

# Quarterly Update

SUMMER 2016

## 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 Child Care Licensing Program is pleased to announce the *soft launch* of our new e-learning modules! These online modules were accomplished as a result of the Federal Race to the Top-Early Learning Challenge Grant. It is our vision these e-Learning modules will serve 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.

We invite you to view these modules online at <https://cclcd.childcarevideos.org> or via link from our Child Care Licensing Homepage at <http://www.cclcd.ca.gov/PG411.htm>. The e-learning modules are a valuable tool for individuals working with both prospective and current child care providers, as well as those who want to learn more about child care licensing in California. Please view the videos and share accordingly. For technical support please contact the child care program office main line at: (916) 651-6040.

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## Management Information

### **Jordan Monath**

The Chico Child Care Regional Office has promoted Jordan Monath to Licensing Program Manager I, on April 4, 2016. Jordan has been a Licensing Program Analyst in the Chico Office for the last 11 years. Prior to employment with Community Care Licensing, Jordan was a School Facilities Program Analyst with the Department of General Services. He lives in Chico with his wife and their four children. Jordan holds a Bachelor of Arts degree from Stanislaus State University



## Fresno Regional Office – Relocation

The California Department of Social Services (CDSS), Community Care Licensing Division (CCLD) is pleased to announce the relocation of our Fresno Regional Child Care Office to its new location at 1310 East Shaw Avenue, Fresno, CA, 93710. The move is scheduled to take place on July 5, 2016.

For your convenience, the main office line (559) 243-4588 and fax number (559) 243-8070 will remain the same. The cell phone numbers for Licensing Program Analysts (LPA) will also remain the same.

It is the Department's commitment to uphold the mission of the California Department of Social Services to serve, aid and protect needy and vulnerable children and adults in ways that strengthen and preserve families, encourage personal responsibility and foster independence. This relocation is a step toward furthering the commitment of the Department in upholding our mission.

Any questions regarding the relocation can be directed to Robert Garza, Regional Manager, at (559) 243-4588.

## New System Progress – Meet “CALs”

Did you know that CCLD’s planning a new state-of-the-art innovative technology application to replace Field Automation System (FAS) and Licensing Information System (LIS)?

Child Welfare Digital Services (CWDS) is overseeing replacement of the Child Welfare Services/Case Management System (CWS/CMS). In CWS-New System (CWS-NS), CWDS will be adding all of the licensing functionality needed by Children’s Residential

Program, which will include all the functions that that CCLD currently relies on from FAS and LIS.

By this fall, the software development team will begin work on developing the set of features in CWS-NS called the “Certification, Approval, and Licensing Services” (CALs). As early as summer 2017, the first features of CALs may be in testing, or even in use by some Counties or CCLD field staff chosen as testers of the digital service. The projection for complete replacement of FAS and LIS for Children’s Residential Program (CRP) is December 2018,

but any features that offer improvement to use of the current systems will be delivered as soon as they are proven ready. Adult and Senior Care Program, and Child Care Program will receive CALs shortly after CRP.

In the meantime, expect to start hearing more about CALs development. If you have questions or feedback about CALs, please send to the CALs Team via Phoebe DeMund, at [Phoebe.DeMund@dss.ca.gov](mailto:Phoebe.DeMund@dss.ca.gov). You can also follow the CWDS [website](#), [Twitter feed](#) or [LinkedIn account](#) for more information about CWS-NS and CALs progress.

- CWDS website:  
<https://cwscms.osi.ca.gov/New-System>
- CWDS Twitter Feed:  
[https://twitter.com/CA\\_CWDS](https://twitter.com/CA_CWDS)
- CWDS LinkedIn:  
<https://www.linkedin.com/> search “Child Welfare Digital Services”

