

Changes to the Step Up To Quality (SUTQ) Program Effective April 15, 2022



We are glad you could join us to review the upcoming changes to the Step Up To Quality Program.

Technical Reminders



Teams Live Meeting



Listen Only Mode



Questions

- Submitted through the Q and A section

Before we get started I wanted to review a few technical details with you. In case you haven't attended a TEAMS Live meeting before there are a few things you'll want to know.

First, all attendees are in listen only mode. This means that all microphones have been muted and cameras are disabled. If you have a question throughout the session feel free to type it in the Q and A section, located on the right of the screen. We have staff available to answer as many questions as we can during this session. An FAQ will be created after all the sessions are complete to include the most frequently asked questions.

Questions can also be directed to the child care help desk or your licensing specialist.

This slide deck, a recording of the training and the FAQs will be posted on the BOLD Beginning website.

So, let's get started.

Agenda

- 1 | **CCMPL 153 available in eManual**
- 2 | **Standards / Forms Reduction**
 - School-Age Curriculum
 - Removal of Annual Report
- 3 | **Continuous Rating**
 - Visit Schedule
- 4 | **Specialized Ratings**
- 5 | **OCLQS**

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The Ohio Department of Job and Family Services and the Ohio Department of Education are excited to share these changes with you. As you may be aware, these changes were made to reduce redundancy and unnecessary paperwork that resulted in an administrative burden for programs participating in Step Up To Quality. Child Care Manual Procedure Letter No 153 is available in the eManual and includes the changes to processes, updated standards and links to revised forms. We refer to the manual procedure letter as the MPL throughout this session.

Changes to the Step Up To Quality program are effective on April 15, 2022 with updates to the Ohio Child Licensing and Quality System, called OCLQS, being available on Monday, April 18, 2022. The topics we are reviewing today include:

Standards/Forms Reduction

School-Age Curriculum

Removal of the annual report

Continuous Rating

Visit Schedule

Specialized Ratings

OCLQS

Standards/Form Reduction

The standards have been revised:

- ✓ Programs serving school-age children no longer need a school-age curriculum for SUTQ
 - Removed references to Ohio K-12 Academic Standards and SA alignment tool
- ✓ Annual report requirements have been removed
- ✓ Removed most requirements to upload documentation
 - Provide verification on site
 - Either program documentation or a verbal description will be used to determine the program is meeting the standard
 - Some requirements include submission of a document that is also maintained on site

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There have been revisions and clarification made throughout the standards.

Programs serving school-age children no longer are required to use a school-age curriculum for Step Up To Quality. To support this change, all references to Ohio's K-12 Academic Standards and the requirement for the program to show alignment of their school age curriculum have been removed.

The requirement for highly rated 3- 5 star programs to complete an annual report have also been removed throughout the standards.

Also, the requirement to upload documentation has been removed from most standards and language in the standards has been revised to state how the standard will be verified.

- In many cases the program already has some type of documentation that shows implementation of a standard that can be used without having to write it on a JFS sample form.
- In other cases, a verbal description of a practice will now be used to verify implementation of a standard
- Some requirements require submission of documentation and that the program maintain that documentation on site.

Standards/Form Reduction

Categories of forms:

- 1 JFS prescribed and sample forms are written in standards**
 - If a prescribed form is listed, then it must be used
 - If a sample form is listed, programs are encouraged, but not required, to use this form
 - The form includes all items required in a standard
- 2 Some sample forms will remain available for Technical Assistance**
 - Programs can use to gain a better understanding of a standard
 - Programs can continue to use a form to show compliance with a standard
- 3 Some forms are being obsoleted, these are listed in the MPL**

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The number of JFS forms has been reduced overall. This reduction includes no longer requiring any forms to be uploaded at a one-star registration.

There are three categories of forms remaining. The first category is the JFS prescribed and sample forms that are written in the standards.

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 b/c the sample form includes all of the items required in a standard

The second category is the JFS sample technical assistance forms that will remain available for TA. As we reviewed the list of JFS sample forms, we did not want to obsolete sample forms that programs may have embedded into their program practices. So several forms will remain available for use but are not listed in the standards. These can be used for Technical Assistance by programs to gain a better understanding of the requirements of a standard, or, if programs want to use them to show compliance with a standard where program documentation is required, that is also an option.

The third category is forms that are being obsoleted. Some forms will no longer be available because they are duplicative, the standard was removed, or the program most likely already has this requirement documented elsewhere.

