Type B Home Provider Webinar

Ohio Department of Job and Family Services
November 2013
Welcome

- Introductions
- Agenda Overview
ODJFS Child Care Structure

Kara Bertke Wente – Deputy Director, Office of Family Assistance
Alicia Leatherman – Assistant Deputy Director

Bureau of Child Care Licensing and Monitoring

Jeff Van Deusen – Chief

- Center/Type A Licensing Teams – 8 regional supervisors
- SUTQ Team – Patti Donofrio
- FCC County Type B Monitoring Team - Donna Stickel

Bureau of Child Care Policy and Operational Support

Michelle Albast – Chief

- Child Care Information Data System (CCIDS) – Stephanie Shaffer
- Policy development and Help Desk – Cara Lee
- Technical assistance and county support – Deanna Hall
- Enforcements – 3 staff
Office of Family Assistance
family child care Functions

Policy

Help Desk

Complaint Intake

Rule Writing and Research
ODJFS Policy and Help Desk

- Cara Lee, Supervisor

- Researches best practices and ideas for policy development

- Revises and drafts child care rules

- Help desk completes complaint intake and public and legislative inquires

- Child Care Policy Help Desk
  1-877-302-2347 option 4 (8am - 5pm M-F)
Office of Family Assistance
family child care functions

- Technical Assistance and Development
  - County TA on Assessment of Rule
  - County Training and Development
  - Provider Training and Development
### ODJFS County Support Staff

- **Section Chief, Deanna Hall**
  - Aliceson Carver
    - (614) 387-7759
  - Monique Hall
    - (614) 752-2128
  - Dan Lantz
    - (614) 752-0417
Office of Family Assistance
family child care Functions

CCIDS

Payments
Help Desk for AT, CP, 3299
Data Requests
Child Care Information and Data System (CCIDS)

- Project Manager, Stephanie Shafer

- CCIDS Help Desk
  1-877-302-2347 option 1 (8am-5pm M-F)

- Ohio ECC Helpline
  1-888-516-4776 (automated 24/7)

- Ohio ECC Caretaker (parent) Helpline
  1-888-796-4322 (automated 24/7)
  TTY 1-877-411-6059
Office of Family Assistance
family child care Functions

Licensing and Monitoring

- Initial Application
- Continuous License Approval
- Quality Monitoring of County Inspections
- Revocation
ODJFS Type B Monitoring Staff

- Type B Monitoring Supervisor, Donna Stickel (614) 387-8012

- Licensing staff
  - Cleveland Field Office: Wendy Scott
  - Toledo Field Office: Frankie Combs-Young
  - Columbus Field Office: Darrell Starcher II, Dianne Griggs, Laura Harper
  - Dayton Field Office: Catherine Linquiest
  - Akron Field Office: Jennifer Hostetler
Highlights for 2014 Changes

- Certification to Licensure
- Chapter 5101:2-14 Rule Revisions
- Step Up To Quality Eligibility
Early Learning Challenge Grant

- Competitive federal grant between the U.S. Department of Education and the U.S. Department of Health and Human Services

- Collaborative effort between Ohio Department of Job and Family Services and Ohio Department of Education

- Ohio was awarded nearly $70 million in December 2011 for 4-year grant period

- Emphasis on providers receiving public funds
Early Learning Challenge Grant

- Transition to licensure for Type B Home providers

- Build statewide licensing and quality data system for all providers, across ODJFS and ODE

- Begin Type B Home providers participation in Step Up To Quality (SUTQ)

- Equal access to enhanced payments for all star-rated providers
Implementation Timeline

Aug-Dec 2013
- Finalize Type B Rule Revisions
- Modify 3299 for Data Collection
- Training:
  - On-site compliance inspection training
  - New application and continuous license approval
  - 3299 Revisions
  - Enforcement Process

Jan 2013-June 2014
- SUTQ Rule Revisions
- Identify SUTQ "Getting Started" Provider Tips
  - Training:
    - SUTQ standards
    - Registration and Verification process for SUTQ
    - SUTQ data system

July-Dec 2014
- FCC Rule Revisions
- Testing for Implementation of the New Licensing System
  - Training:
    - New FCC Rules
    - Licensing System

Jan 2015-on
- Based on the roll out and implementation of the initiatives below, ODJFS and its partners will support County JFS agencies and providers on an on-going basis.

