



Directors Forum – November 3, 2022

Sandra Raye-Redmond, Director of Quality Education, welcomed everyone and began the meeting at 10:02 a.m.

Sandra announced that Preschool Promise year-long courses have started. The location of some have changed. Specifically, any professional development on Saturdays is being held at the Northwest library branch. Please encourage your staff to read the entire email when they receive confirmation messages. There are important details about the locations. For instance, we want them to go to the right door when they come to our location.

Also, there are some upcoming X-Treme trainings and workshops (see the Quality Menu of Services) that will be added to our website later in November or early December. These will take place January through June 2023.

4C FOR CHILDREN

Lauren Muran reported the **Family and Community Services** team continues to offer monthly **parent workshops**.

The November topic is Self-Care and Prioritizing Your Needs

Focus: Identifying and accessing community resources to help prioritize your well-being so you can be the best parent possible.

- Nov. 9, 6 p.m. in person at 2100 Sherman Ave. Cincinnati, OH 45212
- Nov. 17, 1 p.m. via Zoom

December's topic is Understanding Stress and How it Impacts Parenting.

Focus: Understanding stress, identifying stressors and providing techniques to reduce stress levels.

- Dec. 1, 6 p.m. in person at 2213 Arbor Blvd. Dayton, OH 45439
- Dec. 7, 6 p.m. in person at 2100 Sherman Ave. Cincinnati, OH 45212
- Dec. 15, 1 p.m. via Zoom

4C for Children is offering any center or family childcare program an **incentive to get highly rated**. Any center who is unrated or has 1-2 stars will receive \$10,000 once they receive a 3-5 star rating. Each family childcare program will receive \$5,000 once they receive their 3-5 star. This incentive will end June of 2023. Lauren encouraged administrators/owners to talk with their coach for support to earn a 3-5 star rating.

ASQ trainings will be offered again early in 2023.

Professional Development/CDA

- Free health and safety trainings will be available in June 2023.
- There are also some opportunities for obtaining a CDA to get paid an incentive while folks take classes. The incentive can be up to \$3,000.
- 4C is offering new trainings monthly in response to provider needs. All trainings at the 4C office or remote are free for our providers. If 4C comes to your program to do a training with your staff, there is a fee.

In July of 2021 4C and other resource and referral agencies in Ohio begin working alongside JFS to recruit and support families interested in becoming kinship or foster families. 4C provides information to families so they can select whether a private or public agency best fits their needs and then walk with them through the process until licensing if the agency requests that support. Contact us at hub@4cforchildren.org or look for more info at www.fosterandadopt.jfs.ohio.gov if you are interested or know anyone who would be interested in learning more about becoming a foster or kinship care provider.

DAYTON METRO LIBRARY. Sandra shared a brief presentation from Amber Cristofaro, Early Literacy Coordinator, about Preschool Power kits. [Click here](#) for the video and [here](#) for the PowerPoint.

Love them Out Loud Kits were introduced in 2017 as baby kits. They are intended to help parents and caregivers support babies learning. The flip book can be used hands-free and the kit includes several parenting tips and a library card application. In 2018 the toddler kits were launched: Love them Out Loud On the Go; they focused on the active things toddlers do every day. These kits also have a board book that gives parents and caregivers ways to help learn with their toddler. Activities focus is on oral language skills, awareness of sound and rhyme, and toddler dexterity. The Preschool Power kits were introduced in 2019. In these kits the preschoolers have super hearts and super smarts. The main idea of the book is demonstrating positive behaviors and routines in a classroom setting. This kit also has an original board book as well as a cape and tote bag.

[Sign up](#) to be part of Preschool Power initiative so that you would get large format book to read aloud with children and you can distribute kits to families (capes, books, etc.). Dayton Metro Library would like your feedback after you have used the kit in your classroom. They want to be sure services they offer are meeting your needs and promoting love of learning and reading. (Also have kits for 1st grade and 3rd grade (STEM) – part of reading campaign.)

