



Division of Child Care and Development

Child Care Advisory Council

July 18, 2012

Lazarus A601 12:15pm-2:45pm

Check In (Introductions, Minutes, Sign in)

Chris Humphrey, Co-Chair

- Motion to approve minutes with IT committee change, Elaine Ward and Louanna Leonard made a motion; minutes approved with change.

Division Updates

Alicia Leatherman, DCC

Michelle Albast, BCCD

- An additional email was sent today for the Market Rate Survey and contains a link for providers to enter their ID to complete the survey.
- Step Up To Quality (SUTQ)
 - A focus group of Ohio Department of Education (ODE) and Job and Family Services (JFS) licensed centers will gather to review the program standards. JFS is eager for the feedback to balance the direction of the program standards.
 - ODE and JFS staff will work on the changes the focus group feels should be made along with implementation pieces.
 - The CCAC meeting in August will center around the program standards and CCAC feedback.
 - Peter Mangione may attend the August CCAC meeting.
- *Staff Updates*
 - Jeffery Van Deusen has been named the TWL for the Section Chief of licensing; the position will be posted in the next week.
 - There are several openings available within the Bureau of Child Care and Development. If interested, feel free to contact us at anytime.
- *90 Day Re-run*
 - If the department is over 100% at the end of the fiscal year, projections will be re-done based on what is known. The adjustments have caused the actual service numbers to be off but the agency is confident in the accuracy seen with additional data.
- *Chapter 16*
 - The Chapter 16 rule package will be filed and put into clearance at the same time to meet the 5 year review. Clearance will be the full two weeks and changes to the package will be made after clearance comments.
 - New Program Integrity rule language will be added. The language states all providers must mark in and out times on the attendance sheets. JFS must have the ability to review when the child arrived and left the center and swipe detail if an investigation occurred.
 - JFS will confirm the timeframe to keep these records.

- The rule also proposed pending the result of an investigation, the provider agreement will be terminated and the provider cannot enter into a new agreement for two years. JFS will clarify in rule that it will be the individual that signed the provider agreement.
- JFS must discuss with legal the new rules and how this affects multi-sites.
- Questions raised regarding the provider agreement being suspended pending the investigation outcome; this will mirror statute.
- If a Type B agreement was terminated but not revoked they would fall into not providing care for 6 months.

Committee Reports

Policy & Rules

Julie Piazza-King, Not for Profit

- The committee reviewed the administration rules.
- Topics included: immunized with Pertussis, administrative refresher training (web-based), and a photo ID of staff.
- The committee's feedback will be taken back to the internal teams.
- Aligning ratio to statute; changes cannot be made to statute at the base level.

CCIDS Enhancements

Elaine Ward, Community Professional

Stephanie Shafer, CCAS

Janene Kehl, BCCD

Tonya Kahley, ELCG

- The purpose of CCAC this month is to provide an overview of the Child Care Information Data System (CCIDS) along with the tasks and timelines related to changes that will occur due to the Early Learning Challenge Grant (ELCG).
- CCAC received an in-depth powerpoint, acronyms, and definitions.
- 10 Electronic Child Care (ECC) enhancements that resulted from CCAC and the counties are still with Xerox for cost estimations.
 - GT: Greater than hours
 - AT: Administrative Terminal, county/state staff entry into the system to view provider activity.
 - The top 10 list is not prioritized; effective dating is at the top of the list.
 - The RFC's sent to Xerox will be sent to CCAC and discussed next month.
- The changes began discussions on items we can use under the umbrella to modernize the other systems within licensing.
- Tonya Kahley is the Project Manager for BCCD.
- *Project 10*
 - State development staff will build the interface between JFS and the ODE vendor that will build the identifier.
 - If there is no match based on the 9 data elements, a new identifier will be issued through JFS. An internal process regarding duplicates and data elements will be created.
 - The SSID number will be placed into the EA system within CCIDS to assist with a pull of the 9 data elements.

