

# Early Childhood Provider Updates



April 4, 2024

# Welcome



# Agenda

- Welcome
- Child Care Assistance Program (CCAP) Reminders & Updates
- Home-Based Provider Reminders & Updates
- Licensing Reminders & Updates
- Child Care Criminal Background Check (CCCBC) Reminders & Updates
- Teaching and Learning Reminders & Updates
- Guest Speaker: *Safe Sleep Practices*
  - Andrea Burl, Early Childhood Director of Licensing
  - Janet Grigg, Early Childhood Director of Community-Level Strategy
- Upcoming Events



# Child Care Assistance Program (CCAP)

Reminders & Updates



# Child Care Assistance Program Reminders & Updates

As the Department begins transitioning to a new payment and processing system, providers will need to begin submitting weekly attendance. The start date for providers to submit KinderConnect weekly attendance for all CCAP-enrolled children has been extended, to begin by **Monday, April 15, 2024.**

Why do I need to submit weekly attendance?

- To ensure that children are not dropped from rosters for underutilization
- In the future, the payment process will be tied to KinderConnect; this is tentatively scheduled for June 2024.
- To help identify any authorization discrepancies that could result in SAI payments, while still within the 6 day period allotted for families to backscan

For questions, contact [LDPECCA@doe.la.gov](mailto:LDPECCA@doe.la.gov)

Attendance Tracking



# Child Care Assistance Program Reminders & Updates

- The following instructions detail how a site uploads attendance:  
[KinderConnect-Submit Attendance QRC](#).
- In addition, an [instructional video](#) is available for review, along with other resources, at [EdLinkinfo.com](#).
- KinderSystems will be hosting an additional [webinar](#) to provide information and answer questions about this process on April 9, 2024, at 12:00 pm.
- Attendance records should be reviewed, prior to submission, for accuracy.
- If a child's attendance appears in red in the system, the provider will need to correct prior to submission. Please refer to [KinderConnect-Correct Incomplete Attendance QRC](#) for more details.

KinderConnect Attendance Submission

For questions, contact [LDECCAP@la.gov](mailto:LDECCAP@la.gov)



# Child Care Assistance Program (CCAP) Reminders & Updates

The Department is conducting a NEW survey related to the final American Rescue Plan Act (ARPA) Stabilization Grants.

## Participation in the survey is required:

- Failure to complete the survey may impact future funding opportunities for sites.
- Any site failing to complete the survey will automatically be chosen for an audit of the ARPA grants via the Office of Inspector General (OIG).

The ARPA Round 3 & 4 survey must be completed by Type I, II, and III licensed early learning centers and CCAP-certified in-home and family child care providers that received ARPA Grant Round 3, ARPA Grant Round 4, and/or the CCAP Bonus Grant Payment.

American Rescue Plan Act (ARPA) Stabilization Grant Survey

For questions, contact [LDECCAP@la.gov](mailto:LDECCAP@la.gov).



# Child Care Assistance Program (CCAP) Reminders & Updates

The new ARPA Stabilization Grant survey is specific to ARPA Grant Rounds 3 & 4 and the CCAP Bonus Grant Payment. *Corresponding information should be provided for these grants only.*

- The survey must be completed on a desktop browser; mobile devices are not supported.
- Please consult the [LDOE Grant Portal](#) for any updates. There you can find the survey form and important dates shown below:
  - The survey is opening during the week of April 1, 2024.
  - The ARPA Grant Survey must be completed by April 18, 2024.
- A selection of providers may be chosen to provide records of expenses related to the use of ARPA funds and will be notified in a separate communication.





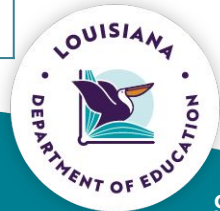
# Child Care Assistance Program (CCAP) Reminders & Updates

The Department will be hosting a series of webinars in April and May to provide information about Child Care Assistance Program (CCAP) updates, processes, and resources. The sessions will provide an overview of CCAP and applicable practices to help certified providers.

