



OCLQS Portal – Submit Step Up To Quality (SUTQ) Annual Report

Description:

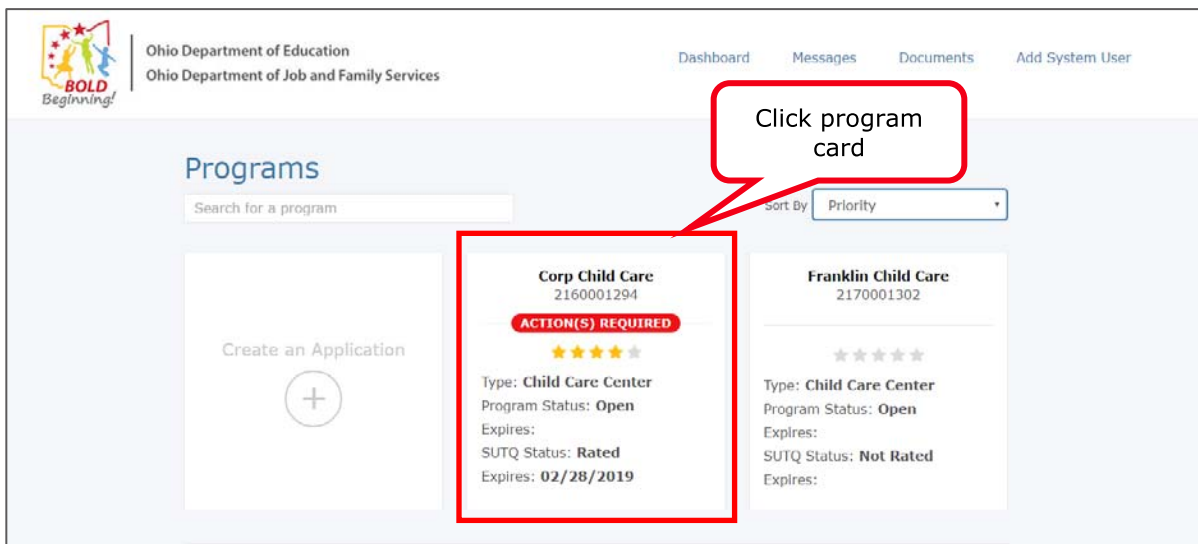
This Job Aid describes the process of submitting an Annual Report for Step Up To Quality (SUTQ) on the OCLQS Portal.

Related Job Aid(s):

- OCLQS Portal – Account Management

Step 1: Select the Program

- Log in to the OCLQS Portal
 - For information on OCLQS Portal log in refer to the OCLQS Portal – Account Management Job Aid
- Click anywhere in the program card





Step 2: Click Manage SUTQ

Click **Manage SUTQ**

Ohio Department of Education
Ohio Department of Job and Family Services

Dashboard Messages Documents Add System User

Corp Child Care

Program Number: 2160001294

ACTION(S) REQUIRED

- You have a renewal or annual report due soon on your SUTQ program.
- Corrective Action Plan is either not submitted or it's returned for revision.

License

Corp Child Care
123 Main
Columbus, OH
43214

Status: **Licensed** Expires:

[Manage Programs](#)

Step Up To Quality Summary

Status: **Rated** Expires: **02/28/2019**

[Manage SUTQ](#)

Step 3: Start Annual Report

Click **Start Annual Report**

Ohio Department of Education
Ohio Department of Job and Family Services

Dashboard Messages Documents Add System User

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123 Main
Columbus, OH
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[Manage Programs](#)

FLIP

[Start Ongoing Registration](#)

[Start Annual Report](#)

Step 4: Answer Learning & Development Questions

Answer questions in the **Learning & Development** section

Note: Answers to some questions may require you to enter additional information. If these additional questions are displayed, enter the appropriate information or check all of the applicable checkboxes.

Step Up to Quality: Annual Report

Questions
Attachments
Review & Submit

Learning & Development

Answer questions

Is the program still using the same curricula from the last SUTQ visit? If no, indicate the curricula currently in use.

--None--

In the last year, has one or more of the child screening tool(s) used by the program changed, or have additional staff been trained on the use of the tool? If yes, indicate the name of the screening tool(s) and/or the name of additional staff that have been trained.

--None--

Have there been any changes/revisions formally and/or informally to the child assessment process?

--None--

Has each classroom completed an annual self-assessment that addressed the quality of the environment and staff/child interactions?

