

# Quarterly Update

FALL 2017

## CHILD CARE LICENSING UPDATE

### *Child Care Licensing Program Mission:*

*The Child Care Licensing Program licenses and monitors Family Child Care Homes and Child Care Centers in an effort to ensure that they provide a safe and healthy environment for children who are in day care.*

### A Note from Pamela Dickfoss, Deputy Director

The recent devastating fires remind us that no one is immune from a disaster. Not only were facilities impacted but many of our staff were personally impacted by evacuation or loss of personal property as well. As we all know too well, the consequences of these disasters can be catastrophic. Times like these clearly demonstrate the importance of maintaining a disaster and mass casualty plan of action that adequately prepares staff, children, and all affected individuals in the event of an emergency or disaster.

CCL has been reaching out to facilities impacted by the fires to see what the impact was and what can we do to assist. For those facilities that are requesting a "Change in Location" due to the fires, fees will be waived

Thanks to all for your dedication to serving California during this time of tremendous need.

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### Emergency Situations

#### **THERE SHOULD BE NO DELAY IN CALLING 9-1-1**

Emergencies can be stressful, and at times it can be difficult to know what the first step should be when an emergency situation occurs. In the event of an emergency call 9-1-1 for immediate assistance. DO NOT delay in obtaining medical treatment or seeking assistance from emergency personnel once an emergency has been identified. Once emergency personnel has been contacted by calling 9-1-1, the licensee or staff member may then proceed with notification protocols outlined in Title 22 Regulations: 101212(d) for child care centers and 102416.2 for family child care homes.

## Mandated Reporter Training is up and Ready to Go!!

Beginning January 1, 2018, Health and Safety Code [1596.8662](#) requires all licensed providers, applicants, directors and employees to complete training as specified on their mandated reporter duties and to renew their training every two years. Volunteers are encouraged but not required to take the training. **Effective January 1, 2018:**

- Applicants must meet requirements as a precondition to licensure
- Existing licensees must meet requirements by March 30, 2018
- New employees shall have 90 days from date of employment to complete training as required

This training requirement may be met by using the Department's Office of Child Abuse

## Care and Supervision

Caregivers have the responsibility to ensure that children are supervised. Young children are extremely active, both physically and mentally, and supervision requires quick action and heightened problem solving on the part of a caregiver. At the same time, caregivers are faced with many distractions throughout the day, including distractions from parents and coworkers. Distractions can cause impairment of supervision which can lead to accidents and injuries.

One of the largest **preventable** distractions in our lives is limiting the use of cell phones. When individuals are engaged with their cell phones (and other forms of electronics) they are not attuned to their surroundings and opportunities to engage and supervise children are lost. For example, there can be missed

Prevention (OCAP) online training modules. The OCAP modules are free of cost and available at:

<http://www.mandatedreporter.ca.com/>. The training is currently provided in English. If no training is made available in a required person's primary language then that person shall be exempt from this requirement.

Persons who would like to meet this requirement by using an alternate type of training other than the OCAP modules must first submit a request to their local Regional Office to obtain approval from the Department.

For additional information, please review the [Implementation Plan](#).

opportunities to promote language and literacy development and loss of relationship building opportunities which promotes social emotional development. In addition, there are many chances for injuries to occur that could otherwise be prevented if the caregiver were actively supervising the children.

When working in child care, the number one responsibility is the safety and well-being of the children in care. This takes all precedence over a text message, phone call, or social media post. As adults, it is easy for us to think of how impolite it might be if we are attempting to have a conversation with someone who is engaged with their phone and not us; this can have an even greater negative impact on children. Caregivers are encouraged to limit their cell phone use while supervising children. A best practice is to cultivate a cell-phone free child care environment which includes both staff and parents.

## What's New with Integrated Pest Management?

Cold and flu season is here! Do you use antimicrobial products like bleach and disinfecting wipes to keep those germs out of your center? Did you know that it is a requirement to complete annual Healthy Schools Act (HSA) training when using antimicrobial products in child care centers?

The requirements of the HSA apply to all child care centers. The HSA does not apply to family child care homes but offers valuable recommendations for family child care settings. To help with the annual training requirement, the Department of Pesticide Regulation (DPR) offers free, online training courses on the DPR School & Child Care IPM website. DPR offers three courses for different levels of training. The Basic course is designed for child care providers, teachers, custodians, and food service workers. The Intermediate course is designed for school maintenance, operations, and facilities staff. The Advanced course,

which is only available online, is designed for licensed pest management professionals. You can also request a DVD training kit for group training sessions.