Please reach out to Amber at acristofaro@daytonmetrolibrary.org or 937-496-8510 with questions or to join the initiative (send her teacher's name, how many students are in the classroom, your email address).

KB EDUCATIONAL STAFFING SERVICES

Kwanah Bronough shared what they do and their relationship with Preschool Promise. They primarily provide substitute teachers for ODJFS early learning providers. They are in talks with ODE about how they could offer substitute teachers for public Preschools.

Kwanah and Lynn Willis work to match subs with their preferences, skills, and experience. At this time, they have a pool of 30 people to substitute and are always working to recruit others.

KB Educational Staffing Services can be reached at 937-540-0777 or lwillis@kbeducationalstaffingservices.org.

ODJFS

Kelly Paull and Trentae Taylor are Licensing Supervisors. Trentae was not immediately available and then had technical problems so Kelly provided the update. She began by thanking everyone on the call for keeping children safe, healthy, and learning.

Kelly notes she would be providing a high-level overview of changes. Notes will be sent to Sandra with links to information and documents.

Mental Health modules – OCCRRA and the Ohio Children's Alliance have made 15 new one-hour Ohio Approved trainings available to professionals representing infant and early childhood mental health, health care, and early care and education disciplines. These training will increase professional's knowledge on topics such as: consultation strategies on maternal substance use, effects of maternal stress, brain-respectful consultation approaches, child behavior and coaching approaches for infant and early childhood mental health therapy. Please see the attached document that lists the trainings with a brief summary of each. Professionals can access these training in the Ohio Professional Registry.

Special needs child care - Publicly funded child care providers serving children with special needs may be eligible for additional reimbursement. If your program has made special accommodations and is currently providing special needs child care, including hiring additional staff or lowering ratios, you may be eligible. Please reference the technical assistance document for more details, including how to apply for these funds. Click here: [Child Care Program Resources | Early Learning and Development | Ohio Department of Job and Family Services](#). When you get to the webpage, go to the publicly funded child care section and select *Special Needs*. If you have questions, contact the Child Care Policy Help Desk at 1-877-302-2347, option 4.

Child Care newsletter (Sept. 2022) is accessible on the provider webpage.

Payment After Denial - Publicly funded child care (PFCC) programs can receive payment for child care services provided when a family's PFCC application is denied. This is called payment after denial. To qualify the PFCC applicant must:

- Submit a completed application for PFCC benefits, and
- Not have a denied PFCC application in the prior 12-months where payment was already issued to a provider.

Your program will be paid for the pending application period plus five days after the county agency denied the application, as long as the caretaker meets the above two qualifications. You are encouraged to have families track attendance in the Time Attendance and Payment (TAP) system when an application is pending. This allows for your payment after denial to be processed timely. Once the county agency has denied the family's PFCC application, the county will create an authorization for payment after denial. Your program will automatically be notified in TAP to allow you to merge the already recorded attendance to the authorization for payment processing.

Encourage your families to use the Ohio Benefit Self-Service Portal to apply, check eligibility and manage benefits for all benefit programs.

Hero Pay update - ODJFS has recently announced there will be a phase 2 for Hero Pay. To prepare for this phase, be sure your employment records are accurate in the employment tab of

your OPR profile. If your employment is not accurate and needs updated, please end date any inaccurate records and use the following resource to add an accurate employment record: [Employment Entry Guidance](#). **You will not see any Hero Pay updates in your OPR profile until March 2023.**

Important dates:

- March 16, 2023 - Eligibility for each period is determined. You will be able to see your eligibility status in your OPR Hero Pay tab.
- March 16 through March 31, 2023 - Payment Portal opens to input payment information.
- April 2023 - Payments for eligible individuals will begin.

