



Directors Forum

May 12, 2022

Sandra Raye-Redmond greeted participants and opened the meeting.

4C for Children - Lauren Muran

- Tanisha James is the new team lead for Family and Community Services. You can reach out to her with any questions (937-723-1336).
- If you are interested in classroom coaching or want to know who your SUTQ coach is, please reach out to Ashley Chiles (937-723-2718), Quality Programs and Coaching.
- Professional Development and CDA updates: October 21-22 is the 4C Conference @ Sharonville Convention Center.
- CDA cohorts are being formed (32 and 25 people). CDA Orientation Dates: May 10th, 6:30-9 p.m.; May 21st, 9-11:30 a.m.; June 7th, 6:30-9 p.m.; June 18th, 6:30-9 p.m.; June 23rd, 12:30-3 p.m.

Public Health–Dayton & Montgomery County

A. Lea Kelty reported that Ohio Healthy Programs is a statewide initiative to encourage healthy environments and prevent obesity with healthy activities, menus, and praise. There are seven steps to become OHP designated:

1. Connect with Lea (lkelly@phdmc.org, 937-496-7076)
2. Complete training online, 3 self-paced modules
3. Implement a menu that adheres to OHP criteria
4. Engage families
5. Assess nutrition and physical activity practices
6. Apply
7. Receive incentives

B. Maternal & Infant Health Programs, Alyssa Bleijerveld (ABleijerveld@phdmc.org or 937-496-7718)

Services include:

- Neighborhood navigators – baby supplies, prenatal care, tobacco cessation
- Cribs for Kids (Safe Sleep Ambassadors)
- Baby & Me Tobacco Free (incentives) during first trimester of pregnancy
- Moms & Babies First – home visiting, Black and African American pregnant people
- Pregnancy Peer Support program – addiction or mental health
- Fetal Infant Mortality Review – support for parents who have experienced a loss

Safe Sleep Ambassador Training is planned for Thursday, May 26th and June 16th from 1 to 3 p.m. Register by calling 937-496-6831.

Community Celebrations

- Yolanda Brown – Yolanda's Playhaus earned their 5 star SUTQ rating.
- Chaley Johnson – Learning Ladder passed a surprise Fire Department inspection.
- Taste T Love Baby Food received the Better Business Bureau Spark Award.
- Roland Miyahira – The Learning Tree (Stroop) has earned 5 stars. Thank you to Lauren and Tisha and Preschool Promise for their support.
- Audrey with Stepping Stones – Preschool Promise students performed *The Star Spangled Banner* for an event. The video was sent to the Dayton Dragons team which has invited them to sing at their June 22 game. Audrey will throw out the first pitch.

Montgomery County JFS updates

Kim Trowles, Child Care Manager for Montgomery County Job & Family Services

As of April 18, calls about child care applications will be being routed to the Family Assistance call center. The state conversion project requires that calls will no longer go directly to the child care case worker but messages to the call center will be sent to workers. The call center number is 1-844-640-6446.

Beginning May 8, co-payments for families will be temporarily waived. ODJFS will assign a copayment to the provider; full payment will be issued for services provided. Providers may not collect copayments from families.

Providers can submit applications to JFS using the drop box or they can be emailed, faxed, or mailed. Fax: 937-225-6465 Email: mchildcareinfo@jfs.ohio.gov

For questions about a specific child care case, providers can use the provider email box to request information or assistance: montg-child-care@jfs.ohio.gov

More information is available on this Information Sheet. [\[link to PDF\]](#)

I CAN TELL program

Sabrina Chupp, Program Director of Womanline at Family Service Association and Natasha Francis, Program Coordinator

SCAN program and I Can Tell program both focus on stopping child abuse and neglect.

I Can Tell focuses on the prevention of child sexual abuse through education, awareness, and early intervention, primarily through I Can Tell curriculum for grades Pre-K through 5th grade. The program has been delivered in the community for 20 years:

- Helping children identify their emotions
- Set boundaries
- Safety plan
- Tell 3 safe adults if they feel unsafe or if they have been abused

Natasha contacts educators about offering program in their classrooms. She shared data that shows curriculum makes a difference in children's understanding. The program has been delivered in settings that include classrooms, including a school for the deaf as well as shelters and others.

Funding from multiple sources will expand how many people they can serve. Informational meetings for parents can also be provided. To schedule a presentation or for further details, please contact Natasha Francis (nfrancis@fsadayton.org 937-343-1024) OR Sabrina Chupp (schupp@fsadayton.org).

ODJFS LICENSING updates from Trentae Taylor and Kelly Paull

Your commitment to serving children during challenging times is greatly appreciated. Kelly reported they are welcoming Michelle Vent as the new Assistant Bureau Chief. She was a licensing specialist and then a supervisor. You may see communications from her. Kristin is now Bureau Chief. Important to know when you get communications from them.

Copayment forgiveness is not their expertise but received the communication and will forward communication sent to programs which can be shared with families.

Changes regarding rules and forms were quickly reviewed. They are available on the website for you to review.

Updates about stabilization grants, payment have been made.
Organizational dashboard – payments will be there.

Week of the Young Child resources, such as activities with children, were available and can be used throughout the year. That information will be shared in a follow-up message.

CDC updated communication has been issued regarding COVID. Follow through with reporting requirements (communicable disease chart). Get on Form Central if you still need it. Just order what you need and get the most updated one.

2 trainings related to administrators. Rules review – 7.5 hours training (2 parts), which must be taken once every 5 years. Rules training not required for FCC providers.

If you took it in 2017-2018, you can take it again or a “refresher” training to maintain compliance with the rule. 4.5 hours web-based; will try to prioritize those administrators who took training in 2017-2018.

