



**Ohio Department of Job and Family Services (ODJFS)
Child Care Advisory Council (CCAC)**

July 17, 2013
12:15pm-2:45pm

Check In

Chris Humphrey

- Motion to approve the May minutes Paula Selway; Lolita Wallace second.

Committee Reports and Discussion

I.T. Committee

Elaine Ward, Stephanie Shafer

- Testing will begin August 15th-December 21st. October 1st is the goal for providers to submit their registration for Step Up To Quality (SUTQ) renewals through the portal.
 - The timeframe does not allow for user testing.
- Request For Change
 - The October release will include: data limit, PWeb void function, name search and display enhancements, provider active /inactive and SUTQ five-star accreditation change.
 - Possible January release: school age, copay, special needs waiver, adjustment service period, 90 day limit, seven year changes and provider payment and case export functionality.
 - A parent will be able to use a swipe in the pending status before eligibility is finalized but it has been approved. Once the eligibility is finalized, the swipes and status will go through the system.
 - A few parents are having issues with cards not being released for 2-3 weeks leaving providers to complete manual claims. ODJFS will verify with Xerox the turnaround timeframe.
 - Recent clearance discussed the Full-time (FT) and Part-time (PT) rate based on local school districts, what happens between October and January with the schoolage FT/PT rates in the system? ODJFS will evaluate this process during that interim.
 - FT school age rate is used for the two week Christmas period.
- Authorization notice sent out to parents will appear within the provider portal. This will be created by the county and providers.
- Internet Explorer 10 was released and it is not compatible with the provider portal. ODJFS is investigating this issue and will create a recommendation. An earlier version of internet explorer is needed for the time being.
- OACCP is creating a survey of best business processes around electronic and swipe card system. A committee designed the survey with providers (Toledo, Dayton, Cleveland, Medina) to focus on adapting to the new swipe card system and how centers are affected by the swipe card system. The survey also collected best practices, written policies and procedures, and minimal attendance. Hoping there will be sample business practices for the I.T. committee in August.
 - OACCP should create a workshop at the conference to learn from the examples.
- A draft of the new program financial summary was distributed with the talking points to explain the changes.

- Out of state includes providers providing care close to the border of Ohio.
- Greater than authorization is 60 hours plus.
- Data to show children who should have been authorized FT but swiped for less received less funds. ODJFS should review this.
- ODJFS does have a monthly projection versus anticipated spending. CCAC would like to see the difference of what was budgeted and actually spent.
- Limited and provider inspection should be broken out from type B due to the decline to determine the purpose of the change.
- Schoolage has been set to five unless the parent calls and states their child is not in school.
 - A notice will be sent to families at the beginning of the school year. ODJFS can also send the notice to providers.

Policy and Rule Committee

Michelle Albast

- After January, CCAC will review the Chapter 12 rules again before clearance.
- Family Child Care, SUTQ and Center rules will be effective in January.
- The Guidance Document and sample forms will be distributed in August. This will be posted on Early Childhood Ohio.
- Chapter 14 rule change August 5th involves the medical.
- A year ago rule was changed from enrollment to capacity and tracked from under 2.5 and over 2.5 years. Providers have stated it has provided flexibility. ODJFS must determine how to track this information.
- Professional Development is currently tracked by hire date and policy inquired about fiscal date. ODJFS heard administrators should be tracking this for their staff. It is still undetermined if this can be completed and the system can accommodate this.
- Inconsistent training requirements, should these items change for consistency? If there is a program that is not participating would this be difficult for them? OACCP will discuss this with private pay programs. This will be a change to ORC and discussion will continue if this should be addressed in the future.
- Chapter 16, Eligibility and Payment, will be effective October 1st. A second package of Chapter 16 has gone through clearance and includes information regarding parent responsibilities within September.

Transition from Certification to Licensure

Jeffery VanDeusen

- This is a partnership with the counties and providers and a new function for ODJFS. Policies, procedures and models have been reviewed by ODJFS.
- A new unit will be created for certification to licensure. Donna Stickel has been named the type B supervisor over the unit. Licensing specialist will be hired in each field office specific to type b/family child care. There will also be two initial applications specialist in Columbus.
- Policy Unit:
 - A new helpdesk staff member will be added to accommodate questions regarding rules, complaints, etc.
 - The regulatory unit will work with the initial applications, provisional licensure and county recommendations.
 - Each specialist within the field offices will monitor the consistency within counties.
 - Finalizing the field guide for a consistent way to conduct an inspection.