A new training course, "Integrated Germ Management," is still currently a work in progress and will focus on the use of antimicrobial pesticides, like bleach and disinfecting wipes. This course is being created based on feedback from child care providers whose pesticide use is limited to antimicrobial pesticides. This training will be available online or as a DVD training kit. Stay tuned for another update when it is released!

For more information about the HSA, IPM and available training courses, visit DPR's School and Child Care IPM Program page at <http://apps.cdpr.ca.gov/schoolipm>. For questions, or to request a free group training kit, email [school-ipm@cdpr.ca.gov](mailto:school-ipm@cdpr.ca.gov).



## It's Flu Season

Influenza (flu) is a contagious respiratory illness caused by viruses. It can cause mild to severe illness. Serious outcomes of flu infection can result in hospitalization or death. Some people, such as older people, young children, and people with certain health conditions, are at high risk of serious flu complications. The best way to prevent the flu is by getting vaccinated each year. People who have the flu often feel some or all of these signs and symptoms:

- Fever or feeling feverish/chills
- Cough

- Sore throat
- Runny or stuffy nose
- Muscle or body aches
- Headaches
- Fatigue (very tired)
- Some people may have vomiting and diarrhea, though this is more common in children than adults.

Staff members and children should be taught to cover their mouths and noses with a tissue when they cough or sneeze OR cough into their elbow or shoulder. After

coughing/sneezing, everyone should be encouraged to wash hands with soap and water.

Most experts believe that flu viruses spread mainly by droplets made when people with flu cough, sneeze or talk. These droplets can land in the mouths or noses of people who are nearby. Less often, a person might also get the flu by touching a surface or object that has flu virus on it and then touching their own mouth,

Resources:

[AAP Preparing Child Care Programs for Pandemic and Seasonal Influenza](#)

[AAP Preventing the Flu: Resources for Parents and Child Care Providers](#)

[CDC Flu Information – Free Print Materials](#)

eyes or possibly their nose. You may be able to pass on the flu to someone else before you know you are sick, as well as while you are sick. Most healthy adults may be able to infect others beginning one day before symptoms develop and up to five to seven days after becoming sick. Some people, especially young children and people with weakened immune systems, might be able to infect others for an even longer time.

Licensing requires, as of September 1, 2016, all employees and volunteers to show proof of immunity to Pertussis, Measles, and Influenza. If an individual chooses to decline the influenza vaccine (the only immunization that can be declined), then that person can write a signed statement declining the flu vaccine and the statement becomes a part of the personnel file.



## Provider Information Notices (PINs)

Please take some time to review the latest [Provider Information Notices \(PINs\)](#). The PINs are a way to improve communication with licensed providers and external stakeholders.

There are additional provisions enacted as a result of [Assembly Bill 2231 \(Chapter 823, Statutes of 2016\)](#) effective July 1, 2017 for both child care centers and family child care homes.

- Civil penalties for repeat and failure to correct Plans of Correction violations are now mandated for family child care homes as well as child care centers.
- A civil penalty for failing to correct a deficiency within the Plan of Correction (POC) due date is now \$100 per violation per day.

- A repeat violation is now \$250 per violation for the first day, and then \$100 per violation each day until corrected.
- An immediate civil penalty for specific violations has increased to \$500 per violation, and \$100 per violation for each day the violation continues.
- A repeat violation of an immediate civil penalty is now \$1,000 per repeat violation for the first day, and then \$100 per violation for each day the violation continues.
- The Department will work with providers to develop plans of correction so that violations are not repeated.
- A civil penalty will be due and payable upon receipt of invoice after

administrative appeals have been exhausted.

- The Child Day Care Act statutes were amended to replace the reference to “inconclusive” investigation findings with the term “unsubstantiated.”

For additional information, including the PIN released January 17, 2017, see:

[PIN 17-02-CCLD](#)

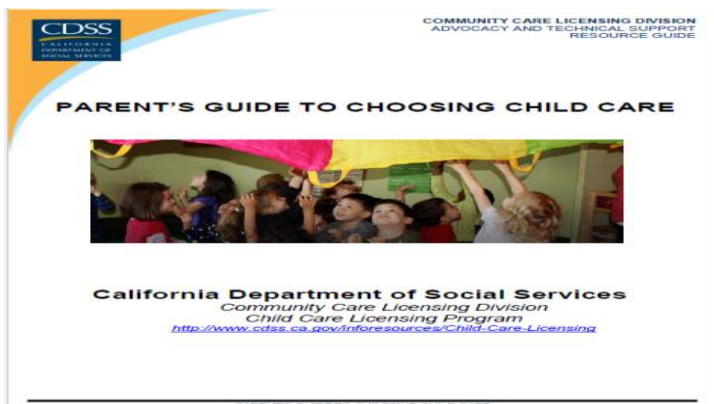
To subscribe to receive CCLD- wide PINs, email: [cldpolicynotification@dss.ca.gov](mailto:cldpolicynotification@dss.ca.gov)