Search for “refresher” in Ohio Professional Registry for administrators. Sessions posted as full you will not show in the search results. As registration date opens, they will show up. Search weekly if you need to take it. If you have questions, contact your licensing specialist, Kelly or Trentae, or the help desk.

Child care staff member orientation – We are aware of technical issues. Our department has taken the orientation down as of the start of this meeting. Anyone registered should receive email about this and when it becomes available again. If you have anyone who needs to take the training, check weekly to see if it’s up again. We are not going to mark out programs if this isn’t done *during the time the training is down*.

Rule 3 – implement HB65, concerning parental notice of serious risk noncompliance (how you notify the families). Effective May 15
Transmittal letters: 33 for centers and 23 for family child care.

The following link can be used to access Child Care Manual Procedure/Transmittal Letters, updated background check instructions, and forms: <https://jfs.ohio.gov/cdc/providers.stm>

Revisions to forms – available in forms central

JFS 1236 – Food service exemption (finalized in March)

JFS 1276 - Background check instructions have been updated; day camp was updated.

Deadline to meet PD requirements for last biennium has past. Stay on top of this for the current biennium. Licensing PD = 20 hours, 6 hours every fiscal year. Not the same as SUTQ requirements.

State purchased curriculum

Free for meeting SUTQ standards for certain providers (eligibility criteria). Was not available in February when announced but can now be delivered.

School age endorsement – make it easier to attain the actual endorsement

Step Up To Quality (SUTQ) has changed from what we have known it for years. Systems procedures practices in place to meet SUTQ requirements – don't stop doing those.

Team's meetings recorded and on Website effective April 15.

Transition from old to new requirements. April 11 was team's live event.

CAREFULLY Review Communication and Contact Specialist for Assistance

It is not possible to review during this meeting everything that has changed. Be sure to look over information and communicate with your specialist.

The following link can be used to access information shared related to Step Up to Quality (SUTQ): <https://boldbeginning.ohio.gov/providers>

Laura Harper, Assistant Deputy Director, was on the call and gave reminders about the stabilization grant. Phase 1 and Phase 2 have been implemented. She encouraged providers to apply for grants available. The deadline is May 31. Go to OCCRRRA website and login to OPR. On your organization dashboard is where you can apply. If you already applied for Phase 1, you must submit a reconciliation document before applying for Phase 2. (Reconciliation doc does not need to be approved, just submitted.)

We are highly encouraging programs to submit applications. Money not used goes back to the Federal government. Funds can be used for any of four areas:

1. Operating and new pandemic costs – program expenses from the past outlined in the or current (rent, mortgage, utility, insurance, payroll, employee benefits).
2. Workforce improvement and retention – plans to incur wages, hiring bonuses, staff benefits, recruitment activities.
3. Assets development – plan to incur for adding classrooms, expanding hours, adding technology, etc.
4. Mental health workforce and family support – plans to incur for coaching or training staff, mental health supports for staff or children, family engagement activities, stress reduction activities, supports of SEL in your program.

OCCRRA website has documents with more details. Reminder message going out about deadline that will also give examples similar to those just listed. Resource page: <https://occrra.org/ohio-professional-registry/one-time-pandemic-payment-2/>

Preschool Promise Updates **Tiffany Coatie, Operations**

Family applications are being accepted for the 2022-2023 school year. Families should be directed to the website to complete it. Call 937-329-2700 if you have questions.

In the next week, a list of current 3-year-olds will be sent to current Preschool Promise providers to confirm information. Please let us know if the children plan on returning in the fall. If they are already enrolled, they do not need to fill out another application.

Sandra announced that **Kick-off dates for community-based sites** are July 28th at 6:30 p.m., July 30th at 9:30 a.m., and Aug 2nd at 12pm.

Sandra thanked everyone for participating and wished them well.
Meeting ended at 11:37 p.m.

Next Directors Forum is August 4, 2022



WOMANLINE
SERVING THE GREATER DAYTON AREA FOR OVER FORTY YEARS

 **Family Services**
Partners in Strengthening Families & Communities
2211 Arbor Blvd
Dayton, Ohio 45439

I CAN TELL

As parents/guardians, our main objective in life is to be able to send our children out into the world to blossom independently. While we can hope for our children to never get harmed, we still need to prepare them with the tools and resources to keep themselves safe. Although most children grow up without any harm to them, others are not so fortunate, which is why prevention education is important to present at younger ages.

Womanline, a program at Family Services, shares your concern and wants all children to grow up without the harm abuse causes. For more than twenty years we have been teaching young children throughout the Miami Valley how to protect themselves from sexual abuse. Over 8,000 children have already benefited from this program and we hope to increase that number exponentially in the coming years.

Today your child participated in an **I Can Tell** abuse awareness presentation, led by one of our educators. Some of the important lessons we taught your child are:

- ❖ *That a child's body is their "own personal space."*
- ❖ *That no one can enter a child's own personal space unless they're comfortable with it.*
- ❖ *That any time someone else enters a child's personal space, and the child feels uncomfortable, they have a right to say, "No!", then run away and tell a trusted adult.*
- ❖ *That when someone touches a child's personal space in a way that they don't enjoy, it is not the child's fault.*
- ❖ *That a child can tell a trusted adult whenever they feel uncomfortable.*
- ❖ *That a trusted adult is someone (parent, grandparent, teacher etc.) who will listen and help.*

Awareness information and having a plan are the most important tools your child has to avoid harm and get help if they're being abused. You are your child's best teacher. We encourage you to talk with them about personal safety, using the tools that we provided. Reinforce your child's right to say "No" when they don't feel safe. Most importantly:

If you believe your child or some other child is being sexually abused, you should contact **855-OH-CHILD (855-642-4453)** that will link you directly to help in your county.

