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.

<table>
<thead>
<tr>
<th>Licensing</th>
<th>Step Up To Quality (SUTQ)</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ If you are a new hire, complete the <a href="#">JFS 01175</a> and submit fingerprints, if required</td>
<td>□ Determine if your program is rated</td>
</tr>
<tr>
<td>□ Post an updated license in a noticeable area</td>
<td>□ Log in to OCLQS and click on the program card</td>
</tr>
<tr>
<td>□ Ensure your name is on the license, if not, submit an administrator amendment</td>
<td>□ 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</td>
</tr>
<tr>
<td>□ Ensure the rest of the information is correct</td>
<td>□ If your program is not rated, none of the stars will be shaded red in OCLQS</td>
</tr>
<tr>
<td>□ Identify the program’s assigned licensing specialist by reviewing the last licensing inspection. Email addresses are <a href="mailto:firstname.lastname@jfs.ohio.gov">firstname.lastname@jfs.ohio.gov</a></td>
<td></td>
</tr>
<tr>
<td>□ Review the licensing rule, Ohio Administrative Code (OAC) <a href="#">5101:2-12</a></td>
<td></td>
</tr>
</tbody>
</table>

**Ohio Professional Registry (OPR)**
- □ Add program to your profile
- □ Obtain access to organization dashboard
- □ Review staff associated with program
- □ Register for Administrator Rules Review Training

**Ohio Child Licensing and Quality System (OCLQS)**
- □ Obtain program access
- □ Verify the program’s email address
- □ Review the recent licensing inspection
- □ Ensure corrective action plans (CAPs) have been submitted

**Program Specific Information**
- □ Review the program’s written policies and procedures
- □ Review/create current employee list (see OAC 5101:2-12-07 for requirements)
- □ Review staff and child files and ensure all contents are updated appropriately
- □ Become aware of all medication onsite, review medication forms and child health care plans, and sign care plans as the new administrator

*(continues on next page)*
<table>
<thead>
<tr>
<th>Task</th>
<th>Description</th>
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<tbody>
<tr>
<td>Determine if your program serves children eligible for publicly funded child care (PFCC) and obtain access to the ODJFS provider portal</td>
<td></td>
</tr>
<tr>
<td>Identify number of classrooms/age groups served</td>
<td></td>
</tr>
<tr>
<td>Review staffing- substitutes, schedules, health and safety coverage</td>
<td></td>
</tr>
<tr>
<td>Determine if transportation is provided</td>
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</tr>
</tbody>
</table>

### Resources

- **ODJFS Child Care Website** ([http://jfs.ohio.gov/cdc/index.stm](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](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](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/](https://occrra.org/member-agencies/))

- **OCLQS** website ([https://oclqs.force.com/oclqs_home](https://oclqs.force.com/oclqs_home))

- **Early Childhood Ohio (ECO)** website ([http://earlychildhoodohio.org/index.stm](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/](https://occrra.org/elro/))

  - Bold Beginning ([http://boldbeginning.ohio.gov/](http://boldbeginning.ohio.gov/))