- We do not collect all of the 9 data elements at JFS; changes may occur within EA to collect the information going forward.
 - The SSN is protected information and will not be used as part of the 9 data elements.
- A reason code (“Why are you getting this ID”) is an internal code ODE uses.
- JFS is working with Mental Health and Developmental Disabilities. JFS can track individual but not child identifying data. This data can be used to review Publicly Funded Child Care (PFCC).
 - At times the county will not ask for a birth certificate and may not know the birth place city. Combined agencies do have copies of the birth certificate.
 - The application will be updated during this process.
 - JFS will not bounce the number across vital statistics.
- *Project 11*
 - Project 11 is the largest piece of the ELCG. The project will streamline data and create one web-based platform.
 - The expansion of SUTQ Program Standards and Tiers will be shared at the August CCAC meeting.
 - The child care portal will be for providers, parents, JFS and ODE staff. It will be a single sign-on and connect to the registry. Logins will be based on the security role given.
 - Self password resets will be available and it will be mobile compatible.
 - 3299 will be incorporated into the new licensing system. The counties will use the Ohio licensing system.
 - Sanswrite and Outlier will become part of the system along with SUTQ, licensing, and 3299.
 - The centralized database will feed different modules within the system such as licensing modules, SUTQ and connect with OCCRRA and ODE.
 - WIA Remedy: helpdesk ticket system.
 - IPR: Provider repository, centralized payment piece.
 - CFIS: County Finance Information System
 - JAD: Joint Application Design
 - Additions to glossary will be added.
 - Within ODE, each school is given an IRN (Information Retrieval Number).
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- *Project 12*
 - Project 12 is a statewide perspective and will consist of aggravated data.
 - It will consist of a bi-directional interface between SUTQ and the Child Assessment System being developed by the State of Maryland and Johns Hopkins University.
 - ODJFS will build a data repository for the CAS information coming back to Ohio and reporting will be developed.
- The software development lifecycle explains how a project is managed from start to finish.
 - Requirement analysis and our Joint Application Design (JAD) sessions is the current process. During JAD sessions, JFS and ODE staff will work on SUTQ,

Licensing, SSID, Web portal, and Family Child Care (FCC). The JAD sessions will continue through August.

- Coding will utilize the current system and create new coding based on the requirements.
 - Testing usually involves IT and will involve scripts and scenarios to test the system and verify it is working the way it should.
- FCC will be integrated into the current licensing system until the new licensing system is built.
 - Two Go Live dates for Family Child Care:
 - FCC on the current system.
 - FCC on the new system.
- The purpose of the presentation today will be feedback from CCAC around user interface on all pieces; feedback on how the system can be easier and more efficient.
- *Licensing system:*
 - CCAC would like the ability to submit the corrective action plan on the web and show on the web along with the report. CCAC would like parents/insurance to have the ability to access the web and see what the provider did to come into compliance; it would appear more as a written cover letter. This is a large concern for CCAC and the topic should be reviewed during a JAD session and reviewed with IT for the possibilities.
 - JFS would like to build a verification process where providers can upload verification documentation to the system and the SUTQ or Licensing specialist can complete a desk review before heading to the provider. This can also occur with the corrective action plan.
 - Committee members note caution regarding the ability for all parties to post; a filter should be used before posted.
 - JFS has discussed this and with business requirements, if counties regulate FCC, the counties will have a security profile to enter into our system for use.
 - A complaint that is not verified or unable to be determined is not posted on the web, if they do find another item for the complaint the not verified piece will be posted.
- *SUTQ System:*
 - CCAC recommends an easier way to submit documentation for new/changing staff regarding the teacher of record.
 - CCAC stressed verification that the interface does not affect the payment.
 - Is there a way to show if a SUTQ center was taken off of the web for suspension? Is there a way to show their stars and they were suspended?
 - CCAC members felt the 45 day suspension should be reviewed.
 - CCAC would like to discuss FCC once the concept is created.
 - The committee felt strongly about the ability to upload as much documentation for ease.
 - For families, online interaction will be an issue due to those not having internet, computers, and scanners; there will be less real time interaction.
 - CCAC would like the teams to remember not to make requirements based on everything that has been done vs. what *should* be done.

- Counties feel a disconnect with payment and licensing and expanding to certification. Teams should review something more uniform and the system will work.
 - Tracey Chestnut is working to clean up this piece.
- *Web Portal*
 - Suggested buttons that are user friendly and settings that do not contain such strict limits on what can be entered. At times buttons are all at the top and one must scroll to find them.
- *Website*
- *System Linkages*
 - ODE Stars training programs.
 - Federal food Program.
 - CCAC should submit links to the programs to Tonya Kahley.