If you have any questions about **I Can Tell**, you may contact Natasha Francis at Family Services by calling (937)222-9481.



Publicly Funded Child Care

Information Sheet and Frequently Asked Questions

1. Where can I submit an application?

You have several different options to submit a Child Care application:

- ❖ **Online:** <https://ssp.benefits.ohio.gov/>
- ❖ **Email:** mcchildcareinfo@jfs.ohio.gov
- ❖ **Fax:** 937-225-6465
- ❖ **Self-Scanning:** located inside the Blue Entrance at The Job Center, 1111 S. Edwin C Moses Blvd., Monday through Friday 8 a.m. – 4 p.m.
- ❖ **Drop Box:** located outside the Blue Entrance of The Job Center, 1111 S. Edwin C. Moses Blvd.
- ❖ **Mail:** P.O. Box 972, Dayton OH 45422

2. How to Contact Child Care staff

- ❖ **Phone:** 1-844-640-6446
 - *Select Language*
 - *Option 2 – Help with Medicaid, Food, Cash Assistance or Child Care*
 - *Enter – 5-Digit Zip Code*
 - *Enter – 9-Digit SSN*
 - *Option 5 – For Customer Service, to report a change or for information about your cases status and benefits information.*
- ❖ **Live Chat:** via inContact on Tuesdays and Thursday 10 a.m. – 12 p.m.
The inContact link can be found on the Montgomery County Child Care Assistance page:
www.mcoho.org/departments/job_and_family_services/services/family_assistance/child_care_assistance.php

3. What is required to be submitted with my renewal application?

- ❖ Documentation that you are participating in a qualified activity.
 - Employment- last 30 days of paystubs
 - School – current school schedule and fee bill with a zero balance
 - Training – verification of hours of training and clarification if the training is paid or unpaid

4. What is required to be submitted with a new application?

- ❖ Documentation that you are participating in a qualified activity.
 - Employment- last 30 days of paystubs
 - School – current school schedule and fee bill with a zero balance
 - Training – verification of hours of training and clarification if the training is paid or unpaid
- ❖ Birth certificate for the children you are applying for
- ❖ Please include your provider selection on the application



Publicly Funded Child Care

Information Sheet and Frequently Asked Questions

FAMILY ASSISTANCE

5. **How long does it take to get a determination made on my application?**
The application process can take up to 30 days, but most cases are approved before that.
6. **Now that I have turned in my application, can I use my receipt to take my kids to care?**
Some providers will take your children with this receipt, but others will not. Please check with your provider.
7. **If I change my provider, how long does it take before my provider can see it?**
The provider can see the change in their portal the day after the change is processed.
8. **How long does it take to make a change?**
Changes are processed within ten days of receipt.
9. **I changed my provider. Why do I only have part-time care when I had full-time care before?**
You can only have one full-time provider per week. If you change providers mid-week, your new provider will only have part-time authorizations. The new provider will receive the full-time authorization the following Sunday.
10. **Why did I get a letter that my case was closed for not renewing after I turned in my renewal application?**
You received this letter as part of a mass mailing by the state to let you know that your authorization ends at a designated date. If you have already turned in your renewal packet, you can disregard this letter.
11. **Who can I submit a complaint to about my Child Care provider or the service that I received at Montgomery County Job and Family Services?**
Call 1-866-886-3537, Option 4, then Option 1 to file a complaint about a provider.
Contact the Customer Support Resolution Center to file a complaint about JFS.
 - Monday – Friday: 8 a.m. – 4 p.m.
 - 937.225.6164 to leave a message by phone
12. **How can I become a provider?**
 - ❖ **Online:** <https://jfs.ohio.gov/cdc/openingachildcareprogram.stm>
 - ❖ **Call:** 1-866-886-3537 Option 4, then Option 1

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
JFS 01373 – Transition Plan for Three to Five Stars for Step Up To Quality (SUTQ) Sample	T 4	-	-	✓	✓	✓	No
JFS 01378 – Developmental Screening Referral Process for Three to five Star Rating for Step Up To Quality (SUTQ) Sample	CSA 1	-	-	✓	✓	✓	No
JFS 01381 – Program Transition Policies for Four to Five Star Ratings for Step Up To Quality (SUTQ) (revised) Sample	T 5	-	-	-	✓	✓	Yes
JFS 01509 - Continuous Improvement Plan (CIP) for Step UP To Quality (SUTQ) (revised) Prescribed	PA 2, PA 3, SM 4	-	✓	✓	✓	✓	Yes
JFS 01514 – Developmental and Educational Goals for Step Up To Quality (SUTQ) Sample	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
JFS 01518 – Classroom Self-Assessment Action Plan for Step Up To Quality (SUTQ) Sample	IE 2, IE 4	-	-	✓	✓	✓	No
JFS 01521 – Teacher Observation for Step Up To Quality (SUTQ) Sample	SM 1	-	✓	✓	✓	✓	No
JFS 01587 – Professional Development Plan for Step Up To Quality (SUTQ) Sample	SM 2, SM 3, SM 1, SM 5	✓	✓	✓	✓	✓	No
JFS 01590 - Curriculum Standards Assessment Alignment Tool: Infants, Toddlers and Preschoolers for Step Up To Quality (SUTQ) (revised) Prescribed	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
JFS 01363 - Written Transition Information for One to Five Star Ratings for Step Up To Quality	T 1	✓	✓	✓	✓	✓
JFS 01368 - Sample Transition Activities for 2–5 stars	T 2	-	✓	✓	✓	✓
JFS 01369 - Records Transfer Policy/Request 2–5 (revised)	T 3	-	✓	✓	✓	✓
JFS 01379 - Health Screening Process for 3-5 Stars (revised)	CE 6	-	-	✓	✓	✓
JFS 01382 - Parent Volunteer Group for 4/5 Stars	CE 9	-	-	-	✓	✓
JFS 01507 - Curriculum Selection Process for Two to Five-Star Rated Programs for Step Up To Quality (SUTQ)		-	✓	✓	✓	✓
JFS 01513 - Activity Plan for SUTQ	CP 2	✓	✓	✓	✓	✓

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



Child Care Manual Procedure Letter No. 154

TO: All Child Care Manual Holders

FROM: Matt Damschroder, Director

SUBJECT: Copayments Temporarily Waived for Publicly Funded Child Care

Background:

Amended Substitute House Bill 110 of the 134th General Assembly set aside funding in Section 307.270 to assist families receiving publicly funded child care (PFCC) with their copayments.

