



Monitoring Visits at License-Exempt Programs: Overview

July 16, 2018



Welcome and Overview

Nikiesha Neil

CCS – Exemptions Unit Manager

Focus of Webinar

- Review Exemption Visit Project and the research data from Child Trends that informed DECAL on how best to support license-exempt programs
- Detail the types of monitoring visits scheduled to occur at license-exempt programs and what to expect
- Review requirements for license-exempt programs based on CCDF/CAPS guidelines
- Provide an overview of the checklist and health & safety indicators

Exemption Visit Project

Amy Page

CCS – Process & Policy Manager

Purpose of Project

- Purpose: To gather data about health and safety practices in license-exempt programs
 - Analyze data to inform DECAL on how to best support all license-exempt programs
 - Inform monitoring plans for license-exempt programs receiving child care subsidies

Approach

- DECAL identified 492 license-exempt programs to participate in the study
- DECAL hired consultants to visit the sample of license-exempt programs
- Child Trends analyzed the data

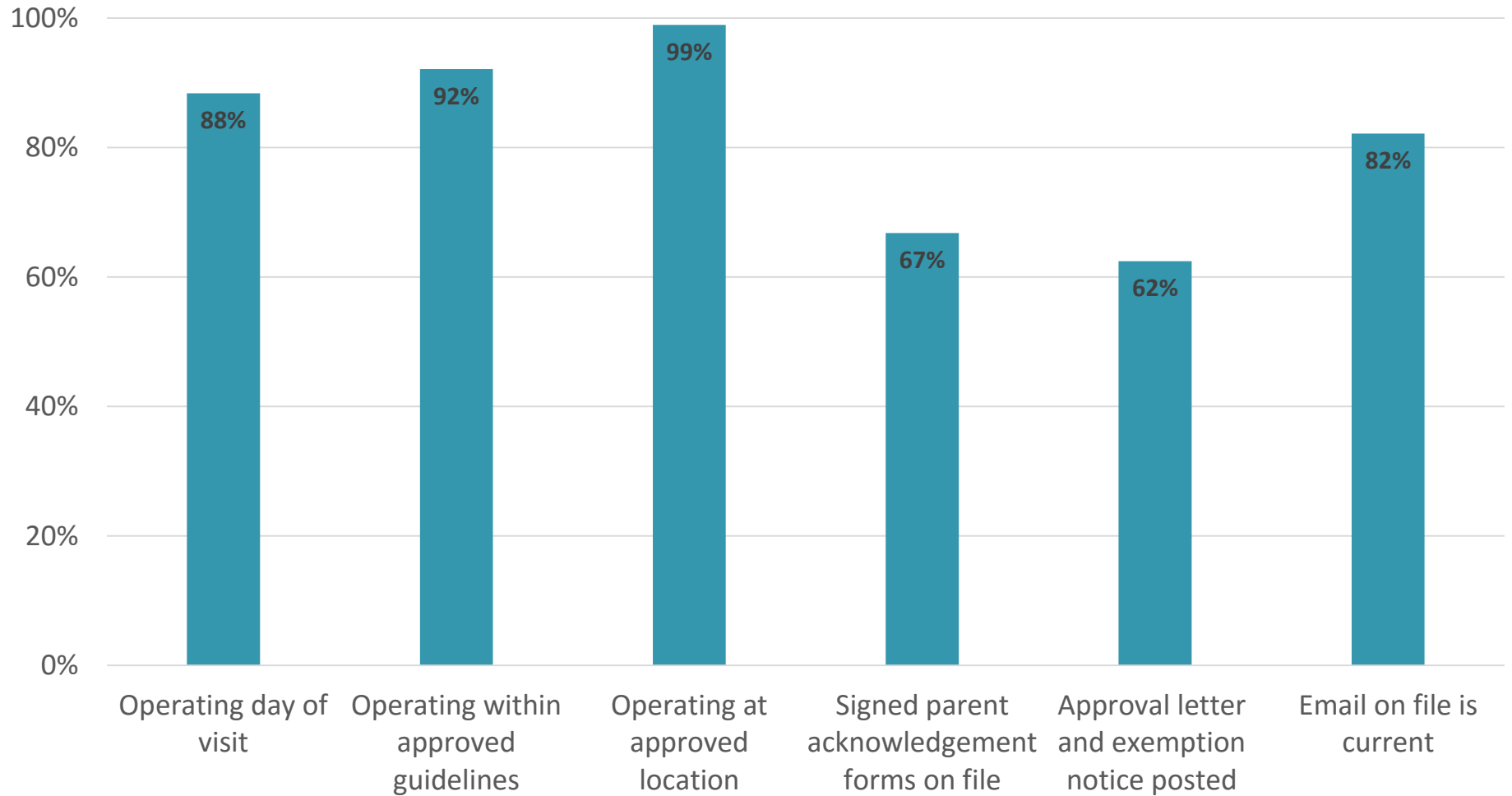
Approach (continued)