Please visit the [OCCRRA Hero Pay](#) webpage for additional details as they become available. The following phase 2 Hero Pay manual procedure letters have been placed into eManuals:

- Child Care Center Manual Procedure Letter 40
- Family Care Center Manual Procedure Letter 32

Stabilization Grants Phase 3 - If your program has not applied for Phase 3 stabilization grants, do it! A PDF version of the application is available on the [Provider Pandemic page](#). *Applications close on November 30, 2022.* Guidance and requirements are available on OCCRRAs website at www.occrra.org. Please contact OCCRRA with questions at support@occrra.org or 1-877-547-6978.

Bold Beginnings Initiatives - The Governor announced additional investments to help give children the best possible start in life. Please share this information about [Bold Beginning: Moms and Babies First](#) with families.

Waiving Publicly Funded Child Care Co-Payments - The requirement to waive co-payments for families who are receiving publicly funded child care (PFCC) continues to be in place. If you provide PFCC, you *should not* be collecting co-payments from families. ODJFS is adding the assigned co-payment amount to your PFCC payment during the period that copayments are waived. You will be issued full payment for child care services provided. You will be notified in advance when the funding is no longer available. Once the funding is depleted, the co-payment will no longer be waived, and the caregiver will be responsible to pay their copayment.

Help Desk - We have changed the name of the “CCIDS Help Desk” to better align with the work that team is doing. The new name will be the Child Care Operational Support Team (COST) and the new email address is CC-Operational-Support@jfs.ohio.gov. The old email will still work for a little while, but we will start using the new name and email on printed documents, websites, etc. You will likely see “COST Help Desk” moving forward.

Removing Diverse Learners Training Requirement - ODJFS recently issued Child Care Manual Procedure Letter No 155 “Mandatory Ohio Approved Training Diverse Learners”. This procedure letter requires early childhood professionals to complete 3.5 hours of training specific to working with children with diverse learning styles/special needs by June 2023.

Realizing this requirement may be burdensome, it is *no longer required* and will be removed from the Child Care Manual. ODJFS will revisit training requirements at a later date.

The three Ohio Approved trainings will continue to be available for professionals to complete, if desired, and do count toward required professional development for licensing and SUTQ. Professionals interested in completing the courses should follow this process:

1. Using the same email listed in your Ohio Professional Registry (OPR) profile, create an account on the OCALI website, Suite of Resources for Early Childhood Professionals

[Suite of Resources for Early Childhood Professionals](https://cycsuite.org) (cycsuite.org) by selecting "Create an Account", unless one already has been created.

2. Click your name in the menu bar to add your OPIN to your OCALI profile. This ensures you receive credit for course completion.
3. Once you've entered your OPIN in your OCALI profile, click the dashboard button in the menu bar to begin each course.

Attendance will automatically be added to the professional's OPR profile upon completion of the training course. If you have questions about this update, please contact the Child Care Help Desk at 1-877-302-2347, option 4.

Child Care Staff Member/Employee Requirements -The document has been revised and is a helpful guide to determine which documents need to be on file for an individual. Please see the attached document or use the following link to access it on our website (https://jfs.ohio.gov/cdc/Background_Check_Process.stm).

School-Age Endorsement – ODJFS, ODE and OCCRRA have worked together to revise the School-Age Endorsement standards for early childhood professionals. Here's what has changed:

1. The Ohio Approved prescribed professional development courses have been aligned to the National Afterschool Association (NAA) Competencies, allowing for either college level coursework OR the prescribed professional development courses to be taken to meet this requirement.
2. Professionals can apply for any of three levels for which they meet the requirements, instead of having to start at level one. Please review the updated Child Care Manual Procedure [Letter No. 157](#) (ODJFS eManuals > Family Assistance - Child Care > Child Care Manual > Procedure Letters at ohio.gov).

Inspection Protocol – The original procedure letter is no longer in the childcare manual. Please see the attached guidance document which has been shared with programs via email. No changes have been made to the inspection schedule.

Child Care Administrator Rules Training – Child Care Center Administrators are required to take the ODFJS rules review course within 6 months of being named on the license and then every 5 years thereafter. The refresher course available in the Ohio Professional Registry (OPR) is different than the original but you must take the original first. If you have already taken the initial course, then you are eligible to take the refresher course to meet this requirement. Please see the attached document that outlines these requirements for you. Contact the Child Care Policy Help Desk if you have questions about this information at 1-877-302-2347, option 4.

