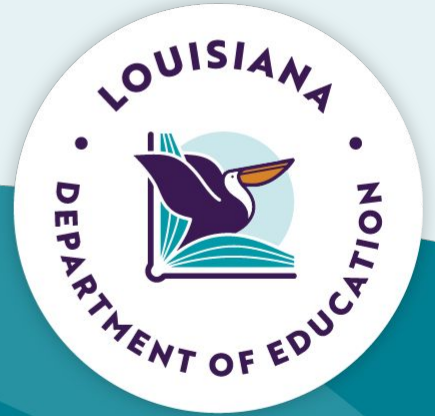


Early Childhood Provider Updates



September 5, 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: Critical Incident Reporting, Andrea Burl, Director of Licensing
- Upcoming Events



Child Care Assistance Program (CCAP)

Reminders & Updates



CCAP Underutilization Monitoring

As part of the Department's transition to a new payment and processing system, it is important for providers to submit their KinderConnect attendance records weekly, for all CCAP-enrolled children. As a reminder:

- Authorizations must be utilized by families at the time child care services are rendered.
- KinderConnect attendance records will be examined as part of the underutilization review of CCAP attendance. For assistance on how to verify and submit your attendance records weekly via KinderConnect, please refer to [KinderConnect-Submit Attendance QRC](#) for detailed instructions.



CCAP Underutilization Monitoring

- To properly record attendance of CCAP children, families should check their children in and out of care every day using the KinderConnect system.
- Children who do not attend child care regularly are not receiving the benefits of high-quality child care and are preventing other children in need from accessing quality care.



Underutilization and KinderConnect

For questions, contact LDECCAP@la.gov.



CCAP Underutilization Monitoring

- CCAP conducts a monthly review of underutilized authorizations for children who have not attended child care within the previous 30 or 60 days.
- If CCAP children are not attending, their authorizations will be discontinued at the end of the month, and families will need to submit a new application for CCAP benefits.
- Providers **must** request the removal of a child from their roster if a child is not attending or never enrolled.
 - Providers should submit this request as soon as they notice a child who is not enrolled is listed on their roster and for a child who has been absent for 5 consecutive days with no information provided from the family.
- Failure to notify the Department of a child who is no longer attending and/or not enrolled will result in recoupment of CCAP funds.

Underutilization and KinderConnect

For questions, contact LDECCAP@la.gov.



CCAP Family Sessions

The Department will host two upcoming Family Sessions. These sessions will offer assistance to families with completing CCAP applications, understanding family responsibilities as well as address any questions relative to the program.

The Family 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 p.m. - 5:00 p.m. | 1:00 p.m. - 5:00 p.m. |

Parent Sessions

For questions, contact LDECCAP@la.gov.



CCAP Family Sessions

To ensure parents submitting a new CCAP application receive timely assistance at the Family Sessions, please bring the following supporting documents, to include the following:

- Head of Household identification
- Birth certificates or other birth date verification (if available)
- 4 consecutive check stubs within 45 days of the application date
- School schedule (if applicable)
- IEP or IFSP (if applicable)
- If a change request is submitted for an existing case, documentation that supports that the change is needed (i.e., birth certificate for new child, new check stubs, termination letter, etc.)

Parent Sessions

For questions, contact LDECCAP@la.gov



CCAP Waitlist

- As a reminder, all families certified to the CCAP Waitlist between October 1, 2022 and June 30, 2023 have been cleared from the Waitlist.
- As children roll out of the program and new seats become available, the Department will again begin rolling children off of the current CCAP Waitlist.
 - This rolloff has slowed due to the reductions in funding from the state and with the end of stimulus dollars.



