Annual Report Summary

Step Up To Quality (SUTQ) is a five-star quality rating and improvement system that recognizes and promotes early learning and development programs that exceed minimum health and safety licensing regulations. By 2020, any child care program wishing to provided 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 the Ohio Department of Education (ODE) SUTQ 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

1. The annual report can be created up to 120 days prior to the rating anniversary date.

2. The annual report must be submitted no later than 30 days prior to the rating anniversary date.

II.	Ohio Professional Registry (OPR)

1. Ensure every lead and assistant teacher, administrator, and family child care owner has a profile in the OPR*

☐ Submit education 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

☐ Ensure staff roles, schedules and hire dates are accurate in the OPR

2. Link profiles to program within OPR*

3. 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

1. Ensure staff meet education requirements

Center Administrator	Center Lead Teachers	Family Child Care (FCC) Owner
Meets one of the following: ☐ Associate Degree (AA) or higher in an approved related field ☐ Career Pathways Level (CPL) 3 ☐ School-Age (SA) Administrator Professional Endorsement (if serving only school-age children) *Administrator meeting on-site hours is the only one required to meet education.*	50% of teachers meet one the following: ☐ AA or higher in an approved related field ☐ CPL 3 ☐ SA Lead Teacher Professional Endorsement (in a school-age only group)	Must meet one of the following: ☐ AA or higher in an approved related field ☐ CPL 2 ☐ SA Professional Administrator Endorsement (if serving-only school age children) **Lead Teacher (if not FCC owner)** Must meet one of the following: ☐ AA or higher in approved related field ☐ CPL 2

☐ SA Lead Teacher Professional Endorsement (if serving only school-age children)

2. 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, or group within 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 a total of 3½ hours or the complete before or after-school session. On non-school days, the program must meet the 3½-hour requirement as stated above.

3. 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.

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)
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

1. **Curriculum Alignment Tool** for all age groups served, uploaded if curriculum or assessment tool has changed
   - ☐ JFS 01590 "Curriculum Standards Assessment Alignment Tool: Infants and Toddlers for Step Up To Quality (SUTQ) Programs"
   - ☐ JFS 01591 "Curriculum Standards Assessment Alignment Tool: Pre-Kindergarten Strand for Step Up To Quality (SUTQ) Programs"
   - ☐ JFS 01593 "Curriculum Standards Assessment Alignment Tool: School-Age for Step Up To Quality Programs (SUTQ)"
   - ☐ Publisher's Alignment Tool

2. **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

3. **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

4. **JFS 01377 "Family Education Information for Three to Five-Star Ratings For Step Up To Quality (SUTQ)"** (sample)
   - ☐ The program organizes at least one of the following annually for each age group served:
     - ☐ Educational training
     - ☐ Educational workshop
     - ☐ Educational Event
   - ☐ Documentation includes:
     - ☐ Date
     - ☐ Topic addressed
     - ☐ Type of activity
   - ☐ May not be the same as the family engagement activity

5. **JFS 01509 "Continuous Improvement Plan (CIP) for Step Up To Quality (SUTQ)"**
   - ☐ Completed annually
   - ☐ Minimum of two goals and at least two action steps, evaluated and revised as needed

6. **JFS 01512 "Developmental Screening Instrument Summary for Step Up To Quality (SUTQ)"**
   - ☐ Only required if there has been a change in the developmental screening tool
   - ☐ Documentation of trained staff
   - ☐ Name of tool
   - ☐ Documentation that the tools 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

7. **JFS 01516 "Classroom Self-Assessment Tool Summary: One Through Five Star Rating for Step Up To Quality (SUTQ)"**
   - ☐ For centers, summary of completed classroom self-assessments must include:
     - ☐ Name of each classroom
     - ☐ Staff present at the time of the 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

8. **JFS 01519 "Child Assessment Process for Step Up To Quality (SUTQ)"** (sample) uploaded if the process has changed
   - ☐ A written description of the process that includes:
     - ☐ Formal assessments are completed at least twice annually
     - ☐ Identification of the standardized tool(s) used for formal assessments, not applicable to SA children
     - ☐ Methods in which child observations are conducted and recorded
     - ☐ Identification of supporting evidence and the methods used to collect supporting evidence

9. **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 Early Childhood Core Knowledge and Competencies (CKC)

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

11. **Staff Updates**
    - ☐ Required if any individuals (administrator/lead teacher/assistant teacher) have changed roles since the last annual report or registration
    - ☐ List should include anyone no longer in the role and anyone new to the role

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V. Annual Report

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

VI. After Submission of Annual Report

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

VII. After Annual Report Approved

1. Track the deadline to submit your 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.