



December 28, 2006

Barbara Riley, Director  
Ohio Department of Job and Family Services  
30 E. Broad Street, 32<sup>nd</sup> Floor  
Columbus, Ohio 43215-3414

Dear Director Riley:

We are pleased to present the State Fiscal Year (SFY) 2006 Ohio Child Care Advisory Council (CCAC) Annual Report. This report provides information on the actions, input, and discussions of the Council during the past year. In addition, the annual report is unique in that it also provides recommendations to the Department of Job and Family Services for changes CCAC believes would positively impact the child care system in Ohio.

The Child Care Advisory Council is committed to quality services for all children. We also recognize that child care is a business. Our efforts are directed at developing an appropriate balance between these two priorities in pursuit of the best interests of parents, children, child care providers, and communities.

The Child Care Advisory Council is an example of the positive outcomes that can occur when a strong ongoing partnership is developed between a regulatory agency and its community. Together the Child Care Advisory Council and the Department have worked on many complicated issues this year. Most importantly, together we have made many proactive decisions to ensure a positive outcome for Ohio's children in the future.

Sincerely,

Lawrence Hall, Chair  
Ohio Child Care Advisory Council

C:  
Thomas Roelant, Acting Deputy Director  
Terrie Hare, Bureau Chief

**OHIO CHILD CARE ADVISORY COUNCIL  
ANNUAL REPORT  
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**OHIO CHILD CARE ADVISORY COUNCIL  
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**Statute Creating Ohio Child Care Advisory Committee  
5104.08 ORC**

The Child Care Advisory Council was created to advise and assist the Department of Job and Family Services (ODJFS) in the administration of Chapter 5104 and the development of child care. House Bill 11 made several changes to the composition and purpose of the CCAC. These changes include:

The addition of Director or designee of ODMR/DD; Director or designee of ODMH; Four additional CDJFS representatives. The additional mandate of two co-chairs, one elected by the membership and the Director or designee of ODJFS. HB 11 clarified that meetings were to be held as often as necessary to conduct the business of the council, but no less often than once per quarter. Verbiage was added into the law regarding how and why a council member was subject to removal, as well as additions to what the annual report would include. These additional mandated reports are: "addresses the availability, affordability, accessibility, and quality of child care and that summarizes the recommendations and plans of action that the council has proposed to the director during the preceding fiscal year." HB 11 also mandated that the director of job and family services adopt rules pursuant to Chapter 119. of the Revised Code to implement this section.

The purpose of the Child Care Advisory Council is:

- To advise and assist the Ohio Department of Job and Family Services in the administration of ORC 5104.
- To advise and assist the Ohio Department of Job and Family Services in the development of child care.
- To advise the Ohio Department of Job and Family Services on matters affecting the licensing of child care centers and Type A homes, and the certification of Type B homes and in-home aides.

The Child Care Advisory Council has three major functions to achieve its role:

1. To review, propose and make recommendations with respect to laws, policy, programs and issues related to child care;
2. To complete an annual report that addresses the availability, affordability, accessibility, and quality of child care and that summarizes the recommendations and plans of action that the council has proposed to the director during the preceding fiscal year.
3. To make additional reports and/or recommendations for issues regarding child care as deemed necessary by the Child Care Advisory Council.

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The Ohio Child Care Advisory Council meets monthly. Meetings are open to the public and consist of discussion of current issues in child care, ODJFS Bureau of Child Care and Development monthly updates, and needed action items to fulfill our charge.

### Composition of Council

As mandated by Chapter 5104.08, ORC, "The council shall consist of twenty-two members appointed by the Director of Job and Family Services with approval of the Governor. The Director of Job and Family Services, the Superintendent of Public Instruction, the Director of Health, the Director of Commerce, and the State Fire Marshal shall serve as nonvoting members of the council.