--None--

Have all lead teachers created classroom self-assessment action plans that are based on the results of their annual classroom self-assessments?

--None--

Learning & Development

Administrative & Leadership Practices

Staff Qualifications & Professional Development

Family & Community Partnerships

Accreditation

Step 5: Answer Administrative & Leadership Practices Questions

Continue to the **Administrative & Leadership Practices** section and answer the questions

Note: Answers to some questions may require you to enter additional information. If these additional questions are displayed, enter the appropriate information or check all of the applicable checkboxes.

Administrative & Leadership Practices

Answer questions

Has the program completed an annual program self-assessment that is used to assess administrative policies, procedures and practices?

--None--

Has the program completed the annual Continuous Improvement Plan?

--None--

Have all lead and assistant teachers had formal observations?

--None--

Have all administrators, lead and assistant teachers completed annual professional development plans?

--None--

Learning & Development

Administrative & Leadership Practices

Staff Qualifications & Professional Development

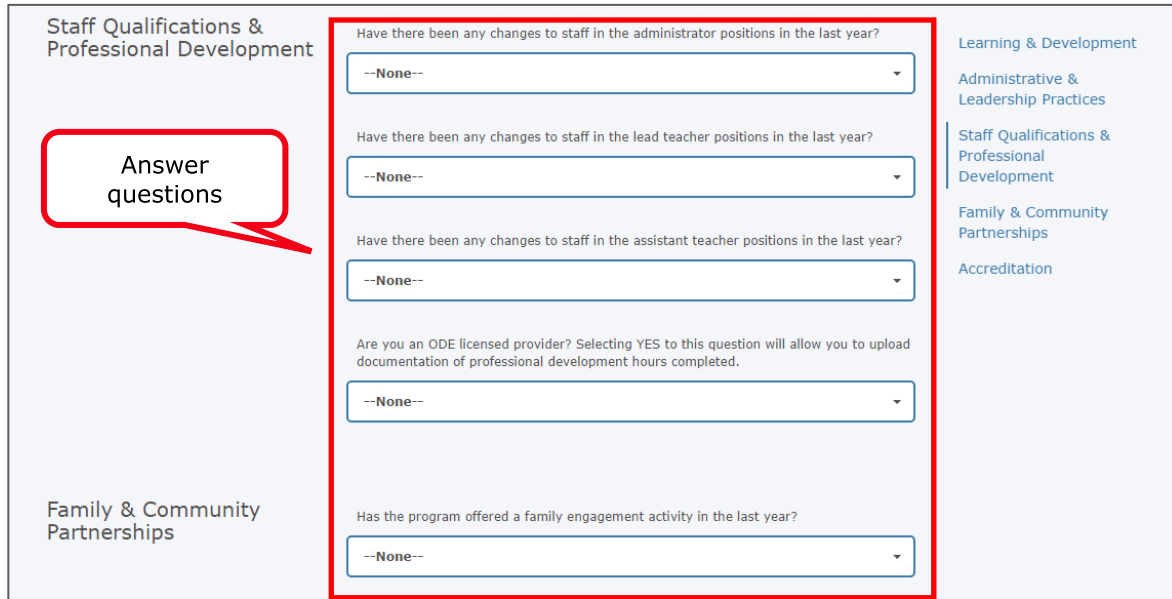
Family & Community Partnerships

Accreditation

Step 6: Answer Additional Questions

Continue to the **Staff Qualifications & Professional Development** and **Family & Community Partners** sections and answer the questions

Note: Answers to some questions may require you to enter additional information. If these additional questions are displayed, enter the appropriate information or check all of the applicable checkboxes.



Staff Qualifications & Professional Development

Have there been any changes to staff in the administrator positions in the last year?
--None--

Have there been any changes to staff in the lead teacher positions in the last year?
--None--

Have there been any changes to staff in the assistant teacher positions in the last year?
--None--

Are you an ODE licensed provider? Selecting YES to this question will allow you to upload documentation of professional development hours completed.
--None--