- In 2015, one inspection tool will be used by all counties.
- Program Integrity, enforcements, will be completed by ODJFS staff to accommodate recommendations.
- Family Child Care rules will be phased in based on different policies within specific timeframes.
 - January 2014: Certification to Licensure
 - July 2014: SUTQ rules for type B homes Implemented
 - January 2015: Family Child Care Rules
 - Once the policies are created, a timeline for training can be completed. Reviewing regional trainings for bases, potentially in the fall.
- As soon as ODJFS knows the information, it will be communicated out.
- Please email Jeff with any questions.
- CCAC staff had no recommendations and comments to ODJFS' discussion questions.

Child Care and Development Fund (CCDF) State Plan

Michelle Albast

- ODJFS is in the process of answering the public hearing comments. The state plan has been submitted online, the public hearing comments cannot be attached directly to the state plan.
- The state plan should be approved in September and the final state plan and comments will be posted onto our child care website.
- On an annual basis, a quality plan must be submitted thus very little changes from the feds occur within the state plan.
- ODJFS would like CCAC to recommend how the advisory council can be a part of the state plan accomplishments.
- There has been a large shift with infants and toddlers and the type of program they are in and ODJFS wants to know why; completing these data elements.
 - CCAC should have metrics as more reporting is available to show key indicators to assist CCAC to display different and common interests. ODJFS will share these items as they are developed.
 - Question asked about how child care fits into the CRISE project to revise that system; the funding is associated to the revision of the programs without child care. There are plans to work together but it will be a later phase.
 - ODJFS helpdesks have access to interpretation guidelines. ODJFS applications are currently available in Spanish and Somali. The goal is to expand beyond these two languages and/or more than the application.
 - A state plan goal was not included to review rates.
 - The Federal government has issued proposed language changes at the federal level. When reviewed, we know that Ohio is partially or completing these tasks already.
 - If states would like to complete something other than a Market Rate Survey, permission must be requested from the federal office of child care.
 - Financial grant committees have not reviewed these items.
 - CCAC comments 16th percentile, even with the enhanced reimbursement, does not get close to the 50th percentile. This appears as though we do not respect quality within the highest needs in the state. There should be an understanding on what is needed, appropriate and other models should be reviewed.

Step Up To Quality Implementation

Janene Kehl

- SUTQ is slated to go live October 1, 2013.
- The rules have been removed from clearance June 27, 2013; As a result of the rules in the clearance process, ODJFS and ODE have revised the rules based on clearance comments.
 - A significant change within the system is the move from a building block to a combination approach. The first three star levels will remain the building block and four and five star levels will obtain points to increase their star rating.
 - SUTQ is open for participation to ODJFS licensed programs and type A homes. Participation will be opened to ODE programs on October 1, 2013 and type B homes July 1, 2014.
- The SUTQ rules are JFS rules through our filing process; ODE does not have SUTQ rules. ODE has made a commitment that all programs will be following the same rules JFS programs will follow. ODE and JFS will also utilize the same system.
- The rules were original filed July 6th, public hearing August 20th and **JCARR** September 5th. A few SUTQ rule changes as a result of the rule process:
 - Rule one was revised to update the language for K-12 standards for school age children; clarification to the two point option due to a typo; family friendly language added; changed the way programs can earn extra ratio points. Infant/toddlers were grouped together so there was a 6pt option if ratio was lowered- it was suggested to split these areas out. For example, for infants and toddler a program receive 6 pts to lower ratio. It was split into half, if you lower all toddler and all infants you will receive 3 points each. If this can only be done with your toddlers, you can still receive the 3 points for toddler and keep your infant ratio the same or move to the lower ratio option to receive 2 points.
 - CCAC comments it should be made clear to the parent they are not receiving the five star quality for their infants they may receive for their toddlers.
 - The redesign of the website will provide more information around the rating and how it is achieved. ODJFS is looking at quality in totality; the flexible point options are for programs to demonstrate their greatest strengths and demonstrate quality. The validation of the standards will look at the relationship of each of the domains and optional points to the quality of the program. A program will be high quality if they receive a higher rating; there is no one domain to define a quality program.
 - The curriculum and assessment sub-domain changes around the language was solely because the initial language was confusing providing two titles for K-12 (Common Core and Academic Content Standards for Science and Social Studies). The language was changed to Ohio's K-12 Standards to provide clarification.
 - School age programs are only required to align their curriculum to the developmental domains that reflect the program's specific goals and philosophy. The guidance document will provide clarification on what school age programs will be required to demonstrate, in terms of the alignment of the program's curriculum. .
 - CCAC comment: There is not a lot of TA to allow programs to become familiar with SUTQ. A lot of detail should be provided on school age expectations with curricula. For example, doing a group activity must this align with the physical activity domain?
 - ODJFS will discuss this with ODE to maintain consistency.

