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# Child Care Advisory Council Minutes
# ODJFS/BCCD
# May 18, 2011

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## Check In (Introductions/ Review/ Approve Minutes & Agenda)
- Motion to approve April minutes; minutes approved with one attendance change.
- Agenda change; Alicia will not be joining CCAC today.

## BCCD Updates – See Handout
Terrie Hare, Bureau Chief
- SUTQ is still in the planning process regarding the four step process to begin January 2012.
- Rule package was put into clearance this week yet pulled this morning due to technical errors. Included Rules: 01, 07, 34, 35, 35:1, 42, 55, 71. Plans for fines and sanctions at a later date.
    - **Rule 35 (**Rule package 7004): The county department is responsible for determining eligibility for Child Care. Currently, the applicant will drop off the application and eligibility can begin from that day; the county then has 30 days to make a determination. This rule will propose a 15 day time limit after the application is dropped off for the parent to get the proper documents into the county. If the parent fails to do so, the system would then generate a denial. This process can assist the county yet put some responsibility on the parent. From a county standpoint, the county then has 15 days from the parent application deadline to determine eligibility.
        - Will the new system support that change with all its alerts? The system does have the proper fields, but it will need additional functions. This is part of the discussion taking place while looking at this rule package. It may eventually be put into place, it does not have to be now could be later in the year. This is the only rule package that can be done before the pilot or the statewide roll out.
        - Most county representatives in CCAC do support this package and feel it will alleviate the manual processing of invoicing yet feel there is a longer list of priorities that need to take place with the system before this rule package can begin. How does it fit with system priorities?
        - Provider spoke recently with Colorado who is currently using the new system. It was suggested by the state to verify the language in regulations to allow the provider to charge a fee or hold a deposit if the parent doesn't swipe. Centers can make room in their handbooks for this penalty but do our rules allow us to do that? It would give providers some sort of leverage. Per the bureau staff, some of this may be technical assistance. BCCD currently has language that states fees can be charged to caretakers that aren't otherwise granted by the program. This is something BCCD will research.

- Will Rule 35 go along with redeterminations? If so, CCIDS would have to send different redetermination instructions because we get the application and nothing else. Applicants would need to be sent a listing of exactly what makes a redetermination and what is needed.
- Rule 35 can also interfere with time limits. Other benefits with the county (ex: cash assistance, food assistance) have 30 days. If one is waiting on another program, there are times when that IM staff will sit on a document and a deadline will be missed. The 15 day deadline may assist with it at least entering the system in a timely fashion, but tracking must start at that time.
- From a provider standpoint this is a great rule, but every county does it different. Most CDJFS no longer get the personal interaction. A lot of customer work is done via phone or internet. We then have to add in the time it takes them to mail documents needed.
- How does this tie into issuing the swipe card? It wouldn't be issued until they are authorized.
    - Simplified eligibility has also been discussed on a department wide basis.

**Budget Updates- See Handout**

Terrie Hare, Bureau Chief

- Some of the Child Care Package Amendments in the house version of the budget:
    - Parent Roster elimination.
    - References elimination.
    - Communicable disease-one staff person.
    - Publishing Type B rules.
    - Adopt rules on sanctions but needs re-worked in the senate.
    - Part Time hours - it was to read 10 hours for all care groups, except school age. The idea would be to change the language or the language be eliminated.
- Senate version of the bill:  We are still trying to get Continuous Licensing into the budget bill. OACCP and the union have been working with us and we have also been cleaning up the fines and sanctions language.  Also working on license capacity; this does not need to be a statutory change but a rule change only. To create more flexibility, look at the possibility for provisional licensing to be based on the number of children of a certain age, grouping, or building permit. We are currently still researching and collecting data regarding what is the best way to do it.
- With the 7% rate cut, BCCD is still running numbers. There has been no evidence one provider group will be impacted over another or rates should be used for one group over another.
    - It is too early to see any changes regarding the 7% cut with provider rates and the new system showing a shift in authorization to providers.
    - 1.3 billion may be going into CCDF, anything the budget should expect with this calculation? The budget is running tight for this fiscal year so we may need some of that federal funding for this fiscal year. We are trying to balance the budget and go from there.

