

**Child Care Advisory Council Minutes**  
**ODJFS/BCCD**  
**December 21, 2011**

**Check In**

- The December CCAC meeting was conducted via conference call from 1:00pm-2:05pm.
- Quorum was met and a motion was made to approve the November minutes; November minutes approved as written.

**Term End Dates**

**Chris Humphrey, Co-Chair**

**Alicia Leatherman, Division of Child Care**

- Discussion revolved around a change in the current CCAC member's term end dates. The Child Care Advisory Council elects new members several times a year; the proposal suggested for one time only, the council will change 9 CCAC member's terms to a 4 year term to create variation within groups and change all CCAC members' terms to an end and begin date of July 1<sup>st</sup>.
  - The proposal will help CCAC maintain a balance of seasoned and new staff within each group, keep each group half staffed each year, and voting would occur only once a year.
  - This idea thus far appeared positive to those who commented on the line.
- Two motions will be introduced at the January CCAC meeting for members to vote on the proposal.
- Chris and Alicia will contact members to inform them of their term end date change.

**Ohio ECC**

**Stephanie Shafer, Division of Child Care**

**Alicia Leatherman, Division of Child Care**

- 88 counties are live; the last 3 to be converted are Lucas, Butler, and Franklin Counties. We will continue with TA and work through any issues that may arise because they are a larger county. We are doing everything possible to make sure authorizations are ready by January 1, 2012.
- Kent Westmass from ACS and Chad Bell from MRi were on the call and answered any questions.
- The big picture regarding the POS devices is that we have 85-90% installed out of 6500.
  - Kent from ACS will retrieve the information regarding what type of providers are left and will email Tracey and Stephanie. **UPDATE:** The following is a list of provider types and POS device installations that are scheduled, attempted to be scheduled or are on a disposition list for follow up:

Type A	42
Type B, I and L	1435
Type C	519
Day Camps, SA	121

- ACS will work with MRi and the installer to create the schedule; MRi then schedules an installation appointment with the provider. If a provider cannot be contacted or declines an installation, for example, their information goes on a disposition list. The disposition list continues to be managed by ODJFS who will retrieve the updated contact information, or other information needed, then can return the list to MRi who will move forward in an attempt to schedule another installation appointment. It appears as though MRi is still finding it difficult to contact some providers on the disposition list.
- The goal from ACS to each provider on the disposition list is to be contacted (even if it is a visit) or have the POS device installed by January 2<sup>nd</sup>. Kent, ACS confirmed the projection and intention.
  - If the contact information is not valid, the installer will conduct a visit as a form of contact. Due to the nature of the child care business, an issue may arise, whether it is technical assistance or hesitancy, but MRi will take the steps to resolve it.
- Bureau Staff are scheduled to meet December 22, 2011 to review the disposition list work mark. We do not want an ineffective process while the distribution of contact information is sent.
  - Tracey Chestnut sent a provider E-blast with the contact information to call MRi if you have not heard from them. Providers can also view the CCIDS website for the E-blasts: [http://jfs.ohio.gov/cdc/CCIDS\\_Communications.stm](http://jfs.ohio.gov/cdc/CCIDS_Communications.stm)
- During the last CCAC meeting there were discussions regarding provider concerns and installation. Since then improvements in the type of devices available to providers throughout the state have improved and helpdesk calls decreased.
  - As of late, we have noticed the helpdesk calls pick back up which triggered another meeting with ACS and MRi to resolve any issues. We have been working with providers and want to reiterate if you have not been contacted to call the helpdesk; the lack of contact may be due to incorrect contact information.
- Concerns were expressed that the Manual Claim and adjustment form are not out nor is information on how to use them; there has been little to no county communication.
  - *Back swipe period example:* Providers who do not have a POS device by January 1<sup>st</sup> should have tracked when parents drop off and pick up children. Providers can share the times with the caretaker and the caretaker will complete previous check in or check out for any day of care during the back swipe period. Caretakers will have up to January 21<sup>st</sup> to complete back swipes for January 1<sup>st</sup>-January 7<sup>th</sup>; this allows providers without a POS device installed to be paid.
  - An email will be sent to providers and counties with the finalized manual claim and adjustment forms along with instructions on how providers should

have processed each set of forms. Both forms must be submitted to your county JFS where they will be processed and entered into the system. The ODJFS Business Unit will enter adjustment amounts after CDJFS has processed the request.

