

Early Childhood Provider Updates



August 15, 2024 – 1:00 p.m.

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
- Special Focus Topics:
 - **Family Engagement Practices and Strategies:** Jenny Moran, LDOE Early Childhood Strategy Family Engagement Manager
 - **Active Supervision:** Careneisha Williams-Ricard, LDOE Early Childhood Strategy Field Support Consultant
- Upcoming Events



Child Care Assistance Program (CCAP)

Reminders & Updates



CCAP Application Assistance

- Families applying for Child Care Assistance have difficulty answering the million dollar asset question correctly. When responding to the asset question, families should remember the following:
 - The question cannot be left blank.
 - If the client's assets **DO NOT** exceed \$1,000,000, the response should be "YES."
 - If the client's assets **DO** exceed \$1,000,000, the response should be "NO."
- Parents may access the [Family Assets](#) video and the [Remember Guide](#) on the Department's website to aid in responding correctly to the asset question, to avoid delays with application processing.

Asset Question on CCAP Application

For questions, contact LDECCAP@la.gov.



CCAP Helpful Resources

In an effort to assist families and providers with the application process, the Department has added some helpful resources and instructional videos to the [website](#). These resources were developed to address common application errors and to assist families with completing the application more effectively.

On the CCAP [webpage](#), under the “Hot Topics” section, you can view the [“Reasons My Case May Not Be Certified”](#) guide and [instructional videos](#), as well as the [“Things to Remember”](#) guide and [instructional videos](#).

Additional resources include the [Application How-to Guide](#) and [Income Guidebook](#), which can be located on the CCAP [web page](#) under the “For Your Information” section.



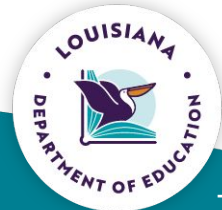
CCAP Parent Sessions

The Department will host two Parent Sessions, one in the Shreveport area and one in the Baton Rouge area. These sessions will offer assistance to families with completing CCAP applications and understanding parent responsibilities as well as address questions relative to the program. The Parent Sessions will occur as scheduled below:

Friday, September 6, 2024	Friday, October 4, 2024
NSU Child & Family Network 1800 Warrington Ave. Shreveport, LA 71101	Volunteers of America 7389 Florida Blvd. Baton Rouge, LA 70806
1:00 - 5:00 p.m.	1:00 - 5:00 p.m.

Parent Sessions

For questions, contact LDECCAP@la.gov.



CCAP Remittance Advice

In an effort to ensure that providers have timely access to information and can conduct timely reviews of CCAP payments, the LDOE is pleased to announce that providers now have access to the “Remittance” screen in KinderConnect.

This Remittance screen in KinderConnect contains data regarding payments, payment corrections, refunds, and recoupments made for each provider. Payment data will be updated nightly, and providers can search for and display data based on a date range.

For more instructions on how to locate the Remittance screen and to see an example of the information shared on the Remittance screen, please see the [KinderConnect –Remittance Detail QRC](#).



CCAP Home-Based Providers

Reminders & Updates



CCAP Bulletin 139 Updates

In March 2024, the Board of Elementary and Secondary Education (BESE) approved revisions to Bulletin 139. These updates are now in effect, and the revised [Bulletin 139](#) is available on Louisiana Believes. Revisions include specific certification requirements for **Family Child Care** and **In-Home** providers:

Chapter 3	Revisions
309.A.10 and 311.A.9 Medication Administration Training	Update to Medication Administration training requirements– Additional information to be provided in October 2024.
309.A.15.c and 311.A.14.c Supplement	Children shall not be administered any form of supplements without prior written parental authorization.



Home-Based Inspection Requirements

The Department will host a Home-Based Inspection Training for Family Child Care and In-Home providers. Bulletin 139 requirements for health, procedures, and training mandates will be reviewed to support inspections conducted by the Division of Licensing.