- As of 9/29/22 Administrator Rules Training Part One training has been updated to reflect rule changes. Professionals who register as of 1:00pm on September 29th and moving forward will complete the most current version of the training.

Child Care Staff Orientation was made available for registration on 10/4/22 in the OPR (as new staff register for the training). There had been problems with it but they have been fixed. Please contact the Help Desk if you experience any difficulties.

Transportation training – OCCRRA has been getting questions from individuals who are trying to retake the ODJFS Child Care Transportation training that is available in the OPR. Rule changes made last year (effective 10/29/2021) removed the requirement for individuals in family child care homes and child care centers who are transporting children to retake this training every year. Please see [rule 5101:2-12-14](#) and [rule 5101:2-13-14](#) of the Ohio Administrative Code for these requirements. Each person must complete PRIOR to providing transportation.

The training has been updated on the OPR. Anyone new that registers for the course as of October 20, 2022 (after 1:00pm) will receive the updated training. Anyone that was already registered but did not complete it (prior to 1:00pm on October 20, 2022) will be required to complete the course available when they registered.

In addition, the ODJFS Training page has been updated to reflect the following language:

ODJFS Child Care Transportation Training

Each child care center and family child care home employee and CCSM who will provide transportation must complete this one-time ODJFS training prior to transporting children. This is the only training available that meets the requirements for completion of transportation training.

ELDS Revised - ODE has been working on early learning development standards. The new standards were adopted by the State Board of Education on June 14, 2022. The approved standards include the domains and standard statements, but they do not include the examples you are familiar with in the current standards document. ODE has been working on finalizing the examples that will be included with the standard statements in the final published version. Because the document has not been finalized yet, there has not been any formal notification that the standards have been revised. ODE recently added a link on their Early Learning and Development Standards webpage that will take you to a new page for information about the new standards.

To give everyone time to transition to the new standards, ODE and ODJFS have agreed to accept alignment of either version of standards through June 30, 2023. Our Policy team is beginning to work on revisions to the JFS 01590, Curriculum Standards Assessment Alignment Tool: Infants, Toddlers, Preschoolers for Step Up To Quality Programs. ODE, the lead agency for this work, is planning to notify curriculum and assessment vendors to give them time to ensure their products are aligned to the new standards. JFS staff are working in partnership with ODE to develop a communication, transition, and implementation plan.

The revised standards are now accessible on [ODE's website](#). Please remember that the alignment to either version is acceptable at this time and more information will be sent as soon as possible.

A note about registering for trainings – If you have problems getting into a training, keep checking and let your licensing specialist know. Trainings may be added or we can waitlist people. If you sign up, please show up. People sometimes sign up for multiple sessions and then don't show for most of them. This results in other people being shut out of attending.

Thank you for everything you do for children and your staff. If you have questions, ask your licensing specialist or contact Kelly or Trentae.

The following link can be used to access Child Care Manual Procedure / Transmittal Letters and forms: <https://ifs.ohio.gov/cdc/providers.stm>

The following link can be used to access information shared about Step Up to Quality (SUTQ): <https://boldbeginning.ohio.gov/providers>

Sandra reported there are no updates from Preschool Promise staff. She asked that Preschool Promise providers read the weekly newsletter and let her know if they are not receiving it.

She thanked everyone for participating and wished them a good day.

ODJFS Mental Health Modules

The Ohio Child Care Resource and Referral Association in conjunction with the Ohio Children's Alliance have made 15 new one-hour Ohio Approved trainings available to professionals representing infant and early childhood mental health, health care, and early care and education disciplines. These training will increase professional's knowledge and skill set on a wide variety of topics for working with parents and their children. Topics include consultation strategies on maternal substance use, effects of maternal stress, brain-respectful consultation approaches, child behavior and coaching approaches for infant and early childhood mental health therapy. Please see the attached document that lists out the trainings along with a brief summary of each. Professionals can access these training in the Ohio Professional Registry.