Implementation:

Beginning May 8, 2022, copayments for families receiving PFCC will be temporarily waived. As a result, child care providers who provide PFCC will not collect copayments from caretakers who are receiving PFCC benefits. This temporary change is permitted per rule 5101:2-16-05(D)(3), of the Ohio Administrative Code, which indicates that the family copayment is effective unless the Ohio Department of Job and Family Services (ODJFS) requires a change in the copayment.

ODJFS will add the assigned copayment amount to the provider's PFCC payment during the period that copayments are waived. Providers will be issued full payment for child care services provided.

Copayments will continue to be calculated and displayed in the system and on notifications. County agencies can view copayment amounts in CCIDS and Ohio Benefits. The county agency should not override the copayment amount in the system during this effort.

The Time, Attendance and Payment system will display copayment amounts for providers and families. The copayment amounts are not to be collected by providers.

Additionally, paragraph 38 of the "Provider Agreement for Publicly Funded Child Care" states that ODJFS may communicate, and that the provider shall comply with instructions and requests concerning the performance of the services described in the provider agreement. Programs who require a copayment from families during the period of the temporary waiver may be found to be in violation of the provider agreement.

Copayment Waiver



WHEN: Beginning May 8, 2022



WHO: Families receiving PFCC with an assigned copayment will **NOT** have to pay the assigned copayment



QUESTIONS: Contact your local county job & family services agency or Child Care Help Desk 1-877-302-2347, option 4

The Ohio Department of Job and Family Services (ODJFS) is excited to announce the State of Ohio has approved funding to assist families receiving PFCC benefits with payment of their assigned copayments. This temporary funding allows ODJFS to waive copayments for families. ODJFS will pay providers the copayment on behalf of the family. Families and providers will be notified when the funding has ended and when families will be responsible to pay the assigned copayment once again.



Department of Job and Family Services

Mike DeWine, Governor
Jon Husted, Lt. Governor

Matt Damschroder, Director

TO: Families Receiving Publicly Fund Child Care Benefits

FROM: Ohio Department of Job and Family Services
Office of Family Assistance, Bureau of Child Care

RE: Copayment waiver

DATE: May 4, 2022

The Ohio Department of Job and Family Services (ODJFS) is excited to announce the State of Ohio has approved funding to assist families receiving publicly fund child care (PFCC) benefits with payment of their assigned copayments. This temporary funding allows ODJFS to waive a copayment that may be assigned to families receiving PFCC.

Beginning May 8, 2022, all assigned copayments for PFCC will be waived and paid by ODJFS to the provider on behalf of the family. All licensed programs that provide PFCC have been notified of the temporary waiver assistance and informed to no longer collect the assigned copayment during this temporary waiver period. Families are not responsible to pay the assigned copayment during this time and programs are not responsible to collect the assigned copayments during waiver period.

Families and child care programs will be reminded through the Time Attendance and Payment system when the funding has ended and when families will be responsible to pay the assigned copayment to the authorized program once again.

If you have any questions, please contact your local county job and family services agency or contact the Child Care Help Desk at 1-877-302-2347, option 4.

Once the funding to waive the copayment is no longer available, child care providers will be notified that the copayment will no longer be waived and the caretaker will be responsible to pay their copayment.

Please contact the Child Care Policy Helpdesk at childcarepolicy@jfs.ohio.gov or 1-877-302-2347, option 4, if you have any questions.



ODJFS Updates Director's Forum February 3, 2022

- **Well Wishes, Appreciation, and Thank You**-I hope all of you, your families, staff, and parents/children you serve are well. Our thoughts and prayers are with all during this VERY challenging time. We sincerely appreciate all the early childhood educators and school age professionals for their passion, dedication, and commitment to helping children learn and develop. EXTRA special thank you for the programs who are caring for children in the midst of the COVID19 challenge. Our families and community would not survive without you and the care you are courageous enough to provide.
- **Update Overview**-There is a lot of information to share since the last time we met. We will give a high-level overview of the information compiled to share and send specific details or links for you all to carefully review and reference as need be. We will start with general updates, then move on to licensing, and we will briefly review Step Up To Quality (SUTQ) changes and send resources as a part of our forum follow up. If time allows, we will take questions however, if not please forward questions to Sandra. We will include answers in our meeting follow up that we share within 7-10 days from the forum meeting date. We will also include links to documents/information we share today in our follow-up.
- **Assistant Bureau Chief**-Michelle Vent is our new Assistant Bureau Chief. She was a licensing specialist and supervisor from our Columbus Field Office.
- **Co-Payment Forgiveness**-Copayments for families receiving Publicly Funded Child Care (PFCC) will be waived temporarily. **Please review the attached communication** sent to programs and communication that can be shared with families.
- **Child Care Updates**-The following updates was sent on or around February 23, 2022.
 - **Publicly Funded Child Care Rule Changes**-The child care "Upcoming Policy Changes" section of the [Rules and Forms webpage](#) has been updated to include draft rule changes to Chapter 5101:2-16, of the Ohio Administrative Code. These rules are expected to be effective in the next few weeks, but are made available on this website in advance of the effective date. Rule changes are as a result of Amended Substitute House Bill 110 of the 134th General Assembly (the budget bill) and to support child care utilizing the Ohio Benefits system for eligibility processing, when the pilot begins in the near future.
 - **Lead in Child Care**-Lead exposure in children continues to be a problem in Ohio. The [Child Care Newsletter](#), issued in December 2021, detailed several lead resources available to families and child care programs. Additionally, it provided links to lead projects being administered in the state. Structures built prior to 1978 have a higher probability of containing lead; this includes child care buildings and homes. Child care programs are encouraged to participate in any lead reduction programs available to them, as well as to learn more about lead hazards to ensure the safest environments for Ohio's children.

