



## Ohio Administrative Code

### Rule 5101:2-17-03 "Step Up To Quality" (SUTQ): desk reviews, on-site verification visits and star rating awards.

Effective: March 29, 2020

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(A) What programs qualify for a desk review conducted by the Ohio department of job and family services (ODJFS), the county agency or the Ohio department of education (ODE)?

Programs who are eligible pursuant to rule 5101:2-17-02 of the Administrative Code and have submitted a completed registration.

(B) How are ratings awarded?

(1) The program shall not be awarded a rating higher than was confirmed by the program during the registration process if the program confirms at a one-star, two-star or three-star rating.

(2) The program may be awarded a higher rating if it's determined that the program meets the criteria and the program confirms at a four-star rating.

(3) A program may not be awarded a rating, or a lower star rating may be assessed, if at the desk review or on-site verification visit the program does not meet the standards for the rating the program confirmed at registration.

(C) How long does a star rating last?

If the program meets the standards for a star rating and the requirements for maintaining a star rating, the following shall occur:

(1) One-star rated programs shall be rated for a period of one year.

(2) Two-star rated programs shall be rated for a period of one year.

(a) A two-star rated program shall register for a one, three, four, or five-star rating between one



hundred eighty days and two hundred seventy days after the two-star rating effective date.

(b) If a program fails to register by day two hundred seventy, the rating shall be immediately discontinued.

(c) A program may only be awarded a two-star rating once every four years from the end of the two-star rating.

(3) Three-star rated programs shall be rated for a period of two years.

(4) Four and five-star rated programs shall be rated for a period of three years.

(D) How is a deferral issued?

(1) A deferral may be issued at the conclusion of the on-site verification visit or at the time of the annual report if the program cannot demonstrate it is meeting the standards.

(2) If the program cannot meet the deferral requirement within the time frame given, a lesser star rating may be awarded.

(E) When is a rating effective?

The rating shall be effective:

(1) The Sunday following the thirtieth day after the completion of the on-site verification visit.

(2) If a deferral was issued, the Sunday following the thirtieth day after the end of the deferral period.

(3) The Sunday following approval or license begin date, whichever is later, after:

(a) The desk review;



(b) A rating is awarded pursuant to paragraph (F) or (G) of this rule; or

(c) The annual report review.

(F) What are the requirements if a program owner, with multiple rated programs, wants to have a new program's rating expedited?

(1) The program shall request the rating in the Ohio child licensing and quality system (OCLQS) at <https://oclqs.force.com> during the application process or within the first thirty days of the provisional license period.

(2) The program's owner shall own multiple licensed programs that include the following:

(a) At least fifty per cent of the owner's programs have a star rating; and

(b) Two or more of the programs have a three, four or five-star rating.

(3) The rating awarded shall equal the lowest rating of the three, four or five-star rated programs if the program meets the following:

(a) All administrator and staff qualifications shall be met pursuant to the appendices to rule 5101:2-17-01 of the Administrative Code for the star rating to be awarded.

(b) The program implements a written, researched-based, comprehensive curriculum aligned with the early learning and development standards and/or the Ohio K-12 standards, appropriate to the age group served and which shows alignment to the program's identified assessment process.

(4) If the program is unable to meet the requirements of paragraph (F)(3) of this rule, a lesser star rating may be awarded.

(5) In order to continue the star rating, the program shall:

(a) Submit an initial registration within one hundred twenty days of the rating begin date; and



(b) Comply with a desk review including documents returned for revision and the on-site verification visit.

(6) If the new program fails to comply with paragraph (F)(5) of this rule, the rating shall be discontinued one hundred twenty days after the rating begin date.

(G) What are the requirements to continue a rating if the program's owner changes?

(1) An initial program applicant may be awarded a rating when the owner is changing if the following requirements are met:

(a) The currently rated program has been rated for the previous thirteen months.

(b) The new program requests the rating in OCLQS during the application process or within the first thirty days of the provisional license period.

(2) The rating awarded shall equal the current rating if the program meets the following:

(a) All administrator and staff qualifications shall be met pursuant to the appendices to rule 5101:2-17-01 of the Administrative Code for the star rating to be awarded.

(b) The program implements a written, researched-based, comprehensive curriculum aligned with the early learning and development standards and/or the Ohio K-12 standards, appropriate to the age group served and which shows alignment to the program's identified assessment process.

(3) If the program is unable to meet all of the requirements of paragraph (G)(2) of this rule, a lesser star rating may be awarded.

(4) In order to continue the star rating, the program shall:

(a) Submit an initial registration within one hundred twenty days of the rating begin date: and.



(b) Comply with a desk review including documents returned for revision and the on-site verification visit.

(5) If the program fails to comply with paragraph (G)(4) of this rule, the rating shall be discontinued one hundred twenty days after the rating begin date.

(H) Will the star rating continue if a program changes its location?

Yes the star rating shall continue.

(I) If a star rated family child care provider changes from a licensed type A home to a licensed type B home or from a licensed type B home to a licensed type A home, will the star rating continue?

Yes the star rating shall continue.

(J) Will the star rating be reinstated if a program was previously rated and the rating was discontinued due to the program being in temporary closure status for more than ninety days pursuant to rule 5101:2-12-02 or 5101:2-13-02 of the Administrative Code?

(1) The rating may be reinstated if the program requests the reinstatement in OCLQS within the first thirty days after reinstatement of the continuous license. If the program has a provider agreement to provide publicly funded child care pursuant to Chapter 5101:2-16 of the Administrative Code and does not request to reinstate its star rating prior to the reopening of the license, the program may have a gap in PFCC services.

(2) The reinstated rating shall equal the prior rating if the program meets all of the following:

(a) All administrators and staff qualifications shall be met pursuant to the appendices to rule 5101:2-17-01 of the Administrative Code for the star rating to be awarded.

(b) The program meets the curriculum and assessment requirements pursuant to the appendices to rule 5101:2-17-01 of the Administrative Code for the star rating to be awarded.



(3) If the program is unable to meet the requirements of paragraph (J)(2) of this rule, a lesser star rating may be awarded.

(4) Once the reinstated star rating has been awarded, in order to continue the rating, the program shall:

(a) Submit an ongoing registration within one hundred twenty days of the rating begin date.

(b) Comply with a desk review and an on-site verification visit.

(5) What if the program fails to comply with paragraph (J)(4) of this rule?

The rating shall be discontinued one hundred twenty days after the rating begin date.

(K) What if ODJFS, ODE or the county agency determine the program is not meeting any of the standards outlined in the appendices to rule 5101:2-17-01 of the Administrative Code?

The program shall:

(1) Comply with any desk reviews or on-site verification visits.

(2) Submit any documents requested by ODJFS, ODE or the county agency.

(L) What are the requirements for rated programs displaying marketing materials?

The program shall:

(1) Use SUTQ marketing materials only for the current rating.

(2) Meet the branding and logo requirements outlined by ODJFS for marketing materials.