



*Below are a few tips for you to be successful in your new role as an administrator.
Contact your assigned licensing specialist if you have any questions.*

Licensing	Step Up To Quality (SUTQ)
<input type="checkbox"/> If you are a new hire, complete the JFS 01175 and submit fingerprints, if required	<input type="checkbox"/> Determine if your program is rated <input type="checkbox"/> Log in to OCLQS and click on the program card <input type="checkbox"/> If the program is rated a SUTQ card will display next to the licensing card for the program, stars shaded red indicate the program's star rating <input type="checkbox"/> If your program is not rated, none of the stars will be shaded red in OCLQS
<input type="checkbox"/> Post an updated license in a noticeable area <input type="checkbox"/> Ensure your name is on the license, if not, submit an administrator amendment <input type="checkbox"/> Ensure the rest of the information is correct	<p>Unrated Program</p> <input type="checkbox"/> If your program participates in PFCC your program must be rated by July 1, 2020 <input type="checkbox"/> Contact your licensing specialist about eligibility <input type="checkbox"/> Contact your local R&R for assistance
<input type="checkbox"/> Identify the program's assigned licensing specialist by reviewing the last licensing inspection. Email addresses are firstname.lastname@jfs.ohio.gov	<p>Rated Program</p> <input type="checkbox"/> Contact your local Resource & Referral Agency (R&R) for assistance <input type="checkbox"/> Locate of the rating effective and expiration dates on the current SUTQ certificate <input type="checkbox"/> Ensure you as administrator meet the qualifications for the program's current star rating in accordance to SUTQ standards found in OAC 5101:2-17-01 <input type="checkbox"/> Submit documents to the OPR for verification of education and professional development, if not already verified <input type="checkbox"/> Complete the two required SUTQ courses within 30 days of hire, if not already completed <ul style="list-style-type: none"> • Ohio's Approach to Quality • Ohio's Overview of Child Development <input type="checkbox"/> Identify when the next Ongoing Registration or Annual Report is due to be submitted OAC 5101:2-17-04 <input type="checkbox"/> Determine if the program is accredited <input type="checkbox"/> Review the program standards in the appendix to rule OAC 5101:2-17-01
<input type="checkbox"/> Review the licensing rule, Ohio Administrative Code (OAC) 5101:2-12	
<p>Ohio Professional Registry (OPR)</p> <input type="checkbox"/> Add program to your profile <input type="checkbox"/> Obtain access to organization dashboard <input type="checkbox"/> Review staff associated with program <input type="checkbox"/> Register for Administrator Rules Review Training	
<p>Ohio Child Licensing and Quality System (OCLQS)</p> <input type="checkbox"/> Obtain program access <input type="checkbox"/> Verify the program's email address <input type="checkbox"/> Review the recent licensing inspection <input type="checkbox"/> Ensure corrective action plans (CAPs) have been submitted	
<p>Program Specific Information</p> <input type="checkbox"/> Review the program's written policies and procedures <input type="checkbox"/> Review/create current employee list (see OAC 5101:2-12-07 for requirements) <input type="checkbox"/> Review staff and child files and ensure all contents are updated appropriately <input type="checkbox"/> Become aware of all medication onsite, review medication forms and child health care plans, and sign care plans as the new administrator <p><i>(continues on next page)</i></p>	

- Determine if your program serves children eligible for publicly funded child care (PFCC) and obtain access to the ODJFS provider portal
- Identify number of classrooms/age groups served
- Review staffing- substitutes, schedules, health and safety coverage
- Determine if transportation is provided

Resources

ODJFS Child Care Website (<http://jfs.ohio.gov/cdc/index.stm>)

- [Rules](#)
- [Forms](#)
- [Technical Assistance Documents](#)
- [Search for Child Care](#)
- [Provider Portal](#)

ODJFS Child Care Help Desk and other important numbers
(<http://jfs.ohio.gov/cdc/docs/ChildCareinOhioResourceGuide.pdf>)

Ohio Child Care Resource and Referral Agency (OCCRA) website for the OPR <https://registry.occrra.org/user/login>

- [Organization Dashboard User Guide](#)
- Local Resource & Referral Agency (R&R) on the OCCRA website (<https://occrra.org/member-agencies/>)

OCLQS website (https://oclqs.force.com/oclqs_home)

Early Childhood Ohio (ECO) website (<http://earlychildhoodohio.org/index.stm>)

- [OCLQS Job Aids](#)
- [Step Up To Quality: A Guide for Child Care Providers](#)
- [SUTQ Ratings Progressions documents](#)
- [Individual Star Rating](#) and [Annual Report Requirement Summary](#) documents
- [Standards Resource Guides](#)
- [Early Learning and Development Standards and Implementation Guide](#)

Early learning Resources Ohio (<https://occrra.org/elro/>)

- **Bold Beginning** (<http://boldbeginning.ohio.gov/>)