Attachment/Attunement: Maternal Trauma and Substance Use: Mothers who have experienced trauma and substance abuse are less likely to be attuned to a young child's physical and emotional needs, and their attachment relationship may be negatively impacted. Intervention strategies support mothers in developing positive relationships with their infants.

Behavior is a Child's First Language: Helping Parents Become Bilingual in Consultation: Translating a child's behavior into language and intervention strategies of connecting, empowering, and correcting through behavior tracking to help caregivers better understand the purpose of their child's behavior.

Building Resilience in Young Children and Their Caregivers: Strategies for strengthening resilience at all ages and the value of resilience for children and adults.

Coaching Parents in Infant and Early Childhood Mental Health Therapy: A coaching approach to help parents change behavior to support their child as it relates to infant and early childhood mental health treatment.

IEMCH Assessment: What's Out There and How it Benefits Treatment: Infant and early childhood mental health assessments and how they benefit treatment.

It Takes a Village: Developing and Identifying Supportive Relationships: Strategies and tools for assessing a family's formal and informal social supports and the barriers to seeking support. Surrounding a family with a village of support strengthens parent-child relationships and promotes healthy child development.

Helping Parents Understand Play Development: The world of children's play, includes the types of play, the benefits, typical and atypical play, the outcomes associated with restricting play, and how play supports early childhood development.

Neonatal Abstinence Syndrome: Prenatal to Four Months: Neonatal Abstinence Syndrome symptoms, monitoring, and treatment methods and the effects on family dynamics, and how previous trauma impacts the care of the infant.

Neonatal Abstinence Syndrome: Ages 4 Months –5 Years: Short and long-term developmental and behavioral effects of in utero drug exposure and Neonatal Abstinence Syndrome.

Partnering with Parents In Consultation by Understanding Brain Science: Brain-respectful approaches to address how stress and previous experiences impact brain function and relationships between service providers and families.

The Effects of Intrauterine and Transgenerational Trauma: Stressors and traumatic events occur in utero and the effects it has on fetuses' and infants' social emotional, mental and physical health and development, and the long-lasting effects. Trauma in utero can impact infants and adults for up to three generations.

Trauma Awareness and the Impact on Consultation: Professionals are exposed to trauma in professional interactions and may carry trauma from their personal histories that can impact their work and quality of life and makes them vulnerable to secondary traumatic stress.

Typical and Atypical Infant and Early Childhood Social-Emotional Development: Typical and atypical social-emotional milestones and development patterns, and the internal and external influences that impact development. Monitoring development and early intervention and developmentally appropriate practice can play a role in positive child outcomes.

Understanding Fetal Alcohol Spectrum Disorders: Fetal alcohol spectrum disorders, signs, diagnosis, impact on learning and development, and life-long implications of alcohol use during pregnancy.

Using the Consultative Stance in Treatment: The ten elements of the consultative stance and how they influence the practice of infant and early childhood mental health consultants.

