NEW YEAR - NEW ME

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WHAT IS A SYSTEM?

- A fully developed or carefully formulated method emphasizing rational orderliness.

- A method is an orderly logical arrangement usually in steps.

STAFF CHECKLIST

This technical assistance document does not replace reading, understanding, and following the rules.

1.0 Staff Checklist

Staff Checklist

This checklist can be used to track items required to be in an employee file. Please note different roles within a program require different documentation, it is always the administrator's responsibility to read and understand the licensing rules and maintain compliance.

Staff Name		Position	
Date of Hire	First Day of Work	Date of Separation	
Date of Most Recent Background Check			

Item	Date Completed	Date Expires
Ohio Professional Registry (OPR) profile *If a staff person does not have a profile or if the profile is not up-to-date, the staff person will need to login and create one or update their information. The administrator will also need to associate the new staff with the program on the program's OPR organization dashboard.* https://registry.occrra.org/		
Complete BCI and FBI background checks *(if applicable) [This must be done every 5 years]* http://jfs.ohio.gov/cdc/Background_Check_Process.stm		
Complete and submit JFS 01175 "Request for a Background Check for Child Care" *[This must be done every 5 years]*		
Receive JFS 01176 "Program Notification of Background Check Review for Child Care" *[This must be received every 5 years]*		
Employee Medical *(Sample form JFS 01296 may be used) [Must have been completed in the past twelve months for new hires]*		
HS diploma and verification of at least 18 years of age *or* -JVS 2nd year *or* -senior and enrolled in child development for college credit *or* -college transcript [OAC Rule 5101:2-12-08]		
Completion of Staff Orientation training *[within 30 days of hire, verified in OPR]*		
Verification of Child Abuse One-Hour Overview *[within 60 days of hire, verified in OPR and valid for two years] (if applicable)*		
Photo ID/Driver's License: *[Staff transporting children must maintain a current driver's license on file]*		
Administrators only		
Administrator education qualifications		
Administrator rules training verification in OPR		
Contact your licensing specialist for a "New Administrator Checklist," a guide to help administrators develop a good foundation with their new program.		
List the expiration date of trainings		

CPR	First Aid	Comm. Disease	Child Abuse

All forms can be found by searching for the ODJFS number at: http://www.odjfs.state.oh.us/forms/

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BACKGROUND CHECK PROCEDURES (RULE 5180:2-12-09)

The Ohio professional registry (OPR) requirements for employees, child care staff members, including substitutes in a child care center include:

- Staff create or update their individual profile in the OPR.
- Staff create an employment record for the child care center, including center name and license number, on or before the first day of employment, including date of hire.

- Next Step is to Send Staff Member to be fingerprinted following these instructions:

Ohio | Department of Job and Family Services

Instructions for Processing Background Checks for Child Care

Direct Copy Instructions for: WebCheck® Agencies

1. **Obtain** and **ENTER** all personal information.

2. For the BCI Reason Fingerprinted, **CHOOSE** 5104.013 *"An Employee, Owner, Licensee, Administrator or Person Residing in a Type A or Type B Home, or an In-Home Aide."*

3. For the FBI Reason Fingerprinted, **CHOOSE** CCDBGA *"Child Care and Development Block Grant Act of 2014 employee, for ODJFS use only."*

4. In the Direct Copy drop down list, **CHOOSE** *"Child Care Ctr/Type A-ODJFS"* (this is for all program types).

5. Conduct the electronic fingerprinting.

Instructions for: All owners, administrators, employees, child care staff members and residents of all child care programs

BCI and FBI criminal background records checks are sent electronically to the Ohio Department of Job and Family Services (ODJFS) Office of Family Assistance. Please follow these instructions to ensure accurate and timely processing of the records requests. **Be sure to use the correct reason for being fingerprinted, using an incorrect code will require reprinting and an additional fee. Do NOT select the Head Start code (even if you work for a Head Start program) and do NOT select the Ohio Department of Education (ODE) code (even if you work for an ODE program).**

1. Go to the WebCheck® agency to obtain a BCI and FBI criminal background records check. Information for WebCheck® locations may be found at: **http://www.ohioattorneygeneral.gov/Business/Services-for-Business/WebCheck/Webcheck-Community-Listing**

2. When speaking with the WebCheck® agent, inform them you are a child care provider, employee or resident. *For BCI, use code* **5104.013** *"An Employee, Owner, Licensee, Administrator or Person Residing in a Type A or Type B Home, or an In-Home Aide." For FBI, use* **CCDBGA** *"Child Care and Development Block Grant Act of 2014 employee, for ODJFS use only."* Request the WebCheck® agent to choose **"Child Care Ctr/Type A-ODJFS"** (this is for all program types) from his or her Direct Copy list. The electronic results will be provided directly to ODJFS.