Attendees can access the Zoom Training using the information below:

- **Date:** August 28, 2024 at 1:00 pm
- **Webinar Link:** <https://ldoe.zoom.us/j/92417464820>
- **Phone Number:** 1-470-250-9358
- **Meeting ID:** 924 1746 4820



Licensing

Reminders & Updates



Bulletin 137 Updates



July 2024 Bulletin 137 Version

A July 2024 version of [Bulletin 137 Licensing Regulations](#) has been posted to the website. Please pay attention to the following chapters for revisions:

§103. Definitions

Supplement—herbal or other dietary, nutritional, or other food or medical supplement administered to be ingested by children orally, in aerosol form, or in any other manner.



July 2024 Bulletin 137 Version

§901. Change in Location

A. Change in Location. When a center changes location, it is considered a new operation, and a new application and fee for licensure must be submitted, have verification of substantial compliance with the applicable licensing regulations, and a new license obtained, prior to opening at the new location.

§903. Change of Ownership

B. Prior to the ownership change, the new owner shall submit a new application and fee for licensure and have verification of substantial compliance with the applicable licensing regulations in order to obtain a new license.



July 2024 Bulletin 137 Version

§1103. Critical Incidents and Required Notifications

C. The following, as applicable, shall be notified via email within 24 hours of the incident, or no later than the next business day if the incident occurred on a Friday or on a recognized state holiday:

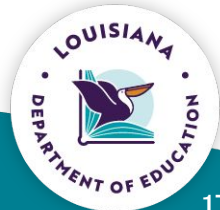
1. LDOE. This written notification shall be made for all of the critical incidents identified above, shall be made on the LDOE critical incidents report form, ~~and~~ shall contain all information requested on the form, and shall be submitted to the location indicated on the critical incidents form.



July 2024 Bulletin 137 Version

§1711. Child to Staff Ratio

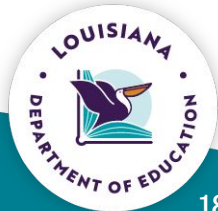
Ages of Children	Ratio
2 years	<u>10</u> :1



Health and Safety and Medication Administration

The LDOE codified policy to ensure that the individuals providing Health and Safety Training and Medication Administration Training have the knowledge and credentials determined as necessary to provide that training.

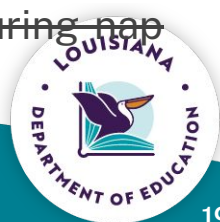
Providers may continue to utilize in-person training offered through their [CCR&R](#). A list of trainers can be found at [Louisiana Pathways](#). Please note this list is valid through **September 30, 2024**.



July 2024 Bulletin 137 Version

§1804. Provisional Status for Child Care Purposes

- c. The monitor shall accompany ~~be physically present at the center at all times when the provisionally-employed staff member~~ at all times the provisionally-employed staff member is present at the center.
- d. ~~Monitors must remain within close enough physical proximity of their designated provisionally-employed staff members to be able to intervene at any time if needed.~~
- e. ~~A monitor shall perform at least one visual observation of each designated provisionally-employed staff member every 30 minutes.~~
- f. ~~The center may designate one monitor for up to a maximum of five provisionally-employed staff members at any given time.~~
- g. ~~At least one monitor must be physically present at all times in any room during nap times if a provisionally-employed staff member is present.~~



July 2024 Bulletin 137 Version

§1901. General Safety Requirements

O. The center shall prohibit the possession and use of ~~alcohol and~~ tobacco in any form, and the use of possession of alcohol, illegal substances, unauthorized potentially toxic substances, fireworks and firearms, and pellet and BB guns on the center premises, and notice to this effect shall be posted.

§1917. Medication Administration

L. Supplements. Children shall not be administered any form of supplements without prior written parental authorization.



Other Licensing Reminders & Updates



EdLink “Staff Management” Feature

Providers are now able to add, delete, or edit staff members in EdLink.

- This can be found on the left-hand side once logged into the dashboard.
- Some changes to “Staff Management” may require approval from the LDOE, such as adding or removing a Director.

Please note that opening Staff Management is like opening an application, which will prevent a renewal application from being started if your site is within 90 days of the license expiring.