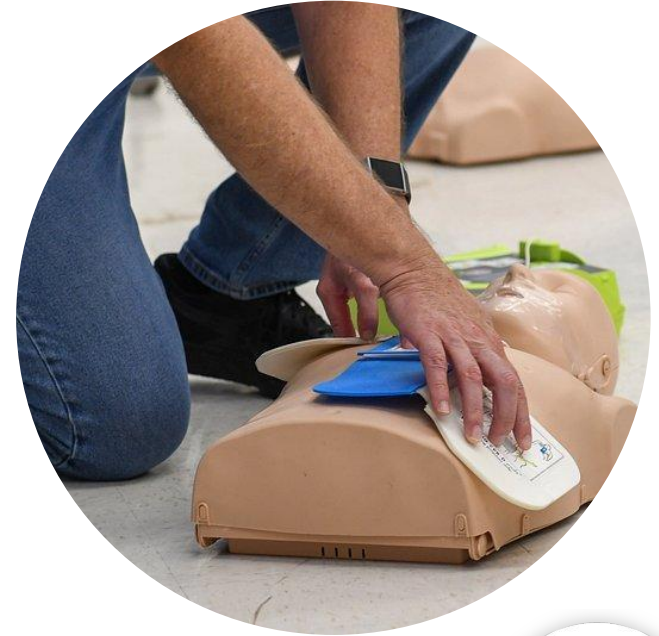
Licensing

Reminders & Updates



CPR and Pediatric First Aid

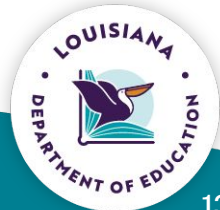
- Maintaining required certification in CPR and Pediatric First Aid continues to be one of the most cited deficiencies.
- To ensure the health and safety of children in care, it is important to have qualified staff members who are able to respond to life-threatening emergencies in attendance at all times.
- Knowledge in these areas, and the confidence to use these skills, are critical to the outcome of an emergency situation.



CPR and Pediatric First Aid

Bulletin 137 requires the following:

- All staff members on the premises of a center and who are accessible to children must have current certification in infant/child/adult CPR and pediatric first aid.
- Newly hired staff members must obtain this certification within 90 calendar days from the date of hire and prior to assuming sole responsibility for any children.
 - During this period, staff members must be supervised until the training is completed and certification is received.
- Documentation of current certification for each staff member must be on-site at all times and available for inspection by the Department.



Required Staff



- Directors play an important role in ensuring the day-to-operations of the facility run smoothly. It is important to appoint a person who is dependable and able to respond to both long-range and immediate needs.
- The well-being of the children, the confidence of the parents/guardians of children in the facility's care, and the consistent professional growth of the staff depend largely upon the knowledge, skills, and presence of a director.

Required Staff

Bulletin 137 requires all of the following of the director:

- Meet at least one of the qualifications listed in Section 1709 and be approved by the Department.
- Be at least 21 years of age.
- Be an on-site full-time staff person at the center at least 32 hours a week during the daytime hours of operation.



Louisiana School and Center Finder

In an effort to provide families in search of quality child care with an overall picture of a site, inspection reports on [School and Center Finder](#) will show more information:

- Instead of only showing the regulations that are not in compliance, moving forward inspection reports will now also show what regulations **were** in compliance at the time of the visit.
 - For example, if no deficiencies are cited at an inspection visit, all of the regulations observed as “met” during the visit will be listed as “met” in the inspection report on the website.
- In addition, [Site Finder](#) now also specifies what type of visit occurred.



Louisiana School and Center Finder

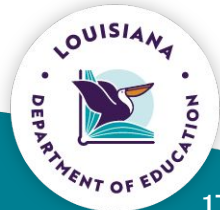
Facility Inspections

Inspection visit information is available online. However, if a report is not available or if you are unable to access the report, you may contact the LDOE Division of Licensing at (225)342-9905 for this information.

Early learning centers receive monitoring on the 38 regulations by the LDOE Division of Licensing. For more detailed information on these regulations [click here](#).

Most Recent Inspection Visits

| ◆ Inspection Date | Inspection Type | Details |
|-------------------|-------------------------|--|
| 08-27-2024 | Follow Up To Compliance | No deficiencies were cited on this date - View Inspection Report |



Louisiana School and Center Finder

Summary

| <u>Met</u> | <u>Not Met</u> | <u>Not Applicable</u> | <u>Not Observed</u> | <u>Technical Assistance</u> |
|------------|----------------|-----------------------|---------------------|-----------------------------|
| 48 | 0 | 8 | 154 | 0 |

Licensing Inspection Feedback

There were no deficiencies found in this inspection.

