

## CHILD CARE LICENSING UPDATE

### *Child Care Licensing Program Mission:*

*The mission of the Child Care Licensing Program is to ensure the health and safety of children in care and to improve the quality of their care through regulation and consultation.*

### A Note from Pamela Dickfoss, Deputy Director

Welcome to the Winter 2016 Quarterly Update. As we reflect on this past year of collaboration and new initiatives that focused on the health and safety of children in our licensed facilities, we would like to share with you some of the larger accomplishments within the Child Care Program in 2016.

- The Child Care Licensing Program launched new e-learning modules! The online modules were accomplished as a result of the Federal Race to the Top-Early Learning Challenge Grant. The e-learning modules serve as a tool to educate child care providers on how to ensure compliance with licensing laws and regulations, provide technical assistance to child care providers and consumers related to health and safety of children, and provide the public and licensing staff with resources and information related to child care licensing.  
<https://cld.childcarevideos.org>
- Effective 2016, California legislators passed landmark legislation aimed to strengthen immunization requirements in child care licensed care settings.
- Statewide, the Child Care Licensing Program hired over 50 new staff to the program during 2016.
- The Child Care Licensing Program hosted a Stakeholder meeting in October where over 25 different internal and external organizations met and discussed a number of issues affecting the child care community. The Department provided insight about data analysis conducted by Community Care Licensing and provided a number of publicly available resources to those present.
- As we work towards promoting effective communication between the program and licensees, our Policy Branch implemented the Provider Information Notification (PIN) as a systematic means of communicating to licensed providers and our external stakeholders

As we wind down this year, we are excited to see what the New Year will bring. We look forward to continuing our work in collaboration with stakeholders to provide a safe environment for children to grow and thrive. CCL sends a heartfelt thank you and wishes for Happy Holidays to you and your families!

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## Management Information

### **Retirements**

#### Linda Walker

Linda retired with 36 years state service. She worked for 17 years as a Recreation Therapist for the Sonoma Developmental Center and 19 years with CCLD. Seven years as Licensing Program Analyst in Children's Residential and Child Care Program, and 12 years as Licensing Program Manager in the Child Care Program.

### **Promotions**

#### Robert Garza

We are very happy to announce the appointment of Robert Garza to the Assistant Program Administrator (APA) position. He will have oversight of the seven northern Child Care Regional Offices. Robert has a Masters of Social Work Degree and prior to coming to the Community Care Licensing Division (CCLD) worked as an Adoptions Specialist and a Health Facilities Evaluator. He joined CCLD in 1993 and has worked as a Licensing Program Analyst, a Technical Support Program Analyst, an Exemptions Analyst and a Licensing Program Manager I. He most recently served as the Regional Manager in the Fresno Child Care Office. Robert has a reputation for having strong relationships with Stakeholders and remaining calm and good natured in stressful situations. We are so pleased to have him in this new role.



#### Aaron Ross

Aaron has been promoted to Licensing Program Manager for the Riverside County Child Care office effective December 19<sup>th</sup> 2016. Aaron began his career with Community Care Licensing in 2005 as a Licensing Program Analyst in the Riverside Child Care Office, formerly the Inland Empire Child Care Office. He served most recently as the Child Care Advocate for the Child Care Program. He has conducted presentations and trainings to child care provider organizations and stakeholder conferences throughout California. He has formed positive working relationships with providers and has become a key player in the child care community as

a resource of information for the child care program. Aaron's expertise, endless energy, passion to educate and eagerness to learn, along with his experience with CCL will surely be an asset to the Child Care Program as well as to the Management Team.

### Rina Lopez

Rina has been promoted to Licensing Program Manager for the Orange County Child Care office effective October 1<sup>st</sup> 2016. Rina Lopez has been with CCL for over 10 years as an LPA. Recently from March of 2016 to October she was the Southern Regional Child Care Trainer. During that time she worked with the Program office assisting with the LPA Academy. Rina has tremendous experience as an LPA in working all aspects of licensing child care facilities. She will bring the LPA and trainer experience to her new job as a Licensing Program Manager.

### Cedrick Coward

Cedrick Coward has been promoted to Staff Services Manager I in the Child Care Program Office. In his new capacity Cedrick will manage Program Trainers who provide child care specific training to over 300 licensing staff throughout the state. In addition, he will manage the workload of policy staff who are charged with strengthening licensing regulations and providing policy interpretation to the 14 field offices. Cedrick comes with a diverse public service background which includes work within state and federal jurisdictions. As a former Licensing Program Analyst, Cedrick brings to the position a rich understanding of field operations and child care policy.