Ohio Department of Job and Family Services
Implementation Timeline

- Jan 2014: Certification to Licensing Rules and Functions
  - Revised Type B Rules

- July 2014: Begin SUTQ for Type B Homes
  - Revised SUTQ Rules

- Jan 2015: Go Live of Licensing System for All Providers
  - Revised Family Child Care rules
Certification to Licensure

- All current certified professional Type B Home providers will automatically transition to licensure on January 1, 2014
  - No cost to the provider for this transition
  - No additional requirements or documentation to be submitted to be transitioned to licensure

- New license is planned to be mailed to all Type B Home providers the 2\textsuperscript{nd} week of January
## Certification vs. Licensing

<table>
<thead>
<tr>
<th>Certification</th>
<th>Licensing</th>
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<tbody>
<tr>
<td>County Certificate</td>
<td>State License</td>
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<tr>
<td>County determines</td>
<td>County recommends to state</td>
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<tr>
<td>- Certification</td>
<td>- Licensure</td>
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<tr>
<td>- Revocation</td>
<td>- Revocation</td>
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<td>- Denial</td>
<td>- Denial</td>
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<tr>
<td>County inspects</td>
<td>County inspects</td>
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<td></td>
<td>ODJFS monitors</td>
</tr>
<tr>
<td>County appeal process</td>
<td>119 hearing rights</td>
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<tr>
<td>88 counties</td>
<td>State supports to ensure consistency</td>
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<td></td>
<td>statewide</td>
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</table>
CDJFS Staff Responsibilities

- Monitor rule compliance in the family child care setting

- Recommend licensing actions to ODJFS

- Support the provider
  - Develop professional relationships
  - Work collaboratively and cooperatively
ODJFS Staff Responsibilities

- Monitor CDJFS to ensure consistency among the counties
  - Application of rule
  - Inspection protocol
  - On-site observations
  - File audits

- Provide support (technical assistance and training) to CDJFS

- Review, approve, or deny all license actions recommended by CDJFS
2014 Rule Changes: Criminal Record Checks

- BCII must be updated every five years from the date of the previous check
  - Type B provider, as a small business owner, is responsible to track when required background checks are due for all adults required to meet this rule
  - Results of BCII and FBI must be sent to CDJFS

- Previous rule of every four years

- Modified to align to Centers, Type A providers and ODE licensed programs based on the teacher licensure requirement
2014 Rule Changes: Inspections

Prior to provisional license:
- At least one announced inspection

During provisional license period:
- At least three inspections
- At least two unannounced

Continuous license:
- At least two inspections per fiscal year (7/1-6/30)
- At least one unannounced
2014 Rule Changes: Training Requirements

- Audiovisual or electronic media training
  - May be used for all hours
  - ODJFS must approve the curriculum for audiovisual/electronic media training in:
    - CPR / First Aid
    - Communicable Disease
    - Child Abuse/Neglect Recognition and Prevention

- All records of trainings must be kept on file at the Type B Home business

- No CDJFS pre-approval required
Training Resources and Support

- Find trainings
  - Ohio Professional Registry
  - CDJFS (Counties must offer at least 18 hours of training per year)
  - Local Child Care Resource & Referral agency

- Provider and employee profiles on the Ohio Professional Registry (OPR) will help track trainings

- Providers must complete 6 hours of training, 2 hours specific to early childhood education per year (same as previous rule)
2014 Rule Changes: Employees

- Type B Home providers may have an employee.
- Providers may have an employee or an assistant, but may not have both.
- The employee must meet the same qualifications and training requirements as the provider.
- The employee may be used to meet group size and supervision requirements.
- Providers must be on-site at least 75% of hours of operation.
- Providers who utilize an employee are exempt from the 6-hour break in a 24-hour period rule.
## Employees and Assistants

<table>
<thead>
<tr>
<th>Assistant</th>
<th>Employee</th>
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</thead>
<tbody>
<tr>
<td>Must meet the same requirements for emergency and substitute caregivers</td>
<td>Must meet the same requirements as the Type B Home provider</td>
</tr>
<tr>
<td>May <strong>not</strong> be left alone with children or counted in group size</td>
<td>May be left alone with children and counted in group size</td>
</tr>
<tr>
<td>Cannot be a parent or guardian of an enrolled child</td>
<td>Cannot be a parent or guardian of an enrolled child</td>
</tr>
<tr>
<td>Type B Home provider must be present at all times</td>
<td>Type B Home provider must be present 75% of the time</td>
</tr>
<tr>
<td>No impact on 6 hour break requirement for Type B Home provider</td>
<td>6 hour break requirement is waived for Type B Home provider if an employee is used</td>
</tr>
</tbody>
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# Employees and Assistants