For assistance with Staff Management, please view the [Staff Management Video](#).

Required Staff

- As a reminder, each licensed center must have an appointed director or director designee, who is qualified and approved by the Department, at the center during the hours of operation.
- When the director is not an on-site full-time employee at the licensed location, there must be an appointed qualified director designee who is an on-site, full-time employee at the licensed location.
- When the director or director designee is not on the premises due to a temporary absence of less than 11 consecutive business days or during nighttime care hours, there must be an individual appointed as staff-in-charge who is at least age 21.
- Notification must be made to a licensing consultant within 5 business days of the director's or director designee's last day working at the center.
- Centers found to be out of compliance with this requirement may face adverse action which includes but is not limited to suspension of the license.



Center E-mail Address

All communication from the Department will be sent to the e-mail address provided in EdLink.

Providers should ensure that the center's e-mail address that was provided to the Department is an e-mail address specific to the center rather than specific to the center director or other staff member, in the event the director is no longer associated with the center.

If there is an e-mail address change, providers must make the updates in EdLink by going to the center's dashboard under "Entity Management."

To see a training video on how to update site information in EdLink, please visit the Department's [website](#) for EdLink Training on [Edit Entity Change Applications Video](#).



EdLink Accounts

EdLink Security has been updated to version 2.0:

- User accounts will need to be verified by entering a code sent from an automated email (i.e., Louisiana Department of Education <EML-SVC-DOE-Servers@LA.GOV>) prior to requesting access to the site.
- Once the User Account is verified by entering the code, it is important that providers do not skip the step of completing the EdLink “New User Profile,” before requesting access to the site.

Providers must do each of the following steps:

- Log out of all EdLink, MyLA, and EdLink Security
- Log back into EdLink Ops at <https://ldoe.edlink.la.gov/#/> to complete the “New User Profile”

If the EdLink profile is not completed after verification, providers are only able to request “Entity Manager” or “Staff” access and **will not be able to select** KinderConnect or EdLink Security Access.

Please contact the EdLink support team with any issues by submitting an [EdLink Support Ticket](#).



Child Care Criminal Background Check (CCCBC)

Reminders & Updates



No Match Error in EdLink's CCCBC Section

It is important to ensure all information, especially sensitive details like social security numbers, are entered correctly on CCCBC applications to prevent errors. Discrepancies in the information can lead to issues with data accuracy and verification.

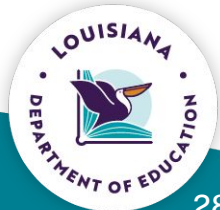
- The "no match" error message in EdLink's CCCBC section may occur when an applicant's social security number does not match in both the EdLink and CCCBC, systems.
- If a “no match” error message appears when connecting an applicant’s CCCBC application in EdLink, please inform the CCCBC team by [email](#). A CCCBC team member will follow up with a phone call to retrieve the correct information.
- Please refrain from emailing sensitive data such as an applicant’s social security number.



Fingerprint Location Closure

Please note the following change:

- Fingerprinting services at the Florida Street location in Mandeville have been permanently discontinued.
 - The location's last day of operation was August 7, 2024.
- The St. Tammany Sheriff's Office in Slidell will become the new fingerprint location in the area for early learning sites' employees.
 - The St. Tammany Sheriff's Office will have appointments available by the second week of October.