- Identified 38 basic health and safety practices
- Determined % met for each of the 38 practices
 - Licensed-exempt and licensed programs

Exemption Categories & Visit Totals

Exemption Category	Exemption Category Name	Total Exempt Programs	Total Visits	% Visited
EX-1	Government owned and operated	728	72	10%
EX-5	Parent's am/pm out	436	64	15%
EX-6	Half-day Preschool (4 hr program/2-6 yrs)	530	64	12%
EX-7	Day camps	947	113	12%
EX-8	Short-term education & recreation	185	32	17%
EX-9	On premises/ parents on-site	145	42	29%
EX-10	Instructional/single skill AS	122	18	15%
EX-11	Education specialized services	35	4	11%
EX-12	National nonprofits	134	38	28%
EX-14	Religious/faith-based	70	35	50%
Grand Total		3,332	482	14%

General Operating Data



Findings

- For 12 of 38 practices, the % met among license-exempt programs was $\geq 90\%$ *Examples:*
 - Group size and ratios
 - Having children's emergency contact information readily available
 - Hazard-free playground equipment
 - Procedures in place to transport children safely
 - Training staff on policies and procedures

Percentage of License-exempt Programs that met GA Basic Health and Safety Practices



Findings (continued)

- For 29 of 38 practices, the % met among license-exempt programs was >75

Examples (76%-89% met):

- First aid training
- Hazard-free playgrounds
- Supervision

Findings (continued)

- 65% of license-exempt programs had criminal background checks on file at the program site
- Half or less of the license-exempt programs met 2 practices related to transportation
 - Vehicles in good condition and inspected
 - Child Passenger Restraints used

Comparisons with Licensed Centers

- For all 38 practices, the % met among licensed programs was $\geq 90\%$
- For 18 of 38 practices, the % met among licensed programs was 100%
- For 2 of the 38 practices, there were no statistically significant differences between licensed and licensed-exempt programs
 - Premises are free of serious hazards
 - Outdoor equipment is free of serious hazards

Conclusions

- Project met its goal of providing information to guide DECAL in making data-informed decisions on how best to monitor and support license-exempt programs
- Information provides a foundation to work from in license-exempt programs
- Full report available at:
<http://www.dec.al.ga.gov/CCS/Exemptions.aspx>