The webinars will begin at 1:00 p.m. and can be accessed through the links below:

April 10, 2024	<a href="#"><u>Provider Certification/EdLink and Quality Control</u></a>
April 17, 2024	<a href="#"><u>Household Eligibility</u></a>
April 24, 2024	<a href="#"><u>Attendance Tracking and KinderConnect</u></a>
May 1, 2024	<a href="#"><u>CCAP Payments</u></a>

Upcoming Provider Trainings  
For questions, contact [LDECCAP@la.gov](mailto:LDECCAP@la.gov)



# Child Care Assistance Program Reminders & Updates

The Child Care Assistance Program is pleased to announce the addition of a new contact number, 225-614-5917, to better serve providers and all early childhood stakeholders in our state.

The Provider Help Desk can be contacted between the hours of 8:00 a.m. - 4:00 p.m. daily. The [Provider Ticket System](#) can be accessed at any time to share provider concerns, issues, and questions.

Provider Help Desk numbers: 225-250-7635 or 225-614-5917 (*new*)

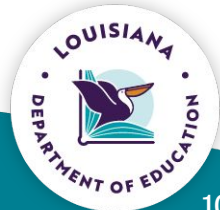
As a reminder, client verifications should not be placed in the Provider Help Desk ticket system nor forwarded to staff emails. Please use the fax number or email below to submit all requested verifications.

Client verifications: Fax: 225-376-6060

Email: [LDECCAP@la.gov](mailto:LDECCAP@la.gov)

Provider Help Desk Contact Information

For questions, contact [LDECCAP@la.gov](mailto:LDECCAP@la.gov).



# Child Care Assistance Program (CCAP) Reminders & Updates

- The Department is finalizing contacting families certified to the Waitlist from October 1, 2022 - June 30, 2023.
  - Please contact the Department at [LDECCAP@la.gov](mailto:LDECCAP@la.gov) if a family is on the Waitlist for an application date in that time period and has not received a Waitlist Verification Form; include the family's full name and case ID number.
- When received, families should review the Waitlist Verification Form and note any changes since submitting their original application. Changes may include income, provider choice, or Employment and Training (E&T) hours. Families should check “Yes” if all information remains the same, sign the form, and return the form to the Department as quickly as possible.
- If there have been changes, the family should submit a “CCAP 10 - Report of Changes Form” with the updates noted and return the CCAP 10 form along with the Waitlist Verification Form.

Waitlist Verification Forms

For questions, contact [LDECCAP@la.gov](mailto:LDECCAP@la.gov).



# Child Care Assistance Program (CCAP) Reminders & Updates

- As Waitlist Verification Forms are returned for cases with application dates between October 1, 2022 - June 30, 2023, those families are being certified for services, if still eligible.
- As slots become available, additional eligible applicants from July 1, 2023 and on will be removed from the Waitlist, based on the date of the application.
- If an eligible family enrolled their child while on the Waitlist, the provider will only be reimbursed from the time the family was certified for services.
  - If a Semi-Automated Invoice (SAI) is required, payment will begin from the date the household was certified for services and removed from the Waitlist.
  - Providers must complete and sign the SAI and return it with the attendance logs for the requested dates, within 10 days of the invoice date.

SAI Requests for Back Pay

For questions, contact [LDECCAP@la.gov](mailto:LDECCAP@la.gov).

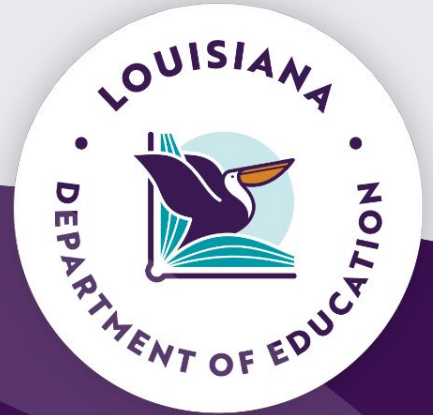


# Child Care Assistance Program (CCAP) Reminders & Updates

- Like the LDOE, DCFS is paying based on enrollment rather than attendance and paying the full CCAP payment rate.
- For questions related to supporting children in foster care, including payments, contact [dcfs.earlylearning@la.gov](mailto:dcfs.earlylearning@la.gov).