<table>
<thead>
<tr>
<th>Assistant</th>
<th>Employee</th>
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</thead>
<tbody>
<tr>
<td><strong>Training requirements:</strong></td>
<td><strong>Training requirements:</strong></td>
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<tr>
<td>- Heath and safety</td>
<td>- Heath and safety</td>
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<tr>
<td>- First Aid and CPR</td>
<td>- First Aid and CPR</td>
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<tr>
<td></td>
<td>- Child abuse</td>
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<td></td>
<td>- Communicable disease</td>
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<td></td>
<td>- Ongoing annual six hour</td>
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<tr>
<td><strong>CDJFS file requirement:</strong></td>
<td><strong>CDJFS file requirement:</strong></td>
</tr>
<tr>
<td>- BCII/FBI background checks</td>
<td>- BCII/FBI background checks</td>
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<tr>
<td>- Statement of non-conviction</td>
<td>- Statement of non-conviction</td>
</tr>
<tr>
<td>- Child abuse registry check</td>
<td>- Child abuse registry check</td>
</tr>
<tr>
<td>- JFS 01920 or JFS 01527</td>
<td>- JFS 01527</td>
</tr>
<tr>
<td><strong>Type B Home file requirements:</strong></td>
<td><strong>Paperwork requirements:</strong></td>
</tr>
<tr>
<td>- Nothing</td>
<td>- Medical statement</td>
</tr>
<tr>
<td></td>
<td>- Training documentation</td>
</tr>
<tr>
<td>Assistant</td>
<td>Employee</td>
</tr>
<tr>
<td>-----------</td>
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</tr>
<tr>
<td>May NOT be left alone with children</td>
<td>May be left alone with children, provider must be on site at least 75% of operating hours</td>
</tr>
<tr>
<td>Not a required position – if using an assistant, no employee allowed</td>
<td>Not a required position – if using an employee, no assistant allowed</td>
</tr>
<tr>
<td>Contact CDJFS for initial paperwork</td>
<td>Contact CDJFS for initial paperwork</td>
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</tbody>
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Type B Limited Providers

Last day of operation for Limited Providers will be December 31, 2013

- All Limited Provider certifications and provider agreements will be invalid on January 1, 2014

As of October 2013, there were 615 limited providers throughout the state in 51 counties

- Providers have been notified regarding the upcoming changes
- Remaining Limited Type B providers should be encouraged to make the transition to professional Type B certification prior to the December 31, 2013 deadline to avoid termination
2014 Rule Changes: Application

Once the application is received:
- Applicants have 90 days to submit all requirements
  - If incomplete, CDJFS will close application after 90 days

Once the application is determined to be complete:
- CDJFS conducts orientation, inspection and has 100 days from initial application date to complete
- Refers to recommendation for provisional or denial of application on to ODJFS

ODJFS issues provisional license or denies application
2014 Rule Changes: Provisional

Once a 12-month provisional license has been issued to the provider:

- The provider must maintain compliance with Chapter 5101:2-14 of the Administrative Code

- The provider must have children receiving publicly funded child care

- If all noncompliance are addressed by the end of the provisional period, CDJFS will recommend to ODJFS the issuance of a continuous license
119 Hearing Process

- CDJFS will recommend the revocation of a license or the denial of an application to ODJFS

- ODJFS reviews and approves or disapproves the recommendation

- Chapter 119 of ORC states that licensed child care providers have the right to due process through an administrative hearing
Field Guide

Purpose:

- Provide information about the licensing process to CDJFS staff and Type B Home providers
- Educate providers on implementation and compliance of rules

Goal:

- Provide consistency among licensing staff statewide in the assessment of rule compliance and inspection protocols
Structure of the Field Guide

Organized by rule order and includes:

- Rule summary
- Rationale explains why the rule was written and why it is important in keeping children safe and healthy
- Inspection procedures define how compliance should be assessed
- Technical assistance suggestions and compliance considerations
- Frequently asked questions
Step Up To Quality Overview for Type B Home Providers
What is SUTQ?