Has the program offered a family engagement activity in the last year?
--None--

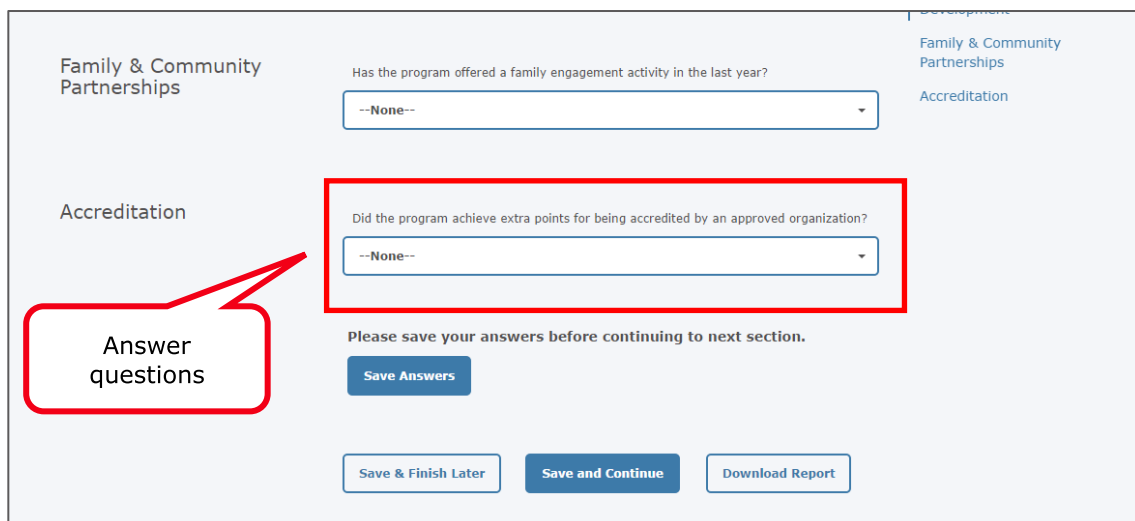
Family & Community Partnerships

Learning & Development
Administrative & Leadership Practices
Staff Qualifications & Professional Development
Family & Community Partnerships
Accreditation

Step 7: Answer Remaining Question

Continue to the **Accreditation** section and answer the question

Note: This section will only appear for programs that submitted a registration for 4 or 5 stars. Programs that submitted a registration for 3 stars should proceed to the next step.



Family & Community Partnerships

Has the program offered a family engagement activity in the last year?
--None--

Accreditation

Did the program achieve extra points for being accredited by an approved organization?
--None--

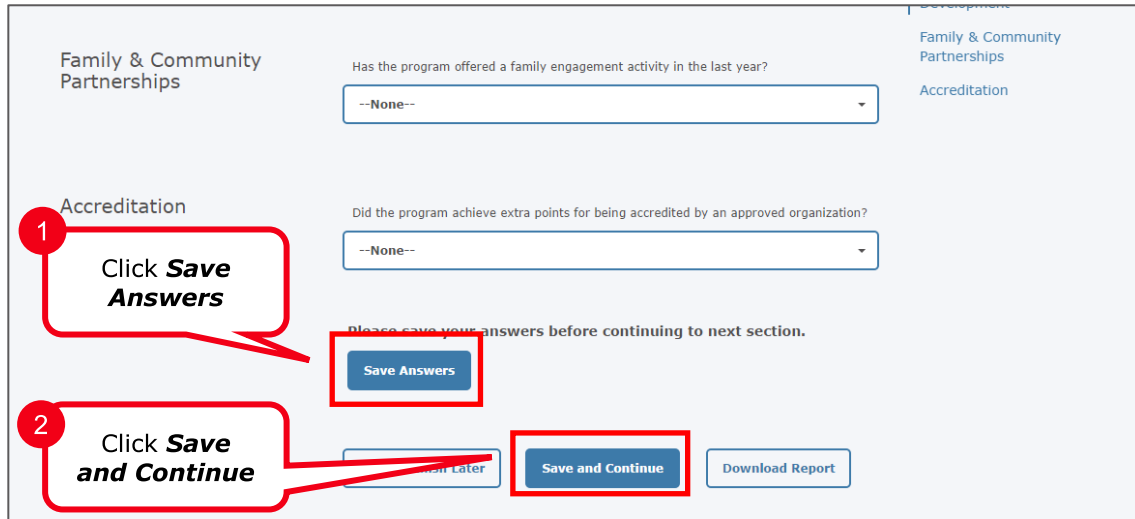
Please save your answers before continuing to next section.