# Home-Based Providers

Reminders & Updates



# Home-Based Providers Reminders & Updates

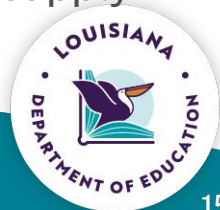
Providers must be open and available at all times during the hours of operation submitted to the Department.

Providers must allow inspection of the residence where care is being provided, by Department staff, other authorized inspection personnel, and parents of children in care, during normal working hours or when children are in care.

If the provider is unavailable on the 1st attempt for an unannounced inspection, Licensing will attempt a 2nd inspection in 10 business days. If on the 2nd attempt an inspection does not occur, the provider will be closed in EdLink and will need to reapply.

Inspections

For questions contact [providercertification@la.gov](mailto:providercertification@la.gov)



# Home-Based Providers Reminders & Updates

Providers must develop and implement a written emergency preparedness plan, train all staff, and practice drills with staff and children. This plan must include the following:

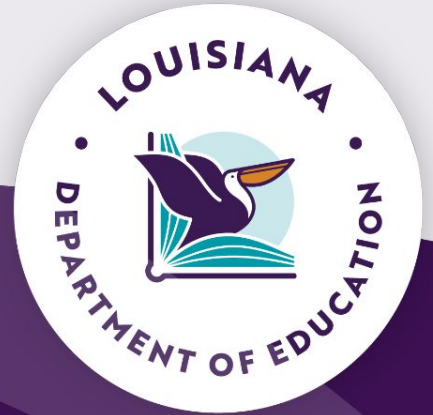
- Procedures for evacuation; relocation; shelter-in-place; lock-down; communication and reunification with families; continuity of operations; and accommodation of infants and toddlers, children with disabilities, and children with chronic medical conditions
- Procedures for all adults living in or working in the residence where care is provided or working on the property where care is provided
- Posting in a visibly-accessible area all appropriate emergency phone numbers, such as fire and police, hospitals and Louisiana Poison Control, and the physical address and phone number for the residence in which care is provided.





# Licensing

Reminders & Updates



# Licensing Reminders & Updates

- Each center must have a qualified director or director designee who is at least 21 years of age.
- The director or director designee must be qualified and approved by the Department.
- The director or director designee must be an on-site, full-time staff person at the center during the daytime hours of operation (prior to 9 p.m.).
- When the director is not an on-site full-time employee at the licensed location, there shall be a qualified director designee who is an on-site full-time employee at the licensed location.
- The director or designee is responsible for planning, managing, and controlling the center's daily activities, as well as responding to parental concerns and ensuring that minimum licensing requirements are met.

Required Staff

For questions contact your [licensing consultant](#)



# Licensing Reminders & Updates

Here are some reminders about furnishings and equipment in early learning centers:

1. The manufacturer's restraint device must be used when equipment is occupied by children.
2. Any time feeding tables are used, children's feet must be able to rest comfortably on a footrest.
3. Developmentally-appropriate seating shall be used.
4. All furniture shall be developmentally-appropriate.

The following items are prohibited in early learning centers:

1. Infant walkers
2. Toy chests, storage bins, and other equipment with attached lids
3. Latex balloons for children under age three
4. Trampolines
5. Culverts

Furnishings and Equipment

For questions contact your [licensing consultant](#).



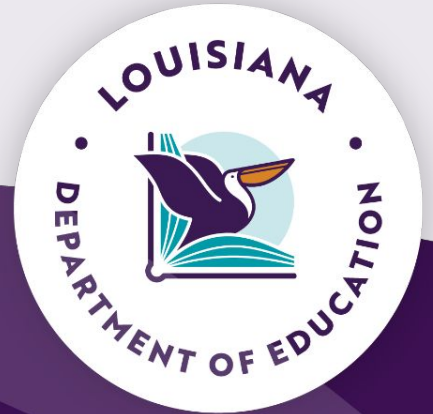
# Licensing Reminders & Updates

- Emergency evacuation drills must be conducted at least twice per year.
- In addition to evacuation drills, tornado drills must be conducted at least once per month in the months of March, April, May, and June, at various times of the day.
  - Documentation of these drills must include all children.
- A sample [practice drill](#) form can be found in the [Licensed Centers Library](#).