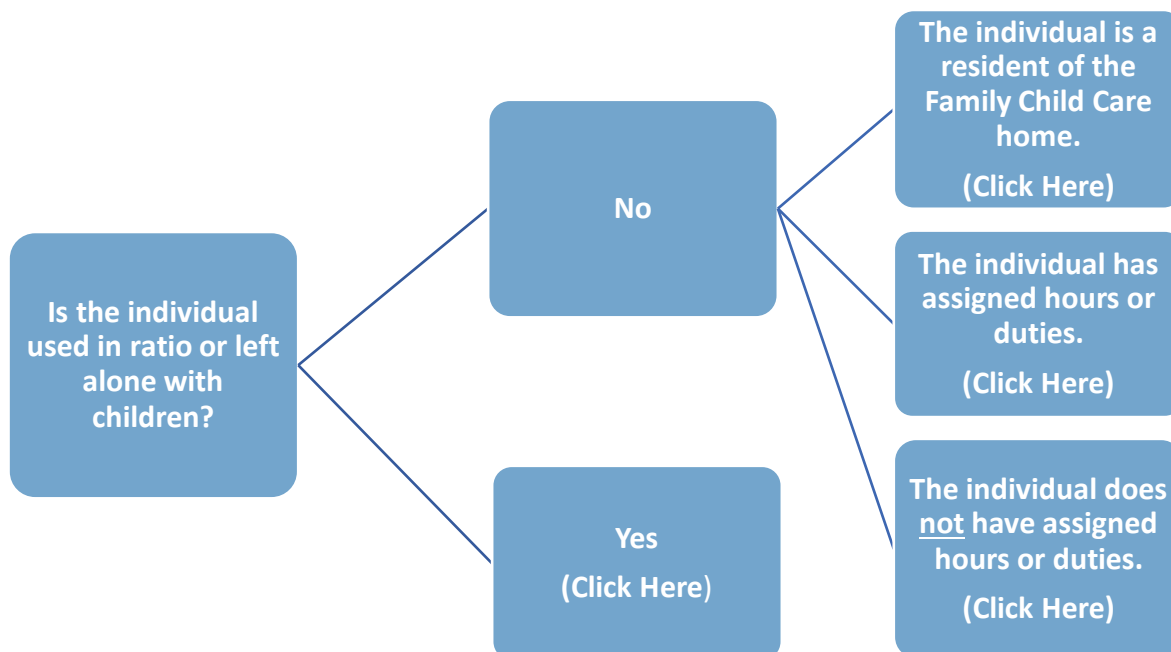
**Child Care Staff Member, Substitute, Employee and
Family Child Care Home Resident File Documentation Requirements
October 29, 2017
Updated August 4, 2022**

This document may be used to determine the documentation that is required to be maintained for individuals affiliated with a child care center, family child care (FCC) home, including residents, and approved day camps. The scenarios are not inclusive of all roles but are highlighted to provide examples. For additional guidance regarding an individual or a specific scenario, you may contact the Child Care Help Desk at 1-877-302-2347, option 4 or your licensing specialist.

The document has been updated to clarify the following:

- Requirement for individuals who are not used to meet ratio but engage in activity at the program have been clarified. These individuals are defined as “employees” in Ohio Revised Code (ORC).
- Child care is provided in the presence of the children. As outlined in rules 5101:2-12-19, 5101:2-13-19 and 5101:2-18-09, of the Ohio Administrative Code (OAC), children are to be within sight and hearing (child care centers) and sight or hearing (family child care/approved day camp) of the child care staff member. Supervision includes awareness of and responsibility for the activity of each child and being near enough to respond and reach children immediately. Nothing in Chapters 5101:2-12, 5101:2-13, and 5101:2-18, of the OAC, should be construed to limit the employment of persons with disabilities or the provision of reasonable accommodations for persons with disabilities by a child care program.

To determine what documentation an individual may need at a child care program click on the section of the chart below that describes the individual.



Individuals Who Are Used in Ratio and/or Are Left Alone with Children

Per section 5104.01, of the ORC, these individuals are identified as child care staff members and include substitutes. "Child Care Staff Member" means an employee of a child day-care center, type A family day-care home, licensed type B family day-care home, or approved child day camp who is primarily responsible for the care and supervision of children.

If an individual answers "Yes" to any of the questions in this section, they meet the definition of a child care staff member which includes substitute child care staff members in a child care program, and require the documentation listed below. The required documentation must be available for review by the Ohio Department of Job and Family Services (ODJFS) or county agency and include the assigned days, hours, group and duties.