- Pilot programs for type B providers will not be offered... There is not the capacity of to offer a pilot at the same time that JFS and ODE are introducing the revised program standards and data system.. ODJFS would rather wait to go through the transition of being licensed and plan and provide TA for type B providers.
- Serious Risk Non Compliance (SRNC) is assessed on not being compliant with licensing ratios, not SUTQ optional point ratios.
- Rule two:
 - The SRNC have remained the same; the SUTQ SRNC will still be assessed using the point system. The type A SRNC appendices have been included which are equivalent to the program SRNC.
 - In clearance, 6 points SRNC pre-screened programs out to participate. Additional language added an accumulation of 12 points in the previous year.
- Rule three no changes.
- Rule four:
 - Date clarifications for participation.
- Rule five:
 - Appeal the removal as a result of SRNC. There will no longer be suspensions.
- The policy was any programs not rated, or currently rated for at least 6 months could apply for a higher rating. The clearance process provided many comments on this current policy. October 1st is a fair playing field for all programs; it can only be completed once during that first year period. Programs should be prepared and ready to go if this decision is made.
 - Chapter 16 payment rule was filed on Monday; ODJFS has three weeks to make changes. There has been no discussion yet on clearance comments they are currently being reviewed.
- The Guidance Document new structure is three parts that can be used independently. The first two parts are universal to all participating programs. Part One is an introduction and overview of SUTQ which includes research, history, and participation eligibility. The intended audience is owners and administrative people within programs.
 - Part Two of the guidance document is the implementation portion- it will outline timelines, preparation to register, where to register, rules, what to expect, eligibility for deferrals, appeal and renewals, and procedural issues of SUTQ.
 - Part Three of the guidance document will be available in two versions: one of programs and one for type A homes. This format is similar to the appendices that describe the standards within the rules. It contains the program standards, details and definitions, prescribed forms to use to meet standards, sample forms available for use to meet the standards, examples, and what to expect for verification (submission with registration and onsite expectations). It is broken out to each subdomain and then each star level.
 - Suggested to state “at a two you do not need to complete the prescribed form for a step one”.
- Parts one and two were sent to communications for final formatting. Part three should be complete the end of this week. Hoping to enter clearance next week. Feedback and comments are appreciated to make this document as useful as possible.
- ODJFS, ODE, R&R and SSTs have been working to provide training materials as we move into implementation. Training all R&R and SST to work with programs on use of the guidance document providing technical assistance and professional development to all programs. These trainings will roll out within the next few weeks. Internal staff training will also occur and it will be a joint training to maintain consistency between the two agencies. ODJFS staff will also complete training for the type A and type B programs to understand the differences.

- Many programs stated they would like window clings; these will be available to programs. A menu of options for program choices as a larger display will be available for additional purchase to advertise star ratings.
 - The banners will be reduced in size.
 - Yard signs will be available.
 - Tri-fold tent boards will be available.
 - Programs will not be printing their own banner in order to maintain consistency on the way the logo is used. CCAC guests would like ODJFS to revisit the use of the logo on materials.
 - Media kits will be distributed for programs and will include the logo to be used on letters, brochures, websites, etc.
 - Banner material was not strong enough and became very dirty quickly.
 - The poster within the frame should be recreated.