Union Updates

Bethany Sanders, AFSCME

- Bethany will leave at the end of the month and the new contact will be Sean Grayson.

Check Out

Chris Humphrey, Co-Chair

- Next meeting August 15th
 - Discussion will be the SUTQ program standards.

**Child Care Advisory Council
July 18, 2012
Attendance**

Key: Present Absent

Members			
<input checked="" type="checkbox"/>	Chris Humphrey, Chair, Community Professional		
<input checked="" type="checkbox"/>	Alicia Leatherman, Division of Child Care	<input type="checkbox"/>	Pam Perrino, Community Professional
<input type="checkbox"/>	Tracy Bope, Fairfield CDJFS	<input checked="" type="checkbox"/>	Julie Piazza-King, Not for Profit
<input type="checkbox"/>	Teri Brannum, Community Professional	<input checked="" type="checkbox"/>	Terri Raneri, Type A <i>phone</i>
<input checked="" type="checkbox"/>	Marjorie Crouse, Parent <i>phone</i>	<input checked="" type="checkbox"/>	Renee Saam, Allen CDJFS
<input checked="" type="checkbox"/>	Nicky Foster, Proprietary <i>phone</i>	<input checked="" type="checkbox"/>	Paula Selway, Not for Profit
<input checked="" type="checkbox"/>	Sandra Foster, Cuyahoga CDJFS	<input checked="" type="checkbox"/>	David Smith, Not for Profit <i>phone</i>
<input type="checkbox"/>	Asyia Haile, Type B	<input type="checkbox"/>	Sarah Stertzbach, Parent
<input checked="" type="checkbox"/>	Tasha Johnson, Not for Profit <i>phone</i>	<input checked="" type="checkbox"/>	Amy Story, Hamilton CDJFS
<input checked="" type="checkbox"/>	Joseph Krasno, Stark CDJFS	<input checked="" type="checkbox"/>	Lolita Wallace, Franklin CDJFS
<input checked="" type="checkbox"/>	Louanna Leonard, Proprietary	<input checked="" type="checkbox"/>	Elaine Ward, Community Professional
<input type="checkbox"/>	Gail Montana, Type B	<input type="checkbox"/>	Kate Watson, Parent
Ex-Officio Members:			
<input checked="" type="checkbox"/>	Katrina Bush, DODD <i>phone</i>	<input checked="" type="checkbox"/>	Diane Saunders, ODE
<input checked="" type="checkbox"/>	Melissa Courts, ODH	<input type="checkbox"/>	James Scott, ODE, Head Start
<input checked="" type="checkbox"/>	Marlene Fields, ODE	<input type="checkbox"/>	Jan Sokolnicki, Commerce
<input type="checkbox"/>	Marla Himmeger, ODMH		
<input type="checkbox"/>	Ron Johnson, State Fire Marshall		
ODJFS, DCC Staff:			
<input checked="" type="checkbox"/>	Cara Lee, BCCD	<input checked="" type="checkbox"/>	Stephanie Shafer, CCAS
<input checked="" type="checkbox"/>	Michelle Albast, BCCD	<input checked="" type="checkbox"/>	Stacey Zack, BCCD
<input checked="" type="checkbox"/>	Rachael Moore, BCCD	<input type="checkbox"/>	
Guests:			
<input checked="" type="checkbox"/>	Melanie Montgomery, HCJFS	<input checked="" type="checkbox"/>	Michelle Curry, Catholic Charities Head Start
<input checked="" type="checkbox"/>	Bethany Sander, AFSCME	<input checked="" type="checkbox"/>	Maureen Boggs, COAD
<input checked="" type="checkbox"/>	Jeanette Selbe, Creative Child Care Inc.	<input checked="" type="checkbox"/>	Amy Eldridge, Ohio AEYC
<input checked="" type="checkbox"/>	Linda Neugebauer, Early Care and Learning	<input checked="" type="checkbox"/>	Karen Lampe, Creative World Child Care
<input checked="" type="checkbox"/>	Todd Barnhouse, OCCRRA	<input checked="" type="checkbox"/>	Whitney Scarberry, Lorain County JFS