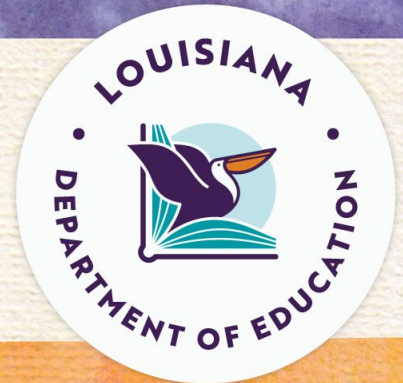




*EARLY CHILDHOOD
CONFERENCE 2024
SHAPING LOUISIANA'S FUTURE*



Division of Licensing Technical Assistance





Overview of Session

Objectives

This session will provide participants with a better understanding on the following:

- Bulletin 137 New Provider Orientation
- On-site Technical Assistance Visit
- Preparation for a Licensing Inspection
- July 2024 Bulletin Revisions

Agenda

Welcome

- Overview of Training Session
- New Provider Orientation
- EdLink Reports
- On-Site Technical Assistance Visit
- Preparation for a Licensing Inspection
- Engagement Activity
- Contacts
- Question and Answer Session



Welcome Activity

Welcome Activity

Any volunteers would like to share how long you have been employed, owned, or operated a licensed early learning center and what has been your experience thus far?



**Bulletin 137 New Provider
Orientation**

Bulletin 137 New Provider Orientation

This orientation:

- provides an overview of [Bulletin 137 Louisiana Licensing rules and regulations](#).
- is conducted by a Licensing Technical Assistance (TA) Consultant via Zoom during which providers are offered the opportunity to ask questions.
- is provided to all first time directors, director designees, and owners and new directors, director designees, and owners being added to an existing license.
- is about 2 hours long.
- is offered on Monday through Thursday.