3. Complete the fingerprint process as directed by the WebCheck® agent.

4. You must also complete the Request for a Background Check for Child Care. This request must be submitted electronically to ODJFS through the Ohio Professional Registry (OPR). Further instructions and OPR User Guides can be found here: **https://occrra.org/our-resources-page/**.

- The staff member must request a background check from their personal OCCRRA account. All fields in the request must be completed. On the final page the staff member will document where to send the results of the background check.

- The results of the background check (DCY 1176) will be sent to the program's administrator dashboard.

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BACKGROUND CHECKS

One of three results will occur:

1) Staff member/employee not eligible to work in childcare.

2) Preliminary approval, the staff member can work and can meet ratio- Can't be left alone with children at any time.

3) DCY 1176, final approval.

• Background checks must be updated every five years.

What is your system to track background check results?

CHILDCARE STAFF MEMBER REQUIREMENTS (RULE 5180:2-12-08)

On or before first day of employment, the staff member must provide the following:

1) Educational verification (unless already verified in OCCRRA)

2) Current medical statement, no older than one year from the date of hire

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REQUIRED TRAININGS

Online JFS/DCY child care center staff orientation training (Rule 5180:2-12-08):

- Must be completed within 30-days of hire

- The completion of the training shall be documented through the OPR

- Staff can't be alone with children until this training is completed

What system do have in place to track the completion of the training?

** How do you ensure that the staff member understands how to apply the licensing information to your program?

REQUIRED TRAININGS (RULE 5180:2-12-10)

- Child Abuse (6 hr initial/3 hr refresher/1 hr online) within 60 days
- First Aid & CPR within 90 days

Health Trainings must be kept current for all staff.
- First Aid expires every 2 or 3 years depending on training source.
- CPR expires every 2 years for all training sources.
- Child Abuse-3 or 6 hour courses expire every 3 years; 1 hr online expires every 2 years

How are you tracking the 60/90 day trainings?

How are you tracking expiration dates?

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Appendix A to Rule 5180:2-12-10

Health Training Approved Trainers

First Aid Trainers
1. Currently certified first aid trainer
2. Licensed physician, physician's assistant (PA), advanced practice registered nurse (APRN), certified nurse practitioner (CNP), or registered nurse (RN)
3. Emergency medical services instructor
4. Licensed athletic trainer

CPR Trainers
1. Currently certified CPR instructor
2. Emergency medical services instructor

Management of Communicable Disease Trainers
1. Licensed physician, PA, APRN, CNP, or RN
2. Emergency medical services instructor
3. Current trainer employed by local health department

Child Abuse and Neglect Recognition and Prevention Trainers
1. Authorized trainer for a public children services agency (PCSA)
2. Person with at least an associate's degree in social work, child development or related field from accredited college and two years of experience professionally assessing child abuse and neglect for a PCSA or an agency contracted by a PCSA or providing counseling to abused children or training others in child abuse prevention or the combination of experience and training
3. Licensed physician, PA, APRN, CNP, or RN with two years of experience professionally assessing child abuse and neglect or providing counseling to abused children or training others in child abuse prevention or the combination of experience and training

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STAFF TRAINING/RETENTION

<u>To retain staff, ongoing training and support must occur.</u>

- Assign an experienced staff member as a mentor to help support the new staff member.

- Meet with the new staff member on a weekly basis to answer questions.

- Develop and provide an employee handbook outlining program's policies.

- Take the time to notice the positives and share these with the new staff member.

What ongoing support and training are you providing to new staff members to retain them at your program?

CHILD ENROLLMENT CHECKLIST

This technical assistance document does not replace reading, understanding, and following the rules.

