

Quarterly Update

SUMMER 2015

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

I am happy to announce that California's 2015-16 budget builds upon the CDSS licensing improvement efforts including development of a Quality Assurance and Technical Assistance Bureau, increased training and centralization of complaints initiated in Fiscal Year 2014-15. The Administration supported the necessary resources to steadily increase visits to facilities, strengthen enforcement, and expand technical assistance to increase compliance. These resources will provide critical assistance to licensees and licensing staff to improve the health and safety for all individuals who reside or spend a portion of their time in out of home care.

Over the next four years, CDSS will increase the frequency of inspections from the current minimal level of an inspection of at least once every five years to once every three years for Child Care facilities (by January 2017), once every two years for Children's Residential facilities (by January 2018), and annual inspections for Adult and Senior Care facilities (by January 2019). The Department is equally committed to mitigating the existing backlog of open complaint investigations in the Adult and

Senior Care and Children's residential programs with the addition of 13 limited term positions. Additionally, we will enhance technical assistance and support to our licensees and establish a southern California training unit to effectively develop and retain staff competencies. Finally, CDSS is committed to having a quality staff that reflects the many diverse communities we serve.

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Management Information

Patricia Gutierrez

Patricia (Patty) promoted to her new position as a Licensing Program Manager (LPM) on Monday, March 16th in the Central Coast Regional Office. Patty worked as an LPA for nine years of which the last 18 months served as the Complaint Specialist working on the most complex complaint investigations. Prior to working for CCL, Patty worked as a Youth Counselor for 12 years at the CA Department of Corrections and Rehabilitation. Patty brings skill sets that will complement the management team and be an asset to the office and department.

Cathi Vidaurri

Cathi, an LPM out of the Mission Valley Child Care office is retiring. She has been with the State of California for almost 11 years and with CCL for almost eight years. After working for over 20 years in private Vocational Rehabilitation counseling, specializing in Worker's Compensation (WC), she joined State Compensation Insurance Fund in May of 2004. She transferred to the Child Care Program in 2012 and she will be greatly missed. We wish her the best as she starts a new life journey.

Maria Mayorga

Maria has been promoted to Staff Services Manager I over the Policy Unit, replacing Shanice Boyette. Maria has been with the Department of Social Services for the last three years in which she has served as a Licensing Program Analyst, Welfare to Work Fraud Policy Analyst and Analyst for Caregiver Background Check Bureau. She has a background in Social Work and has experience working with families of children with developmental needs. In her new role, Maria will be responsible for overseeing a team of analysts that are tasked to strengthen our licensing requirements by

way of regulation development, and policy interpretation. Please join us in welcoming Maria!

Shanice Boyette

Shanice has been appointed to the position of Bureau Chief for the Child Care Program (CCP) in the Community Care Licensing Division (CCLD). This position was formerly vacated by Nancy Lunardi, who recently retired. As the Bureau Chief, Shanice is responsible for overseeing all staff in the CCP Office that supports the 12 Child Care Regional Offices and two counties throughout the state. Shanice has worked as both a Licensing Program Analyst and a Policy Analyst. For the past three years she has had the position of Staff Services Manager I over the Policy Unit in the Child Care Program. Prior to coming to CCLD, she worked for a Resource and Referral Agency. That experience, coupled with her duties in CCLD, has provided her with a big picture view and an understanding of child care issues which has helped broaden our relationship with stakeholders. We are so fortunate to have her on our team.



Centralized Complaint and Information Bureau (CCIB) Update

The CCIB unit is currently accepting complaints, general questions regarding the Title 22 regulations, conducting file reviews for the public and providing criminal record clearance information for licensees and staff.

Individual
Regional Offices
will continue to receive and process Unusual Incident Reports (UIR). By having CCIB take

responsibility for the majority of the Officer of the Day functions, Licensing Program Analysts will be able to spend more time in the field conducting visits; and, most importantly, assisting licensees with

REMEMBER!
Call CCIB for
Complaints
1-844-LET-US-NO

maintaining compliance with the regulations. CCIB is staffed with 21 Licensing Program Analysts, two Licensing Program Managers and a Bureau Chief. All CCIB staff have training in all of CCLD's licensing categories. CCIB was launched on January 20, 2015.



