

## Step Up To Quality Form Changes April 2022

Changes have been made to the Step Up To Quality (SUTQ) rules and standards to reduce the administrative burden and assist programs in achieving and maintaining their SUTQ rating. This document outlines the changes to SUTQ forms that are effective April 15, 2022.

The number of forms required to be uploaded at registration for each star rating has been reduced, including removing the requirements to upload any forms at a one-star rating registration. Below are three charts listing the type of forms:

- JFS prescribed and sample forms that are written in the standards;
- JFS sample technical assistance forms that can be used for programs to meet the program standards; and
- JFS forms that are obsolete.

### JFS Prescribed and Sample Forms in the Standards by Star Rating:

If a prescribed form is listed in the standard, then it must be used. If a sample form is listed in the standard, programs are encouraged, but not required, to use this sample form. These sample forms include all items required in a standard.

JFS Prescribed and Sample Forms in the Standards	Program Standard Code	1-Star	2-Star	3-Star	4-Star	5-Star	OCLQS Upload
<a href="#">JFS 01373 – Transition Plan for Three to Five Stars for Step Up To Quality (SUTQ) Sample</a>	T 4	-	-	✓	✓	✓	No
<a href="#">JFS 01378 – Developmental Screening Referral Process for Three to five Star Rating for Step Up To Quality (SUTQ) Sample</a>	CSA 1	-	-	✓	✓	✓	No
<a href="#">JFS 01381 – Program Transition Policies for Four to Five Star Ratings for Step Up To Quality (SUTQ) (revised) Sample</a>	T 5	-	-	-	✓	✓	Yes
<a href="#">JFS 01509 - Continuous Improvement Plan (CIP) for Step UP To Quality (SUTQ) (revised) Prescribed</a>	PA 2, PA 3, SM 4	-	✓	✓	✓	✓	Yes
<a href="#">JFS 01514 – Developmental and Educational Goals for Step Up To Quality (SUTQ) Sample</a>	CSA 4	-	-	✓	✓	✓	No

JFS Prescribed and Sample Forms in the Standards	Program Standard Code	1-Star	2-Star	3-Star	4-Star	5-Star	OCLQS Upload
<a href="#">JFS 01518 – Classroom Self-Assessment Action Plan for Step Up To Quality (SUTQ) Sample</a>	IE 2, IE 4	-	-	✓	✓	✓	No
<a href="#">JFS 01521 – Teacher Observation for Step Up To Quality (SUTQ) Sample</a>	SM 1	-	✓	✓	✓	✓	No
<a href="#">JFS 01587 – Professional Development Plan for Step Up To Quality (SUTQ) Sample</a>	SM 2, SM 3, SM 1, SM 5	✓	✓	✓	✓	✓	No
<a href="#">JFS 01590 - Curriculum Standards Assessment Alignment Tool: Infants, Toddlers and Preschoolers for Step Up To Quality (SUTQ) (revised) Prescribed</a>	CP 1	-	✓	✓	✓	✓	Yes
Accreditation (extra points)		-	-	-	✓	✓	Yes

**JFS Sample Technical Assistance Forms by Star Rating:**

Sample Technical Assistance (TA) forms can be used by the program to better understand a standard and/or show implementation of a standard that requires documentation on file for review. This documentation can be something the program has available or the below sample TA forms.

JFS Sample Technical Assistance Forms	Program Standard Code	1-Star	2-Star	3-Star	4-Star	5-Star
<a href="#">JFS 01363 - Written Transition Information for One to Five Star Ratings for Step Up To Quality</a>	T 1	✓	✓	✓	✓	✓
<a href="#">JFS 01368 - Sample Transition Activities for 2–5 stars</a>	T 2	-	✓	✓	✓	✓
<a href="#">JFS 01369 - Records Transfer Policy/Request 2–5 (revised)</a>	T 3	-	✓	✓	✓	✓
<a href="#">JFS 01379 - Health Screening Process for 3-5 Stars (revised)</a>	CE 6	-	-	✓	✓	✓
<a href="#">JFS 01382 - Parent Volunteer Group for 4/5 Stars</a>	CE 9	-	-	-	✓	✓
<a href="#">JFS 01507 - Curriculum Selection Process for Two to Five-Star Rated Programs for Step Up To Quality (SUTQ)</a>		-	✓	✓	✓	✓
<a href="#">JFS 01513 - Activity Plan for SUTQ</a>	CP 2	✓	✓	✓	✓	✓

JFS Sample Technical Assistance Forms	Program Standard Code	1-Star	2-Star	3-Star	4-Star	5-Star
<a href="#">JFS 01515 - Community Partners Agreement for SUTQ</a>	CE 7	-	-	-	√	√
<a href="#">JFS 01517 - Developmental Screening Child Summary for SUTQ</a>	CSA 1	-	-	√	√	√
<a href="#">JFS 01519 - Child Assessment Process for SUTQ</a>	CSA 3	-	-	√	√	√
<a href="#">JFS 01588 - Process to Use Child Assessment Results for SUTQ</a>	CSA 5	-	-	-	√	√
<a href="#">JFS 01592 - Individual Child Plan for Step Up To Quality</a>	CP 2	-	-	√	√	√

**Forms that have been made obsolete. These forms are no longer available for use as they have been determined to either be duplicative or the program will already have documentation on site that can be used to provide verification of meeting the SUTQ standard**

JFS 01364 "Written Wage Structure for One to Five-Star Ratings for Step Up To Quality (SUTQ)"

JFS 01365 "Description of Professional Development Planning Process for One to Five-Star Ratings for Step Up To Quality (SUTQ)"

JFS 01366 "Community Resources Information for One to Five-Star Ratings for Step Up To Quality (SUTQ)"

JFS 01367 "Family Engagement Activities for Two to Five-Star Ratings for Step Up To Quality (SUTQ)"

JFS 01370 "Family Engagement Model or Process for Four to Five-Star Ratings for Step Up To Quality (SUTQ) "

JFS 01371 "Approved Staff Supports for Two to Five-Star Ratings for Step Up To Quality (SUTQ)" (centers only)

JFS 01372 "Health and Child Development Information for Two to Five-Star Ratings for Step Up To Quality (SUTQ)"

JFS 01374 "Professional Development Plan Annual Summary for Three to Five-Star Ratings for Step Up To Quality (SUTQ) Annual Report"

JFS 01375 "Health Referral Process for Three to Five-Star Ratings for Step Up To Quality (SUTQ)"

JFS 01377 "Family Education Information for Three to Five-Star Ratings for Step Up To Quality (SUTQ)"

JFS 01383 "Annual Survey Process for Four to Five-Star Ratings for Step Up To Quality (SUTQ)"

JFS 01508 "Action Plan for Selecting a Curriculum for Step Up To Quality (SUTQ)"

JFS 01511 "Family Information for Step Up To Quality (SUTQ)"

JFS 01512 "Developmental Screening Instrument for Step Up To Quality (SUTQ)"

JFS 01516 "Classroom Self-Assessment Tool Summary: One Through Five-Star Rating For Step Up To Quality (SUTQ)"

JFS 01522 "Teacher Observation Summary for Step Up To Quality (SUTQ)"

JFS 01591 "Curriculum Standards Assessment Alignment Tool: Pre-Kindergarten Strand for Step Up To Quality (SUTQ) Programs" (combined with JFS 01590)

JFS 01593 "Curriculum Standards Assessment Alignment Tool: School Age For Step Up To Quality Programs" (combined with JFS 01590)

JFS 01596 "Staff Worksheet for Step Up To Quality (SUTQ)"