ODJFS Updates

Michelle Albast

- The budget bill contained 30 million for Pre-K funding. An ECAC small committee is recommending the roll out of this funding; 10 million this year and 20 million the following year.
- Several months ago a survey was distributed to two and three star programs; the Finance and Quality ECAC committee will review the two and three star survey.
- The CCIDS team will hire four Business Analyst and two Program Consultants. Licensing supervisors throughout the field have retired. The policy unit and statewide initiatives unit will expand.
- The final Market Rate Survey is finalized on the child care website; no changes.
- Applications for the new CCAC members have been received. Eight positions were open, four memberships will be renewed. Statute requires JFS create recommendations to the director and to the Governor office for approval. ODJFS reviewed overall state representations and realized current members and applicants had clustered. Four new members will be announced. The Chair will be open and applications have been received. The new members will be introduced in August and in September the new chair will be elected.
- A few months ago, CCAC sent a letter to the director regarding the new budget bill. The small business tax cut was an item highlighted; ODJFS is curious if more information is needed or more information has been captured. ODJFS is mindful a response is needed.
 - Cost to do business and a lack of rate increases.
 - CCAC would like ODJFS to address the Market Rate/reimbursement rate and Obama Care; minimum wage increase yet no rate increases.
 - SUTQ incentives did not get programs back to the previous Market Rate Survey.
- 80% of family child care programs do not do curriculum or assessments. This is a very large step for type B homes. They must purchase a curriculum, be trained how to use the curriculum; this is a huge cost to family child care.

Union Updates

Michael Batchelder

- AFSCME has comment on the state plan, rules and participating in the 2015 child care workgroup.

Check Out

Chris Humphrey

- Next meeting: August 21, 2013

Child Care Advisory Council**July 17, 2013****Attendance**Key: Present Absent

Members			
<input checked="" type="checkbox"/>	Chris Humphrey, Chair, Community Professional		
<input type="checkbox"/>	Alicia Leatherman, ODJFS Child Care	<input type="checkbox"/>	Pam Perrino, Community Professional
<input type="checkbox"/>	Tracy Bope, Fairfield CDJFS	<input type="checkbox"/>	Julie Piazza-King, Not for Profit
<input checked="" type="checkbox"/>	Teri Brannum, Community Professional	<input type="checkbox"/>	Terri Raneri, Type A
<input checked="" type="checkbox"/>	Marjorie Crouse, Parent <i>Phone</i>	<input type="checkbox"/>	Renee Saam, Allen CDJFS
<input type="checkbox"/>	Nicky Foster, Proprietary	<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
<input checked="" type="checkbox"/>	Asyia Haile, Type B	<input type="checkbox"/>	Sarah Stertzbach, Parent
<input checked="" type="checkbox"/>	Tasha Johnson, Not for Profit	<input type="checkbox"/>	Amy Story, Hamilton CDJFS
<input 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 checked="" type="checkbox"/>	Gail Montana, Type B	<input type="checkbox"/>	Kate Watson, Parent
Ex-Officio Members:			
<input type="checkbox"/>	Katrina Bush, DODD	<input type="checkbox"/>	Diane Saunders, ODE
<input checked="" type="checkbox"/>	Melissa Courts, ODH	<input type="checkbox"/>	James Scott, ODE, Head Start
<input 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"/>	Jeffery VanDeusen, Licensing & Monitoring	<input checked="" type="checkbox"/>	Stephanie Shafer, CCAS
<input checked="" type="checkbox"/>	Michelle Albast, BCCD	<input checked="" type="checkbox"/>	Stacey Zack, OFA
<input type="checkbox"/>	Alicia Leatherman, OFA	<input checked="" type="checkbox"/>	Janene Kehl, OFA
Guests:			
<input checked="" type="checkbox"/>	Carmen Ducken, FCDJFS		
<input checked="" type="checkbox"/>	Jennifer Stephens, FCJFS		
<input checked="" type="checkbox"/>	Michael Batchelder, AFSCME		
<input checked="" type="checkbox"/>	Maureen Boggs		
<input checked="" type="checkbox"/>	Wendy Thompson, Trinity Christian Preschool		
<input checked="" type="checkbox"/>	Kim Tice, Ohio AEYC		
<input checked="" type="checkbox"/>	Karen Lampe, Creative World Child Care		