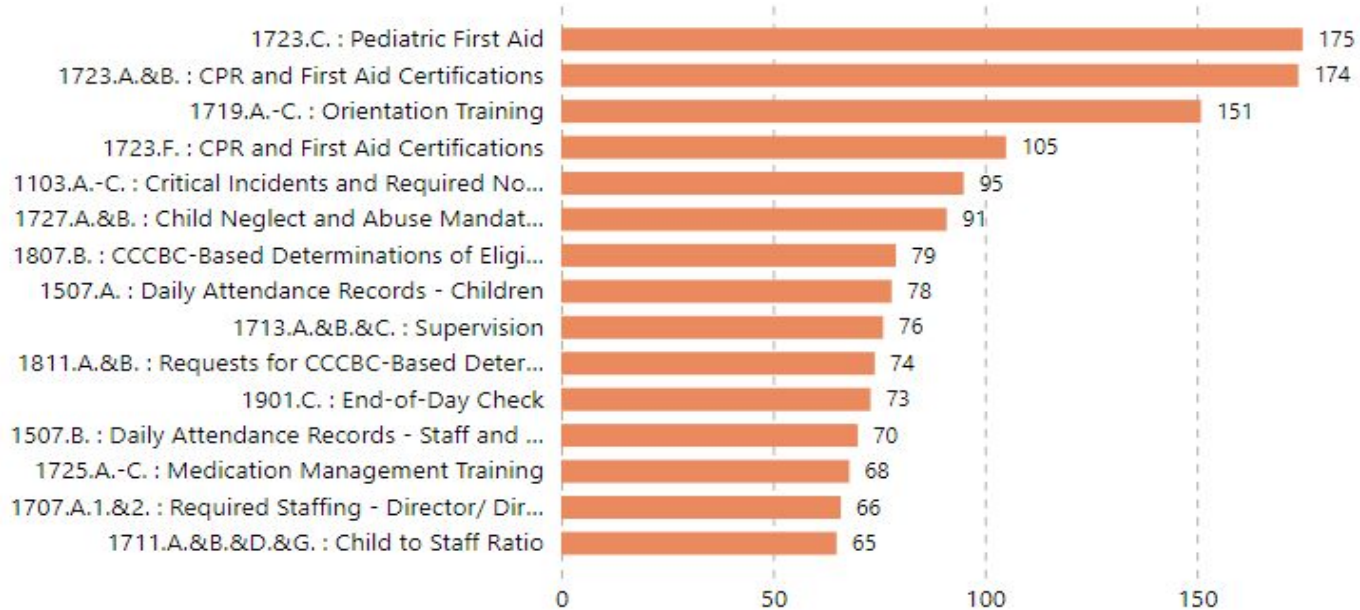
Bulletin 137 New Provider Orientation

- When a provider requests to add a director, director designee, or owner to their license, their consultant will send a referral to the TA Consultant.
- Upon the completion of the Zoom portion of the orientation, a short assessment as well as a Statement of Understands is required.
- If there are missed questions on the assessment, the provider may be contacted to schedule an On-Site Technical Assistance visit.
- Once a provider has successfully completed all portions of the Bulletin 137 New Provider Orientation, they will receive a certificate for two clock hours. If applicable, they will receive their director letter.

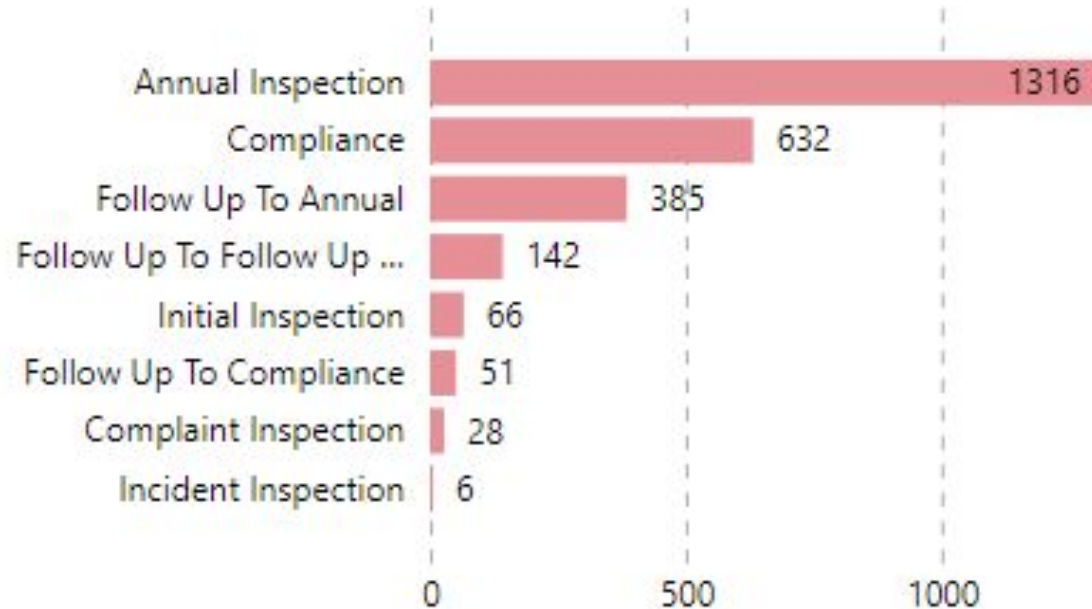
The image features a dark blue, textured background. A large, light beige rectangular area with a fine woven texture is centered on the page. The text "EdLink Reports" is printed in a bold, black, sans-serif font within this beige area. To the right of the beige area, three overlapping, L-shaped decorative elements in dark purple, orange, and teal extend towards the bottom right corner.