2.0 Child Enrollment Checklist

Child Enrollment Checklist These items should be completed at the time of enrollment, or as the child's needs change.		
Child's Name	**Date of Birth**	**First Day of Attendance**
Documents	**Check One**	**Last Updated by Parent**
JFS 01234 "Child Enrollment and Health Information" (complete and signed) [must be updated annually or when information changes]	☐ Complete	
Child's Medical Statement and Immunization Record (Sample form JFS 0305 may be used) [within 30 days of first day of attendance, and every 13 months after]	☐ Complete ☐ Immunization Exemption statement on file, if applicable	
Written policies and procedures given to parents	☐ Complete	
JFS 01236 "Medical/Physical Care Plan" and JFS 01217 "Request for Administration of Medication" (if needed, see Rule 5101:2-12-15 or 5101:2-13-15 and 5101:2-12-25 or 5101:2-13-25) [must be updated annually or more often as child's needs change]	☐ Complete ☐ Not Applicable	
JFS 01235 "Sleep Waiver" signed (if applicable for infants under twelve months of age)	☐ Complete ☐ Not Applicable	
Infant feeding instructions from parents or health care provider (must be updated as feeding instructions change)	☐ Complete ☐ Not Applicable	
Parent written permission for child 12-18 months old to sleep on cot/mat (if applicable)	☐ Complete ☐ Not Applicable	
Parent permission for bathing children in overnight care (if applicable)	☐ Complete ☐ Not Applicable	
Food/milk substitutions or supplements (if applicable)	☐ Complete ☐ Not Applicable	
Parent permission for planned routine trips, field trips, and swimming activities	☐ Complete ☐ Not Applicable	

All forms can be found by searching for the OJFS number at: http://www.odjfs.state.oh.us/forms/

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CHILDREN'S FILES (RULE 5180:2-12-15)

Child Enrollment and Health Information (DCY 01234)

- Needs to be on file by the child's first day of attendance.

- Needs to be reviewed annually by the parent and updated as needed when information changes.

Develop a system to meet with new families prior to the child's first day of attendance to review the DCY 01234.

What system do you have in place to review the DCY 01234 annually?

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CHILDREN'S FILES (RULE 5180:2-12-15)

Child Medical Statement

A medical statement shall be on file for each infant, toddler and preschool child.

- The medical statement shall be on file within thirty days of the child's first day of attendance.
- The medical statement shall be updated every thirteen months from the date of exam.

What system do you have in place to assure that the medical statement is on file within the child's first thirty days of enrollment?

How do you keep track of the medical statements being updated every thirteen months?

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CHILDREN'S FILES (RULE 5180:2-12-15)

Medical/Physical Care Plan for Child Care (DCY 01236)

- The DCY 01236 shall be on file by the child's first day of attendance or upon confirmation of a health condition.

- The DCY 01236 shall be reviewed by the parent at least annually and updated as needed, including an updated list of trained staff members.

Develop a system to meet with new families prior to the child's first day of attendance to determine if the DCY 01236 needs to be completed.

What system do you have in place to review the DCY 01236 annually?

ADDITIONAL ADMINISTRATOR RESPONSIBILITIES

Weekly

- Verify and monitor that a vehicle inspection has been completed for each vehicle and any needed repairs have been made.

- Prepare attendance records or verify that staff have prepared complete records.

- Post weekly menus.

- Review medications and required forms, DCY 01217 and DCY 01236. Both forms need to be maintained on file for one year.

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ADDITIONAL ADMINISTRATOR RESPONSIBILITIES

Monthly

- Review required postings.

- Conduct and record fire drills.

- Conduct and record weather drills (March through September).

- Review child forms for those expiring in the next thirty days.

- Review the status of employee and child care staff member training.

- Review employees' files to have the DCY 01176 updated in the next twelve months.

- Review driver's licenses for any staff transporting children.

- Assure emergency vehicle exiting procedures are conducted and recorded by all drivers.

ADDITIONAL ADMINISTRATOR RESPONSIBILITIES

Quarterly

- Ensure that current licensing rules are available in a visible area at the program, or that staff know how to access an electronic copy.

- Inspect the outdoor play area and complete the "Child Care Playground Inspection Report" (DCY 01281-centers only). Make repairs on the outdoor play area, if needed.

- Review children's files for upcoming expiration dates.

- Complete and record quarterly lockdown drills.

Biannually

- Review written policies and procedures and make any needed updates or revisions.

- Review First Aid, CPR, Communicable Disease and Child Abuse coverage, check for trainings which may be expiring.

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ADDITIONAL ADMINISTRATOR RESPONSIBILITIES

Annually

- Schedule a fire inspection based on the expiration date (centers and Type A only)

- Renew food service license and/or obtain required documents from caterer (centers)

- Review and update the disaster plan, update any documents connected to the plan.

- Review the disaster plan with staff members.

- Review staff, owner and administrator files.

- Verify that six hours of professional development is completed for staff each fiscal year (July 1st to June 30th).

- Have parents update routine trip permission slips.

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THANK YOU

We hope that this session has been helpful and that the "New You" for this fiscal year is organized and successful.

If you have any questions about licensing requirements, please contact your assigned DCY Licensing Specialist.

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