Nikiesha Neil

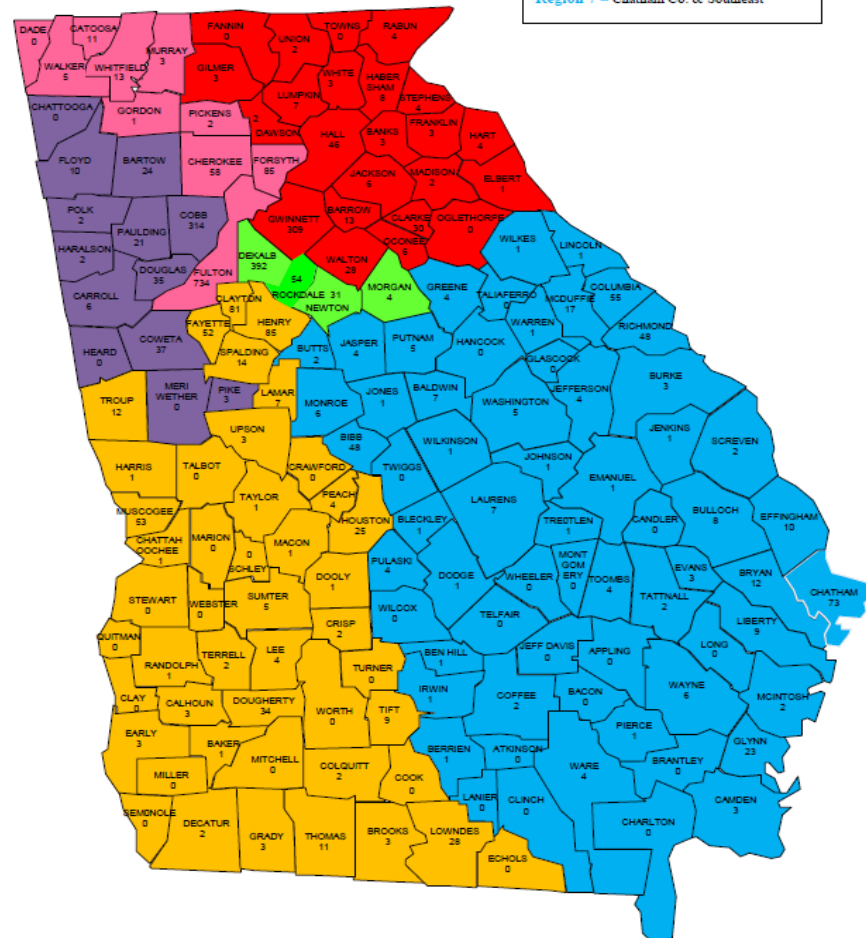
CCS – Exemptions Unit Manager

Exemptions Unit Regional Map

State of Georgia
Bright from the Start -
Exemptions Unit Region
Map
FY 2018- 2019

EXEMPTION TERRITORIES
7 Territories = 7 Specialists

- Region 1** – Fulton Co. North & Northwest
- Region 3** – Gwinnett Co. & Northeast
- Region 4** – DeKalb Co. & surrounding area
- Region 5** – Cobb Co. & Central West
- Region 6** – Henry Co. & Southwest
- Region 7** – Chatham Co. & Southeast



Types of Monitoring at License-Exempt Programs

- CCDF/CAPS Compliance Monitoring
 - Inspections formally began in June 2017
 - Categories #1 and #7 receiving CAPS funding only
- Annual random sampling
- Initial site visit
 - Application review process
- Unlicensed Complaint Investigations
 - Operating without a license, or exemption
 - Operating outside of exemption category conditions

NOTE: The following for license-exempt programs receiving CCDF/CAPS subsidies

- These requirements only apply to programs in category 1- Government owned or category 7- Day Camp that also receive subsidy funding through the CAPS program



Annual Monitoring/Posting of Inspections

- Types of License-Exempt Programs Authorized to Receive Subsidies:
 - Governmental Entities
 - Day Camp Programs

- Requirements
 - Annual Enrollment
 - CRC Requirements
 - **Monitoring Requirements**
 - Health and Safety Training Requirements
 - Emergency Preparedness, Response, & Recovery Plan

- Reports are required to be posted online for five years after the monitoring date.

Criminal Records Checks

- Require criminal records checks through DECAL
- In addition to a federal fingerprint check, the new CCDF regulations require:
 - National Sex Offender Registry Check
 - Child Abuse Registry Check
 - Record checks in states where the applicant has resided in the past 5 years

Health & Safety Training Requirement

- All Informal Caregivers and direct care staff at license-exempt programs receiving CCDF/CAPS subsidies must complete:
 - Pre-service Health and Safety Orientation Training
 - First-aid and CPR training
- Training must be completed within 90 days of employment

Health & Safety Standards Manual



Health & Safety Standards for License-Exempt Providers Receiving Subsidy

Effective October 1, 2016



Training Sources

Private training vendors such as independent trainers and training companies

- Classroom based
- Online

Search for available training at:
www.training.decal.ga.gov

Pennsylvania State University's Better Kid Care library

<http://extension.psu.edu/youth/betterkidcare/early-care/ccdbg>

Annual Ongoing Training

In addition to the Health & Safety Orientation training:

CAPS policy requires that license-exempt providers must complete 10 hours of ongoing health and safety training each calendar year thereafter.