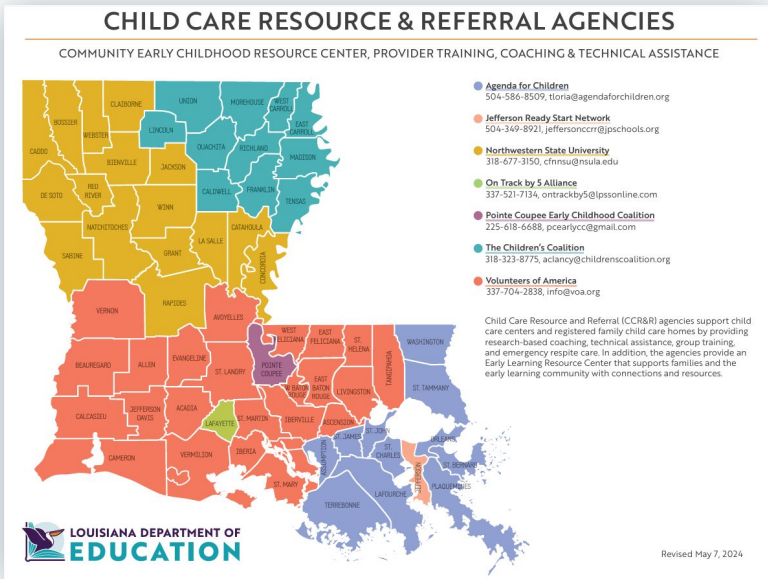


Teaching and Learning

Reminders & Updates



Child Care Resource & Referral Agencies



Child Care Resource & Referral (CCR&R)

agencies support Type III child care centers and Family Child Care educators who have opted into Academic Approval, by providing professional development such as high-quality coaching, technical assistance, and group training.

CCR&Rs also provide resources for providers and families related to early identification and intervention services for children with developmental delays and disabilities.

Teaching and Learning Reminders & Updates

Please contact your Child Care Resource & Referral (CCR&R) Agency for support.



Fall 2024 CLASS® Observation Period

- [Community Network Lead Agencies](#) will begin working with sites to schedule local Fall 2024 CLASS® observations for the 2024-2025 academic year.
 - Representatives from local [Community Network Lead Agencies](#) will be reaching out to schedule observations for each site.
- Third-party observations will begin in September and will be scheduled and conducted by the Picard Center.
 - Third-party observations are designed to provide an additional level of review to ensure reliability.
 - At least two weeks before the scheduled observations, the Picard Center will send an e-mail providing the site with a two-week timeframe in which the observations will occur.

Teaching and Learning Reminders & Updates

Please contact your [Community Network Lead Agency](#) for support.

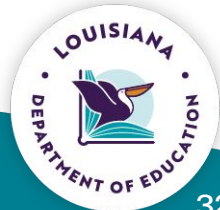


CCAP B-3 Seats Program Update

While overall funding from the Louisiana Legislature for the CCAP B-3 program decreased for FY25, **the CCAP B-3 Seats Program will continue July 1, 2024 - June 30, 2025.**

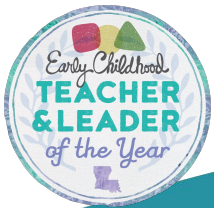
The LDOE has a vested interest in ensuring the continuity of care for already-enrolled and age-eligible children, ensuring stability for participating early childhood care and education providers, and maintaining the stability for families who rely on child care to remain in the workforce.

Please help ensure that families know that the CCAP B-3 program is *not* ending September 30.



Early Childhood Teacher and Leader of the Year Award Program

- On Saturday, July 27, in partnership with [Dream Teachers](#), the LDOE hosted the 18th Annual Cecil J. Picard Educator Excellence Awards Gala, which was held at the WWII Museum in New Orleans.
- All 2024-2025 Early Childhood Teacher and Leader of the Year Finalists were celebrated and honored at this Gala. Please review the [Early Childhood Teacher and Leader of the Year announcement](#), which contains additional information about the overall honorees and finalists.
- Information about the 2025-2026 Early Childhood Teacher and Leader of the Year application process will be available in the September and October Provider Update Webinars.