Six members shall be representatives of child day-care centers subject to licensing, the members to represent a variety of centers, including nonprofit and proprietary, from different geographical areas of the state. At least three members shall be parents, guardians, or custodians of children in a head start program or receiving child day-care or publicly funded child day care in the child's own home, a center, type A home, certified type B home at the time of appointment. Three members shall be representatives of in-home aides, type A homes, certified type B homes, or type B homes or head start programs. At least four members shall represent county departments of job and family services. The remaining members shall be representatives of the teaching, child developments, and health professions, and other individuals interested in the welfare of children. At least six members of the council shall not be employees or licensees of a child day-care center or type A home, or providers operating a certified type B home or type B home, or in-home aides."

Members serve on a voluntary basis for three year terms. Members must attend at least 6 (50%) of the meetings, per year to maintain voting membership on council.

### SFY 2006 Council Members:

Member Name	Representation Type	Member Name	Representation Type
Phipps, Donna	CDJFS	Lookner, Sherrie	Not for profit
Harvey, Carol	CDJFS	Hall, Lawrence	Parent
Luann McCauley	CDJFS	Claar, Gary	Parent
Morrison, Laura	CDJFS	Hedrick, Judith	Proprietary
Perry, Misty	CDJFS	Dulpin, Shelly	Proprietary
Meek-Eels, Jennifer	CDJFS	Hice, Ronda	Proprietary
Boggs, Maureen	Community Professional	Lampe, Karen	Proprietary
Erb-Wilson, Sandy	Community Professional	Baer, Trina	Type A
Byrd, Stephanie	Community Professional	McVicker, Barb	Type B
Kontur, David	Community Professional	Dowdell, Jewell	Type B
Stai-Zureick, Susan	Not for profit		

### Ex-Officio Members

Hare, Terrie	ODJFS	Sokolnicki, Jan	Building Standards
Courts, Melissa	Health	Hinkle, Hap	MR/DD
Kraft, Michael	Fire Marshall	Himmeger, Marla	ODMH
Fields, Marlene	Education	Diana Saunders	Education

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This report revisits the events of the year (July 1, 2005 through June 30, 2006) and outlines the Child Care Advisory Council's activities for SFY 2006.

## **Legislation:**

- HB 11 Amended rules regarding inspections of licensed facilities and the completion of background checks of licensed providers. Everything in the bill is completed except for the CDJFS certification curriculum development and training.
- SB 238 Provider may no longer reside in the home with the child, A new requirement for providers to disclose serious injury or death of child in care.
- HB 452 Requires Type A and Type B homes to carry insurance – No action taken, this bill did not move forward.
- HB 383 The bill would remove the department's general rule writing authority and restrict visual examinations of children (e.g: upon arrival, visual during diapering, changing and maybe removing an item for nose or ear, etc). In December 2006, this bill has resurfaced in the Senate Health & Human Services committee.
- HB 532 To codify the transportation rule within child care. Currently a bus driver that is the only adult on the bus must meet staff requirements (ex: high school diploma, training, etc) The co-sponsor request seeks to change the law for all child care providers (private and public) that would exempt a bus driver from having to meet the staff requirements. No action taken, this bill has not moved forward.
- SB 17 These are new proposed requirements from the BCII for information they need to comply with SB 17 for implementation of the Child Sexual Abuse Registry. The law would require that a person found liable for childhood sexual abuse register with the sheriff, authorizes the sheriff to confirm the person's address, and requires the sheriff to provide community notification, including to child care locations. No action taken, this bill has not moved forward.
- HB 431 Disability Scholarship - sponsored by Rep. Peterson is modeled after the Autism Scholarship program that ODE oversees. A substitute bill was introduced to include preschool as well as school age children. No action taken, this bill has not moved forward.