Save Answers

Save & Finish Later Save and Continue Download Report

Step 8: Save Answers

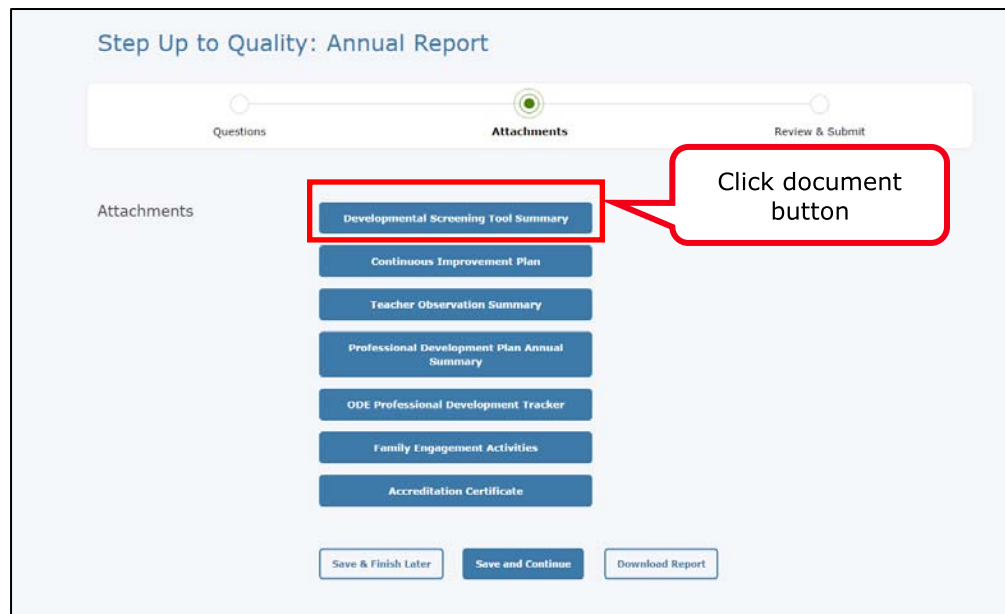
- 1) Click **Save Answers**
- 2) Click **Save and Continue**



The screenshot shows a form titled 'Step Up to Quality: Annual Report' with a progress bar at the top. The current step is 'Attachments', which is highlighted with a green circle. Below the progress bar, there are two dropdown menus. The first is labeled 'Family & Community Partnerships' and the second is labeled 'Accreditation'. Both dropdown menus are currently set to '--None--'. Below the dropdown menus, there is a message: 'Please save your answers before continuing to next section.' Below this message, there are three buttons: 'Save Answers', 'Save and Continue', and 'Download Report'. A red callout box with the number '1' points to the 'Save Answers' button, with the text 'Click **Save Answers**'. Another red callout box with the number '2' points to the 'Save and Continue' button, with the text 'Click **Save and Continue**'.