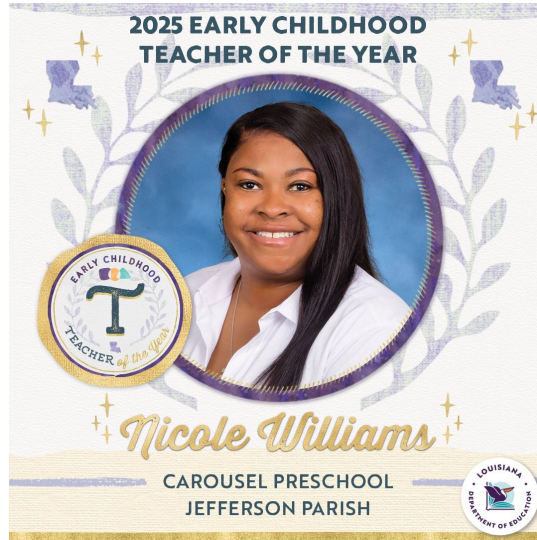
Teaching and Learning Reminders & Updates

Please contact shallan.jones@la.gov with questions.



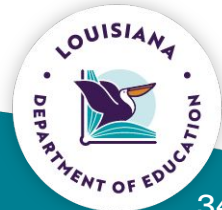
Early Childhood Teacher and Leader of the Year Award Program

Congratulations to the 2025 Early Childhood Teacher and Leader of the Year overall honorees!



Teaching and Learning Reminders & Updates

Please contact shallan.jones@la.gov with questions.



Family Engagement Practices and Strategies for the New Academic Year

Jenny Moran

LDOE Early Childhood Strategy Family Engagement Manager



Family Engagement Practices and Strategies for the New Academic Year

As child care sites, families, and children enter the new academic year, it is important to consider family engagement practices and strategies that set the tone for successful interactions with new families. When thinking about family engagement practices and strategies, it is important to ask “What is family engagement?”

At Early Childhood Sites

Family engagement means intentional and targeted exchanges of information between early childhood educators and families that leads to increased parent capacity to monitor and support learning and development.

At Home

Family engagement means the relationships and interactions between families and their children that stimulate and strengthen the learning, development, and well-being of children.



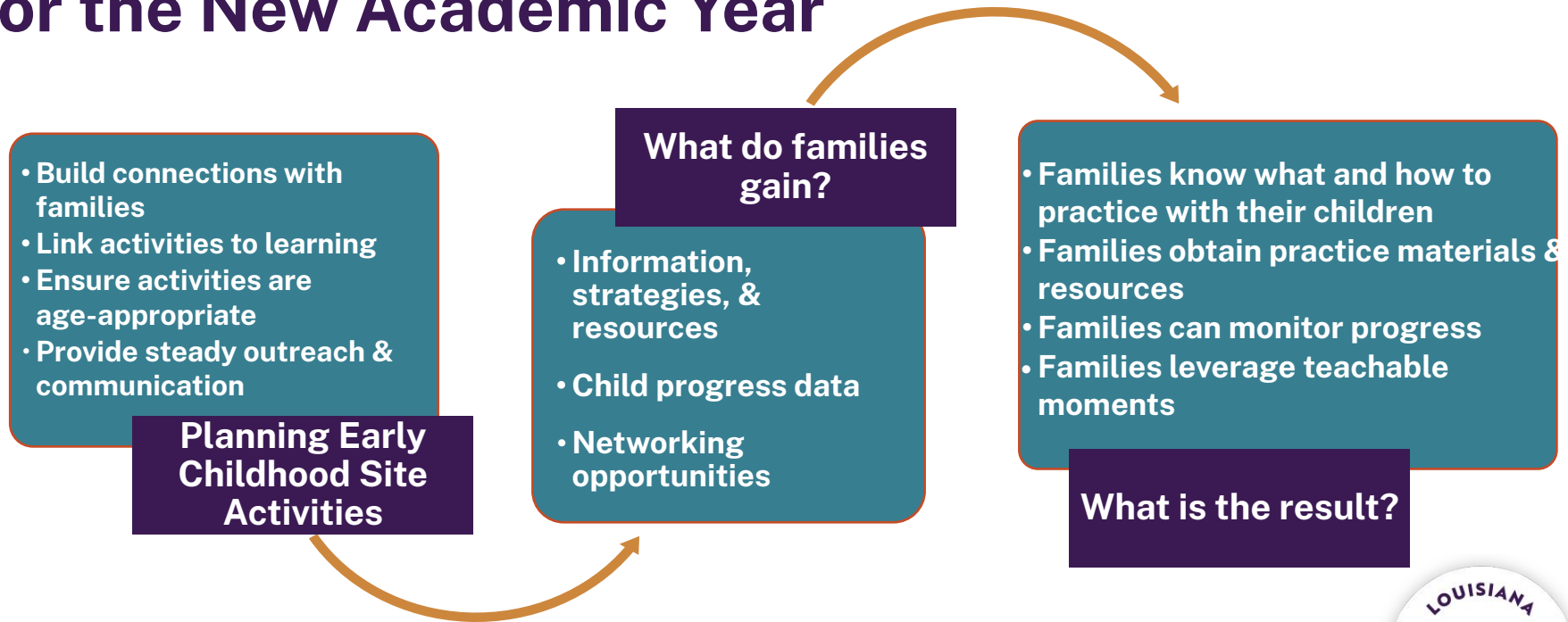
Family Engagement Practices and Strategies for the New Academic Year