- Regarding the swipe card system, have the projected savings been put into the budget? At this point in time, any projected savings have not been incorporated into the budget.
- Based on the budget, expect an emergency rule packet for July.  It will include rate changes, adjustments of the federal poverty level, and weekly copayments. Stephanie will make any updates regarding that package at the next CCAC meeting.
- No other updates on the ODH budget.
- School Readiness (ODE) appears to be untouched in the senate version.
- 2 million cut in 21st Century in Ohio in allocation this year.
- How far before July 1st might we know about the rate change?  Hopefully in the next couple weeks, possibly even the June CCAC meeting.

**State Plan- See State Plan Online**
Terrie Hare, Bureau Chief
- View the state plan online at: http://jfs.ohio.gov/cdc/BCCD.stm
  - Visit online to add additional comments.
- Estimated funding is still contingent on the budget. It is a reduction from the previous biennium, but still above the 4% federal minimum requirement.
  - Was there any mention within the plan regarding the statewide child identification system beginning with Help Me Grow child care enrollment? Terrie said it should probably be referenced under ECAC.
  - Does the Administrative Credential include other organizations or just the state? They have looked at other organizations, but criteria must be similar to NAEYC: 145 clock hours, development of a portfolio, etc.
    - This training is a blend of what an administrator would need, Early Childhood and Business. It is not a requirement, but if it becomes statewide in the future it will be something that is highly recommended for administrators.
    - Possibility to present on the Administrative Credential at an upcoming CCAC meeting.
  - Within the state plan, how is the state meeting equal access with rate? Please refer to Section 2.7.9 where the Bureau refers to the Market Rate survey it conducts and the establishment of provider rates by each provider type and child age group.  Six market categories are established in Ohio.  Family co-payments range from zero to ten percent of a family's gross monthly income. There is currently no waiting list in Ohio. It was requested to note the 7% provider rate reduction and what the new market percentile rate will be.
  - State matching funds, if that is reduced does that affect the ACF dollars that is pulled down? This is correct.  If we do not match all the funds, we cannot draw all the federal dollars down.
  - The state plan section regarding future licensing standard changes, there are only two listed. Based on licensing work, should those be considered just the two listed but not limited to?
    - Correct. There was nothing included about neither Regulatory Improvement Process nor the ECAC.   Alicia will be releasing a report

with the attached proposed rules and comments.  After the budget, ODJFS is hoping to take a serious look at these recommendations and incorporate them into their rules.

**ECAC**
Terrie Hare, Bureau Chief
- Meeting May 19, 2011 via conference call from 2:30pm-4:30pm to discuss standards.
  - John Webb from ODE is presenting on Pre-school standards, Holly from OCCRRA will be doing an update on Infant Toddler Early Learning Guidelines and Program standards.
  - Karen Lampe will provide updates on the Ad Hoc workgroup for swipe cards.
    - What is the charge for the Ad hoc group on the swipe card? Concerns were brought to ECAC and people felt they exhausted all avenues for receiving feedback with concerns on the swipe card.  We are currently looking at evaluating the concerns brought forth and prioritizing recommendations that could potentially be implemented and recommended to the governor.

**MISC- See Handout**
Amy Eldridge, OAEYC
- Report on the website.
- Utilized for any membership organization and value of what a professional membership can do. This is a good tool for center directors and if you have any organizations interested in the flyer let Amy know.
- April 19-21, 2012 for next OAEYC conference. The previous 2011 conference is now online along with webcasts of speakers and sessions. At this time, no web based classes qualify for SUTQ.

**Union Updates**
Stephen Roberts, AFSCME
- Did not attend the meeting.

**Child Care IT Systems Update**
Michelle Albast, Project Manager
- At the June CCAC meeting there will be more information regarding licensed facilities and background check initiatives to work with BCI and have the data automatically populate within the licensing system.
  - Regarding BCI and licensing enhancements, do you have providers that are helping on those workgroups to think about the interface from provisional section to there? No, we haven't gotten that far. We've worked with OCCRRA and it feels preliminary at this time. We will begin internally and then move outward from there. Terrie participates in our internal meetings; she agreed to include providers early.