- **Stabilization Grants**-Programs receiving Stabilization Grant payments can see when their payments are coming. To do so, please go to your program's Organization Dashboard in the Ohio Professional Registry. Click on the payments tab to view payment method and processed payments. For questions about stabilization grants, please contact OCCRRA at support@occrra.org or 1-877-547-6978.
- **Hazardous Materials Info** **Hazardous Materials Info**-Our partners at the Office of Child Care, National Center on Early Childhood Quality Assurance, have shared resources for programs and families. The resources included toolkits, informational pages, trainings, and webinars aimed at child care providers and families. Please use the links below to access additional information which includes items that can be shared with families. Content areas include:
 - Program safety (including class pets, poisonous plants, and lead and radon exposure)
 - Safe environments at home (including clean air, poisoning prevention, lead and radon exposure, marijuana, and gun safety)
 - Hand hygiene
 - Cleaning procedures
 - Pest management
 - Toy safety
 - Additional Resources
 - [Information for Child Care Providers](#)
 - [Information for Families](#)
- **Week of the young child**- Are you looking for ways to celebrate children?? While the week of the young child was celebrated recently, we wanted to share details from the National Association for the Education of Young Children (NAEYC) on this years event to encourage and support early learning and to recognize the important impact child care professionals have on children in their early years. **Please review the attached document** provided by NAEYC on themes/activities that may be incorporated into your program. Programs were encouraged to work within their center and their community to promote the Week of the Young Child and to celebrate our children. More details on the national event can be found on the NAEYC website [Week of the Young Child | NAEYC](#).
- **Updated COVID19 Guidance Documents, Rules, FAQ's, Reminders and Resources**- The Centers for Disease Control and Prevention has updated their [COVID-19 Guidance for Operating Early Care and Education/Child Care Programs](#).

Their information and guidance are best practices and are not tied to a provider's state licensure.

Individual providers should carefully consider the level of community transmission, the ages of children served, and the associated behavioral factors that may affect risk of transmission and feasibility of prevention practices. In partnership with

parents, guardians, and staff, providers should determine the most appropriate COVID-19 related policies for their facility.

Getting vaccinated and boosted is recommended for all individuals who are eligible. Please continue to share information with your staff, as well as your families, and strongly encourage them to get vaccinated and boosted. The COVID-19 [online scheduling tool](#) can assist with eligibility and appointment booking.

On March 10, 2022, the Ohio Department of Education issued updated COVID-19 reporting guidance specific to K-12 schools from the Ohio Department of Health. That guidance can be found at the following link: [Important Updates from the Ohio Department of Health Regarding COVID-19 Case Reporting \(govdelivery.com\)](#)

This bulletin provided guidance that decreased reporting requirements for K-12 schools in Ohio. It was not specific to child care programs regulated by the Ohio Department of Job and Family Services (ODJFS). Child care programs are required to continue reporting COVID-19 cases to ODJFS per Ohio Administrative Code.

Child care centers, family child care home providers, and approved day camps are required to report a communicable disease to ODJFS if the communicable disease is required to be reported to the local health department, as indicated on the JFS 08087 “Communicable Disease Chart”. In-home aide providers must report when an illness requires professional medical consultation or treatment for a child. The report is made to ODJFS using the serious incident, injury, illness reporting functionality in the Ohio Child Licensing and Quality System (OCLQS) by the end of the next business day. These rule requirements include other communicable diseases and are not specific to only COVID-19.

On or around March 21st, our department sent communication regarding COVID19 reporting requirements. The communication was sent to provide clarification between ODE licensed programs (K-12) and ODJFS licensed programs. Child care centers, family child care home providers, and approved day camps are required to report a communicable disease to ODJFS if the communicable disease is required to be reported to the local health department, as indicated on the JFS 08087 “Communicable Disease Chart”. In-home aide providers must report when an illness requires professional medical consultation or treatment for a child. The report is made to ODJFS using the serious incident, injury, illness reporting functionality in the Ohio Child Licensing and Quality System (OCLQS) by the end of the next business day. These rule requirements include other communicable diseases and are not specific to only COVID-19.

Contact the Child Care Help Desk at 1-877-302-2347, option 4 if you have questions.

- **Communicable Disease Charts**-The chart has been updated and are available for order via Forms Central There may be a limitation on the number ordered per program.
- **Administrator Rules Refresher Training**-ODJFS will be posting a 4.5 hour web-based training in the OPR. This training is for administrators who have already completed the

7.5 hour administrator rules training (since 2017) and need to complete the training again (every five years as required by rule). We will prioritize registrations for administrators who need to take the training this year because they completed the original course in 2017. While the training does include rule specific info, we tried to provide information to help administrators overcome challenges they may face when working with staff, children, and families.

