



Ohio Administrative Code

Rule 5101:2-17-04 "Step Up To Quality" (SUTQ): changes, renewals, removals, or requests to withdraw a SUTQ rating.

Effective: March 29, 2020

(A) What shall a program do to request a rating change?

The program shall:

(1) Log onto <https://oclqs.force.com> to complete an ongoing rating registration.

(2) Electronically submit the registration.

(B) What is the process to submit an annual report?

(1) A program shall complete and submit an annual report at <https://oclqs.force.com> thirty days prior to the anniversary date of the initial star rating.

(2) The annual report shall contain updated information as described in the appendices to rule 5101:2-17-01 of the Administrative Code for a three, four or five-star rated program.

(3) An annual report is not required if a change in rating registration is submitted before the deadline for the annual report.

(C) What if the annual report is not completed and submitted?

The star rating shall be discontinued on the anniversary date of the star rating.

(D) What if the rated program does not meet the program standards based on the information provided in the annual report?

The star rating may be reduced or removed pursuant to paragraph (F)(3) of this rule.



(E) What is the process to submit a rating renewal?

(1) A program shall request to renew its rating by logging onto <https://oclqs.force.com> ninety days prior to the star rating expiration date to complete and submit an ongoing registration.

(2) If the program does not submit a rating renewal, the rating shall be discontinued on the rating expiration date.

(F) When can a star rating be reduced or removed?

(1) Programs licensed by ODJFS:

(a) The star rating shall be removed if the program receives a letter of intent to revoke a license from ODJFS.

(b) The star rating may be reduced or removed if ODJFS or the county agency determines that the program has an accumulation of twenty-four moderate and/or serious risk non-compliance points or a six-point serious risk non-compliance within the previous twelve months as listed in appendix A to rule 5101:2-12-03 of the Administrative Code for child care centers and appendix A to rule 5101:2-13-03 of the Administrative Code for family child care providers.

(2) For programs licensed by ODE, the star rating may be reduced or removed if ODE determines that the program has a six-point serious risk non-compliance as shown in rule 3301-37-02 of the Administrative Code for preschools and rule 3301-32-11 of the Administrative Code for school child programs.

(3) The star rating may be reduced or removed if ODJFS, ODE or the county agency determines the program is not meeting any of the standards outlined in the appendices to rule 5101:2-17-01 of the Administrative Code.

(G) What are the requirements following a rating reduction pursuant to paragraph (F)(1) or (F)(2) of this rule?



(1) The program shall not be awarded a star rating for six months after the new rating begin date; this includes a reduction to a zero rating.

(2) The new rating awarded will expire twelve months after the new rating begin date.

(3) Paragraph (C)(6) of rule 5101:2-17-02 of the Administrative Code shall only apply to inspections completed after the effective date of the reduction of a star rating.

(H) What are the requirements following a rating removal pursuant to paragraph (F)(1) or (F)(2) of this rule?

(1) The program shall not be awarded a star rating for twelve months from the date of removal.

(2) Paragraph (C)(6) of rule 5101:2-17-02 of the Administrative Code shall only apply to inspections completed after the effective date of the removal of a star rating.

(I) How can a program with an agreement to provide publicly funded child care avoid a gap in PFCC services when its SUTQ exemption pursuant to Chapter 5101:2-16 of the Administrative Code is expiring or no longer exists?

(1) If a program is currently meeting a time-limited exemption pursuant to Chapter 5101:2-16 of the Administrative Code and does not submit a registration for SUTQ between one hundred eighty days and ninety days prior to the expiration of the exemption, the program may have a gap in PFCC services. Time-limited exemptions are a reduction or removal pursuant to paragraph (F) of this rule as well as a program at the end of its provisional license period.

(2) If a program no longer meets any of the other exemptions pursuant to Chapter 5101:2-16 of the Administrative Code and does not submit a registration for SUTQ within thirty days of no longer meeting the exemption criteria, the program may have a gap in PFCC services.

(J) How does a program withdraw from SUTQ and when does it become effective?

(1) A program that has submitted a registration for SUTQ or that has a current SUTQ rating may



withdraw from SUTQ by completing and submitting the JFS 01556 "Request to Withdraw From Step Up To Quality".

(2) The effective date of the program's withdrawal from SUTQ shall be the date requested on the JFS 01556 or thirty days from the date of the signature on the JFS 01556, whichever is later.