## **Availability**

### Outcomes

- The Special Needs Workgroup presented one-year, five-year, and ten-year vision statements to the council. The focus of this workgroup is to develop a collaboration plan, at the state and community levels, to increase accessibility and quality of inclusive child care for children with special needs. Throughout this last year the group's focus has been on medically fragile child care; identifying funding sources, determining how other states handle inclusion of children with special needs, and gathering successful models for possible development in Ohio. The group will continue with this topic into the next year.
- The Family Child Care workgroup members continued to meet to review Ohio's laws, rules and procedures for family child care home businesses and examined the policies and procedures of other states. Meetings and conference calls were conducted to accommodate the schedules of family child care home professionals.

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The workgroup made recommendations to the bureau to assist providers in protecting the health and safety of children who are cared for in family child care home business settings and in ensuring that all children cared for in these setting are well prepared for school success. The recommendations were presented in a report dated November 2005 and accepted by the CCAC membership. Several workgroup members are also Council members. CCAC prioritized the recommendations, at the Directors request.

As a result of HB 11, a new link was added to the ODJFS website listing all professionally certified type B child care providers. The link is <http://jfs.ohio.gov/cdc/families.stm>

- The Lights On Afterschool initiative, sponsored by the Ohio Afterschool Network, along with the national Afterschool Alliance, celebrates the importance of high-quality after school programs in the lives of children, their families and their communities. The Ohio AfterSchool Network held a seminar to assist local programs in marketing this event. In October 2005, eight communities across Ohio hosted local events with funding support (\$500) from the Bureau of Child Care and Development (BCCD).
- Procedure Letter 14 was issued to counties to provide instruction to the CDJFS for handling displaced Hurricane Katrina evacuees' need for child care services. Approximately 50 children and 33 families were enrolled.
- The Department is pursuing a new Management Information System (MIS) for Child Care to include a centralized payment system. Eligibility functions will reside within the department's CRIS-E replacement system, Benefits Eligibility Network (BEN). The department continues to explore viable solutions for automation to licensing and certification pieces. This work is expected to continue throughout the next year.

### Recommendations

- With the upcoming 08/09 budget, the CCAC recommends that the Department continue collaborating with ODE to fund and monitor the quality of an Early Learning Initiative to meet the needs of high risk children and working families.
- Consider other options or seek additional funding for teen parents, without regard to grandparent's income.

### **Accessibility**

#### Outcomes

- The Office for Children and Families (OCF) has created an Executive Leadership Committee (ELC) for Adult Protective Services and Child Care & Development. This committee is comprised of 10 CDJFS directors whose purpose is to advise OCF and provide a county perspective on child care and adult protective services policy issues. Topics reviewed are similar to CCAC: Market Rate Survey/analysis, ELI

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program changes, legislation and the proposed plan to replace the child care 3299 system.

- A representative of AFSCME reported on labor union activity in Ohio. AFSCME represents public sector employees and is branching out to child care providers. They represent child care providers in 12 states. Discussion occurred regarding the federal government's decision that family child care providers are independent contractors, not employees of the county or state.

### Recommendations

- Due to a number of ongoing issues with the ELI eligibility, CCAC recommends that the department continue to seek input from the field and to use the information gathered to revise policies and procedures to the benefit of the ODE, ODJFS and the programs serving the children in need.
- CCAC recommends that the School Readiness Solutions Group continue to seek input from the field, and to communicate progress to the entire early care education and education community through focus groups held statewide, since it is the providers who will ultimately be responsible to implement the recommendations, and few providers serve on the SRSG.