- **High School Diploma**-no longer required to be on file if verified in the Ohio Professional Registry (OPR). The communication regarding this change was sent on or around February 18, 2022.
- **Child Care Orientation**-Communication has been sent to all professionals who were registered for the Center Staff Orientation training. Due to unforeseen circumstances the training is currently unavailable due to technical issues. The Ohio Department of Job and Family Services (ODJFS) is currently working to resolve the issue and hope to have an updated version available next week. ODJFS will send a follow-up communication once the training is available.
- **Notification to Families of Serious Risk Non-Compliance (SRNC)**-Ohio Administrative Code Rules 5101:2-12-03 and 5101:2-13-03 were revised to re-implement provisions of HB 65 regarding parental notice of serious risks to the health and safety of children receiving child care. These rules are effective May 15, 2022. Be sure to reference Child Care Manual Transmittal Letter #33 (for centers) and #23 (for family child care) for specific details.
- **Revised forms**-There has been a few forms that were revised recently. Please reference Child Care Manual Procedure Letter #151 for details.
 - **JFS 01236 "Child Medical/Physical Care Plan for Child Care"**
 - **JFS 01240 "Food Service License Exemption Report for Child Care Centers"**
 - **JFS 01276 "Health Training Documentation for Child Care"**
- **Background Checks**- The instructions for processing background checks for child care has been updated to include specific instructions for registered day camps. Please review the updated instructions on our website.
- **Professional Development (PD) Certificate**- The final date to complete the PD trainings for the last biennium has passed. Any programs that did not meet the requirement have been contacted for next steps. Please be sure to continue to obtain the required hours (20) of PD to meet the requirements for the current biennium so as to not run the risk of having your star rating removed at the end of the current biennium (June 30, 2023).
- **State Purchased Curriculum**-As you may be aware, the Ohio Department of Job and Family Services (ODJFS) offers free curriculum and assessments to eligible child care programs to assist in meeting the Step Up To Quality standards. Communication was sent to providers regarding the process to request state purchased curriculum and assessment on or around February 2, 2022. The communication included eligibility criteria, FAQ's, and the revised request form. ODJFS is no longer offering the HighScope Curriculum, but continues to offer Teaching Strategies curriculum and assessments to eligible programs. The updated info is available on the child care website. Be sure to reference Child Care Manual Procedure Letter #148 for specific details.
- **School Age Endorsement Changes**-There has been some changes to the school age endorsement. The goal was to make it easier for professionals to attain the endorsement. Please reference Child Care Manual Procedure Letter #149 for details.

- **Step Up to Quality (SUTQ) Program Improvements-** Our policy team hosted three TEAMS live events to assist programs in better understanding SUTQ updates and changes. If you were unable to attend a session, please note they were recorded and are accessible through the BOLD Beginning website. SUTQ changes were effective April 15th.
 - February 18, 2022-Communication sent providing updates and to specified what is required for annual reports, ongoing rating/renewal registrations, specialized ratings, and initial/change rating registrations. This communication included guidance as we transitioned from the old to new requirements.
 - April 11, 2022-Communication sent which included a PowerPoint of information presented during the Teams live events. The PowerPoint was created to help programs learn more about the changes. A technical assistance document was attached to the communication as well. The document describes three categories of SUTQ forms and what is required now that the changes are effective.
 - April 28, 2022-Communication sent which included a SUTQ standards update chart. The chart summarizes updates/changes made to SUTQ.
 - **Please review the attached documents or use the link to access information available on the Bold Beginning website.** Please take time to carefully review all communication and information regarding the changes. Please contact your assigned specialist or supervisor for assistance as we all will walk through the changes together.

- Very critical time, be sure to carefully review information, updates, and resources.
- Be healthy, safe, and take care 😊

Step Up To Quality Standards Updates April 2022

This document includes updates made to the Step Up To Quality (SUTQ) standards effective April 15, 2022. See [Child Care Manual Procedure Letter 153](#) for the complete updated standards for each star rating and program type. References to annual report were removed from all standards.

Domain and Code	Updates
Learning and Development – (CP1)	<ul style="list-style-type: none"> Removed curriculum requirements including removal of the prescribed JFS 01508 “Action Plan for Selecting a Curriculum for Step Up To Quality” and assessment tool for each age group served (1 star only) Added programs serving school-age children are not required to obtain or implement a school-age curriculum. (2-5 stars) Removed all references to Ohio K-12 Standards or K-12 Resource Guide (1-5 stars) Revised the JFS 01590 to include all age ranges “Curriculum Standard Assessment Alignment Tool: Infants, Toddlers and Preschoolers for Step Up To Quality” (2-5 stars) Removed the JFS 01591 “Curriculum Standard Assessment Alignment Tool: Pre-Kindergarten Strand for Step Up To Quality” and JFS 01593 “Curriculum Standard Assessment Alignment Tool: School Age for Step Up To Quality”. (1-5 stars) Allowed for the JFS 01590 or publisher's alignment with Ohio's Early Learning and Development Standards for each age group(s) to be used to show alignment. (2-5 stars) Required alignment documentation to be maintained on-site for review. (2-5 stars)
Learning & Development – (CP2)	<ul style="list-style-type: none"> Removed references to Common Core State Standards and Ohio Academic Content Standards K-12. (2-5 stars)
Learning & Development – (CSA1) One-Star only	<ul style="list-style-type: none"> Removed the following standard and the corresponding requirements: <i>The program engages in a process to select a comprehensive developmentally appropriate screening tool(s), for the age groups served. (1 star)</i> <i>The program identifies staff to be trained to administer, score, and use the tools appropriately. (1 star)</i>