- Bureau staff will continue to meet monthly with the counties regarding the process and they are aware of the manual claim and adjustment forms.
- Terri Raneri emailed Lorain County providers to state her POS installation went fine and she had no issue with a connection to her digital line.
- Provider David Smith, Horizon Activity Centers, expressed concern regarding the manual claims. He stated when he contacted the county they did not mention any knowledge of the manual claims form or process. He was also concerned about his cancelled MRI installation appointment and the lack of contact from MRI. The installation of his POS device will require additional maintenance staff to be on hand so the appointment must coincide.
  - The lack of knowledge within the county regarding manual claim forms may be on purpose. It is a possibility management will not share the information to staff until it is finalized.
  - Kent from ACS has taken down David Smith's facility name and will verify the record to make sure this is made a priority. David gathered his information and emailed it to Michelle Albast.
- Louanna Leonard, Creative Child Care, also expressed concern regarding the installations at her center. She was told there were no digital systems remaining. Chad from MRI has taken down this information as well.
- An additional 800-1000 digital devices were delivered. As we near the end, we have looked to see how many are left, where they are, and does each installer have enough for their daily route. As of December 21, 2011, a shipment of 150 devices have arrived with additional shipments to come. Tracey noted to MRI for each installer to call one of the 4 hubs and remind them they need a shipment sent to them that day instead of reporting they do not have any.
- The e-blast sent December 21, 2011 discussed the co-payment change to weekly effective January 1<sup>st</sup> and the caretaker was sent a mailing that explained the co-payment change; some centers may continue to charge monthly. The caretaker mailing addressed this and the next caretaker mailing will announce the auto allocation which will occur in February.
  - The communication to caretakers would be through counties and the eligibility process. One may ask them to sign a co-payment agreement that will include the payment process for your center. We have only stated how the process is assigned, not how it should be paid.
- Parents will be notified of the weekly change by the end of the year; at the same time we will also remind caretakers as a condition of their eligibility they are required to use the card. As we agreed during the pilot, we have studied the manual claims and parent's failure to swipe and want to put preventative reminders on eligibility and on the information the state sends regarding their responsibilities. We will figure out a reasonable policy and process on how providers are notified

and at the same time parent/caretakers are notified. There will be a time we will terminate benefits that we have worked through and what that policy will look like for go live.

- The PWeb cannot have data made available prior to go live.
- Tracey has sent an email to the counties during this critical time that states to check voicemails and assist those caretakers with a changed address to receive the card ASAP. Providers should email the CCIDS helpdesk to let them know which counties have not contacted caretakers back and the County Monitoring Staff will email the counties immediately.
  - How soon do they get a replacement? Once the change occurs in the county system, the information will be sent to ACS that night and the card will be distributed within 24 hours.
  - ACS cannot track a card once it has left the facility; they can see what address it was shipped to. The only way to locate the card is when it is activated.
  - Amy story added her county is comfortable; 2 months in and the majority of providers are happy and on track and as a reminder, counties have returned calls; hundreds of calls continue to come in as well as go out.
- Snow days and late starts are system enhancements that have been formally proposed to ACS; this involved a proposal, an estimated cost, and additional items. It is a priority for next year once we have reached a steady state to jump into this; nothing will be in place before the next school year has begun.
  - *January Snow Day acceptance:* If the system has not recognized the child as a school ager, it will only be a problem if the hours exceeded the category of authorization for that week. It will not be a problem every time there is a snow day because they may not exceed the time allotted within their category of authorization. The system does not know when the child is supposed to come and go; it will continue to recognize the sum of hours and the individual time in and out. The hours in attendance are cross checked with the authorization capped time.
  - The child may be thrown into the full time category for multiple snow days. The parent should contact the county if they need to change their category of authorization so the county can change in the system so when the parent swipes, it will accept the swipe. We instruct parents that they should call their caseworker.

## **Child Care Updates**

### **Alicia Leatherman, Division of Child Care**

- Michelle Albast has been named the Bureau Chief of Child Care and Development.
- Ohio was awarded the Early Learning Challenge Grant in the amount of \$69,993,362.
- During the January CCAC meeting, Alicia will discuss in more detail the timelines and action items for the Early Learning Challenge Grant.
- In next few weeks, a plan of communication will be created with the Governor's office and ODE.

- Discussions have begun on standards, Early Learning Content Standards, Pre-K Standards, and Infant Toddler guidelines. Ohio will develop a new framework for standards birth to kindergarten entry organized by the 5 domains of school readiness. We have been working with Catherine Scott Little, Lynn Kagan and Peter Mangione. We will be facilitating a discussion amongst state agencies to think about what the framework and process will look like.
- We have mapped out a 5 month plan for the re-calibration of existing standards into a new frame and areas where we need to write new standards. Stay tuned; January will provide much more information on how the process will go and when the review process will be available for the field.
- The Rule review process has continued to move forward with drafting and creating ideas. We have received questions about the crib rules and will provide clarification later today to provider organizations who asked for clarification on cribs and about federal guidelines came out later about size of cribs.
- 90 day rerun and SUTQ effort report will be emailed to all CCAC once a discrepancy will fiscal reports has been resolved.