- Program staff and IT are currently looking at enhancements for licensing, SUTQ, Outlier, and employee record chart to become more integrated to help with efficiencies. Ohio ECC, the last module. We have been live a little over a year with our provider portal, eligibility enhancements and centralized payments. We are moving into the last phase of roll out for that.
    o The reason we have not moved to metro counties is because they have a system and you need to attach all 3 systems. If they go live on our 2 pieces without the attendance piece, it will disrupt their work and create the need for extra staffing.  Cuyahoga is scheduled for June 17th.
- Pilot scheduled for the end of August with 5 counties and a good mix of all provider types.
- Go live statewide will occur on Sunday October 30, 2011.
- For county staff, a monthly video conference is scheduled that provides all updates and we are also in the process of making a package of great fixes and enhancements that are currently in testing and should be ready for release on June 6th.
- The new release will contain some reports that the counties have been asking for while some reports have already been released in the last couple of weeks.
    o How will enhancements to B&A, fixes/ enhancements, and recommendations to the swipe card be prioritized by the department?  The summer schedule is already out.  Priorities of anything regarding enhancements or suggestions will not happen over the summer; we need to see where they fit in and also see what the changes related to the budget may need to happen.
    o Policy change is a priority over the list of enhancements needed? It would become a balance if necessary.  If it's something that affects how users use the system then it may need to become a fix.
    o Any chance of getting another delay to the statewide roll out? We are tracking on schedule and don't anticipate a change. We have to be ready to go by July 29th and give the vendor production or live data because they need to know which families are eligible so they can mail out cards and begin installing POS devices to providers with children authorized to them.
    o Do we have an estimated timeframe for machine installations? Pilot counties: Union, Ross, Marion, Champaign, and Logan will be during the month of August. Possibly September and October regionally. We will be working with providers to fit the installation into their schedule.
- Webinar schedule close to being done.
- Look for Eblast regarding the OAKS shut down.

**Check Out (Assignments/Next Meeting/Travel Expense Reports)**
- Next meeting will be held on June 15, 2011**.**
- Meeting Adjourned.

| Members | | | |
|---|---|---|---|
| ☒ | Chris Humphrey, Chair, Community Professional | | |
| ☒ | Terrie Hare, Co-Chair | ☐ | Barbara McVicker, Type B Provider |
| ☒ | Tracy Bope, Fairfield CDJFS | ☒ | Kelly Mettler, Ross CDJFS *- phone* |
| ☒ | Teri Brannum, Community Professional*-phone* | ☒ | Gail Montana, Type B *- phone* |
| ☒ | Marjorie Crouse, Parent *- phone* | ☐ | Lisa Paeltz, Proprietary |
| ☐ | Sandy Erb, Community Professional | ☐ | Julie Piazza-King, Not for Profit |
| ☒ | Karen Fishback, Cleremont CDJFS | ☒ | Terri Raneri, Type A |
| ☐ | Iva Flowers, Parent | ☒ | Renee Saam, Allen CDJFS |
| ☐ | Nicky Foster, Proprietary | ☒ | David Smith, Not for Profit |
| ☒ | Tasha Johnson, Not for Profit | ☒ | Elaine Ward, Community Professional |
| ☒ | Joseph Krasno, Cuyahoga CDJFS | ☐ | Kate, Watson, Parent |
| ☐ | Luann McCauley, Franklin CDJFS | ☐ | Lynette White, Proprietary |
| | | | |

| Ex-Officio Members: | | | |
|---|---|---|---|
| ☐ | Kim Carlson, ODE | ☐ | Cathy Kramer, DODD |
| ☒ | Melissa Courts, ODH | ☐ | Diane Saunders, ODE |
| ☐ | Marlene Fields, ODE | ☐ | James Scott, ODE, Head Start |
| ☐ | Marla Himmeger, ODMH | ☐ | Jan Sokolnicki, Commerce |
| ☐ | Ron Johnson, State Fire Marshall | | |
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| ODJFS, BCCD Staff: | | | |
|---|---|---|---|
| ☐ | Carol Ankrom, BCCD | ☒ | Stephanie Shafer, BCCD |
| ☒ | Michelle Albast, BCCD | ☒ | Stacey Zack, Executive Secretary |
| ☐ | Alicia Leatherman, OFC | ☒ | Matthew Murray, TA |
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| Guests: | | | |
|---|---|---|---|
| ☒ | Linda Day Mackessey, YMCA | ☒ | Amy Eldridge, OAEYC |
| ☒ | Alpino Raneri, Mandis Playhouse Type A | ☒ | Louanna Leonard, Creative Child Care |
| ☒ | Helena Larios, Mambevon LLC | ☒ | Paula Selway, JR Coleman-Canton |
| ☒ | Karen Lampe, Montgomery County | | |
| ☒ | Patty Hannah, Kinder Care | | |
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