### **Affordability**

#### Outcomes

- A Market Rate Survey was conducted in 2006, the department made the decision not to increase any reimbursement rates within the State Fiscal Year '06; the department will examine the results of the survey to determine if rate increases can occur within the 08/09 budget (July 07 – June 09). The department also examined the school age rates and determined that a rate increase specific to that category would not be implemented at this time. This is a contentious issue with CCAC as the interpretation of HB 66 differs.
- Title IV-A Head Start Plus ended and Ohio's Early Learning Initiative (ELI) began. ELI is a collaboration between the Ohio Department of Education (ODE) and ODJFS that is designed to provide children, often identified as at risk of school failure, with educational experiences that will help them enter kindergarten ready for success; and meet the child care needs of working families. Child care centers were eligible to be ELI contracted agencies (Title IV-A Head Start Plus was only open to Head Start centers and/or consortiums) this is a first for child care centers. Changes were made to the program throughout the year to allow greater access to children and flexibility for providers in an effort to increase enrollment. Changes included: expanding eligibility to include children with only 1 parent working and those children receiving child-only Ohio Works First (OWF) assistance, removing the contiguous county rule, and reallocating unutilized slots. Contracts were amended to allow more flexibility for the contracted agencies. As of June 2006, there were 111 contracted agencies, and 26 new contracted agencies. There were 14,367

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authorizations and 13,277 children attending an ELI program. There is an ELI Advisory Group that meets to review policy and research.

### Recommendations

- The Council recommends that ODJFS continue efforts to make child care affordable and accessible for all working families by increasing eligibility to 200% of poverty to mirror ELI, and eventually increasing eligibility to 400% to mirror the School Readiness Solutions Group recommendations.
- With the 08/09 Budget, the Council recommends that reimbursement to child care providers be provided at least at the 75<sup>th</sup> percentile of the Market Rate Survey, per the best practices of the federal government.

### **Quality**

#### Outcomes

- Step Up To Quality (SUTQ), Ohio's voluntary tiered rating program, continued in the pilot counties of Cuyahoga, Franklin, Hamilton, Stark, Lucas, Hocking, Athens, Perry and Muskingum Counties and as of June 2006, 313 centers had applied, with 110 star rated centers. The impact of Step Up To Quality on parental choice, staff recruitment, training approval processes, increased demand for training and others has been extraordinary. Preliminary research data shows that providers believe in the system and that the benchmarks lead to higher quality and the steps equate to a good level of quality as measured by the Early Childhood Environment Rating Scale-Revised (ECERS-R). A website was launched in conjunction with parent and community education. SUTQ was also featured at the Ohio Association for the Education of Young Children (OAEYC) Conference in March and BCCD staff have also presented at several federal conferences.

In May, Governor Taft signed an Executive Order allocating an additional \$199 million in Temporary Assistance for Needy Families (TANF) funding of which \$15 million was earmarked to expand Step Up To Quality. It's is expected that Step Up To Quality will go statewide before the close of the 2006 calendar year. The bureau has solicited feedback on the pilots and Build Ohio convened a stakeholders feedback session as well. Program changes are currently listed on the BCCD website.

- Teacher Education And Compensation Helps (T.E.A.C.H.), a national scholarship and compensation program for early childhood educators, is now being implemented statewide for Child Development Associate Credential (CDA) scholarships. Associates Degree (AA) scholarships are tied to the Step Up To Quality pilots. T.E.A.C.H. is funded with quality funds awarded to the Ohio Child Care Resource and Referral Association (OCCRRA) to administer. From July 2005 through June 2006, OCCRRA awarded 339 CDA Assessment scholarships and 48 Associate degree scholarships. Local communities also provided funding for early care and education professionals in their communities.