Head Lice

Head lice are small parasitic insects that feed on human blood. Without blood, they cannot survive. Lice do not jump and do not have wings to fly. They are most often spread by head-to-head contact with an infected person; however, contact can occur by sharing infested clothing (hats, scarves, coats, etc.) or by using infested items (combs, brushes, towels, etc.). Infestations are treated with medicated shampoo. Head lice are common among school-aged children and parents can assist school staff by regularly checking their children's hair for head lice. Parents and students should be educated about head lice

as it can cause embarrassment. There are some common misconceptions about head lice. For instance, head lice can occur among all socioeconomic groups and do not reflect poor personal hygiene or lack of cleanliness. Also, head lice do not carry disease.

For more information, please visit the California Department of Public Health or Centers for Disease Control and Prevention at the links below:

- [CDPH: Fact sheet](#)
- [CDC: Fact sheet](#)

Beat the Heat and Sun

According to the Center for Disease Control, heat-related illness occurs when the body's temperature control system is overloaded. Those at greatest risk for heat-related illness

include infants and children up to four years of age. Even healthy people can get sick from the heat if they participate in strenuous physical activities during hot weather. Some Prevention Tips:

Beat the Heat and Sun, continued

- Never leave infants, children or pets in a parked car, even if the windows are cracked open.
- Dress infants and children in loose, lightweight, light-colored clothing.
- Schedule outdoor activities for morning and evening hours.
- Stay cool with cool showers or baths.
- Seek medical care immediately if your child has symptoms of heat-related illness.



Just a few serious sunburns can increase the risk of a child being diagnosed with skin cancer later in life. Children's skin needs protection from the sun's harmful ultraviolet (UV) rays whenever children are outdoors.

- Wear hats and other protective items that help cover the skin from the sun.
 - Use sunscreen with at least a Sun Protection Factor (SPF) of 15 and an Ultraviolet A (UVA) and Ultraviolet B (UVB) protection every time you and the children in your care are outside.

Tips to Keep Children Safe Around Water

Summer is here and everyone wants to go swimming. Providers are reminded to use extreme caution when supervising children around bodies of water. Drowning is a leading cause of death among children under five years of age in California. Drowning can occur quickly, silently, and in as little as two inches of water. Increased supervision is vital when children are near any bodies of water.

To learn more about the Title 22 regulations that deal with bodies of water, you can refer to the following sections:

- For [CCCs](#), Section 101216.6, Staffing for Water Activities, Section 101238(e), Buildings and Grounds, and Section 101238.5, Wading Pools.
- For [FCCHs](#), please review Section 102417(g)(5).

Additional information: www.dds.ca.gov/drowning



Criminal Record and Clearance Transfers

Please note: this article was corrected after this Update's original publication.

Active criminal record clearances and exemptions must be transferred between state licensing offices.

Did you know?

- A clearance or exemption can remain active as long as the individual is associated to a licensed facility. If an individual is disassociated from a facility, he/she must be associated to another facility within three years or he/she will become inactive.
- If an individual becomes inactive, he/she must be printed and cleared again before working, residing or volunteering in a licensed facility.
- Facilities should not request individuals with active clearances to be reprinted as this can cause delays.
- Facilities should submit a transfer request form to the Department before the individual has contact with children or the facility will be in violation of the law and subject to civil penalties.

Additionally, a Child Abuse Central Index (CACI) check must be submitted if the transfer is to a facility serving children and the individual has not previously submitted a CACI check or the date of the previous CACI inquiry was made prior to January 1, 1999.

Remember, it is the facilities' responsibility to ensure employees, adult residents and volunteers specified in law have criminal record clearances for each license and that licensing is notified of changes to the criminal record clearances.

Chaptered Legislation

Assembly Bill (AB) 2386 (Mullin)

AB 2386 became effective January 1, 2015 and requires all licensed facilities and certified family homes, as specified, to have one or more carbon monoxide (CO) detectors in the facility that meet specific standards, and

Interested in transferring a criminal record clearance?