Regulations Met

1507.B. – Daily Attendance Records - Staff and Owners

A daily attendance record for all staff members and owners shall be maintained that shall:

1. include the first and last name of the staff member or owner and arrival and departure times
2. accurately reflect the staff members and owners on the center premises at any given time and
3. be used to document staff members and owners who leave and return to the center during the day

Finding: Met

EdLink Accounts

In June 2024, EdLink Security updated to version 2.0 for improved security:

- User accounts will need to be verified by logging into EdLink.
 - It is no longer required to log in and enter a verification code to activate the User Accounts—the initial login will activate the accounts.
 - NOTE -If you have already done this step by logging in or entering the code that was required in the past, then you do not need to do anything further at this time.
- Once the User Account is verified by logging into EdLink, 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 Charge Authorization Codes (NCAC)

No Charge Authorization Codes (NCACs) expire a year after issuance. Providers may request additional codes from fingerprint vendor, IDEMIA, at any time.

- Providers are required to complete a [NCAC Reorder Form](#) for additional codes.
- Reorder processing can take up to 7 business days.
- NCAC Reorder forms should be faxed to 615-993-5983.
- Contact IDEMIA Finance by phone at 877-512-6962 or e-mail at LAUEPAccounts@US.IDEMIA.com with any questions.



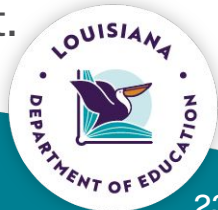
Fingerprint Rejection Guidance

- CCCBC 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.



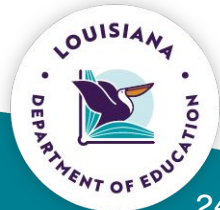
Fingerprint Rejection Guidance

- 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 [e-mail](#) if an applicant has a condition that may cause fingerprinting issues, prior to the fingerprinting appointment.



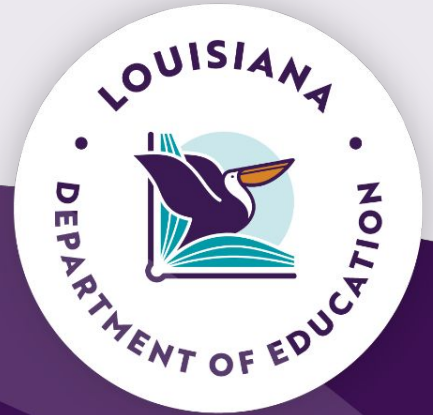
Fingerprinting Sites Closures and Openings

- Closures
 - Mandeville Location - Closed as of 08/08/2024
 - Williams Blvd., Kenner - Closed as of 08/26/2024
 - Winnfield Location - Last day of operation is 10/16/2024
- Projected Future Sites
 - St. Tammany/Slidell Area - 2 projected sites
 - Harvey/Gretna Area - 1 projected site
 - St. John the Baptist Parish - 1 projected site
 - Opelousas Area - 1 projected site



Teaching and Learning

Reminders & Updates



Tulane Early Childhood Mental Health Consultation (TIKES)

The Early Childhood Mental Health Consultation Program, or TIKES, is an intervention that teams a mental health professional with early childhood professionals, to support and promote the overall well-being of young children in early learning settings:

- These services are at no cost to all Louisiana Type III centers and Family Child Care Providers who have opted into Academic Approval.
- The services are provided in 6-month consultation cycles at the provider's request.

Teaching and Learning Reminders & Updates
For more information, please contact TIKES@tulane.edu.



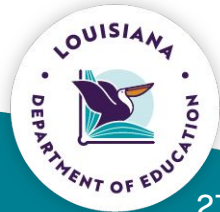
Tulane Early Childhood Mental Health Consultation (TIKES)

Program-centered services include Tulane Mental Health Consultants providing foundational learning opportunities within classroom settings on the following topics:

- Behavior Guidance
- Age-Appropriate Expectations
- Creating Supportive Environments

In addition, professional feedback can be provided, including specific referral resources for families, as needed. For more information, please contact TIKES@tulane.edu.