- Quality rating and improvement system for early learning and development programs
  - Through the ELCG, SUTQ transitioned from a 3-star system to a 5-star system

- Step Up To Quality Means:
  - Highly trained teachers
  - Development of school readiness skills
  - Commitment to continuous improvements
  - Focus on family engagement
SUTQ Structure

- Four Domains
  - Learning and Development
  - Administrative and Leadership Practices
  - Staff Qualifications and Professional Development
  - Family and Community Partnerships

- Additional points for 4 and 5 stars
Goals for ELCG Results

- 1,300 currently funded settings rated as high quality
- 37,000 additional high needs children in these highly rated programs
- Closing kindergarten readiness gap by 5% for high needs children
- By 2020, Ohio will only purchase services in quality, rated settings
125,000 children are screened for language and literacy each year

50% of all children need targeted or intense instruction in kindergarten

High needs children have a 25% - 35% readiness gap at kindergarten entry

- Children with disabilities
- Children living below 200% of poverty
- English Language Learners
Children Receiving Publicly Funded Child Care

- Children Served Per Month: 103,000
- Children in Rated Settings: 38,298
- Funding: $51 Million

- Families
  - 75% of families are under 100% FPL
  - 25% of families choose family child care settings
Benefits of SUTQ for Type B Home Providers

- Encourages the development and implementation of systems that will support your small business
- Increases the reimbursement amounts for the PFCC program (5%-25%)
- Supports ongoing training to continue to develop your professional skills and understanding
- Provides technical assistance to support the development of a quality improvement plan
- Assists families with an easy to use tool for selecting a high quality program
Timeline for Type B Home Providers

November 2013
Proposed Type B SUTQ drafted

December 2013
Draft proposal posted on Early Childhood Ohio website for comments

January 2014
Standards posted on ODJFS website for clearance comments

Spring 2014
SUTQ trainings for CDJFS staff will be offered

July 2014
Type B programs eligible to participate in SUTQ
How to Prepare for SUTQ

- Visit www.earlychildhoodohio.org for SUTQ information
  - Type A standard requirements
  - Type A Guidance Document
  - Forms
  - User guide and job aids for the OCLQS system
    - Use begins in July 2014 for SUTQ verification

- Work with your Child Care Resource & Referral agency
  - http://www.occrra.org/about_agencies.php

- Work with T.E.A.C.H. Ohio
  - Scholarship opportunities to earn a CDA, Associate or Bachelor degree
What is the Registry?

- Centralized, coordinated system for Ohio early childhood and after-school professionals
- Track and be *recognized* for your experience, education, credentials and training
- Professionals working in a Step Up To Quality rated program must be a part of the Registry
- Registry is managed by the Ohio Child Care Resource and Referral Association (OCCRRA)
  - www.occrра.org
  - https://login.occrра.org
What is the Registry?

- Your Individual Benefits:
  - Secure and confidential repository to store your professional information
  - Access to information about trainings, conferences and college courses
  - Your certificates/transcripoints can be downloaded from the system
  - Online training registration and paperless verification of training hours
  - Link to information regarding scholarship information
Career Pathways

- A Career Pathway Level (CPL) is Ohio’s way to recognize alternate pathways to education and qualifications of early childhood professionals.

- Points are earned for:
  - Years of Experience
  - Formal Education and Degrees
  - Professional Development
  - Credentials

- A CPL is calculated by the Ohio Professional Registry (OPR).

- All early childhood professionals need to create a profile in the OPR.
Career Pathways Examples

Sylvia Silverson - Career Pathway Level I

- HS Diploma
- Type B Licensure
- 5 years experience
- 12 hours in-service training
- 15 hours approved training

Total: 27.1 points

One-star: Program owner has CDA or a minimum of 25 points in a CPL 1
Andrea Anderson - Career Pathways Level II

- High School Diploma
- CDA
- Type B Licensure
- 7 years experience
- 13 hours of college courses
- 13 hours of ECE college courses
- 40 hours in-service training
- 65 hours approved training

Total: 80.5 points

Two-star: Program owner has a CDA and minimum of 50 points in a CPL 2 or minimum of 75 points in CPL 2
Resources

- Office of Family Assistance Child Care Website
  http://www.jfs.ohio.gov/cdc/childcare.stm

- E-manuals for Child Care Requirements
  http://emanuals.odjfs.state.oh.us/emanuals

- RSS Feeds
  Website "feeds" information to subscribers automatically
  http://www.odjfs.state.oh.us/ccupdates/rss.aspx
Resources

- Step Up To Quality Information
  www.earlychildhoodohio.org

- Ohio Child Care Resource and Referral Association
  www.occrra.org

- Ohio Professional Registry
  https://login.occrra.org/

- T.E.A.C.H. Ohio
  http://teach.occrra.org/index.php
Thank You For Attending