Step 9: Attach Required Documents

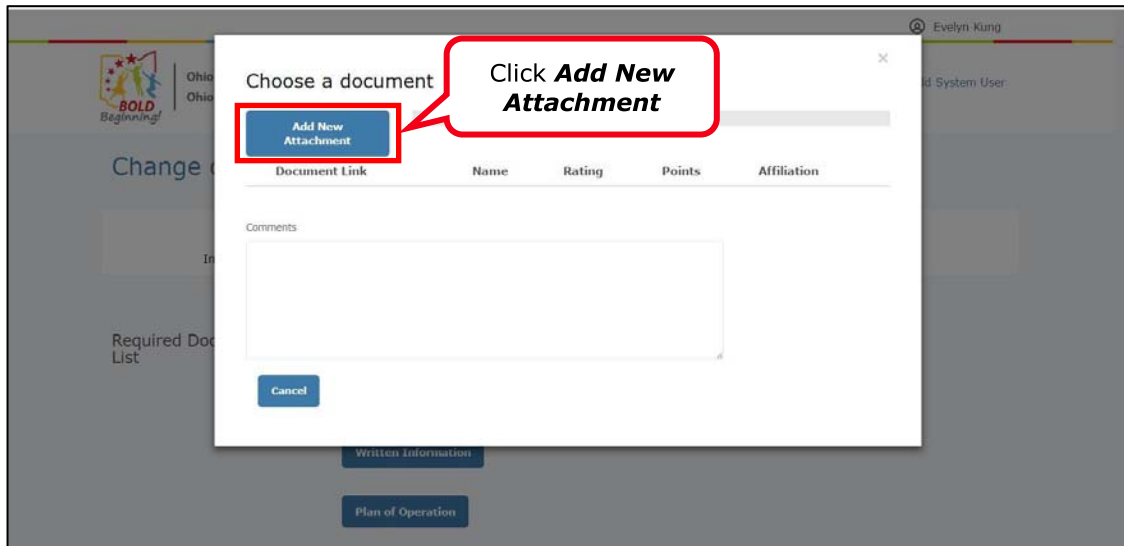
Click on the first document button



The screenshot shows the 'Step Up to Quality: Annual Report' form with a progress bar at the top. The current step is 'Attachments', which is highlighted with a green circle. Below the progress bar, there are three buttons: 'Save and Finish Later', 'Save and Continue', and 'Download Report'. Below these buttons, there is a list of document buttons: 'Developmental Screening Tool Summary', 'Continuous Improvement Plan', 'Teacher Observation Summary', 'Professional Development Plan Annual Summary', 'ODE Professional Development Tracker', 'Family Engagement Activities', and 'Accreditation Certificate'. A red callout box with the text 'Click document button' points to the 'Developmental Screening Tool Summary' button.