Teaching and Learning Reminders & Updates
For more information, please contact TIKES@tulane.edu.



Fall 2024 CLASS[®] Observation Period

- [Community Network Lead Agencies](#) continue working with sites to schedule local Fall 2024 CLASS[®] observations for the 2024-2025 academic year.
 - All Fall observations must be scheduled by October 1, 2024.
- Third-party observations are being 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 the month in which the observations will occur.

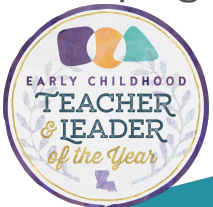
Early Childhood Teacher and Leader of the Year Award Program

The Louisiana Department of Education, in partnership with [Dream Teachers](#), recognizes and celebrates some of the state's most exceptional educators through the Early Childhood Teacher and Leader of the Year programs:

- These programs provide an opportunity to acknowledge those teachers and leaders who are making exceptional gains with Louisiana's youngest learners.

The nomination portal for the Early Childhood Teacher and Leader of the Year Award Program for the 2026 award year opened on **September 3, 2024**, and will close on **October 10, 2024**.

- The nomination survey (which will take less than 5 minutes to complete) can be accessed via the [Awards Program Resource Library](#).
- Please review the [Awards Programs](#) page for more information on this amazing award program.



Teaching and Learning Reminders & Updates

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



Critical Incident Reporting



Critical Incidents and Required Notifications

It is important to make the required notification of critical incidents because different actions *are required to be taken* by different agencies to protect children, their families, and maybe even the community.

- For example, the Louisiana Department of Health can assist in stopping the spread of infectious diseases if they are notified timely by the LDOE or the facility.

Documentation of these critical incidents is necessary to provide information to the child's parent, other appropriate agencies, and law enforcement.



Critical Incidents and Required Notifications

Bulletin 137 requires early learning centers to make immediate notification to emergency personnel, law enforcement as applicable, and other appropriate agencies for the following types of critical incidents involving children in care:

1. Death
2. Serious injury or illness that requires medical attention
Ex: A mother reports to the Director her child was diagnosed with “nursemaid’s elbow” from a staff member improperly lifting a child.
3. A child left unsupervised for any amount of time
Ex: A child is left alone for even 1 minute in a classroom.
Ex: A child left alone for even 1 minute on the playground.
Ex: A child left alone for even 1 minute on the center’s vehicle.

Critical Incidents and Required Notifications

4. Use of prohibited behavior management as described in §1509
 - a. Physical Punishment
 - Ex: A staff member pushing a child down.
 - Ex: A staff member spanking their own child.
 - b. Verbal Abuse
 - Ex: A staff member yelling at a child to go sit down.
 - c. The threat of a prohibited action even if there is no intent to follow through with the threat
 - Ex: A staff member threatening to put a child in the closet for time out.
 - d. Being disciplined by another child
 - Ex: A staff member allowing one child to hit another child.



Critical Incidents and Required Notifications

4. Use of prohibited behavior management as described in §1509

e. Being bullied by another child

Ex: A staff member allowing a child to tease another child

f. Being deprived of food or beverages

Ex: A staff member not providing a child with a snack because the child did not listen to a direction

g. Being restrained by devices

Ex: A staff member placing a child in a high chair to keep the child from biting

h. Having active playtime withheld for a behavior that did not occur on the playground

Ex: A staff member not allowing a child to have outdoor playtime because the child did not pick up the toys in the classroom



Critical Incidents and Required Notifications

5. Allegations or suspicion of child abuse or neglect by center staff

Ex: A father reports to staff member his 3 year old child told him Ms. Hebert, teacher, hit him last Wednesday.

Ex: A DCFS representative came to the center to investigate a report of a staff member hitting a child at the center, even though no one at the center previously had any idea of the allegations.

