

Rule Revisions Effective 7/1/2026

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Angie Wallace



MIKE DEWINE
GOVERNOR OF OHIO



Introducing the DCY Monitoring and Compliance Field Guide



DCY MONITORING & COMPLIANCE FIELD GUIDE

Early Care & Education Child Care Center

Revised April 2026

5180:2-12-08 | Employee and child care staff members

Staff Immunizations and Tuberculosis Screening

Rule 5180-2-12-08 | Employee and child care staff members

[Rule 5180:2-12-08 - Ohio Administrative Code](#) | [Ohio Laws](#)

Desired Outcome

Immunized staff and verifying the absence of tuberculosis (TB) promotes a safe and healthy environment for children.

Guidance for Demonstrating Compliance

- Demonstrating compliance involves regular review, organized recordkeeping, and readiness for inspections.
- As part of the onboarding process for new staff, the individual completes the required information regarding TB screening.
- Have written verification on file, within 30 days of their start date, indicating the employee is immunized against measles, mumps, rubella (MMR), and tetanus, diphtheria and pertussis (Tdap). Immunization records could be obtained from a healthcare provider or online patient portal. If an employee cannot access their immunization record, they can have a healthcare provider complete a titer test.
- A good system to support compliance includes letting potential employees know about this requirement when offering them a position.
- If an employee is exempt from receiving vaccinations, be sure to have documentation on file as required in rule.
- Create a system to routinely review staff files to ensure documents remain on file.

Common Non-Compliance(s)

- Verification of immunization status or exemption documentation are not on file.
- TB screening is missing or incomplete.

Resources

- [Appendix B to Rule 5180:2-12-08 - Center Requirements for Positive TB Test Results](#)
- [Child Care Administrator/Staff Licensing Responsibilities](#)

Assessment/Monitoring Approach

Observations	• Not applicable
Interviews	• Not applicable
Documentation Review	• Staff immunizations • TB Screening records
Compliance Finding	Unless repeated occurrences have been identified, the licensing specialist may provide technical assistance in the following areas of this rule topic if the program has demonstrated at least ninety percent compliance effort. This should not be considered an all-inclusive list: • Verification of staff immunization was not on file as required. • Verification of TB screening was not on file as required.

Staff Requirements

Rule 5180-2-12-08 | Employee and child care staff members

[Rule 5180:2-12-08 - Ohio Administrative Code](#) | [Ohio Laws](#)

PURPOSE OF THE FIELD GUIDE

1

Transparency

Clearly outlines regulatory expectations, how monitoring is conducted, and when technical assistance is provided.

2

Best Practice

Supports best practice by offering practice guidance and resources to help programs meet and maintain compliance.

3

Consistency

Promotes consistency by aligning rule interpretation, technical assistance, and monitoring approaches.



1 ECE Providers

Provided with resources, knowledge of monitoring approaches, and best practice tips to maintain compliance.

Stakeholders

4

Provided with transparent procedures related to Ohio's early care and education system.



2

Licensing Specialists

Provided with ongoing training and operations manual for consistent monitoring.

Families

3

Provided with knowledge of licensing rules and approaches to monitoring for programs in which their children receive care.

Technical Assistance

	Technical Assistance	Non-Compliance
Frequency	An isolated lapse in an otherwise functional process.	A persistent pattern or recurring theme throughout the review.
Scope	Limited to a single file, staff member, or room.	Spread across multiple files, staff, or rooms.
Intent/Care	A “human error” or oversight despite having a system in place.	A complete absence or minimal effort of a system or practice to achieve compliance.
History	The program was fully compliant with the requirement at the last inspection.	This is a repeat finding from previous visits.



Department of Children and Family Services

Rule 5180:2-12

Ohio Child Welfare Regulations Quality System

The Highlights (Not an All-Inclusive List)

- No More Low-Risk Non-Compliances- Considered Other Non-Compliance Findings- All programs
- New Request for Review Process- All programs
- If program does not have children enrolled or attending for 24 months and does not voluntarily close, the Department may now close the license.- All programs
- Medical exams for staff no longer required- All program staff must have immunizations documented
- No longer complete the quarterly playground inspection (Centers)
- Child enrollment form is now a sample form- DCY Sample Form Available (DCY 01234)- All programs
- Children's Medical Exams no longer required to be completed at time of enrollment or annually- List of immunizations is still required- All programs
- First Aid Kit list is shorter and ensures that adequate and sufficient supplies are available- All programs



Updated Trainings

Multiple trainings are being updated to reflect the revised rules. We are also working to modernize the training to make it more engaging and interactive.

- Center Pre-Licensing
- Center Staff Orientation
- Family Child Care Pre-Licensing
- Family Child Care Staff Orientation
- Initial Administrator Rules Review- FCC and Center
- Five-Year Administrator Rules Refresher- FCC and Center

We will announce the availability of these new trainings at upcoming stakeholder calls and through Tuesday Times.



Where to Get More Information

- Tuesday Times
- ECE Provider Calls- Next July 28th at 2 pm
- DCY Website: [Licensing and Certification | Department of Children and Youth](#)

Include this as your second-to
last closing slide



MIKE DEWINE

GOVERNOR OF OHIO

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info@childrenandyouth.ohio.gov



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