Step 10: Add New Attachment

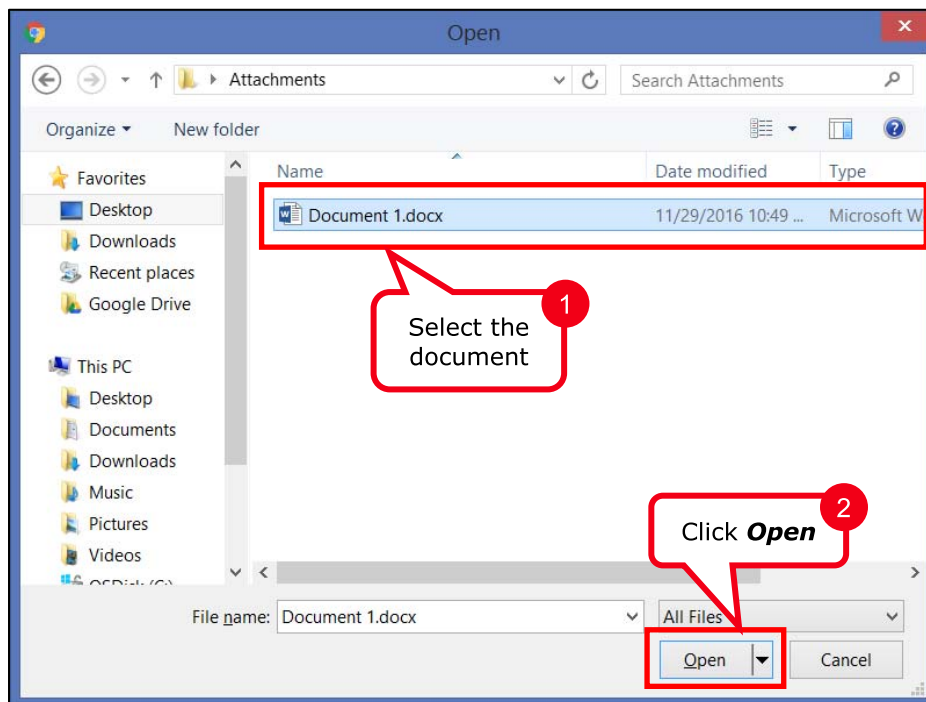
Click **Add New Attachment**



Step 11: Choose the Document

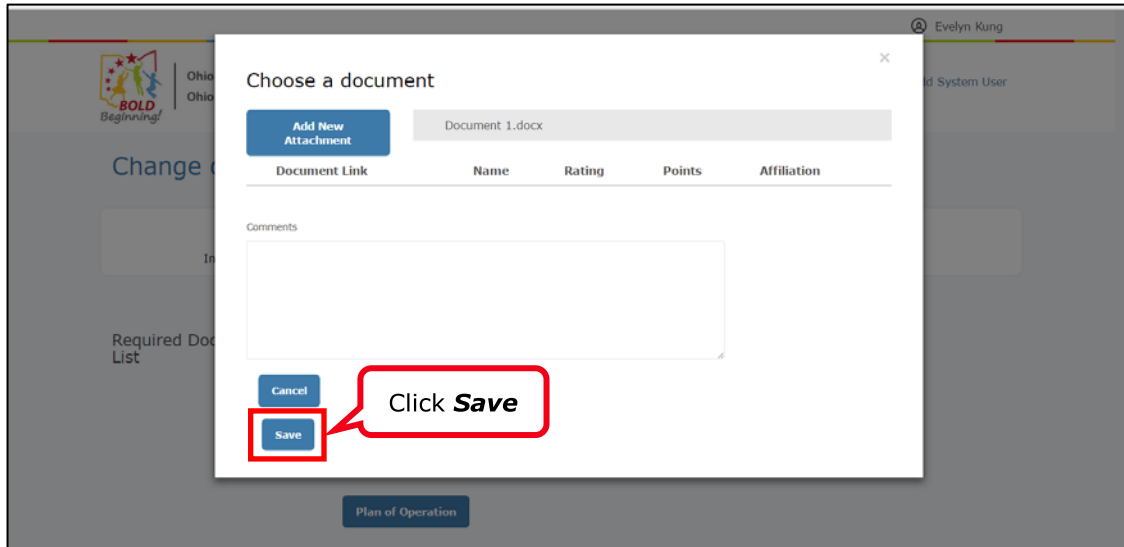
- 1) Select the document to attach
- 2) Click **Open**

Note: The view of this step will vary depending on the internet browser you are using.