## Governor’s Drowning Prevention Message

This summer, across the state, families will take time to appreciate the beauty and joy of California’s waterways and recreational opportunities. This also makes spring and summer a good time to educate families that drowning and near-drowning incidents are preventable! The Department of Developmental Services (DDS) has recently updated the Drowning Prevention Web page at <http://www.dds.ca.gov/Drowning/Index.cfm>, and there are links to excellent drowning prevention education materials. It is unfortunate that DDS continues to see new children each year with near-drowning as a risk-factor, as a part of their client data. Additionally, the most current statistics

from the California Department of Public Health informed us that 60 children ages five and under died in 2013 due to drowning in pools and other water systems. This is more than one child per week (per year) statewide that was lost due to drowning. The survivors of near-drowning accidents have continued to increase the number of children living with severe disabilities for the remainder of their lives. In 2015, the DDS enrolled 47 new cases of children with a near-drowning accident. This is one of the few developmental disabilities that is 100 percent preventable.

Please remind families served by your programs to take steps to prevent a devastating incident from happening.

Drowning Prevention is most effective with a “layers of protection” approach:

- Never leave a child alone near water, even for a few seconds;
- A supervising adult should be close enough to touch the child under four years old near water;
- Keep a constant adult eye on young children;
- Many different collections of water can pose a drowning hazard such as ponds, spas, swimming pools, and natural water sites;
- Swimming pools should have fences, alarms, and drains that meet regulations;



- Pool gates should be self-latching, opening outward, with the latch out-of-reach for a child;
- Keep reaching and throwing aids near a swimming pool;
- All children should wear a personal floatation device while playing near bodies of water;
- Parents and child caregivers should know how to perform rescue techniques and strategies to respond in an emergency;
- If a child is missing, check the pool first.
  - [Governor Brown’s Drowning Prevention message](#) is attached, as well as posters in [English](#) and [Spanish](#) for reproduction.

Water in California is precious and so are California’s children. Thank you for taking a part in Drowning Prevention this year!

## Disaster Drills and Procedures Checklist

All facilities must include a written disaster plan in their Plan of Operation. Californians are no strangers to emergencies and disasters. In recent years, child care programs have sustained major disaster-related damage, requiring temporary closure and, evacuation and relocation of vulnerable populations, including children. Facilities that have followed the steps toward preparedness and planning will be better able to protect lives and property with the ability to return to a normal operation in a shorter time period.

1. Schedule regular drills at least once every six months, including provisions for fire, earthquake, shelter in place, and relocation and evacuation. Document all such drills. (Section 102417 (g) (9) for Family Child Care Homes and Section 101174 (d) for Child Care Centers.
2. Be sure your staff and children know the signs and signals for various types of disasters, and that they understand what to do.
3. Conduct drills for different types of disasters at several times during the year.
4. Develop plans for relocating to more than one other site, if necessary. Obtain written agreements to use those sites, and be sure that parents and staff know the location of the sites.
5. Establish procedures to inform responsible relatives of children in your care about your response plan. Parents can be a valuable resource in helping to plan and secure supplies.

6. In larger child care facilities, establish more than one way to convey an immediate message to all staff in all areas that they need to shelter-in-place (lock down), or evacuate immediately if it is safe. Remember, communication systems that rely on your electrical system may not function in an emergency.

7. Establish confirmed out-of-state and out-of-area telephone contacts that can be used to relay facility status information in case local phone lines are overloaded, and be sure parents and guardians have been given these phone numbers.

8. For larger child care facilities, consider including your governing board, neighborhood residents, local government, businesses, and volunteers in your planning.

9. Provide assistance and information to ensure that staff are prepared at home, and that they have a family plan and supplies.

Title 22 regulations require reporting of unusual incidents to Community Care Licensing by telephone or fax within 24 hours, with a written report to follow in seven days. Communicating with the licensing agency is extremely important if you have damage to your building, need to relocate, or have injuries or deaths involving children or adults.

For additional information please refer to:

- Cal OES website

[www.caloes.ca.gov/for-schools-educators/plan-prepare/school-emergency-planning-safety](http://www.caloes.ca.gov/for-schools-educators/plan-prepare/school-emergency-planning-safety)

- FEMA Website

[www.fema.gov/plan-prepare](http://www.fema.gov/plan-prepare)

## Sunscreen

According to the United States Food and Drug Administration, sunscreen has been ruled as an over the counter drug product. A licensee who chooses to administer sunscreen must comply with Title 22 requirements that pertain to nonprescription medication.