Monitoring of License-Exempt Programs

Shyreeta Hicks

CCS – Exemptions Unit Coordinator

Monitoring of License-Exempt Programs

- Inspections for support with health & safety standards
- Health and safety indicators
 - Aligned with health and safety standards
 - Compliance with exemption category condition(s)
 - Compliance with local zoning and approval authorities

Bright from the Start: Georgia Department of Early Care and Learning
Exemption Visit Health & Safety Monitoring Checklist



Arrival time:		Departure time:		Visit date:	
Consultant name:				Phone #:	
Program name:				EX- <small>(insert provider #)</small>	
Exemption Category: CAPS Funded <input type="checkbox"/>				EXMT- <small>(insert category #)</small>	
Street Address:				Phone:	
City, Zip Code, State, County:				# of CAPS certificates (if applicable):	
Administrator/Person-in-charge:				Present during visit: <input type="checkbox"/> Yes <input type="checkbox"/> No Is this person typically on-site each day? <input type="checkbox"/> Yes <input type="checkbox"/> No	
CAPS Missing Exemption Provider Documents as of MM/DD/YYYY The following information is needed to complete the caregiver's record with the CAPS program. Please send to CAPS.InformalProvider@dec.al.ga.gov within 10 days.					
Proof of SSN <input type="checkbox"/>	Proof of Identification <input type="checkbox"/>	Enrollment package for CRC <input type="checkbox"/>	CRC for all over 17 yrs <input type="checkbox"/>	Direct Deposit <input type="checkbox"/>	CPR Certificate <input type="checkbox"/>
Annual Updates	W-9 <input type="checkbox"/>	Enrollment Affidavit <input type="checkbox"/>	Childcare Provider Agreement <input type="checkbox"/>	No Documents Needed <input type="checkbox"/>	

General Operating Information	
Is program currently operating?:	<input type="checkbox"/> Yes <input type="checkbox"/> No Comments:
Is program operating within approved guidelines?: <small>(i.e. ages served, hours/days of operation, etc.)</small>	<input type="checkbox"/> Yes <input type="checkbox"/> No Comments:
Is program operating at approved location?:	<input type="checkbox"/> Yes <input type="checkbox"/> No Comments:
Are signed parent acknowledgement forms on file for each child?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do parents receive a program handbook?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is approval letter and exemption notice from the Dept. posted in a prominent place near front entrance?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the email we have on file current? <input type="checkbox"/> Yes <input type="checkbox"/> No	Are you receiving communications from the Department? <input type="checkbox"/> Yes <input type="checkbox"/> No
Is the program accredited? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please list accrediting agency: _____

Staff: Child Ratios

Room or Area	Age Group	# Staff	# Children	State Ratios Met? (Y/N)	Activities/ Notes	Room or Area	Age Group	# Staff	# Children	State Ratios Met? (Y/N)	Activities/Notes
TOTALS				Group Sizes met? <input type="checkbox"/> Yes <input type="checkbox"/> No		TOTALS				Group Sizes met? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Total number of non-care staff present (clerical, janitorial, etc.):