Why does family engagement matter?

Family engagement deeply impacts child learning and development. Child care sites that engage in strong family engagement practices and strategies benefit from the following positive outcomes:

- Increased learning and development
- Increased daily participation
- Improvement in a child's curiosity toward learning
- Increased child well-being
- Stronger child, family, and early childhood educator relationships

Family Engagement Practices and Strategies for the New Academic Year



Family Engagement Practices and Strategies for the New Academic Year

Research about quality provider-parent relationships shows that certain strategies are effective with families. When developing family engagement practices and strategies, Early Childhood providers should consider the following when interacting with parents/caregivers:

- Communicate clearly, consistently, and frequently with families
- Collaborate with families rather than telling them what to do
- Respond to each family's wishes and needs
- Focus on the whole family
- Help families identify and connect to additional resources



Family Engagement Practices and Strategies for the New Academic Year

When developing family engagement practices and strategies that encourage positive parent-child relationships, Early Childhood providers should consider the following:

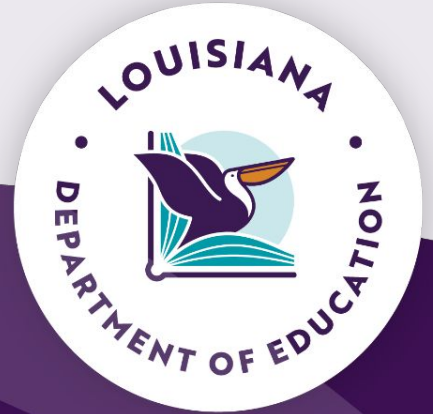
- Organize and suggest at-home family engagement activities that focus on fostering family-child relationships through learning
- Provide training and support to ensure staff members are prepared to help share at-home learning strategies with families which focus on learning and developmental skills
- Build strengths-based relationships with families that focus on family resilience: see [Strategies for Family Engagement Attitudes and Practices](#)
- View the resource [Encouraging Strong Parent-Child Relationships](#) for more information.



Active Supervision

Careneisha Williams-Ricard

LDOE Early Childhood Strategy Field Support Consultant



Active Supervision

Active supervision plays a critical role in fostering safety and preventing harm to children. A site can ensure effective supervision by being aware of the physical environment and being responsive to the unique needs of each child.

- Active supervision requires focused attention and constant observation of children.
 - Staff should be positioned to be able to observe all children: watching, counting, and listening at all times.
- During transitions, staff should visually identify each child during name-to-face counts.

Active Supervision - Louisiana Early Learning Center Licensing Regulations

Bulletin 137 §1713 outlines guidance on supervision practices for all centers. Providers must ensure the following active supervision best practices are being followed at all times:

- Children shall be supervised at all times. Child environments should be organized so that every child can be seen and identified at all times.
- Children shall not be left alone in any room (with the exception of the restroom or for therapeutic services), outdoors, and in vehicles without staff supervision.
- Staff should always position themselves to see and hear all children in their care and should know how many children are in their care at all times.