Domain and Code	Updates
Learning & Development – (Previously CSA2, Now CSA1 Four and Five-Star Only)	<ul style="list-style-type: none"> Clarified that staff who administer screenings are trained to administer, score, and use the screening tools appropriately. (2-5 stars) Added the sample JFS 01378 "Developmental Screening Referral Process for Three to Five-Star Ratings for Step Up To Quality (SUTQ)" may be used to meet this requirement. (3-5 stars) Removed the following requirements: <i>The program shall record the name of the screening tool(s) obtained and document that the tool(s) is comprehensive and developmentally appropriate for the age groups served. (2-5 stars)</i> <i>The program shall maintain on file for review written documentation of the tool(s) staff members have been trained to use that includes the staff members names. (2-5 stars)</i>
Learning & Development (CSA3)	<ul style="list-style-type: none"> Removed the requirement to submit the on-going child assessment process. Added the program is to describe this process. (3-5 stars)
Learning & Development (CSA4)	<ul style="list-style-type: none"> Added the sample JFS 01514 "Developmental and Education Goals for Step Up To Quality (SUTQ)" may be used for this requirement. (3-5 stars)
Learning & Development – (IE1) One-Star Only	<ul style="list-style-type: none"> Removed the following center standard and the corresponding requirement: <i>The program selects a classroom self-assessment tool(s) that addresses the quality of the environment and staff/child interactions that is developmentally appropriate for each age group served. (1 star center)</i> Removed the following FCC standard and the corresponding requirement: <i>The program selects a copy of and familiarizes self and identified staff on how to use the Family Child Care Environment Rating Scale (FCCERS-R) or approved self-assessment tools to measure the learning environment. The tool shall include staff/child interactions and be developmentally appropriate to age groups served. (1-star FCC)</i>
Learning & Development (IE2)	<ul style="list-style-type: none"> Added the sample JFS 01518 "Classroom Self-Assessment Action Plan for Step Up To Quality (SUTQ)" may be used for this requirement. (3-5 stars)
Learning & Development (IE4)	<ul style="list-style-type: none"> Added the sample JFS 01518 "Classroom Self-Assessment Action Plan for Step Up To Quality (SUTQ)" may be used for this requirement. (4-5 stars)
Administrative & Leadership Practices (SS1)	<ul style="list-style-type: none"> Removed requirement to submit the written wage structure (1-5 stars centers only)
Administrative & Leadership Practices (SS2)	<ul style="list-style-type: none"> Removed the requirement to submit approved staff supports. (1-5 stars centers only) Removed the requirement that written documentation include staff eligible to receive the supports and the program's formal communication of the available supports to employees. (2-5 stars centers only)
Administrative & Leadership Practices (PA2)	<ul style="list-style-type: none"> Added that the JFS 1509 should be maintained on-site for review. (2-5 stars)
Administrative & Leadership Practices (SM1) One-Star Only	<ul style="list-style-type: none"> Removed the requirement to have written description of the process used to complete the professional development plans. (1 star) Added that the sample JFS 01587 "Professional Development Plan for Step Up To Quality (SUTQ)" may be used for this requirement. (1 star)

Domain and Code	Updates
Administrative & Leadership Practices (SM1) Two-Five Star	<ul style="list-style-type: none"> Added that the sample JFS 01521 "Teacher Observation for Step Up To Quality (SUTQ)" may be used for this requirement. (2-5 stars)
Administrative & Leadership Practices (SM2) Two-Five Stars	<ul style="list-style-type: none"> Removed the requirement to have written description of the process used to complete the professional development plans. Added copies are to be maintained on-site. (2-5 stars) Added that the sample JFS 01587 "Professional Development Plan for Step Up To Quality (SUTQ)" may be used for this requirement. (2-5 stars)
Administrative & Leadership Practices (SM3)	<ul style="list-style-type: none"> Added that the sample JFS 01587 "Professional Development Plan for Step Up To Quality (SUTQ)" may be used for this requirement. (3-5 stars)
Administrative & Leadership Practices (SM5)	<ul style="list-style-type: none"> Added that the sample JFS 01587 "Professional Development Plan for Step Up To Quality (SUTQ)" may be used to meet this requirement. (4-5 stars centers only)
Staff Qualifications & Professional Development (SE1)	<ul style="list-style-type: none"> Removed the requirement to create a profile in the OPR as this is required in licensing rules. (1-5 stars)
Staff Qualifications & Professional Development (PD1)	<ul style="list-style-type: none"> Added that the administrator meeting the on-site hours is to meet the SUTQ education requirement. (1-5 stars centers only) Removed the following requirement as it was changed in 2018: <i>Individuals who are currently enrolled in a degree-granting program in early childhood or related field can use coursework to fulfill the biennial training requirement. (1-5 stars)</i>
Family & Community Partnerships (T1)	<ul style="list-style-type: none"> Removed the requirement to submit information. Added that documentation is to be available on-site. (1-5 stars)
Family & Community Partnerships (T2)	<ul style="list-style-type: none"> Removed requirements to submit documentation for age-appropriate activities. Added that documentation is to be maintained on-site. (2-5 stars)
Family & Community Partnerships (T3)	<ul style="list-style-type: none"> Removed the requirement to submit records transfer consent. (2-5 stars)
Family & Community Partnerships (T4)	<ul style="list-style-type: none"> Removed the requirement to submit the transition process. (3-5 stars) Added the sample JFS 01373 "Transition Plan for Three to Five-Star Ratings for Step Up To Quality (SUTQ)" may be used for this requirement. (3-5 star)
Family & Community Partnerships (T5)	<ul style="list-style-type: none"> Added that the program is to maintain the written transition policies and procedures on-site for review. (4-5 stars)
Communication & Engagement (Previous CE1)	<ul style="list-style-type: none"> Removed the standard and corresponding requirement requiring collection of family information. (1-5 stars)
Family & Community Partnerships (Previously CE2, Now CE1)	<ul style="list-style-type: none"> Removed the requirement to submit examples of at least two resources and community services provided to families to support the family and the development of their children. Added that the program is to maintain examples on-site. (2-5 stars)