## New Website- Coming Soon

The new California Department of Social Services (CDSS) website will launch on January 5, 2017. [This redesign incorporates a new navigation friendly format to access information from the Department.](#) This new design includes pages intended for the public which provide basic information about applying for services and other programs CDSS oversees. There is also a section which contains additional information and resources designed to assist county employees, stakeholders, providers, and others.

## New System News: the Launch!

On December 15, 2016, all of Community Care Licensing Division's Regional Managers, and many Bureau Chiefs, were on-hand to "Kick Off" the design and development of a new information system for the Children's Residential Program (CRP) that ultimately will replace FAS and LIS. The Certification, Approval, and Licensing Services (CALs) of Child Welfare Services-New System (CWS-NS) will be an integrated, statewide resource family home approval system for Counties, and a facility licensing system for the CRP. (The code developed for CRP and facility licensing will also be made available to the Adult and

Senior Care Program and the Child Care Program following implementation for CRP).

The "Kick Off" meeting, which will be available as a recording for anyone unable to attend, was led by Child Welfare Digital Services (CWDS) team members, including Phoebe DeMund, the CALs Digital Service Manager and Ken Bennett-Gibson, manager from the CALs Team. It included a general description of the process for CALs development; what to expect in terms of what CRP will get, and when; and how CWS-NS is being developed in

a way that is a first for the State of California, and why that matters.

The most important difference from how other large Information Technology (IT) projects have been developed is that it will focus on delivering solutions for users' most pressing needs in incremental pieces. In other words, rather than waiting until an entirely new system is complete, CWDS will focus on delivering a series of new tools that over time add up to a whole new system. Each of these tools will be designed on the basis of ongoing research into what users want and need of that tool, and only implemented when users have tested it and agree that they'd rather use it than what they have now.

As an example, it could be that the first tool that CALS will develop/deliver is a way to conduct/document fieldwork that is less typing intensive, easier, and that produces more easily searched reports. Regional Offices won't be asked to use it until CALS team has research that confirms that Licensing Program Analysts and Managers generally agree it is a preferable way to conduct/document fieldwork.

The way CWDS is developing CALS makes it possible to deliver a new and much more modern IT system than if the entire system had to be developed before it was offered for use.

Starting in January, the CALS team will hit the ground running. We expect the announcement of the software design and development team that will be working with us. We will also begin showing up in the regional offices and counties to watch work as it is done and gain insights

into ways to make it easier. The CALS team will work heavily with three CCLD personnel to coordinate user research and testing. If you are approached by Stephen Kim from Monterey Park, Brandon Galbraith from Culver City, or Joel Segura from San Jose to participate in user research or testing, we hope you will jump at the chance. They will be helping to ensure your voices are heard in the development of the CALS licensing features and tools. They will also be able to share updates on the project's progress and be open to your feedback or concerns at any point.

All of the CWDS CALS Team can be reached directly at [CWDSCALS@osi.ca.gov](mailto:CWDSCALS@osi.ca.gov) Please do not hesitate to send your questions or share your insights about what you need in a new facility licensing system.

In other broader CWDS news: On September 29, the first CWS-NS Quarterly Stakeholder Forum was held wherein the project's principal vision, core strategies, and status of progress were discussed. Much more information on the project's core strategies of "agile methodology" for software development and the related concept of "modular procurement," will ensure CWS-NS' adaptability to evolving needs, ease of accessibility, and the uniformity of operating tools for the benefit of some 25,000 estimated users statewide. The second Quarterly Stakeholder Forum will be held on January 10, 2017, and include a project status report, and breakout sessions, once of which will be for the discussion of CALS. Please watch the [CWDS.CA.GOV](http://CWDS.CA.GOV) website for information about materials to review, or ways to call in or participate, if you are interested.



## Buckle Up

### Effective January 1, 2017:

Children under 2 years of age shall ride in a rear-facing car seat unless the child weighs 40 or more pounds OR is 40 or more inches tall. The child shall be secured in a manner that complies with the height and weight limits specified by the manufacturer of the car seat.