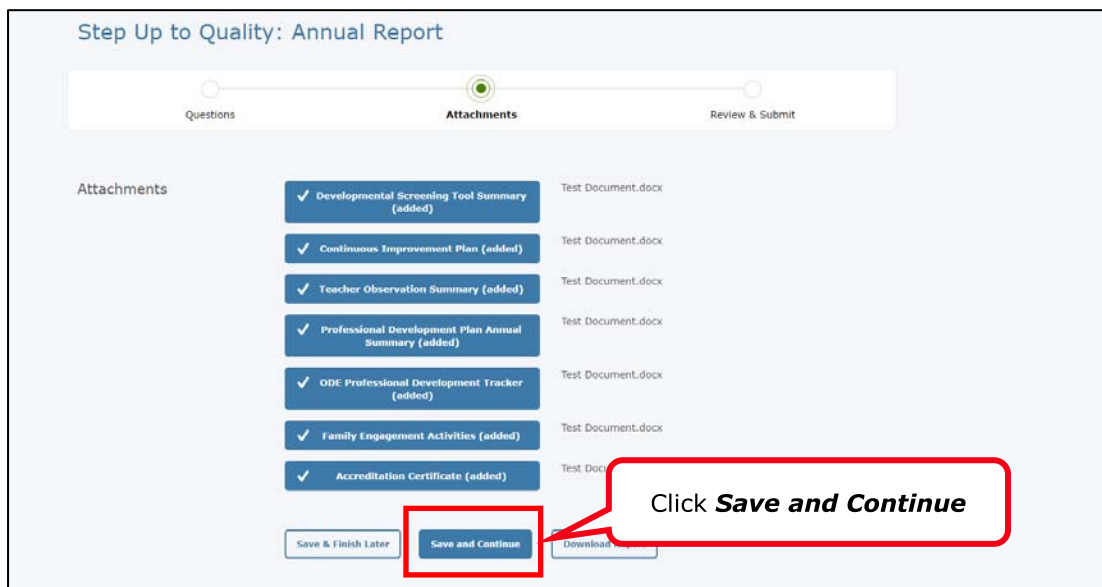
Step 12: Save the Document

Click **Save**



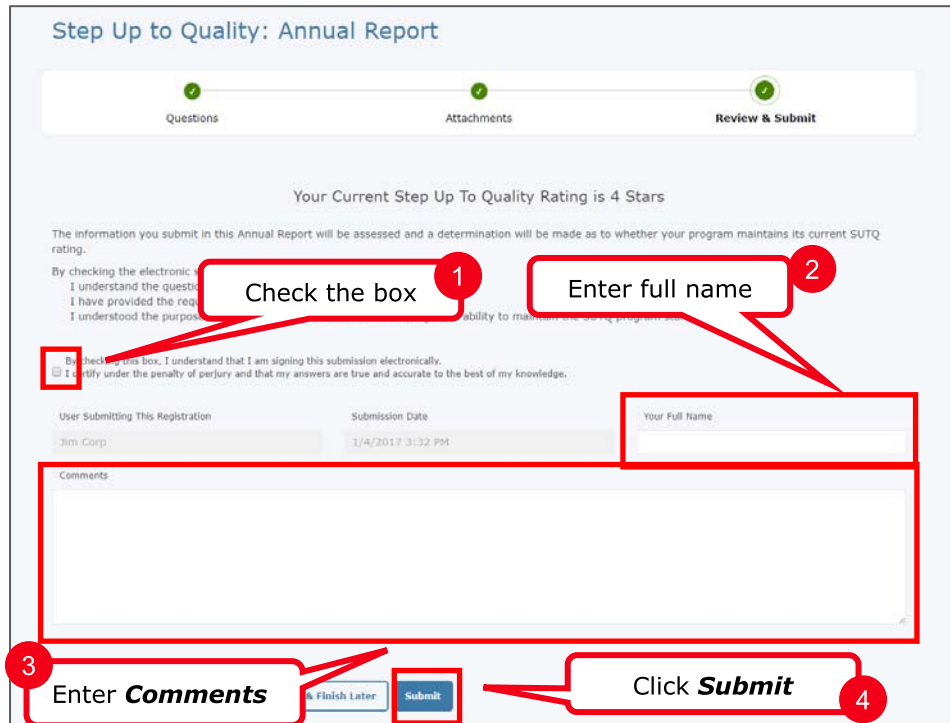
Step 13: Attach Other Required Documents

- 1) Repeat Steps 9 to 12 for all required documents
 - 2) After all required documents are attached, then click **Save and Continue**
- Note: When a document is attached, the document name displays to the right of the document button.*



Step 14: Submit Annual Report

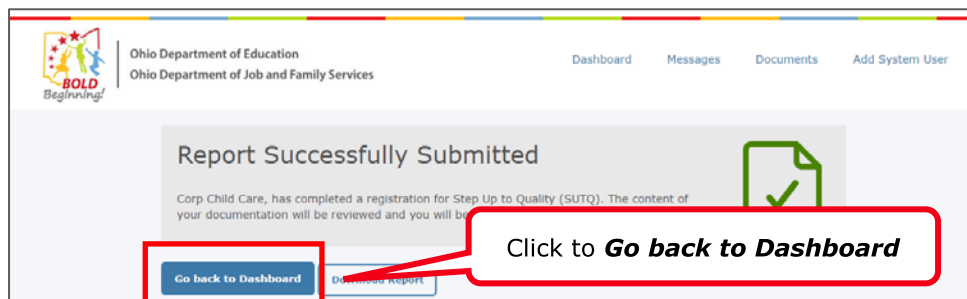
- 1) Check the box if you agree to the statement
- 2) Enter your full name
- 3) Enter any applicable **Comments**
- 4) Click **Submit**



The screenshot shows the 'Step Up to Quality: Annual Report' submission interface. At the top, there are three progress indicators: 'Questions', 'Attachments', and 'Review & Submit', each with a green checkmark. Below this, it states 'Your Current Step Up To Quality Rating is 4 Stars'. The main form area contains a statement: 'The information you submit in this Annual Report will be assessed and a determination will be made as to whether your program maintains its current SUTQ rating. By checking the electronic registration box, I understand that I am signing this submission electronically. I understand the questions, I have provided the required information, and I understand the purpose of this registration and my responsibility to maintain the quality of my program.' A red box highlights the 'Check the box' area (1). Below the statement is a table with columns for 'User Submitting This Registration', 'Submission Date', and 'Your Full Name'. The 'Your Full Name' field is highlighted with a red box (2). Below the table is a large text area for 'Comments', which is also highlighted with a red box (3). At the bottom of the form, there are two buttons: 'Finish Later' and 'Submit'. The 'Submit' button is highlighted with a red box (4). A red box (3) also highlights the 'Enter Comments' area.

Step 15: Return to Dashboard

Click **Go back to Dashboard**



The screenshot shows the 'Report Successfully Submitted' confirmation page. At the top, there is a navigation bar with links for 'Dashboard', 'Messages', 'Documents', and 'Add System User'. The main content area features the Ohio Department of Education and Ohio Department of Job and Family Services logos. A large green checkmark icon is displayed next to the text: 'Report Successfully Submitted'. Below this, it states: 'Corp Child Care, has completed a registration for Step Up to Quality (SUTQ). The content of your documentation will be reviewed and you will be notified.' A red box highlights the 'Go back to Dashboard' button (1). A callout box points to the button with the text 'Click to Go back to Dashboard'.

The process of submitting an Annual Report for Step Up To Quality (SUTQ) is complete.