## **Union Updates**

### **Bethany Sanders, AFSCME**

- We have heard confusion regarding the counties and how the payment will be processed for outstanding payments in November and December. We will document and work with individuals on any issues that rise above anything more than a chatter piece.

## **Check Out (Assignments/Next Meeting/Travel Expense Reports)**

- Next meeting will be held on January 18, 2012.
- Meeting Adjourned.

**Child Care Advisory Council**  
**December 21, 2011 via phone conference**

**Attendance**

**Key:**  Present       Absent

<b>Members</b>			
<input checked="" type="checkbox"/>	Chris Humphrey, Chair, Community Professional		
<input checked="" type="checkbox"/>	Alicia Leatherman	<input type="checkbox"/>	Pam Perrino, Community Professional
<input checked="" type="checkbox"/>	Tracy Bope, Fairfield CDJFS	<input checked="" type="checkbox"/>	Julie Piazza-King, Not for Profit
<input checked="" type="checkbox"/>	Teri Brannum, Community Professional	<input checked="" type="checkbox"/>	Terri Raneri, Type A
<input checked="" type="checkbox"/>	Marjorie Crouse, Parent	<input type="checkbox"/>	Renee Saam, Allen CDJFS
<input type="checkbox"/>	Nicky Foster, Proprietary	<input checked="" type="checkbox"/>	David Smith, Not for Profit
<input checked="" type="checkbox"/>	Sandra Foster, Cuayhoga CDJFS	<input checked="" type="checkbox"/>	Sarah Stertzbach, Parent
<input checked="" type="checkbox"/>	Tasha Johnson, Not for Profit	<input type="checkbox"/>	Lolita Wallace, Franklin CDJFS
<input checked="" type="checkbox"/>	Joseph Krasno, Stark CDJFS	<input checked="" type="checkbox"/>	Elaine Ward, Community Professional
<input checked="" type="checkbox"/>	Louanna Leonard, Proprietary	<input type="checkbox"/>	Kate, Watson, Parent
<input checked="" type="checkbox"/>	Barbara McVicker, Type B Provider	<input type="checkbox"/>	Lynette White, Proprietary
<input checked="" type="checkbox"/>	Gail Montana, Type B	<input checked="" type="checkbox"/>	Amy Story, Hamilton CDJFS
<b>Ex-Officio Members:</b>			
<input type="checkbox"/>	Kim Carlson, ODE	<input checked="" type="checkbox"/>	Katrina Bush, DODD
<input type="checkbox"/>	Melissa Courts, ODH	<input checked="" type="checkbox"/>	Diane Saunders, ODE
<input type="checkbox"/>	Marlene Fields, ODE	<input type="checkbox"/>	James Scott, ODE, Head Start
<input type="checkbox"/>	Marla Himmeger, ODMH	<input type="checkbox"/>	Jan Sokolnicki, Commerce
<input type="checkbox"/>	Ron Johnson, State Fire Marshall		
<b>ODJFS, BCCD Staff:</b>			
<input type="checkbox"/>	Carol Ankrom, BCCD	<input checked="" type="checkbox"/>	Stephanie Shafer, BCCD
<input type="checkbox"/>	Michelle Albast, BCCD	<input checked="" type="checkbox"/>	Stacey Zack, BCCD
<input checked="" type="checkbox"/>	Cara Lee, BCCD	<input checked="" type="checkbox"/>	Tracey Chestnut, BCCD
<input checked="" type="checkbox"/>	Deanna Hall, BCCD	<input checked="" type="checkbox"/>	Joanna Valentine, BCCD
<b>Guests:</b>			
<input checked="" type="checkbox"/>	Linda Day Mackessey, YMCA	<input checked="" type="checkbox"/>	Linda Neugebauer, Early Care and Learning
<input checked="" type="checkbox"/>	Bethany Sanders, Ohio Council 8	<input checked="" type="checkbox"/>	Paula Selway, JR Coleman-Canton
<input checked="" type="checkbox"/>	Kent Westmass, ACS	<input checked="" type="checkbox"/>	Kim German, NC State/OSU-M Child Dev. Center
<input checked="" type="checkbox"/>	Karen Lampe, Montgomery County	<input checked="" type="checkbox"/>	Chad Bell, MRi
<input checked="" type="checkbox"/>	Amber Moodie-Dyer, OSU College of Social Work	<input checked="" type="checkbox"/>	Maureen Boggs, Corporation for Ohio Appalachian Development
<input checked="" type="checkbox"/>	Amy Eldridge, OAEYC	<input checked="" type="checkbox"/>	Delisa Nelson, WSOS CAC Inc.
<input checked="" type="checkbox"/>	Beth Tsvetkoff, OHIO ALLIANCE OF YMCAS	<input checked="" type="checkbox"/>	Todd Barnhouse, OCCRRA
<input checked="" type="checkbox"/>	Bari Kraus, Cincinnati R&R		