Questions to Consider

1. Is the individual ever left alone with a child(ren)?
2. Is the individual ever used to meet staff-child ratios?

Required Documentation

- | | |
|--|---|
| <ul style="list-style-type: none"> ▪ Profile in the Ohio Professional Registry (OPR) ▪ Current background check* ▪ Proof of completion of staff orientation ▪ 6-hour annual professional development (except substitute child care staff members used less than 90 days annually between July 1st and June 30th) ▪ Verification of high school education ▪ Medical statement | <ul style="list-style-type: none"> ▪ Centers and Approved Day Camps: <ul style="list-style-type: none"> ○ Current First Aid, CPR, and Child Abuse ○ Communicable Disease is mandatory only if used to meet the coverage requirements ▪ FCC: Current First Aid, CPR, Child Abuse and Communicable Disease are mandatory for all |
|--|---|

Individuals Who Are Not Used in Ratio and/or Are Not Left Alone with Children

Per section 5104.01, of the ORC, these individuals are employees. "Employee" means a person who either (1) Receives compensation for duties performed in a child day-care center, type A family day-care home, licensed type B family day-care home, or approved child day camp; or (2) Is assigned specific working hours or duties in a child day-care center, type A family day-care home, licensed type B family day-care home, or approved child day camp.

If an individual answers "Yes" to any of the questions in this section, they meet the definition of a child care employee and require the documentation listed below. The required documentation must be available for review by the county agency or ODJFS and include the assigned days, hours and duties.

REMINDER: An individual who meets the definition of a child care employee cannot be left alone with children or used to meet staff-child ratios.

Questions to Consider	
<ol style="list-style-type: none"> 1. Does the individual have an assigned schedule and/or responsibilities during the hours of child care operation? (Ex. Janitor, maintenance staff, cook) 2. Does the individual come into the licensed child care space during the hours of child care operation but does not have assigned hours? (Ex. Regional and district managers, owner's authorized representatives) 3. Is the individual affiliated with the program, or a part of another program within the same building as the licensed program, and comes into the approved licensed child care space to perform duties during the hours of child care operation? (Ex. Church or synagogue staff, community center or YMCA staff) 4. Is the individual a volunteer in the program with scheduled hours or duties in the program? 5. Does the individual have assigned duties and comes into the program to: <ol style="list-style-type: none"> a. Participate in a high school or college early childhood field placement b. Provide ongoing instruction or skill to the child(ren) (Ex. Music or dance classes) c. Serve food to children (Ex. Food service vendors) d. Fulfill a work placement requirement e. Provide contracted work or services 	
Required Documentation	
<ul style="list-style-type: none"> ▪ Profile in the Ohio Professional Registry (OPR) ▪ Current background check* 	<ul style="list-style-type: none"> ▪ Medical statement

Family Child Care Resident

If the individual answers "Yes" to the question below, they meet the definition of a resident of a family child care home and require the documentation listed below.	
Questions to Consider	
1. Is the individual 18 years of age or older and is a resident of the family child care home and not used as a child care staff member or employee?	
Required Documentation	
<ul style="list-style-type: none"> ▪ Profile in the Ohio Professional Registry (OPR) 	<ul style="list-style-type: none"> ▪ Current background check*

**Background checks include the following: BCI & FBI fingerprints, state & federal sex offender checks, and the child abuse & neglect registry from Ohio and any other state of residence in the previous five years. BCI and FBI check results must be sent electronically from the WebCheck agency to ODJFS. The background check request process is completed using the OPR.*

Individuals Who Do Not Require Documentation

If the individual answers “Yes” to any question below, these individuals cannot be left alone with children or used to meet staff-child ratios and do not need documentation.