Some forms have been revised. Programs who want to register for a star rating should begin to use the revised forms beginning April 15, 2022. Forms completed and currently on file at a rated program do not need to be updated with these revised versions until a form is required to be updated. Let's talk about forms and standards in a bit more detail.

Forms Included in Standards

Domain: Administrative and Leadership Practices	
Sub-Domain: Staff Management (SM)	
Program Standard	Requirements
<p>SM1 Administrators, lead teachers and assistant teachers have annual professional development plans.</p>	<p>A professional development plan is a written individualized plan used to document the on-going training and professional development needs of staff and is to be updated at least annually.</p> <p>For initial registrations: Professional development plans are to be created for any individual who has been employed for more than 30 days.</p> <p>Once rated, the initial professional development plan is to be completed within 30 days of hire.</p> <p>Professional development plans are to include the staff member's name, date of hire, position, staff signature, date of completion/update, and on-going training and professional development needs related to meeting the performance goals indicated on the professional development plan. Copies of the plans are to be maintained on-site for review.</p> <p>The sample JFS 01587 "Professional Development Plan for Step Up To Quality (SUTQ)" may be used for this requirement.</p>

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First lets talk about forms included in the standards

This is the Administrative and Leadership Practices Domain, the Staff Management Sub-Domain, at a one-star.

The requirement to upload this information has been removed from the standard. This will be reviewed on site. Also removed is language for the annual report requirement.

The sample JFS 01587, highlighted in green, is listed in this standard. This is a sample form that can be used to show how the standard is being implemented at the program. This is not a prescribed form, so it does not have to be used. However, this form includes everything needed by the program to show implementation of this standard and is included in the standard.

Forms Included in Standards

Domain: Learning and Development	
Sub-Domain: Curriculum and Planning (CP)	
Program Standard	Requirements
<p>CP 1</p> <p>The program obtains a written, research-based, comprehensive curriculum aligned with the Early Learning and Development Standards (appropriate to the age group served). Each teacher has daily access to a copy of the curriculum.</p> <p>Each lead teacher has available and can access in the classroom the Early Learning and Development Standards (appropriate to the age group served).</p> <p>Programs are not required to obtain a school-age curriculum.</p>	<p>Program is to complete and submit a copy of the IFS 01590 "Curriculum Standard Assessment Alignment Tool: Infants, Toddlers and Preschoolers for Step Up To Quality" or the publisher's alignment with Ohio's Early Learning and Development Standards for each age group(s) served. This documentation to show alignment with the current curriculum is to be maintained on-site for review.</p>

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Here is another example of forms being included in the standards

This slide shows the Learning and Development Domain in the two star standards for the Curriculum and Planning Sub-Domain. Based on what we've reviewed so far, you can see the following changes

1. The standard no longer includes language about Ohio's K-12 Standards and now specifically calls out that programs are not required to obtain a school age curriculum for Step Up To Quality, highlighted in yellow.
2. In the requirements column, in green, you can see where there is a prescribed form listed. This requirement gives the option of using the prescribed form or the publisher's alignment tool.
3. The requirement also states, in blue, to complete and submit either the prescribed form or the publishers alignment tool. This submission would take place when a program is requesting a rating. However, if a program changes their curriculum after becoming rated, the standard now also includes that documentation to show alignment is to be maintained on site to allow for review of that change.

JFS Sample TA Forms

CURRICULUM SELECTION PROCESS FOR TWO TO FIVE-STAR RATED PROGRAMS FOR STEP UP TO QUALITY (SUTQ)

Section One: *Review the definitions below to ensure an understanding of the elements and criteria that guide your work in selecting a curriculum which meets the Step Up To Quality program standard requirements.*

Section Two: *In choosing a curriculum framework, approaches and resources, decision-makers must first consider the unique features and requirements of the program. To begin the selection process, reflect on and respond to the following questions.*

Section Three: *Listed below are required components of a comprehensive curriculum. To aid programs in the selection of a curriculum, the following components may be assessed by completing the questions below including examples.*

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As I mentioned, some JFS forms do not appear in the standards but will continue to be available for program use. We are calling these forms JFS Sample TA forms. Some of the forms are great tools for teaching new staff what requirements are included in the standards and in guiding programs. These sample forms that provide TA to programs will remain available.

A great example of this is the requirement to have a curriculum that I just talked about on the last slide.