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- The Professional Development Network continues to meet to create a system of quality early childhood services that includes a comprehensive, coordinated, accessible and flexible professional development system in Ohio. The Network has focused on creating a Core Body of Knowledge document, on which several CCAC members have served on the writing teams. In addition, OPDN continues to provide guidance to the development of the Professional Development Registry and is drafting a Training and Trainer Approval System.
- First Steps, Ohio's Infant/Toddler Initiative, consists of twelve infant/toddler specialists who are housed in the resource and referral agencies around the state. All of the infant/toddler specialists were trained on the Infant Toddler Environmental Rating Scales (ITERS) assessment tools scoring and there is now reliable data on the quality of infant/toddler care across Ohio. Specialists are also trained on the Program for Infant Toddler Caregivers, an intensive curriculum on quality infant care, provided by WestEd, of California. The focus of the project this year is to provide professional development to licensed child care programs and family child care homes, offering infant/toddler services through standardized training and on-site technical assistance. During the fiscal year, each specialist provided the Ready to Learn Early Series (6 hours of training) three times in their region.
- Ohio's Infant & Toddler Guidelines were released at a luncheon on March 7 with Ron Lally and Peter L. Mangione, Co-Directors of WestEd's Center for Child and Family Studies and First Lady Hope Taft. WestEd facilitated the writing of the Infant & Toddler Guidelines which involved six writing teams and more than 60 professionals from across Ohio. Following the statewide launch, regional launches were held in five local areas with nearly 1,000 participants. The regional meetings gave providers across the state a more in-depth overview of the guidelines in each of the six developmental domains. By May, the first 5,000 copies of the Guidelines had been distributed and plans for a second printing were underway.
- ODJFS is a partner in the School Readiness Solutions Group (SRSG), which has been convened by the State Board of Education. The purpose of the SRSG is "to create a compelling road map that can be followed to ensure that all Ohio children have access to high-quality early learning opportunities". The SRSG is charged with helping the state's leaders create a new early learning system that can achieve things that are beyond the capacity of the past and current early education initiatives that have given Ohio uneven program quality and unequal access for families. School Readiness is defined as Ready Children, Ready Schools, Ready Families, Ready Communities and Ready States. The group's final report was planned to be complete by August 2006 and be posted on their website: [www.schoolreadiness.ohio.gov](http://www.schoolreadiness.ohio.gov) Implementation of the recommendations is scheduled to be completed by 2015. Many CCAC expressed concerns at several meetings, regarding lack of child care provider representation on the group as well as on the subcommittees.

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Implementation of the SRSG recommendations will build on the existing work of Build Ohio and the Early Care and Education Campaign. Build Ohio's efforts have focused on designing and implementing specific system components through a collaborative approach and the Campaign has focused on creating the political will necessary to invest state funding in the early childhood system. The recommendations are to be completed by 2015 and 2020.

- The Early Language and Literacy Specialists continue to be funded collaboratively between ODJFS and ODE. The specialists have concentrated their efforts on providing professional development to programs participating in the Early Learning Initiative.
- Approximately 150 scholarships were provided to child care staff to attend the annual ODE and OAEYC Conferences as well as the Family Child Care conference. BCCD provided 66 scholarships to early childhood staff to attend the Ohio Department of Education's Early Learning and School Readiness Annual Conference and 67 scholarships for providers to attend the OAEYC conference where BCCD also had a booth in the vendor's area. In addition in October 2005, the Bureau provided 15 scholarships for participants in the First Steps Initiative to attend 4C's Leadership Institute, where Peter Mangione of WestEd served as the keynote speaker.
- The bureau funded Quality Improvement Grants this past year. As of June 30, 800 family child care providers have received \$1,000 grants each to improve the early care and education environment. Two hundred fifty licensed centers have received \$2,000 grants each to improve the safety of their playgrounds.
- Council members, along with employees of ODJFS, have been actively involved in early learning quality initiative workgroups such as: Good Start, Grow Smart; Build Ohio, the Family Child Care Workgroup, School Readiness Solutions Group, Strategic Framework, Special Needs Workgroup, ABC Initiative and others.
- The Family Child Care Workgroup published a report in November of 2005 and presented to the CCAC in January of 2006. The report includes recommendations to improve the regulatory system and the quality of family child care home businesses in Ohio. NCCIC facilitated a meeting of the workgroup in the spring, which resulted in three subcommittees: Provider Supports & Incentives, Regulatory, and Public Awareness/Public Will; focusing primarily on the licensing vs. certification of Family Child Care Businesses. The Workgroup continued to meet and make regular reports to the CCAC throughout the year.