Questions to Consider

1. Is the individual a visitor in the program but is not providing child care? (Ex. Family or applicant touring program, others walking through program with no assigned hours or duties)
2. Is the individual a family member of a child enrolled volunteering for a special event?
3. Is the individual an observer with no assigned duties? (Ex. High school, college students)
4. Is the individual a part of a company, organization, or agency performing a one-time educational activity or presentation who is not defined as an employee or affiliated with the program/corporation? (Ex. Librarian, firefighter, zoo representative, guest speaker, children’s museum)
5. Is the individual working for a professional organization or agency that provides a service to a specific child and is never left alone with the child? (Ex. Itinerant teacher, speech therapist, occupational/physical therapist, mental health consultant)
6. Is the individual a professional from a government agency or working on behalf of a government agency conducting a child abuse/neglect or criminal investigation, technical assistance, or inspection of the facility to maintain compliance? (Ex. Public Children Services Agency (PCSA), law enforcement, ODJFS, Resource and Referral Agency, fire or building inspector)
7. Is the individual a vendor or service worker present at the program to conduct work or drop off supplies? (Ex. Plumber, electrician, caterer, landscaper)
8. Is the individual a public transportation driver or school district driver providing transportation? (Ex. Public transportation, taxi, school bus driver, picking up children from home or the program)

Child Care Center and Family Child Care Inspection Protocol

Rules 5101:2-12-03 and 5101:2-13-03 of the Ohio Administrative Code

? How many inspections are required for **child care centers in **provisional** license status?**

- ▶ At least **two** full inspections (one must be unannounced), **or three** if the center receives either of the following risk point totals:

Non-compliance Level

Total Points

Serious Risk

6 Points

Moderate Risk

12 Points

? How many inspections are required for **child care centers in **continuous** license status?**

- ▶ At least **one** full unannounced inspection, **or two** if the center receives any of the following risk point totals at the annual inspection:

Non-compliance Level

Total Points

Serious Risk

6 Points

Combined
Moderate & Low Risk

9 Points

Low Risk

14 Points

? How many inspections are required for **family child care programs in **provisional** or **continuous** license status?**

- ▶ At least **two** full inspections (one must be unannounced)
 - The county agency may add inspections based on accumulated risk points.

? If you have additional questions about inspection protocol, please reach out to your licensing specialist or the **Child Care Policy Help Desk at childcarepolicy@jfs.ohio.gov or 1-877-302-2347, option #4**

Initial and Ongoing Child Care Center Administrator Rule Training Requirements

[Rule 5101:2-12-07\(A\)\(4\)](#), of the Ohio Administrative Code

Required Trainings

Within your first six months of being named the Administrator you must complete:

- ✓ Child Care Center Administrator Rules Training - Part One
- ✓ Child Care Center Administrator Rules Training - Part Two

Every five years you must complete one of the following:

- ✓ Child Care Center Administrator Rules Refresher Training
- ✓ Child Care Center Administrator Rules Training Part One and Part Two

Child Care Center Administrator Rules Training Part One and Part Two

You are required to take within 6 months of being named the Administrator.

Description

- Review of the child care center rules and licensing requirements.
- Learn practices and procedures to help achieve and maintain compliance.
- Interactive focus about the details of moderate and serious risk non-compliance.
- Develop strategies and systems to effectively implement licensing rules.

Child Care Center Administrator Rules Refresher Training

You are required to take every five years.

Description

- You will experience a holistic review of the role of an administrator.
- You will review how critical the administrator's role is to the day-to-day operation of the program.
- You will explore your role as it pertains to staffing, children and families.
- Connections will be made to the most common non-compliances.
- Overview of Step Up To Quality (SUTQ) requirements.

Registration and Format

You must register for each part separately through the [Ohio Professional Registry \(OPR\)](#).

Child Care Center Administrator Rules Training Part One

- ✓ Must be completed first.
- ✓ Individual training will take 4 hours to complete.

Child Care Center Administrator Rules Training Part Two

- ✓ Register and complete once part one is completed.
- ✓ An interactive training that will take 3.5 hours to complete.
- ✓ You must complete both parts of the two-part training to successfully fulfill the requirement.

Child Care Center Administrator Rules Refresher Training

- ✓ Meets the five year review requirement.
- ✓ Is a TEAMS Live event and will take 4.5 hours to complete.

How To Register

1. Log in to [OPR](#).
2. Click, "Find Training".
3. Select, "Online w/out Date & Time" & "No Fees".
4. Enter, "ODJFS" or the training title.
5. Click, Search