

What's New From The Bureau of Child Care

A. Message from the Child Care Administrator Melanie Brizzi

CareFinderIndiana
www.childcarefinder.IN.gov



I hope that the new school year is off to a good start and that this newsletter finds you well. The summer certainly flew by and the holidays will be here before we know it. I know this is an extremely busy time of year for you, as it is for us here at BCC.

We are currently hard at work on many initiatives and program improvements. Paths to QUALITY, Indiana's child care rating and improvement system, is now available statewide and we have exceeded our participation goals for the first phase six months early! Currently over 1,670 providers have enrolled and 62,000 children are being impacted by higher quality child care. These 1,670 providers represent 74% of Indiana's Licensed Centers and 40% of Indiana's Licensed Homes. Thanks to all of you who have joined Paths to QUALITY and who strive to make your home, center or ministry the best that it can be. Thanks also to those of you who have kept me posted on your success and level increases as well as any concerns you may have. If you would like more information about Paths to QUALITY please call 1-800-299-1627.

BCC has also been working with the provider advisory groups. These groups can be a great resource for you and an opportunity to connect with the Bureau and other child care providers. You can find out more about these groups on the www.childcarefinder.in.gov website.

BCC has just completed the annual review of the CCDF policy and procedures as well as a statewide initiative designed to reduce CCDF eligibility errors. We also received additional CCDF funding as a result of the American Recovery and Reinvestment Act (ARRA). You may know this as the stimulus bill, which has allowed us to serve an additional 3,000 children onto the CCDF program. This funding will also allow us to expand upon a few of our quality initiatives. I will be sending out more information regarding these projects as it becomes available.

Thank you for your ongoing work to ensure that Indiana's youngest citizens are safe, healthy and learning. Your service and dedication is often not as appreciated as it should be, but your efforts are shaping our future. If you have questions or concerns, you can contact me at melanie.brizzi@fssa.in.gov or 317-234-3313.

INSIDE THIS ISSUE:

- A. Message from the Child Care Administrator
- B. Paths to QUALITY Did You Know?
- C. Need Annual Training Hours?
- D. Look What's New On Our Website
- E. Child Care Operations Updates
- F. Licensed Child Care Home Updates
- G. News from Child Care Health Consultants
- H. CCDF Policy Important Reminder
- I. Unlicensed Registered Ministries Updates
- J. Licensed Child Care Centers News





B. Quality Development, Janet Deahl

Paths to QUALITY - Did you know?

- That Paths to QUALITY began a little over 1½ years ago and is now available statewide?
- That currently over 1,670 child care providers are enrolled?
- That of the total providers currently enrolled, 165 have achieved a level 4 rating, the highest level obtainable?
- That more than 63,300 children attending Paths to QUALITY facilities are benefiting from improved quality child care?

Interested in knowing more about Paths to QUALITY? In addition to checking out www.childcarefinder.in.gov, you can also now find Paths to QUALITY on Facebook! Get the latest news on enrollment, providers, events and articles. You can even link to most of the local child care resource and referral agencies on the fan page. Simply log onto www.facebook.com and type in Paths to QUALITY in the search box. You must be a member to look at the Facebook page.



C. NEED ANNUAL TRAINING HOURS?

Looking for training opportunities to meet your annual training requirements?

The <http://earlychildhoodmeetingplace.indiana.edu> website is a great source of information on training available statewide. This website is a free service and is dedicated to connecting Early Childhood Communities to education, resources and news. The site includes an events calendar that allows you to search and find trainings you need in any county that you select.

The meeting place is hosted by the Early Childhood Center, Indiana Institute on Disability and Community, Indiana University, Bloomington.

D. Look What's New On Our Website!



The BCC has added a new feature on our website! We have added an Emergency Preparedness section.

This will be a resource area where child care providers can receive up to date postings and policies for emergency situations. Currently we have information available on pandemic illness preparedness (2009 H1N1 influenza A) and acceptable conditions for re-opening of child care facilities following flood damage. Please visit our website at www.childcarefinder.in.gov.

The Influenza A (H1N1) virus outbreak is an evolving situation and it is important for Indiana child care providers to think proactively about the situation should it become more severe. Providers need to consider what preventative measures, policies, and/or procedures they may need in order to operate in a pandemic environment. Our website offers some resources to help evaluate your facility's level of preparedness and ability to manage the situation if needed.

E. Child Care Operations, Randy Wagner

CCDF Intake Files Scanning Project

BCC/CCDF scanning initiative of family eligibility files is now 95% rolled out with KV Works, in northern Indiana, being the last region to roll in. This initiative will help reduce the CCDF payment error rate. A big thank you goes out to our Intake Agencies, TCC, our software vendor, and BCC staff associated in making the scanning project a success. Starting October 1, 2009, our Federal year 2010, BCC will be ready for the next phase of the CCDF Federal Improper Payment Error Rate Initiative.