### Recommendations

- The Department should continue to support pilot projects such as T.E.A.C.H., First Steps, and Step Up To Quality that encourage and support providers to meet quality benchmarks that research has shown lead to improving the school readiness outcomes of young children.

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- Collaborate with County Departments of Job and Family Services and Resource and Referral Agencies to develop consistent parent education practices that encourage parents to consider Ohio's quality rating system, Step Up To Quality, when choosing child care.
- CCAC recommends that the School Readiness Solutions Group continue to seek input from early care and education providers as the implementation plan is developed.
- The Council continues to advocate for increased payment for higher quality care.
- CCAC recommends that ODJFS collaborate with ODE to ensure the consistent and constant monitoring of ELI providers so that quality standards are met, children are cared for in learning environments that support school readiness, and parents are assured of quality programming when they enroll their children in the ELI programs.

### **Health and Safety**

#### Outcomes

- A group of 39 rules were reviewed for the five-year review requirements and the changes are to be implemented effective September 1, 2006.
- A second group of rules for five-year review were reviewed and modifications were proposed on 53 Type A and Center rules, with an implementation date of January 1, 2007. Major changes proposed include additional requirements for fall-surface materials for safer outside play areas; additional procedural requirements for safe and sanitary equipment and environment; and new requirements for transportation and the use of safer vehicles other than 15 passenger vans..
- As a result of HB 11, which became effective May 18, 2005, a number of issues were addressed in Child Care Manual Procedure Letter No. 13 regarding new ORC language that counties must abide by, although rules were not yet in place. The new law includes requiring background checks for PPIs; prohibiting Type B providers whose certification is revoked from expanding to Type A Homes; requiring that a disclosure statement be given to parents of children in a child care setting when a child has had a serious injury or has died in care in that home or center; sharing of information between county CDJFS and PCSA agencies; adding criminal offenses to the list that prohibit licensure or certification of a provider or prohibit someone from being employed in a licensed center or Type A home, or acting as an emergency/substitute caregiver in a Type B home.

HB 11 also required ODJFS to create and maintain a provider registry. Following the release of Procedure Letter No, 13 in August, 2005, the ODJFS family child care provider registry went live on October 7, 2005 on the ODJFS web site at <http://emanuals.odjfs.state.oh.us/emanuals/family/CCCPD>. The directory provides a

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listing of all Type B Professional Providers Certified in Ohio who provide publicly funded child care.

A Child Care Disclosure Form was mandated by the new HB 11, and this item brought about a lively discussion within council about communicating this new section of the law to providers. The Department found that this requirement is in the criminal code chapter of law, not in the child care licensing chapter, so communicating directives on this piece of the legislation and/or providing a form for use to follow this mandate was not provided by the ODJFS. CCAC members voiced concern that the new requirement is the responsibility of the Department to communicate to providers whose certification status is dependent on complying with licensing and this item falls under the monitoring authority of the licensing section. Since members agreed that it is important that providers be informed of this new requirement, regardless of what entity informs them, Child Care Resource & Referral Agencies (CCR&Rs) were suggested as an avenue to inform providers of this requirement of the new law. CCR&Rs have used their communication systems to inform providers.

- Regulation for the 21<sup>st</sup> Century Workgroup continues to develop and implement a system of fines and sanctions as required by HB 11 to improve overall quality of early care and education settings around the state. This group was convened over a six-month period and considered not only fines and sanctions, but also the value of licensing family child care, and the potential of a weighted licensing system. The group formulated the "Serious Risk Rules" to include those rules, which pose an immediate risk of serious and immediate harm to children in care. These rules were considered also for scope and severity. Rules deemed Moderate risk and Minimal risk were also categorized into groupings so that families have a simpler tool to assess health and safety in child care settings. Serious risk rules were identified, and grouped in a brochure format for user friendly reading, and they were posted on the ODJFS website. This document has multiple uses in licensing, in consumer education, and in the Step Up To Quality system. The serious risk non-compliances will be the basis for eligibility when Step Up To Quality goes statewide.
- Licensing staff were provided new laptop computers and printers to resolve issues with previous equipment that impeded the specialists ability to perform their duties in the field.
- BCCD created an 8-hour training for new child care center administrators. In addition to explaining licensing rules, new administrators receive a CD-Rom so they can go back and deliver the same training to their staff. In addition, they receive the book "The Right Fit-Recruiting, Selecting and Orienting Staff". 968 administrators have been trained in 32 sessions - average 30 per session, across the state during this fiscal year.
- ODJFS has continued the paper copies of all Manual Transmittal Letters (MTL's) as well as electronic distribution whenever a rule or policy change is issued.

