link to [Evidence Portfolio](#)

5. Does your Evidence Portfolio contain all documentation needed to verify the step level to which you are applying?

YES NO

SAVE YOUR PROFILE

Program Name:
FUNDAMENTALS CHILDREN'S CENTER -
MENORAH PARK

Administrator:
Melissa Altman

License:
303684

VIEW YOUR SUMMARY

Visit Readiness Indicator



Profile Part 1 – Screen shot of questions

Type A Homes –

Note: This application was developed for centers. We are in the process of developing a specific application for Type A Homes. Answer the questions as best as you can and default to the answer that is closest to your situation. Your Step Up To Quality Licensing Specialist will verify all of the benchmark indicators during the verification visit at your program.

This graphic is blank prior to completion of any of the profile questions. As you complete questions and sections and save your work, the graphic will fill in with blue color.



PROGRAM PROFILE INSTRUCTIONS

Click each Profile Pt. (1, 2, 3 and 4) header to reveal the questions within that part. Your status will change from **NOT STARTED** to **IN PROGRESS**, and finally **COMPLETED**. You may save your progress at any point by pressing the **SAVE YOUR PROFILE** button.

SAVE YOUR PROFILE

Profile Pt 1	COMPLETED	Click here to show or hide this part.
Profile 1 Last Modified: 12/02/2010		
Profile Pt 2	COMPLETED	Click here to show or hide this part.
Profile 2 Last Modified: 12/02/2010		
Profile Pt 3	COMPLETED	Click here to show or hide this part.
Profile 3 Last Modified: 12/02/2010		
Profile Pt 4	COMPLETED	Click here to show or hide this part.
Profile 4 Last Modified: 12/02/2010		

Program Name:
 FUNDAMENTALS CHILDREN'S CENTER -
 MENDRAH PARK

Administrator:
 Melissa Altman

License:
 303684

VIEW YOUR SUMMARY

Click To Submit Your Profile



SAVE YOUR PROFILE

Once you have completed all four sections you will see that the status is showing **COMPLETED**. For any section that is started, but not complete, the status will be **IN PROGRESS**.

When all sections are complete, the graphic will look like this. You will then click on the graphic and your application is submitted. If your program is not eligible at this time, you can complete the profile and when the program is eligible, the profile will be ready to submit.



Questions can be sent to SUTQonlineapp@jfs.ohio.gov.