Active Supervision - Strategies to Keeping Children Safe

- **Set up the Environment**

- Create a conducive environment for child supervision by keeping spaces clutter-free and arranging furniture for easy observation.

- **Position Staff**

- Position staff to monitor all children, ensuring clear paths to play, sleep, and eating areas, allowing quick reactions and proximity to those needing support.

- **Scan and Count**

- Ensure every child's location and activities are monitored by scanning the entire environment and counting the children frequently, especially during transitions.

Active Supervision - Strategies to Keeping Children Safe

- **Anticipate Children's Behavior**
 - Utilize knowledge of a child's temperament, developmental abilities, interests, and skills to anticipate their actions, paying attention to mood changes and predicting potential mood swings.
- **Listen**
 - Observe children closely for potential danger signs, including specific sounds or absences, and listen for signs of distress or environmental sounds.
- **Engage and Redirect**
 - Utilize knowledge of each child's unique needs and development to provide tailored support, encourage, and provide varying levels of assistance or redirection as needed.

Active Supervision - Analyze Current Supervision Practices

- Implement strategies and procedures to ensure staff actively supervise children at all times, including during transitions.
- Provide training for staff in active supervision techniques and continue support as employees implement the active supervision best practices.



Active and Positive Supervision - Safety Practices

Most injuries to young children are predictable and can be avoided. Children are safer when staff members are engaged in continuous improvement activities to create safe environments, such as the following:

- Focusing on the positive rather than the negative ways to teach a child what is safe for the child and other children
- Teaching children the developmentally-appropriate and safe use of each piece of equipment (e.g., using a slide correctly — feet first only — and teaching why climbing up a slide can cause injury, including possibly a head injury)



Upcoming Events



2024 Early Childhood Conference - Lodging

The 2024 Early Childhood Conference registration has closed. For individuals who will attend the conference and require [lodging](#), the information for booking is below. Hotels have blocked rooms for each event until sellout.

2024 Early Childhood Conference - Shreveport

Date: September 7, 2024

Location: Shreveport Convention Center, Shreveport, LA

- Holiday Inn Express & Suites Shreveport [Booking Link](#)
- Hilton Shreveport (*available Saturday only*) [Booking Link](#)

2024 Early Childhood Conference - Baton Rouge

Date: October 5, 2024

Location: Crowne Plaza, Baton Rouge, LA

- Crowne Plaza Baton Rouge [Booking Link](#)



Early Childhood Conference 2024

Please contact events@emergentmethod.com with questions.



Upcoming Events

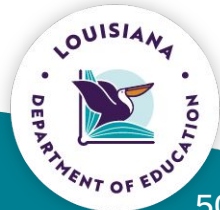
The LDOE team holds new director webinars that focus on topics related to early childhood quality or operations while also helping to expand new directors' network of peers.

This month's topic is "*Understanding the Child Care Criminal Background Check System.*" Participants will gain an understanding of the system and how to create a system user account; how to complete the CCCBC application; how to schedule fingerprinting appointments; how to make corrections to applications; how to complete five-year renewal processes. Participants will also learn what the LDOE considers Provisionally-Employable staff members.

Attendees can access the webinar using the information below:

- **Date:** August 30, 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

Please contact earlychildhood@la.gov with any questions.



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, September 5, at 1 p.m.
- **Webinar Link:** <https://ldoe.zoom.us/j/93597745872>
- **Phone Number:** 1-312-626-6799
- **Meeting ID:** 935 9774 5872
- **Password:** 641464

Monthly Provider Webinar

Please contact earlychildhood@la.gov with any questions.



Contact Information



Mellynn Baker, Assistant Superintendent of Early
Childhood Care and Education
Mellynn.Baker@la.gov

Child Care Licensing

- Call 225-342-9905
- Email 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 or enter a [ticket](#) at the Provider Help Desk

Child Care Provider Certification

- Email providercertification@la.gov

Child Care Criminal Background Checks (CCCBCs)

- Call 225-342-2716 or 225-342-5311 or email ldcccbbcprocessing@la.gov

General Early Childhood Support

- Email earlychildhood@la.gov