Domain and Code	Updates
Family & Community Partnerships (Previously CE3, Now CE2)	<ul style="list-style-type: none"> Changed code from CE3 to CE2. (2-5 stars)
Family & Community Partnerships (Previously CE4, Now CE3)	<ul style="list-style-type: none"> Removed requirement to submit examples of information on one health topic and one child development topic that was provided to families. Added examples are to be maintained on-site. (3-5 stars)
Family & Community Partnerships (Previously CE5, Now CE4)	<ul style="list-style-type: none"> Removed requirement to submit an example of the family engagement opportunity that was offered to families. Added this documentation is to be maintained on-site. (3-5 stars)
Family & Community Partnerships (Previously CE6, Now CE5)	<ul style="list-style-type: none"> Removed the requirement to submit review documentation of an educational training, workshop, or event that the program offered. (3-5 stars)
Family & Community Partnerships (Previously CE7, Now CE6)	<ul style="list-style-type: none"> Removed the requirement to submit documentation of the program's health screening and referral policies. Added written documentation is to be maintained on-site. (3-5 stars)
Family & Community Partnerships (Previously CE8, Now CE7)	<ul style="list-style-type: none"> Removed the requirement to submit documentation of formal and/or informal agreements. Added documentation is to be maintained on-site. (4-5 stars)
Family & Community Partnerships (Previously CE9, Now CE8)	<ul style="list-style-type: none"> Removed the requirement to submit written documentation which demonstrates the family engagement model or process used at the program. Added documentation is to be maintained on-site. (4-5 stars)
Family & Community Partnerships (Previously CE10, Now CE9)	<ul style="list-style-type: none"> Removed the requirement to submit documentation of their currently active volunteer group. Added documentation is to be maintained on-site. (4-5 stars)

TO: Step Up To Quality Programs

FROM: Office of Family Assistance, ODJFS

DATE: February 18, 2022

RE: Step Up To Quality Upcoming Changes

The Ohio Department of Job and Family Services (ODJFS) and the Ohio Department of Education (ODE) are making improvements to the Step Up To Quality (SUTQ) program. These improvements are intended to eliminate redundancy and unnecessary paperwork. These changes include:

- A reduction in the paperwork for programs at initial registration or when requesting a higher rating,
- Discontinuing the rating renewal process to make SUTQ ratings continuous, and
- No longer requiring a school age curriculum.

To begin implementing a continuous rating system, the following guidance is being shared to assist with the transition.

	Action
Annual Report	<p>If your program's rating expires on or after April 15, 2022, you do <u>NOT</u> need to submit an annual report to maintain your current SUTQ rating.</p> <p>Disregard emails received reminding your program that the annual report is due.</p>
Ongoing Rating/Renewal Registration	<p>If your program's rating expires on or after April 15, 2022, you do <u>NOT</u> need to submit an ongoing registration to maintain your current SUTQ rating.</p> <p>Disregard emails received reminding your program to complete an ongoing registration.</p>
Specialized Rating	<p>If your program currently holds a change of ownership, re-instatement, or expedited rating, you must still submit an initial registration within the 120- day deadline, as this rating type is not continuous.</p>

Initial/Change Rating Registration	<p>Initial and change rating registrations will be assessed based on the rules in effect at the time the registration is reviewed by the State or county agency.</p> <ol style="list-style-type: none"> 1. If the registration is reviewed before the SUTQ changes are effective, then all documents uploaded will be reviewed under the current standards at desk review. 2. If the registration is reviewed after the SUTQ changes are effective, then only documents required to be uploaded under the revised standards will be reviewed.
Publicly Funded Child Care	<p>Your program's Provider Agreement for Publicly Funded Child Care will not be terminated because your program did not submit an annual report or ongoing registration if your rating expires on or after April 15, 2022.</p> <p>Programs providing Publicly Funded Child Care continue to be required to be rated in Step Up To Quality, unless exempt.</p>

A manual procedure letter will be issued closer to the effective date of these changes.

April 2-8, 2022

The Week of the Young Child is a celebration of early learning, young children, their teachers, families and communities. The purpose of this week is to publicly recognize the importance of the early years and how these critical years shape a child's development. Join us in the celebration by participating in activities each day this week. Share your pictures and celebrations all week long at hashtag #WOYC22

April 4
Music Monday

Music Monday! Incorporating music throughout the day can help children develop gross motor skills, creative thinking, listening skills, self-regulation and so much more! Use music to transition from activities, spice up cleanup time, or just to get the wiggles out. Share your music inspired activities using the hashtag #WOYC22

April 5
Tasty Tuesday

Tasty Tuesday! Cooking together introduces healthy eating habits while teaching science, math and literacy. Cooking also allows children to share their family traditions and introduce new foods and cultures. Share videos or pictures of your families or the children in your classroom making their favorite food using hashtag #WOYC22

April 6
Work Together
Wednesday

Work Together Wednesday! When children play together, they learn together. And when children play together, the classroom succeeds together. When a child's play is spontaneous, the child becomes immersed in the moment and has the security and safety to experiment and investigate the laws of nature. Share pictures of your classroom creations using hashtag #WOYC22

April 7
Artsy Thursday

Artsy Thursday! Open-ended art projects allow children to use their imagination and create a masterpiece. Reach out to local businesses and create a hometown art gallery to display the work of the homegrown artists. Share your artistic creations using the hashtag #WOYC22

April 8
Family Friday

Family Friday! It is time to celebrate the whole family and those who support our children and early childhood community! Host a family fun night to bring together the community and share the importance of early childhood education. Share your pictures and community success stories using hashtag #WOYC22

Visit the NAEYC WOYC webpage for more information:
<https://www.naeyc.org/events/woyc>