EdLink Reports

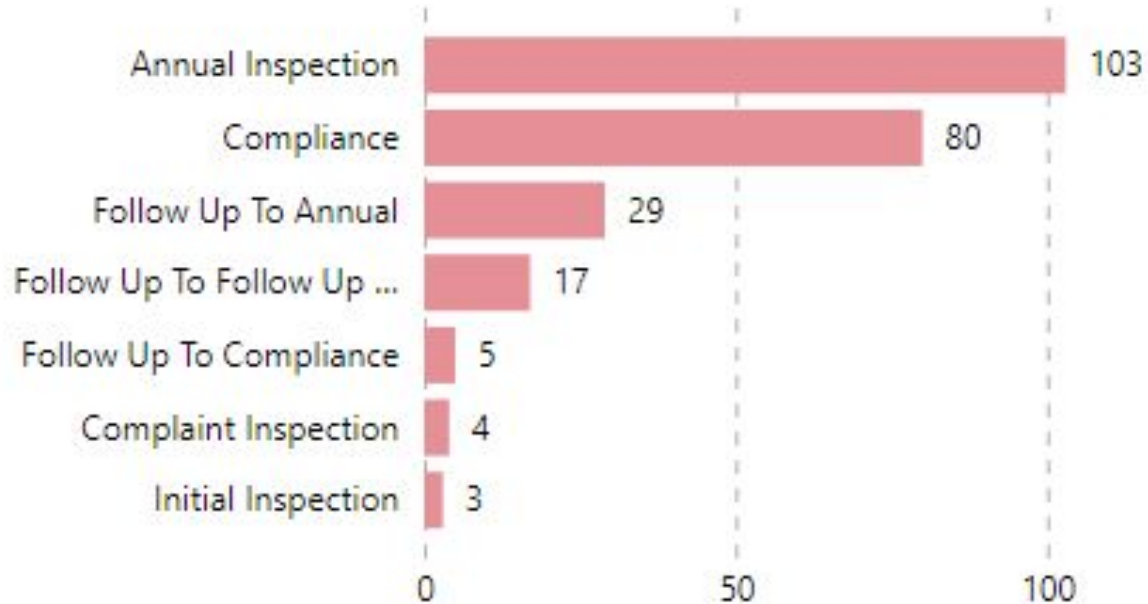
Most Cited Deficiencies for Licensed Centers January 2024 Until Present



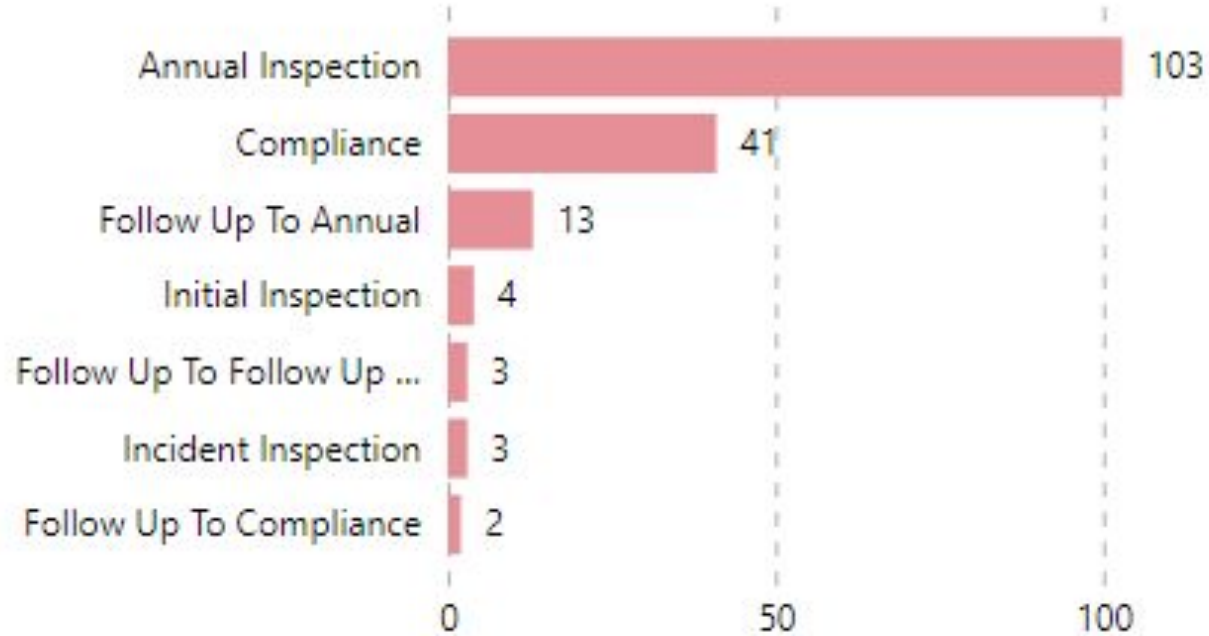
Total Deficiencies by Action Type for Licensed Centers January 2024 Until Present