Indicators	Observations/ Comments/ Notes
Supervision <ul style="list-style-type: none"> Staff members physically present with the children and properly supervising? <input type="checkbox"/> Yes <input type="checkbox"/> No Staff alert and able to intervene to prevent injuries? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, explain----->	
Playgrounds/Equipment <input type="checkbox"/> N/A (no playground) <input type="checkbox"/> N/A (no equipment) <input type="checkbox"/> Not observed during visit <ul style="list-style-type: none"> Outdoor equipment free of serious hazards? <input type="checkbox"/> Yes <input type="checkbox"/> No Outdoor play area free of serious hazards? <input type="checkbox"/> Yes <input type="checkbox"/> No Fence/barrier around outdoor play area? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, explain----->	
Health & Hygiene <input type="checkbox"/> Not observed during visit <ul style="list-style-type: none"> Sink(s), running water, soap and paper towels available? <input type="checkbox"/> Yes <input type="checkbox"/> No Staff wash hands after toileting & before eating? <input type="checkbox"/> Yes <input type="checkbox"/> No Children wash hands after toileting & before eating? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, explain----->	
Bathrooms <ul style="list-style-type: none"> Number of Toilets: <input type="text"/> Number of Sinks: <input type="text"/> Bathrooms in or adjacent to activity areas? Yes <input type="checkbox"/> No <input type="checkbox"/> If no, explain----->	

Transportation☐ N/A (no transportation provided)

- Written permission to transport from parent/guardian? ☐ Yes ☐ No
- Emergency medical information for each child on vehicle? ☐ Yes ☐ No
- Proper restraints used when transporting children? ☐ Yes ☐ No ☐ Not observed during visit
- Procedures in place to transport children safely? ☐ Yes ☐ No
- Each vehicle(s) has an annual safety inspection? ☐ Yes ☐ No ☐ Not observed during visit
- Each vehicle(s) is in good/safe condition, clean and free of hazardous items? ☐ Yes ☐ No ☐ Not observed during visit
- Documentation maintained of transportation which indicates that safety procedures are in place? ☐ Yes ☐ No
- Additional staff provided to maintain adequate supervision during transportation? ☐ Yes ☐ No

Field Trips☐ N/A (no field trips provided)

- Written permission from parent/guardian? ☐ Yes ☐ No
- List of participants? ☐ Yes ☐ No
- Emergency medical information for each child on vehicle? ☐ Yes ☐ No

If no, explain-----→

Swimming and Water-Related Activities☐ N/A (no pool/no swimming activities)

- Pool area adequately fenced & secured? ☐ Yes ☐ No
- Lifeguard certified and present? (if pool is on site) ☐ Yes ☐ No
- Enough staff to safely supervise swimmers and non-swimmers? ☐ Yes ☐ No

If no, explain-----→

Medication☐ N/A (No medication dispensed)

- Stored medication inaccessible to children? ☐ Yes ☐ No
- Written permission from parent/guardian to dispense? ☐ Yes ☐ No
- Document in writing when medication is dispensed? ☐ Yes ☐ No

If no, explain-----→

Discipline

- Appropriate disciplinary actions observed? ☐ None observed ☐ Yes ☐ No

If no, explain-----→

- Written discipline policy? ☐ Yes ☐ No
- Appropriate discipline policy?
(not physically or emotionally harmful) ☐ Yes ☐ No
- Policy communicated to staff? ☐ Yes ☐ No