Critical Incidents and Required Notifications

6. An accident involving the transportation of children
7. Any child given the wrong medication or an overdose of the correct medication
8. Any loss of power over two hours while children are in care
9. A physical altercation between adults in the presence of children on the premises
10. Reportable infectious diseases and conditions outlined in LAC 51:II.105
11. Any other significant event relating to the health, safety, or well-being of any child, including but not limited to a lost child, an emergency situation, fire or other structural damage, or closure of the center.

Ex: An aunt reports to a teacher at pick-up that her 4-year-old niece told her she is being touch in her private area at nap time.

Critical Incidents and Required Notifications

It is important to remember all of the following:

- The timeframe to report a critical incident starts once *any* staff member receives notification.
- Do not delay reporting critical incidents while the center may be conducting its own investigation. Supplemental reports can be submitted after the initial notification to the Department.
- Critical incidents must still be reported to the Department even if it has been determined that an allegation has not been found to be true by DCFS or by the provider's own investigation.



Critical Incidents and Required Notifications – Scenarios

1. On 8/2/2024, a 1-year-old child was found by a teacher, alone on the center’s playground from 1:10p.m. - 1:15 p.m.
 - a. Is this a critical incident?
 - b. Who should be notified?

2. On 4/24/2024, while reviewing the center’s camera, the director observed a teacher was forcibly placing a 4-year-old child on his cot during naptime at 12:30 p.m.
 - a. Is this a critical incident?
 - b. Who should be notified?



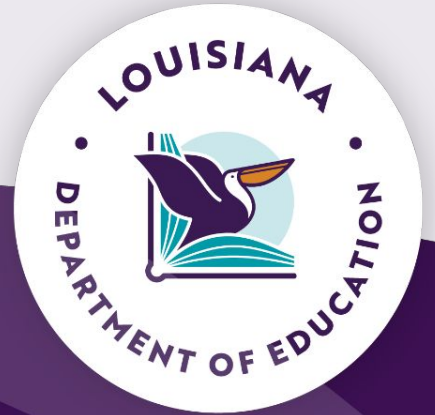
Critical Incidents and Required Notifications Scenarios

3. On 7/30/2024, a mother came into the center at 6:15 p.m. requesting to speak with the director. She accused a staff member of taking her child's jacket home. All of the children had left for the day.
 - a. Is this a critical incident?
 - b. Who should be notified?

4. On 8/28/2024, a grandmother notified a teacher that her 1-year-old child had an injury to the inside of his mouth. The grandmother stated that this must have happened by a staff member at the center. The incident was reported to have happened on July 17, 2024.
 - a. Is this a critical incident?
 - b. Who should be notified?



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 - 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

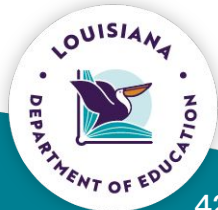
The LDOE team holds new director webinars that focus on topics related to early childhood quality or operations while also helping to expand new directors' network of peers.

This month's topic is "Learn the Signs, Act Early: Monitoring Child Development in Early Childhood." Participants will learn about developmental screening and the benefits of identifying young children with disabilities early and accurately. Participants will also be provided guidance for implementing developmental screenings, coordinating identification, and communication with families.

Attendees can access the webinar using the information below:

- **Webinar Date/Time:** September 27, 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, October 3, at 1 p.m.
- **Webinar Link:** <https://ldoe.zoom.us/j/92272015594?pwd=ecgMevwwSW7zZoN2ocs6Lxohkl0r3a.1>
- **Phone Number:** +1 470 381 2552
- **Webinar ID:** 922 7201 5594
- **Password:** 950785

Monthly Provider Webinar

Please contact earlychildhood@la.gov with any questions.



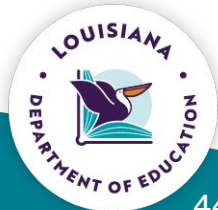
Provider Webinar Slides

This month's webinar slides will be available early next week on the [Louisiana Believes](#) website.



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