# Child Care Criminal Background Check (CCCBC)

Reminders & Updates



# Child Care Criminal Background Check (CCCBC) Reminders & Updates

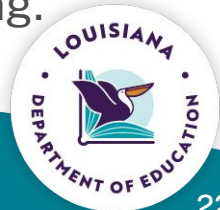
Child Care Criminal Background Checks are required for child care staff under 18 years old:

- All applicants under the age of 18 years old are required to have
  - a parent or guardian signature on the [Initial Consent and Disclosure Form](#) and
  - a valid government-issued ID.
- Confirm all information provided by the applicant is correct before entering it during the application process.

All documents and information should be reviewed prior to completing the application. Any errors or missing information will cause delays in processing.

CCCBC Processing

For questions contact [ldeccbcprocessing@la.gov](mailto:ldeccbcprocessing@la.gov).



# Child Care Criminal Background Check (CCCBC) Reminders & Updates

- Applications remaining in “In Progress” status five business days after a fingerprint submission could possibly be due to fingerprint rejection.
- Applicants are notified via the applicant's e-mail address of a fingerprint rejection.
- Status of a fingerprint submission can also be verified using [Idemia’s appointment enrollment site](#).
  - Applicants whose fingerprints are rejected will be instructed via e-mail to schedule an appointment to re-submit fingerprints, using the specified link listed on the appointment enrollment site.
- Additional fingerprint fees are not required if fingerprints are re-submitted within 30 days of the first fingerprint submission.

Fingerprint Rejection

For questions contact [ldcccbbcprocessing@la.gov](mailto:ldcccbbcprocessing@la.gov).



# Child Care Criminal Background Check (CCCBC) Reminders & Updates

- The following steps are recommended to submit successful fingerprints:
  - Ensure that hands are clean, dry, and free of any residue or oil-based substance
  - Ensure fingerprint scanning area is cleaned and dry
  - Use the electronic digital fingerprinting option
  - Verify whether prints are accepted before departing the location
- Only electronic digital fingerprinting submissions are accepted, unless otherwise stated by the LDOE.
- Please inform the CCCBC Section by [email](#) if an applicant has a condition that may cause fingerprinting issues, prior to their fingerprinting appointment.

Fingerprint Rejection

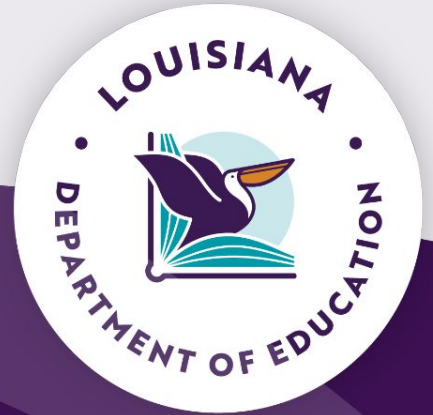
For questions contact [ldeccbcprocessing@la.gov](mailto:ldeccbcprocessing@la.gov).





# Teaching and Learning

Reminders & Updates



# Teaching and Learning Reminders & Updates

Directors have an opportunity to participate in a pilot of CenterTrack, the LDOE's free Child Care Management System (CCMS) software that is connected with EdLink.

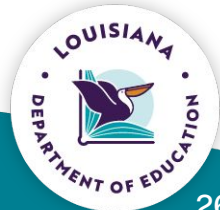
CCMS software supports efficiency in learning sites through automation of bill pay, attendance and enrollment data collection, automating communication with families, and more.

- Providers participating in the pilot will be asked to use and give feedback to KinderSystems on their experience with CenterTrack and Parent Portal.
- Some or all families would use CenterTrack's Parent Portal site for credit and debit card transactions.
  - The families at participating sites will use Parent Portal to download invoices, pay against existing balances, set up auto payments, and review account information. These payments would reflect in the accounting in CenterTrack.

Interested participants please contact Eric Robinson at [erobinson@kindersystems.com](mailto:erobinson@kindersystems.com).

Centertrack Pilot

Please contact 'Eric Robinson' [erobinson@kindersystems.com](mailto:erobinson@kindersystems.com) to participate..