If no, explain-----→

<p><u>Physical Plant</u></p> <ul style="list-style-type: none"> • Certificate of Occupancy? <input type="checkbox"/> Yes <input type="checkbox"/> No • Fire Marshal approval? <input type="checkbox"/> Yes <input type="checkbox"/> No • Zoning approval? <input type="checkbox"/> Yes <input type="checkbox"/> No • Business license? <input type="checkbox"/> Yes <input type="checkbox"/> No • Premises free of serious health & safety hazards? <input type="checkbox"/> Yes <input type="checkbox"/> No <p>If no, explain-----→</p>	
<p><u>Children's Records</u></p> <ul style="list-style-type: none"> • Are children's records maintained on-site? <input type="checkbox"/> Yes <input type="checkbox"/> No • Emergency contact information available for each child & readily accessible to staff? <input type="checkbox"/> Yes <input type="checkbox"/> No 	
<p><u>Policies and Procedures-</u> Does the program have a written policy regarding the following?</p> <ul style="list-style-type: none"> • The exclusion of children with contagious illness? <input type="checkbox"/> Yes <input type="checkbox"/> No • Notification of parents in the event their child becomes ill while at the facility? <input type="checkbox"/> Yes <input type="checkbox"/> No • The notification of all parents of enrolled children when a reportable contagious illness is present in the facility? <input type="checkbox"/> Yes <input type="checkbox"/> No • The prevention of and response to food and allergic reactions? <input type="checkbox"/> Yes <input type="checkbox"/> No • Emergency preparedness and response? <input type="checkbox"/> Yes <input type="checkbox"/> No • The handling and appropriate disposal of bodily fluids and storage of hazardous materials (soiled clothing and bedding)? <input type="checkbox"/> Yes <input type="checkbox"/> No • Recognition and reporting of child abuse and neglect? <input type="checkbox"/> Yes <input type="checkbox"/> No 	
<p><u>Diapering</u> <input type="checkbox"/> N/A (no diapering) <input type="checkbox"/> Not observed during visit</p> <ul style="list-style-type: none"> • Clean, nonporous diapering surface with safety barrier? <input type="checkbox"/> Yes <input type="checkbox"/> No • Sink with warm, running water adjacent to diapering area? <input type="checkbox"/> Yes <input type="checkbox"/> No • Area not used for food preparation? <input type="checkbox"/> Yes <input type="checkbox"/> No <p>If no, explain-----→</p>	
<p><u>Safe Sleep</u> <input type="checkbox"/> N/A (no infants) <input type="checkbox"/> Not observed during visit</p> <ul style="list-style-type: none"> • CPSC/ASTM Crib in good repair for each infant? <input type="checkbox"/> Yes <input type="checkbox"/> No • Cribs clear of objects? <input type="checkbox"/> Yes <input type="checkbox"/> No • Each crib has a firm, tight fitting mattress without gaps? <input type="checkbox"/> Yes <input type="checkbox"/> No • Each crib has an individual, tight fitting sheet? <input type="checkbox"/> Yes <input type="checkbox"/> No • Are infants placed on their back to sleep in an appropriate crib? <input type="checkbox"/> Yes <input type="checkbox"/> No <p>If no, explain-----→</p>	
<p><u>Criminal Background Checks</u></p> <ul style="list-style-type: none"> • CRC results on file for all staff on-site? <input type="checkbox"/> Yes <input type="checkbox"/> No (If no, list location of where they are kept.) • Check Sex Offender Registry? <input type="checkbox"/> Yes <input type="checkbox"/> No <p>If no, explain-----→</p>	

Staff Training

• At least one staff person present on site and on field trips with current first aid and CPR? ☐ Yes ☐ No

• Does administrator/person-in-charge meet licensing requirements for credential? ☐ Yes ☐ No

If yes, list type of credential: _____

• Staff trained in program policies and procedures? ☐ Yes ☐ No

If no, explain-----→

• Does staff receive on-going training? ☐ Yes ☐ No

If yes, list type of training:

Posting of Inspections

- Following your on-site visit:
 - Indicator information and observation comments will be entered into a database
- Monitoring visit reports for license-exempt programs receiving CAPS subsidies will be posted online for a period of 5 years

Questions & Answers



Resources & Webinar Recordings

- A copy of the Health and Safety Standards Manual and today's webinar for license-exempt programs can be reviewed at:

<http://www.dec.state.ga.us/CCS/Exemptions.aspx>

Contact Information

DECAL:

DECAL CAPS Customer Service

404.657.3434 CAPS.Support@decalfga.gov

Child Care Services (CCS)

404.657.5562 ChildCareServices@decalfga.gov

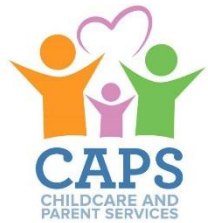
CCS Exemptions

770.293.5977 ccsexemptions@decalfga.gov

MAXIMUS:

Customer Service Contact Center

1 (877) 755.6522 www.gacaps.com



www.CAPS.DECAL.ga.gov