Update on CCDF Discrepancy Payments

BCC has processed over 39,000 discrepancy payments for the past 12 months. Estimated time on processing and payment is 60-90 days (up 30 days because of volume).

Note: Families have an additional 14 days to back-swipe from their 2 week service cycle before a discrepancy is needed - providers are sending in discrepancies before the service cycle is paid! Please do not send in a discrepancy until the 14 day period has elapsed.

Top 3 errors that lead to discrepancy rejections:

- The discrepancy is over 60 days old (clock starts after bi-weekly paid date);

- The discrepancy form is missing both Parent & Provider Signatures;

- Total hours for the time period in question are less than 25 and therefore only eligible for half payment.



Announcement!

F. Licensed Child Care Homes, Debbie Sampson

NEW LICENSING CONSULTANT

We would like to introduce our newest licensing consultant, Nancy Chew. Nancy filled the vacancy left by Jay Wignall's retirement from the State after 40 + years of service. Nancy has 20 years of teaching experience. We feel very fortunate to have her as part of our team. Nancy's office is at 4150 N. Keystone Ave, Indianapolis. Her office phone number is 317-968-4856 and her work cell phone number is 317-670-9942.

Nancy's territory will be part of Marion Co. (zip codes - 46218, 46219, 46229, 46235, 46237, 46239, 46259), Johnson Co., Shelby Co., Rush Co., Decatur Co. and Franklin Co. Yvette Williams' territory has changed to include the following counties: Wayne Co., Union Co., Fayette Co., Henry Co., Delaware Co., Madison Co., and Hancock Co.

NEW FINGERPRINTING PROCEDURES

The State of Indiana has contracted with Integrated Biometric Technology (L-1 Enrollment Services Division) to do electronic fingerprinting. There are service centers across the state where a person goes in and has the fingerprints taken electronically. Some of these sites may be located in commercial businesses, police agencies or Department of Child Services offices. A complete list of sites and hours of operation is available online.

A person can either register online or over the telephone and schedule an appointment to have their prints taken. Payment can be made by charge card online or at the location by money order, certified check or charge card. The fee will be slightly higher, however, a person will know at that time if their prints are readable, payments or prints will not be lost in the mail and the turn around time will be much quicker. L-1 estimates that the process will take less than five minutes onsite. We have received results back from the FBI in as little as 24 hours. We also have had fewer rejected prints.

Instructions will be sent with your relicensing packets or you can obtain a copy from your licensing consultant.

G. Health Consultant, Paula McClain

NEWS FROM CHILD CARE HEALTH CONSULTANTS

Of course the biggest thing on most people's mind right now is the H1N1 flu (swine flu). Here are a few things to know about this flu that may soon reach pandemic levels. It is different from the normal flu that we see most years around this time. For this reason the flu shot that we normally get will not be effective against this strain. There will be a vaccination hopefully by the middle of October. It will be given in two injections about two weeks apart and will not be effective until both are received.

Child Care Providers should be mindful that very strict hand-washing procedure is the best preventative for spread of the flu. If people are ill they should stay home from work. Children that are ill should be sent home and should stay there until at least 24 hours without fever and no medications to keep the fever down. If H1N1 is diagnosed the child may be contagious for 10 days and adults for 5-7, so they should not return to care before that. For more information on the flu please visit www.in.gov/flu/2390.htm.

On another topic, the Child Care Health Consultants can now do free Universal Precautions training for your child care. Unfortunately it would be cost prohibitive for us to do CPR and First Aid. Contact your Health Consultant for this training. This same training can be obtained online at www.doe.in.gov/sservices/sn_mr_tech.html.

H. CCDF Policy, Linda Kolbus

IMPORTANT REMINDER

We would like to remind CCDF eligible providers that there is a website available to you. Important information about the CCDF voucher program and families enrolled at your location can be found at www.hoosierchildcare.com.

The website was developed primarily to offer hands on, user friendly information to Indiana CCDF child care providers about the child care attendance information that is recorded in your Point of Service (POS) device and used to calculate your CCDF payments.



I. Unlicensed Registered Ministries, Ken Hudson

REGISTERED MINISTRY NEWS

Please welcome Mr. Eric Kaufman as the newest Registered Child Care Ministry consultant. Eric has an extensive background in food sanitation and building safety/sanitation, and is looking forward to working with ministry providers and the public.

With the retirement of Gary Rogers and the addition of Mr. Kaufman, the registered ministry inspection regional map was updated, effective 07/01/2009. Please note the ministry consultant's regions below because your consultant may have changed.

Robert Campbell robert.campbell@fssa.in.gov 812-886-5903

Bartholomew, Brown, Clark, Clay, Daviess, Dearborn, Decatur, Dubois, Floyd, Franklin, Gibson, Greene, Harrison, Jackson, Jefferson, Jennings, Knox, Lawrence, Martin, Monroe, Morgan, Ohio, Orange, Owen, Perry, Pike, Posey, Ripley, Scott, Spencer, Sullivan, Switzerland, Vanderburgh, Vigo, Warrick and Washington Counties.