### Current California Law:

- ✚ Children under the age of 8 must be secured in a car seat or booster seat in the back seat.
- ✚ Children who are 8 years of age or have reached 4'9" in height must be secured by a safety belt.
- ✚ Passengers who are 16 years of age and over are subject to California's Mandatory Seat Belt law.

California Highway Patrol



## Mandated Reporting- Assembly Bill 1207

Beginning on January 1, 2018, this law requires that 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. More information including the implementation plan has been posted and can be found at the following link: <http://cclcd.ca.gov/PG3063.htm>



**PIN (Provider Information Notice) - A new form of communication to inform providers of important license-related information.**

### Provider Information Notice (PIN)

#### Summary

This PIN announces the Community Care Licensing Division's (CCL) inaugural release of its series of PINs. Moving forward PINs will be used to formally communicate to CCL-licensed facilities. Each PIN will be numerically cataloged by the year of release, sequential order of PIN release, and applicable program acronym.

A [PIN](#) was released to announce the Immunization and Tuberculosis Requirements Tool, which can be found at the following link: <http://cclcd.ca.gov/PG491.htm>

## Winter Reminders

With the cold weather upon us, it is common to have a fire in the fireplace and heaters turned on. Please remember that all fireplaces, wood burning stoves, and open faced heaters need to be made inaccessible to children in care.

### [Title 22 regulation](#)

#### [Child Care Centers 101239\(c\)](#)

Fireplaces and open-faced heaters shall be made inaccessible to children to ensure children's safety.

#### [Family Child Care Homes 102417\(g\)\(1\)\(2\)](#)

Fireplaces and open-face heaters shall be screened to prevent access by children. The home shall contain a smoke detector device which meets standards established by the State Fire Marshal. Gas heaters shall be properly vented and permanently installed.

## Dressing for Cold Weather

Though most of California experiences relatively mild winters, cold weather does occur and there is always the potential for freezing temperatures. Young children, children who take medications that can interfere with the body's ability to regulate temperature, or children who are medically fragile are particularly vulnerable to harsh conditions.

The [Centers for Disease Control \(CDC\)](#) offers the following tips for dressing for the cold. Adults and children should wear:

- A hat
- A scarf or knit mask to cover face and mouth
- Sleeves that are snug at the wrist
- Mittens (they are warmer than gloves)
- Water-resistant coat and boots
- Several layers of loose-fitting clothing

The CCLD website provides links to winter health tips, which include:

Centers for Disease Control and Prevention Extreme Cold: A Prevention Guide to Promote Your Personal Health and Safety, which discusses emergency supplies for the home, indoor safety, and monitoring body temperature, at <http://cclld.ca.gov/res/pdf/ExtremeCold.pdf>

## Breastfeeding Toolkit

The Maternal, Child and Adolescent Health division of the Los Angeles County Department of Public Health has created brand new toolkits for child care providers who want to be breastfeeding-friendly! The toolkits provide information on the



importance of breastfeeding, how to store and handle pumped breast milk and how to feed breastfed infants, a sample 10 Steps policy to breastfeeding-friendly and various county resources. With permission, they modified a similar toolkit from Alameda County and can send modifiable versions to

those interested in adapting for their purposes (only the Resource page is LA County specific). While the toolkits are geared toward child care providers, they can also be very

helpful resources for parents who want to advocate for their day care centers or homes to become more breastfeeding-friendly.

English: [http://www.publichealth.lacounty.gov/mch/CAH/Breastfeeding\\_toolkit\\_May2016\\_C.PDF](http://www.publichealth.lacounty.gov/mch/CAH/Breastfeeding_toolkit_May2016_C.PDF)

Spanish: [http://www.publichealth.lacounty.gov/mch/CAH/Breastfeeding\\_toolkit\\_May2016\\_span\\_B.PDF](http://www.publichealth.lacounty.gov/mch/CAH/Breastfeeding_toolkit_May2016_span_B.PDF)

#### IMPORTANT INFO AND PHONE NUMBERS

|  |                       |
|--|-----------------------|
| <b>Centralized Complaint &amp; Information Bureau (CCIB)</b> | <b>1-844-538-8766</b> |
| <b>Child Care Advocate Program</b>                           | <b>916-654-1541</b>   |
| <b>Child Protective Services</b>                             | <b>916-875-5437</b>   |
| <b>Caregiver Background Check Bureau</b>                     | <b>1-888-422-5669</b> |
| <b>CA Child Care Resource and Referral Network</b>           | <b>1-415-882-0234</b> |

#### 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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