# Teaching and Learning Reminders & Updates

New this year, the 2024 Early Childhood Conference will be held at two locations, with each location hosting a Saturday, one-day only, conference:

- **September 7, 2024:** Shreveport Convention Center, Shreveport, LA
- **October 5, 2024:** Crowne Plaza, Baton Rouge, LA



**EARLY CHILDHOOD**

AN OFFICE OF  **LDOE**

Early Childhood Conference 2024

Contact [events@emergentmethod.com](mailto:events@emergentmethod.com) with questions.



# Safe Sleep Practices



Andrea Burl, Early Childhood Director of Licensing  
Janet Grigg, Early Childhood Director of Community-Level Strategy



## Safe Sleep Practices

Parents and caregivers can help protect infants during sleep by creating a safe sleep environment.

Why are Safe Sleep Practices Important?



# Safe Sleep Practices

The American Academy of Pediatrics has shared that every year, approximately 3,500 infants in the United States die suddenly and unexpectedly while sleeping.

Most of these tragic deaths are due to sudden infant death syndrome (SIDS) or accidental deaths from suffocation or strangulation.

To reduce the risk of all sleep-related infant deaths, infants up to one year of age should be placed on their back to sleep.

Reducing the Risk of Sleep-Related Infant Deaths

Moon, R. (n.d.-a). *How to keep your sleeping baby safe: Aap policy explained.*  
HealthyChildren.org.



# Safe Sleep Practices

Other sleep-related deaths result from something in or related to the infant's sleep environment, how or where the infant sleeps, or things that happen during sleep.

Other sleep-related deaths occur when an infant can not breathe, such as from the following causes:

- Entrapment or wedging
- Suffocation
- Strangulation

Reducing the Risk of Sleep-Related Infant Deaths

U.S. Department of Health and Human Services. (n.d.). Safe Sleep. Eunice Kennedy Shriver National Institute of Child Health and Human Development.



# Safe Sleep Practices

Place infants on their backs to sleep for naps and at night:

- Place all infants — including those born preterm and those with reflux — on their backs to sleep until they are 1 year old.
- It is not safe to place infants on their sides or stomachs to sleep, not even for a nap. The safest sleep position is on the back.
- Infants who sleep on their backs are at lower risk for SIDS than babies who sleep on their stomachs or sides.
- If an infant usually sleeps on their back, putting them on the stomach or side to sleep, for a nap or at night, increases the risk for SIDS by up to 45 times.

Reducing the Risk of Sleep-Related Infant Deaths

U.S. Department of Health and Human Services. (n.d.). Safe Sleep. Eunice Kennedy Shriver National Institute of Child Health and Human Development.





# Safe Sleep Practices

Use a sleep surface for infants that is firm, flat, and level and covered only with a fitted sheet.

- Both the sleep surface (such as a mattress) and the sleep space (such as a crib, bassinet, or portable play yard) should meet the safety standards of the [Consumer Product Safety Commission](#) (CPSC).
- Soft surfaces raise the infant's risk of wedging or entrapment, suffocation, and strangulation.
- Inclined or tilted sleep surfaces, with one end higher than the other, are not safe for babies to sleep on because an infant's body can slide down, which could block their airway and breathing.

Reducing the Risk of Sleep-Related Infant Deaths

U.S. Department of Health and Human Services. (n.d.). Safe Sleep. Eunice Kennedy Shriver National Institute of Child Health and Human Development.



# Safe Sleep Practices

Overheating can increase the risk of SIDS. Infants only need one more layer than an adult would wear in the same environment to be comfortable.

- Check infants for signs of overheating such as sweating, a hot chest, or flushed skin.
- If you are concerned about the infant becoming cold, dress the infant in one additional layer of clothing. However, hats should not be worn by infants while indoors.
- Do not use weighted blankets, sleepers, swaddles or other weighted objects on or near the infant.

Reducing the Risk of Sleep-Related Infant Deaths

U.S. Department of Health and Human Services. (n.d.). Safe Sleep. Eunice Kennedy Shriver National Institute of Child Health and Human Development.



# Safe Sleep Practices

Avoid swaddling too tightly: infants' hips and legs should be able to move.