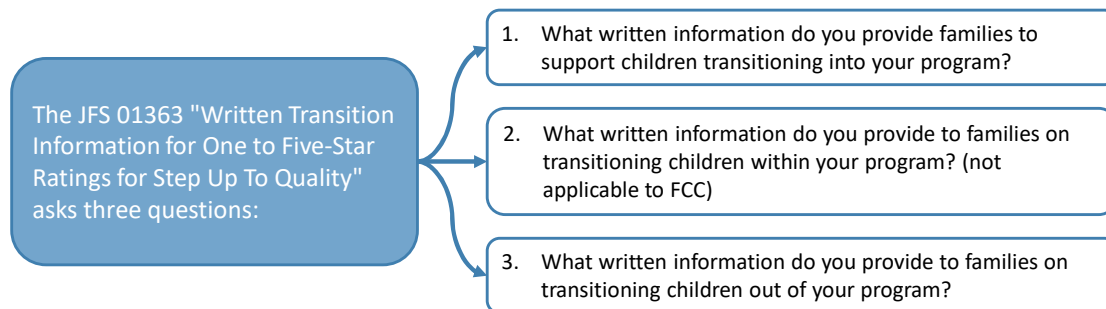
Previous standards at a one-star required the program to be engaging in a process to identify a curriculum. This requirement has been removed from both the family child care and child care center standards at a one-star.

However, the JFS 01507 "Curriculum Selection Process for Two to Five-Star Programs for Step Up To Quality" sample form was used to assist programs in understanding this requirement and provides guidance on how to select a curriculum. Listed on this slide are some of the questions from the JFS 01507 sample form. This document is extremely valuable in assisting a program in understanding this standard and as a result, the sample JFS 01507 will remain available as a technical assistance document.

This sample form does not appear in the standards because it is available for programs to use as a technical assistance document.

JFS Sample TA Forms

Domain: Family and Community Partnerships	
Sub-Domain: Transitions (T)	
Program Standard	Requirements
T1 The program provides written information to families on transitioning children into, within, and out of the program.	The program is to have available on-site copies of written information given to families on transitioning children into, within, and out of the program.



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We know that some programs may be utilizing sample forms to show implementation of requirements. We did not want to impact programs who may be using these sample forms by making them obsolete, so they will remain available as TA documents, and programs are welcome to use them to show implementation of a standard.

Let's review the Family and Community Partnerships Domain in the Transitions Sub-Domain at a one -star to explain this further. The changes to the standard removed the requirement to submit documentation and now it states the program has to have available on site copies of written information given to families on transitioning children. You can see this in blue on the slide.

Programs may have used the JFS 01363 "Written Transition Information for One to Five-Star Ratings for Step Up To Quality" sample form to show implementation of this standard. This form includes the three questions listed on the slide. This sample form will continue to be available but does not need to be used by the program to show implementation of this standard, unless the program chooses to do so. In order to determine that this standard has been implemented, the program needs to have available on site copies of written information provided to families as noted in the standard. It is no longer necessary to document that written information on the JFS 01363.

Some sample technical assistance forms have been revised while others have not. Only

the revised forms are listed in the MPL.

Obsoleted Forms

Sub-Domain: Staff Supports (SS)	
Program Standard	Requirements
SS 1 The program has a written wage structure.	The program is to have a written structure used to determine compensation for staff based on criteria established by the program such as education, experience, length of employment, role, or position.
Sub-Domain: Communication and Engagement (CE)	
Program Standard	Requirements
CE 2 The program communicates with families using at least two different modes of communication; and at least one mode promotes two-way communication.	The program is to show or be able to describe at least two modes of communication that the program uses to communicate with families.

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Let's look at some examples of forms that are being obsoleted. Obsoleted means they will no longer be available.

A good example of this is the written wage structure in the center standards in the Staff Supports Sub-Domain. The standard has been revised to remove the wording to submit a copy of the wage structure. This will be viewed on site.

The JFS 01364 "Written Wage Structure for One to Five-Star Ratings for Step Up To Quality" form that supported this standard captured information the program most likely has outlined elsewhere and so the form is being obsoleted.

Another example is the Communications and Engagement Sub-Domain where the JFS 01366 "Community Resources Information for One to Five-Star Ratings for Step Up to Quality" was used by programs to list examples of the community resources available to support families. The requirement to submit this information has been removed and examples of resources and community services shared with families will be reviewed on site.

All obsoleted forms are listed in the MPL.

A complete list of all JFS forms, including prescribed and sample forms listed in the standards, sample technical assistance forms and forms that have been obsoleted are

included in a TA Document that will be available on the Bold Beginning website

Now let's talk about what it means to have a continuous rating.