A licensee or applicant for a license seeking a clearance transfer must provide the following documentation:

- A signed Criminal Background Clearance Transfer Request, [LIC 9182](#).
- A copy of the individual's California Driver's License or a valid photo identification issued by another state government agency.
- Any other documentation required by the Department (e.g., [LIC 508 - Criminal Record Statement](#) and job description).

Interested in transferring a criminal record exemption?

A licensee or applicant for a license seeking an exemption transfer must provide the following documentation:

- A signed Criminal Background Exemption Transfer Request, [LIC 9188](#).
- A copy of the individual's California Driver's License or a valid photo identification issued by another state government agency.
- Any other documentation required by the Department (e.g., [LIC 508 - Criminal Record Statement](#) and job description).

requires the Department to account for their presence during inspections.

The Licensing Program Analyst (LPA) will ensure the presence of one or more State Fire Marshal approved CO detectors and

Chaptered Legislation, continued

shall ensure that the power/alarm light indicator is on during any facility visit. In California, the marketing, distribution, or sale of CO devices is prohibited unless they are approved and listed by the State Fire Marshal who is required to develop a certification and decertification process to list CO devices and to disapprove and remove previously approved devices from the list, if necessary.

A current online list of approved CO detectors is available from the [California State Fire Marshal](#).

It should be noted that the list is periodically updated, and that the LPA will be using the most recent list found online to ensure the CO detector(s) in the facility has been approved for use.

LPAs will cite the following statutes for noncompliance, based on the type of facility or home:

- HSC Section [1596.954](#) for CCCs
- HSC Section [1597.543](#) for FCCs

Updated Requirements Related to Provision of Incidental Medical Services

The policies and procedures related to the provision of Incidental Medical Services in Child Care Centers and Family Child Care Homes have been updated and are now in effect.

The changes to the requirements for Child Care Centers are available in the Evaluator Manual, Regulation [Interpretations and Procedures for Health Related Services, Section 101226](#). Child Care Centers that choose to provide Incidental Medical Services must identify those services in their facility's Plan of Operation. Please see Evaluator Manual, Regulation [Interpretations and](#)

[Procedures for Plan of Operation, Section 101173, for more information.](#)

The changes for Incidental Medical Services in Family Child Care Homes are available in the Evaluator Manual Regulation [Interpretations and Procedures for Operation of a Family Child Care Home, Section 102417](#).

The Child Care Advocates will be developing additional materials to support implementation of these new requirements. If you have questions in the interim on how to comply with these policies and procedures, please contact your [regional office](#) or the [Child Care Advocate Program](#).

Be Alert! It is Fire Season

Late summer is usually the season for wild fires in California. However, after four years of drought, with bone-dry conditions throughout our state, fire season started early this year. There are a number of things you can do to prepare your home and yourself if a fire threatens your home:

- Have an evacuation plan. Practice evacuating your home or facility with your children. Everyone in the home

should be aware of what to do in case there is a need to evacuate, and if you have children who need assistance, your staff must be well equipped and organized. For more information on preparing your home, visit [Ready for Wildfire](#) website.

- Make sure that fire suppression systems, and required smoke detectors and carbon monoxide detectors are in place and working at all times

Fire Season, continued

- Create a defensible space around your home or facility by clearing away dead branches, woodpiles and vegetation from your roof, patio furniture and play equipment. Keep your rain gutters free of debris.
- Have your emergency plan in place as to where you would relocate children if necessary. Keep all important phone numbers and addresses handy.

- Notify your Licensing Program Analyst as soon as possible if you do have to relocate.

Community Care Licensing tracks fires that may pose a danger to our facilities on a seven day a week, 24-hour basis. By notifying us if you have to relocate, we can assist you to ensure that your residents and children are safe and get the services they need.

IMPORTANT INFO AND PHONE NUMBERS

| | |
|---|----------------|
| Centralized Complaint & Information Bureau (CCIB) | 1-844-538-8766 |
| Child Care Advocate Program | 916-651-6712 |
| 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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