For Child Care PINs, please email: [childcareadvocatesprogram@dss.ca.gov](mailto:childcareadvocatesprogram@dss.ca.gov)

## Parent’s Guide to Choosing Child Care

Community Care Licensing has created a guide to be used by parents when choosing child care. It is now readily available on the Licensing website under the [Resources for Parents](#) page. The guide provides information on different types of child care, resources to help pay for services, and Licensing related information. The guide includes examples of questions to ask a prospective provider and a checklist for comparison of different providers.

Placing one’s child under the care of a stranger is a difficult decision to make. Providers who are entrusted with the care and supervision of children are required to adhere to the licensing regulations as well as to meet the parents’ expectations. The guide can also serve as a tool for providers when communicating with prospective parents what they can or cannot offer, and why they are requesting specific information and documents. Providers are encouraged to give a prospective parent this guide to begin a dialogue and to develop the best plan when caring for a child.



## New System News

The Child Welfare Digital Services (CWDS) is developing the Child Welfare Services-New System (CWS-NS) to gradually replace the “legacy” databases currently in use.

The Certification, Approval, and Licensing Service (CALs) of the New System will provide an integrated, user-friendly statewide database for use by Counties and the Community Care Licensing Division (CCLD).

This system will eventually be adapted for the Adult and Senior Care Program and the Child Care Program as well. For more information:

- Reach out to the CWDS CALS Team with questions or ideas directly at: [CWDSCALS@osi.ca.gov](mailto:CWDSCALS@osi.ca.gov).
- Stay informed: [Subscribe](#) to the CWDS Stakeholders mail list.
- Visit the website: <https://cwds.ca.gov/>. (“[Dashboard](#)” has links to each team’s work; “[For Stakeholders](#)” has links to events including the Monthly Solutions Demos, Quarterly Stakeholder Forums, Reports, and much more.)
- Following CWDS on social media, including: [Facebook](#), [Twitter](#), [YouTube](#), and [GitHub](#).

## Management Information

### Promotions

**Sheila Fleming, Child Care Program Office** – Sheila has been promoted to the Chief of the Child Care Policy and Administration Bureau. As the Chief of the Policy and Administration Bureau, Sheila will oversee the units responsible for training, administration, system review, policy and regulations, for the Child Care Program

**Kimberly Williams, Riverside Regional Office** – Kimberly has been promoted to Licensing Program Manager 8/14/17. Kimberly has been employed in the Riverside Regional Office since 2012 as a Licensing Program Analyst.

**Megan Aviles, Chico/Rohnert Park Office** - Megan was a Licensing Program Analyst in the Children’s Residential and Child Care programs for over two years before recently promoting to Child Care LPM in the Chico Regional Office. Megan supervises LPAs in both Chico and Rohnert Park offices.

**Jason Garay, San Diego Regional Office** – Jason was a Child Care Licensing Program Analyst since 2012 in the Fresno office. In 2016, he was promoted to Licensing Program Manager in the San Diego Adult/Senior Care Office, and then transferred as a Licensing Program Manager to the Child Care Program in August of 2017.

**Tulam Vu, San Diego Regional Office** – Tulam was a Child Care Licensing Program Analyst since 1998. She promoted August 2017 to Licensing Program Manager.

**Susie Fanning, Fresno Regional Office** – Susie was an LPA with Children’s Residential since 2004 and promoted to a Licensing Program Manager in October 2015. Effective September 2017, she joins the Child Care Program.



Are you interested in becoming part of the Child Care Licensing team?  
 Please apply at: <https://jobs.ca.gov/>

## Reminders

- Please remember to check out new PINS: [Provider Information Notices](#)
- Latest Recalls from the [U.S. Consumer Product Safety Commission](#)
- Link to the [Child Care Videos](#)



IMPORTANT INFO AND PHONE NUMBERS	
Centralized Complaint & Information Bureau (CCIB)	1-844-538-8766
Child Care Advocate Program	1-916-654-1541
Child Protective Services	1-916-875-5437
Caregiver Background Check Bureau	1-888-422-5669
CA Child Care Resource and Referral Network	1-415-882-0234

## Notes and Credits

The Community Care Licensing Division (CCLD) publishes the Child Care Quarterly Update for the benefit of Licensees, Parents, and Stakeholders.

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