Continuous Rating



All ratings are “continuous”

- If a program’s rating is reduced, the new rating becomes continuous
- A program must submit an ongoing registration to request a rating change
- The 2-star transition is discontinued



Submit ongoing rating registration to change star rating



Updated SUTQ certificates are available in OCLQS on 4/18/2022



Does not apply to specialized ratings

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The rating renewal process is being discontinued. This means programs no longer need to submit a registration in order to maintain their current rating. As a reminder, if your program’s rating expires on or after April 15, 2022, you do ***NOT*** need to submit an ongoing registration or an annual report to maintain your current Step Up To Quality rating.

A program's Step Up To Quality rating will be continuous from their rating effective date when the program continues to meet the Step Up To Quality standards. Programs ratings will no longer have an expiration date.

If a program's rating is reduced to a lesser rating, not a zero, this new rating will also be continuous. The requirement that these programs cannot be awarded a new rating until six months from the new continuous rating effective date remains in effect.

A program must submit an ongoing registration to request a rating change.

The two-star rating will be continuous as well. Two-star rated programs will no longer be required to register for a different rating within one year, and the rating is no longer limited to once every four years.

Programs wishing to change their star rating must submit an ongoing rating registration.

The Step Up To Quality certificate has been updated to remove the expiration date and will be available to print on April 18, 2022.

Continuous ratings do not apply to programs with specialized ratings as these are time-limited.

Specialized Rating

Specialized Ratings include:

- Change of ownership
- Reinstatement
- Expedited ratings



These ratings are time limited and are not continuous.
Ohio Administrative Code 5101:2-17

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Specialized ratings include

- When a program has a change of ownership and has been approved for the rating to continue for 3 months.
- Reinstatement of a rating when a program has been temporarily closed for more than 90 days and
- An expedited rating awarded for a 3 month period.

These ratings are time limited and are not continuous. Programs with these ratings must continue to follow the process outlined in Chapter 5101:2-17, of the Ohio Administrative Code, to achieve a continuous rating. This process includes submitting a registration before the expiration of their time-limited rating, which is 120 days from the date the program was awarded the specialized rating.

Verification Visit

SUTQ standards will be reviewed annually

1 & 2 Star

Programs will receive a complete verification visit every other year

3-5 Star

Highly-rated programs will receive a complete verification visit every three years

With the introduction of a continuous rating and the removal of annual reports for highly rated programs, ODJFS and ODE reviewed the verification visit schedule.

Step Up To Quality standards will be reviewed annually.

One and two-star programs will receive a complete verification visit every other year to review all Step Up To Quality standards.

Highly rated three to five-star programs will receive a complete verification visit every three years to review all Step Up To Quality standards.

At least a subset of standards will be reviewed when a complete verification visit does not occur.

OCLQS Changes



Changed functionality to now support continuous rating, including:

- Expiration date removal
- Annual report functionality
- Email reminders



Updated registration process to support changes in standards including forms no longer required to be uploaded



Updated the SUTQ certificate



System outage to make improvements

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In order to support these changes and the providers and state and county staff who use OCLQS, system functionality is being changed.

System changes implemented to support these improvements to Step Up To Quality include removing all functionality related to expiration dates and annual reports as well as email reminders for these functions.

Additionally the registration process has been updated to support changes to the standards. This includes removing functionality that supported uploading documents that are no longer required to be submitted.

Lastly, the Step Up To Quality certificate has been updated to remove the expiration date for all ratings that are not time-limited. If you wish to print an updated certificate, this functionality will be available to programs on Monday, April 18, 2022.

OCLQS will be unavailable beginning Friday, April 15, 2022 at 4:00pm. through Monday, April 18, 2022 at 8:00am. System users will be unable to access OCLQS during this time

QUESTIONS

ODJFS Child Care Help Desk (1-877-302-2347)

Option 1 for OCLQS assistance, or CCIDS_business_unit@jfs.ohio.gov

Option 4 for policy questions or childcarepolicy@jfs.ohio.gov

ODE Assistance

(614) 502-7535 or SUTQ@education.ohio.gov

SUTQ Standards Assessment

Child Care programs can also contact their **Licensing Specialist**

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We appreciate your time today and interest in learning about the Step Up To Quality changes.

For assistance, contact the Child Care Help Desk at 1-877-302-2347. Select option 1 for assistance with OCLQS and option 4 for policy questions.