Heidie Johnson heidie.johnson@fssa.in.gov 317-233-5412

Fayette, Hancock, Hendricks, Henry, Johnson, Marion, Parke, Putnam, Rush, Shelby, Union, Vermillion and Wayne Counties

Eric Kaufman eric.kaufman@fssa.in.gov 317-519-0801

Boone, Clinton, Delaware, Hamilton, Madison, Marion, Montgomery and Randolph Counties.

Larry Sakowski lawrence.sakowski@fssa.in.gov 219-981-6423

Benton, Elkhart, Jasper, LaGrange, Lake, LaPorte, Marshall, Newton, Porter, St. Joseph, Starke and Steuben Counties

Barb Whitson barbara.whitson@fssa.in.gov 765-618-4558

Adams, Allen, Blackford, Carroll, Cass, DeKalb, Fountain, Fulton, Grant, Howard, Huntington, Jay, Kosciusko, Miami, Noble, Pulaski, Tippecanoe, Tipton, Wabash, Warren, Wells, White and Whitney Counties

Ken Hudson kenneth.hudson@fssa.in.gov 317-233-5413

Manager, Registered Child Care Section



J. Licensed Child Care Centers, Lisa Clifford

PREVENT DISEASE SPREAD

With children returning to school and child care after the summer break, it is important to prevent disease transmission. Here are a few helpful guidelines for preventing the spread of communicable diseases.

Caring for Our Children: National Health and Safety Performance Standards

Standard 3.001

Conduct of Daily Health Check

Every day, a trained staff member shall conduct a health check of each child. This health check shall be conducted as soon as possible after the child enters the child care facility and whenever a change occurs while that child is in care. The health check shall address:

- a) Changes in behavior (such as lethargy or drowsiness) or appearance from behaviors observed during the previous day's attendance;
- b) Skin rashes, itchy skin, itchy scalp, or (during a lice outbreak) nits;
- c) If there is a change in the child's behavior or appearance, elevated body temperature;
- d) Complaints of pain or of not feeling well;
- e) Other signs or symptoms of illness (such as drainage from eyes, vomiting, diarrhea, and so on);
- f) Reported illness or injury in child or family members since last date of attendance.

The facility shall gain information necessary to complete the daily health check by direct observation of the child, by querying the parent or legal guardian, and where applicable, by conversation with the child.

RATIONALE: Daily intake procedures to appraise each child's health and to ascertain recent illness or injury in the child and family reduce the transmission of communicable diseases in child care settings and enable the caregivers to plan for necessary care while the child is in care at the facility.

COMMENTS: This assessment should be performed in a relaxed and comfortable manner that respects the family's culture as well as the child's body and feelings. The facilities health consultant should train the caregiver(s) in conducting a health check, using a checklist. (Checklists and information provided in the Caring for Our Children book).

Assessment by querying the parent should be at the time of transfer of care from the parent to the facility. If this happens outside the facility (when the child is put on a bus or in a car pool, for example), the facility should use some means of communication, such as written notes, checklists, conversations between bus drivers and parents and daily log books.

Standard 3.002

Documentation of the Daily Health Check

The facility shall keep, for at least 3 months, a written record of concerns it identifies for each child during the daily health check.

RATIONALE: Although the vast majority of communicable diseases of concern in child care have incubation periods of less than 21 days, lags in reporting, non-apparent infections, and the slow-to-develop nature of some outbreaks suggest keeping data for three months.

COMMENTS: For additional information on daily health assessment, see *Caring for Our Children* book.

470 IAC 3-4.7-14 Reporting communicable disease

Authority: IC 12-13-5-3

Affected: IC 12-17.2-4

Sec. 14. (a) When staff suspect that a child may have a communicable disease, the director shall notify the child's parent or guardian.

(b) When more than one (1) child in the child care center has been diagnosed with a communicable disease, the center shall take the following action:

(1) The center shall immediately notify all parents of the children and all staff members that have been exposed by posting a notice in a conspicuous place in the child care center or by giving a personal note to each parent and staff member.

(2) The center shall call one (1) or more of the following:

(A) The local health department for consultation.

(B) The division's child care health section.

(C) The child care center's health consultant.

470 IAC 3-4.7-87 Ill child procedures

Authority: IC 12-13-5-3

Affected: IC 12-17.2-4

Sec. 87. (a) The center shall not admit children who are ill upon arrival.

(b) If a child becomes ill during the day, caregivers shall immediately isolate the child from other children and notify the parent to arrange for other immediate care of the child.

(c) Caregivers shall directly observe and supervise all children who are ill or injured until they leave the child care center.

(d) The center may not readmit children who exhibit symptoms of the illness for which they were excluded without the approval of the director or director-designee.

(e) Centers shall have a written policy regarding the exclusion of ill children.

Intent:

To ensure that when a child has symptom(s) of an illness as specified, he/she is excluded from the Center until a physician documents that the child poses no serious health risk to himself or other children and the director or designee approval.