Nonprescription medications shall be administered in accordance with the product label directions on the nonprescription medication container(s). The Licensee shall obtain, in writing, approval and instructions from the child's authorized representative for the administration of the medication to the

child. Documentation shall be kept in the child's record. Please refer to the following sections in Title 22 regulations that pertain to sunscreen:

- For CCCs, Section 101226(e) Health Related Services.
- For FCCHs, Section 102417(g)(4) Operation of A family Child Care Home.

Additional information: [www.fda.gov/Drugs](http://www.fda.gov/Drugs)





## Plan Of Correction

The CCLD is a regulatory enforcement program with the responsibility of protecting the health and safety of vulnerable clients in licensed care. To fulfill this responsibility, CCLD conducts a variety of evaluations and investigation visits to facilities. If CCLD determines that a facility is not in compliance with regulations or applicable laws, a citation may be issued for each deficiency observed. The Plan of Correction (POC) is a means by which licensees communicate to CCLD how they plan to bring their facility into compliance. The Licensing Report must indicate the date by which any deficiencies will be corrected. All corrections must occur as soon as reasonably possible. The date for correcting a deficiency shall not be more than 30 calendar days following service of the notice of deficiency. If civil penalties are assessed, or if the issue is an immediate risk to the health and safety of the children in care, CCLD shall require correction of the deficiency within 24 hours.

The POC is developed by the facility representative and approved by the LPA. The LPA may offer suggestions or a consultation to ensure that the POC corrects the deficiency. The POC must be measurable, definable, and verifiable. The POC must indicate what acceptable evidence will be submitted to prove the deficiency has been corrected in order to bring the facility into compliance. A portion of the POC will state how the facility will verify to the LPA that the corrections have been made. This can include emailing or faxing items such as receipts, photos, copies of documents, or LIC 9098 Proof of Correction.

*Guidelines to consider when creating your Plan of Correction:*

- Does the POC address the deficiency and prevent it from occurring again? *Include what measures will be put in place or systemic changes made to ensure that the deficient practice will not recur.*
- Is this a reasonable method to bring the facility back into compliance?
- Can this be achieved in a reasonable amount of time? *Be realistic and mindful that it must be achieved as soon as possible.*
- Is this a training opportunity for the facility staff? *If so include who, what, when, where and how.*
- How will the facility use this Plan of Correction to improve compliance in the future? *Consider update or changes in policies.*

Failure to provide adequate proof of correction(s) by the Plan of Correction due date could result in a visit to the facility and applicable assessment of civil penalties until proof of correction is received by the Department.

If you are unable to make the agreed upon corrections by the due date, contact the Department immediately. Extensions for POCs that are not requested prior to the POC due date will not be considered.

## Summer Tips

- Make sure that the temperature in your facility is safe and comfortable. For Child Care Centers only, Title 22 Regulations requires the temperature in rooms that children occupy be between a minimum of 68 degrees F (20 degrees C) and a maximum of 85 degrees F (30 degrees C). However, in areas of extreme heat, the maximum shall be 20 degrees F (11.1 degrees C) less than the outside temperature.
- Monitor the television or radio for important local heat-related announcements, and check the Governor's Office of Emergency Services (OES) web site [www.oes.ca.gov](http://www.oes.ca.gov) for heat-related tips.
- Drinking water shall be readily available at all times while children are indoors and outdoors.
- Report any heat-related illnesses/deaths to the local licensing office immediately.
- Be alert for any changes in the child's physical, mental or emotional health-that may indicate a heat related-illness.
- Never leave infants or children unattended in a parked car.
- During the hottest parts of the day, keep physical activities to a minimum and stay indoors in air-conditioning and out of the sun.
- Always check the temperature of the play equipment and surfacing before letting children play on the playground.



### IMPORTANT INFO AND PHONE NUMBERS

Centralized Complaint & Information Bureau (CCIB)	1-844-538-8766
Child Care Advocate Program	916-654-1541
Child Protective Services	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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