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- CCAC continued its support of Healthy Child Care Ohio (HCCO) and provided input into the child care statewide health care consultant network. The HCCO program offers a statewide network of child care health consultants (nurses) who provide free training and consultation to child care providers. The nurses have five core curricula – Medication Administration, Asthma and Allergy Essentials, SIDS Risk Reduction, Steps to Success (nutrition), and Keep It Clean (diapering & hand washing). They also provide training and/or community referrals on other health and safety topics, including communicable diseases, chronic conditions, child development, behavioral issues, etc. based on requests. The training and consultation is available to any child care provider in the state, including unregulated providers.

The network also includes nutrition consultants (licensed/registered dietitians) in two regions of the state, southeast and central Ohio. These consultants provide free training and consultation on topics such as menu planning, basic child nutrition and the food pyramid, food allergies, food safety and obesity prevention.

### Recommendations

- The CCAC recommends that the department publish interpretations/clarifications of rules on the ODJFS web site.
- HB 11 (which was enacted May 2005), prohibits owners, providers, or administrators of a Type A or Type B family day-care home from failing to disclose to specified persons a death and or serious injury that by a child in the home. The law provided a disclosure form to be used. However it did not give ODJFS the authority to inform providers of their responsibility to disclose certain information. ODJFS should pursue new legislation including the necessary bridging language to resolve this issue.
- The Council recommends forming a workgroup to convene members to review monitoring and interpretation of licensed centers and certification of family child care businesses and makes recommendations for consistency.

### **Administrative**

#### Outcomes

- The Council established an attendance policy for council members, requiring that voting members attend no less than 50% of the meetings, or six of the rolling twelve per year. Conference calling was provided as an option when physical attendance was not possible. The impetus behind the policy was irregular attendance that impeded voting because a quorum of membership was not present.
- “Quorum” was defined: with 22 standing members, 50% plus one of those voting members in attendance makes a quorum.
- A ‘motion’ form was developed to assist in accurate documentation for action taken by council.

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- A letter was sent from Council to Director Riley in regard to restructuring of the Office for Children and Families, particularly the Bureau of Child Care and Development. The council recommended that the BCCD remain intact in any new configuration. Once the new structure was designed, Rick Smith, Deputy Director OCF, presented the new structure to council stating that the BCCD would remain the same with just a few adjustments.

## **Glossary of Terms**

For the convenience of the reader, a glossary of terms has been provided as an addendum.

### BCII

Bureau of Criminal Identification and Investigation

### CCDF

Child Care Development Fund

### Child Care Center

Means any facility that is not the permanent residence of the licensee or administrator, in which child care is provided with or without compensation, and in which child care is provided for thirteen or more children at one time. Child care centers shall comply with all rules under Chapter 5101:2-12 of the Administrative Code.

### Council

Advisory body to an agency or department

### Early Learning Initiative (ELI)

A collaboration between the Ohio Department of Education (ODE) and The Ohio Department of Job and Family Services (ODJFS) that is designed to provide children, often identified as at risk of school failure, with educational experiences that will help them enter kindergarten ready for success; and meet the child care needs of working families.

### Executive Leadership Committee (ELC)

Comprised of 10 CDJFS directors whose purpose is to advise OCF and provide a county perspective on child care and adult protective services policy issues. This ELC meets on the first Tuesday of every month.