- Caregivers should also be able to place at least two or three fingers between the infant's chest and the swaddle.

Swaddling should be stopped as soon as the infant shows any signs of trying to roll over.



# Safe Sleep Practices



The American Academy of Pediatrics recommends that child care providers create a written safe sleep policy to ensure that staff and families understand and practice back to sleep and other safe sleep practices for infants.

# Safe Sleep Practices

Providers must ensure the following safe sleep practices are implemented:

- Only one infant can be placed in a crib.
- All infants shall be placed on their backs for sleeping.
  - Please note that any other position requires written authorization from a physician, and the written notice of the specifically-authorized sleeping position must be posted on or near the crib.
- Infants can not be placed in positioning devices, unless there is written authorization from a physician to use a positioning device.
- Written authorization from a physician is required for a child to sleep in a car seat or other similar device and must include the amount of time that the child is allowed to remain in said device.
- “Back To Sleep” signs shall be posted in the room where infants sleep.



# Safe Sleep Practices

Providers must ensure the following safe sleep practices are implemented:

- Infants who use pacifiers shall be offered their pacifier when they are placed for sleep, but the pacifier can not be placed back in the child's mouth once the child is asleep, if it falls out while the child is asleep.
- Bibs can not be worn by any child while asleep.
- Nothing can be placed over the head or face of an infant while placed for sleep.
- A safety approved crib must be available for each infant.

Please remember The **ABC**'s of Safe Sleep:

**Alone** - Infants should always be on their own sleep surfaces.

**Back** - Infants should be on their back for every sleep.

**Crib** - The crib should be empty with no bumper pads, pillows, blankets, stuffed animals, toys or supplies, such as diapers and diaper wipes.

# Upcoming Events



# Upcoming Events

The LDOE team holds new director webinars that focus on topics related to early childhood quality or operations while also helping to expand new directors' network of peers.

This month's topic is "*An Overview of Bulletin 137.*" Participants will gain an understanding of Bulletin 137 and will learn how to minimize receiving common deficiencies.

Attendees can access the webinar using the information below:

- **Date:** April 26, 2024 at 12:00 p.m.
- **Webinar Link:** <https://ldoe.zoom.us/j/92298578944>
- **Phone Number:** 1-346-248-7799
- **Meeting ID:** 922 9857 8944

Monthly Office Hours for New Directors

Please contact [earlychildhood@la.gov](mailto:earlychildhood@la.gov) with any questions.





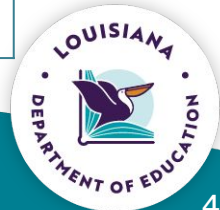
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Upcoming Provider Trainings  
For questions, contact [LDECCAP@la.gov](mailto:LDECCAP@la.gov)



# Upcoming Events

The Department hosts monthly webinars for early childhood providers. These webinars include important reminders and updates for all provider types.

Providers can access the next provider webinar using the information below:

- **Webinar Date/Time:** Thursday, May 2, at 1 p.m.
- **Webinar Link:** <https://ldoe.zoom.us/j/93597745872>
- **Phone Number:** 1-312-626-6799
- **Meeting ID:** 935 9774 5872

Monthly Provider Webinar

Please contact [earlychildhood@la.gov](mailto:earlychildhood@la.gov) with any questions.



# Contact Info

## Child Care Licensing

- Call 225-342-9905
- Email [ldelicensing@la.gov](mailto:ldelicensing@la.gov) or email licensing consultants directly

## Child Care Assistance Program (CCAP)

- Call 225-250-7635 or 225-614-5917
- Email [ldeccap@la.gov](mailto:ldeccap@la.gov) or enter a [ticket](#) at the Provider Help Desk

## Child Care Provider Certification

- Email [providercertification@la.gov](mailto:providercertification@la.gov)

## Child Care Criminal Background Checks (CCCBCs)

- Call 225-342-2716 or 225-342-5311 or email [ldcccbbcprocessing@la.gov](mailto:ldcccbbcprocessing@la.gov)

## General Early Childhood Support

- Email [earlychildhood@la.gov](mailto:earlychildhood@la.gov)