### ITERS-R

Infant Toddler Environmental Rating Scale-Revised, which has been recognized nationally and internationally as a quality rating scale for over 30 years.

### Limited Certification

Limited certification means certification of an in-home aid or Type B family child care home provider who are adults and who provide child care services for eligible children who are great-grandchildren, grandchildren, nieces, nephews or siblings of the provider, or whose caretaker parent is a grandchild, child, niece, nephew or sibling of the provider or a Type B family child care home provider who provides child care services to eligible children all of whom have the same caretaker parent and who meet the standards for limited certification in accordance with Chapter 5101:2-14 of the Administrative Code.

### Market Rate Survey

This survey is conducted bi-annually under ODJFS as a requirement of Federal statute, to collect data to determine whether the reimbursement rates for Publicly Funded Child

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Care are adequate to ensure equal access for families with limited income who need assistance to pay for child care.

### NCCIC

National Child Care Information Center

### ODE

Ohio Department of Education

### OAEYC

Ohio Association for the Education of Young Children

### Parent Provider Inspected Family Day Care Home (PPI)

The parent and provider complete an inspection of the provider's home and verify in writing that the provider's home is in compliance with health and safety requirements in accordance with ODHS 1642 A Type B Family Child Care Home Limited and In-Home Aide Limited Certification Application and Health/Safety Form. The provider and all adults in the home are exempt from the criminal records check, but must sign a conviction statement attesting to no disqualifying offenses.

### Resource and Referral Agencies (R&R)

A statewide network of child care resource and referral agencies that provide services to families, child care providers, employers, and the community.

### Special Needs Child Care

Means providing child care services to a child who is under eighteen years of age, who does not function according to age-appropriate expectations in one or more of the following areas of development: social/emotional, cognitive, communications, perceptual-motor, physical or behavioral development, or the child has chronic health issues. The child's delays/condition(s) affect the development to the extent that the child requires special adaptations, modified facilities, program adjustments or related services on a regular basis in order to function in an adaptive manner.

### Step Up To Quality

Step Up To Quality is a voluntary Three-Star Quality Rating System now being piloted in select early childhood programs licensed by the Ohio Department of Job and Family Services. Step Up To Quality recognizes and promotes early care and education programs that meet quality benchmarks over and above minimum health and safety licensing standards.

### Subsidized Child Care

These services may be provided for eligible public assistance clients who are participating in education or employment and training programs, such as the JOBS program. Child care services are provided for children under age 13. Families not receiving public assistance may qualify for help with child care based on their income and other expenses. Child care center and Type A child care homes (homes with

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seven to 12 children) must be licensed by the state. Type B homes (private homes with no more than six children) are not required to be licensed by the state, but they must be certified by a CDJFS in order to receive public child care services.

### Type A Family Child Care Home (Type A Home)

"Type A home", as defined in section 5104.01 of the Revised Code, means a permanent residence of the administrator in which child care is provided for seven to twelve children at one time, including any children under six years of age who are related to a licensee, administrator, or employee of the type A home and who are on the premises of the type A home; or for four to twelve children at one time if four or more children at one time are under two years of age, including any children under six years of age who are related to a licensee, administrator, or employee of the type A home and who are on the premises of the type A home.

Type A home does not include a residence in which the needs of children are administered to, if all of the children whose needs are being administered to are siblings of the same immediate family and the residence is the home of the siblings.

### Type B Family Child Care Home (Type B Home)

A permanent residence of the provider in which child care is provided for one to six children at one time and in which no more than three children are less than two years of age at one time. (See rules, OAC, for exceptions.)

A Type B family child care home is certified by the director of the county department of human services pursuant to Section 5104.11 of the Revised Code to receive public funds for providing child care services pursuant to Chapter 5104 of the Revised Code. Providers who meet limited certification requirements or provisional limited certification requirements are included under this category of care.