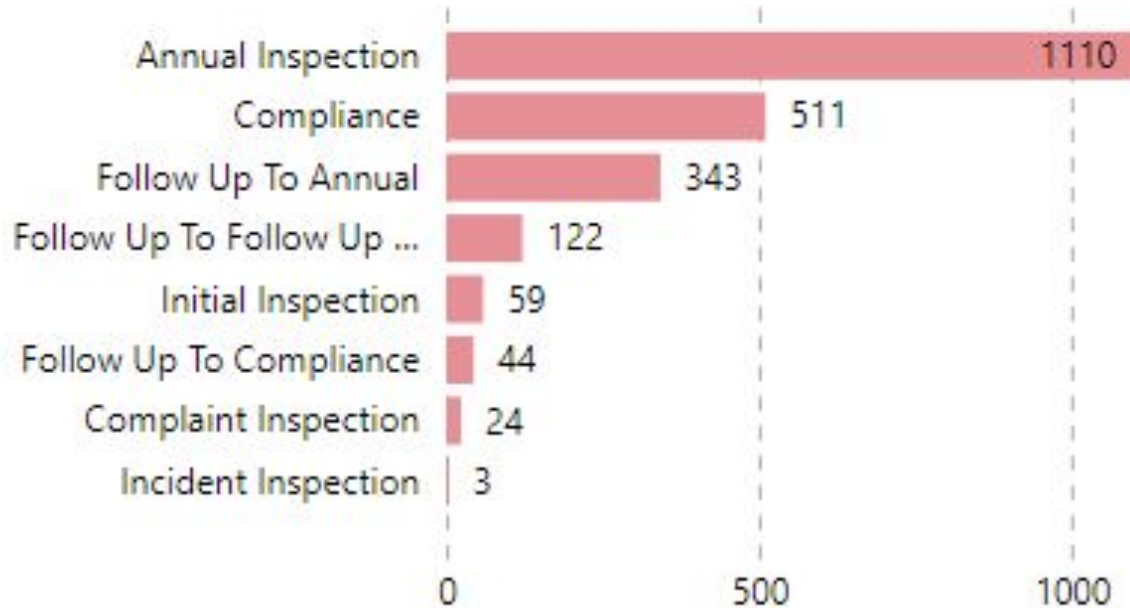
Total Deficiencies by Action for Type I Centers January 2024 Until Present



Total Deficiencies by Action for Type II Centers January 2024 Until Present



Total Deficiencies by Action for Type III Centers January 2024 Until Present





On-Site Technical Assistance Visits

Technical Assistance - On-Site Technical Assistance Visit

What is an On-site Technical Assistance (TA) Visit?

- An On-site TA Visit is a visit to a center to assist staff with understanding and compliance of [Bulletin 137 rules and regulations](#).
- This is a visit that can occur
 - if there are missed questions on the Bulletin 137 New Provider Orientation assessment.
 - after a provider's first compliance inspection.
 - after annual inspection where deficiencies are cited.
 - when there is a concern with cited deficiencies after a review of the center's history.
- All On-site TA Visits are scheduled with the director who is required to be present.

Technical Assistance - On-Site Technical Assistance Visit

What happens during the On-site TA Visit?

- A review is conducted of deficiencies cited based off of the compliance history of the center.
- All documentation is reviewed and areas of the center that warranted the deficiencies are observed.
- All questions related to compliance with Bulletin 137 are answered.
- A full walk-through of the entire center and play yard is conducted.
 - Anything that may warrant a deficiency is pointed out to the director and/or center staff.
- No deficiencies are usually cited during an On-Site TA Visit.
 - Deficiencies may be cited if there is an egregious violation.

Technical Assistance - On-Site Technical Assistance Visit

Providers are contacted by a TA Consultant and advised that the center has been referred to receive On-site Technical Assistance Visit.

Provider should ask themselves the following questions to prepare:

- Will the owner's schedule allow availability for this visit?
- What other questions or concerns are there outside of the reason for the visit?



Preparation for a Licensing Inspection

Technical Assistance - Preparation for a Licensing Inspection

Review [Bulletin 137 regulations](#):

- Check the website daily for any changes or updates.
- Sign up for and attend webinars.

Ensure files are in compliance:

- All staff files have the required documents.
- Create a binder and/or folder for each file.
- Designate an area where files can be located and easily accessible.
- Create a checklist for staff files and new hires.
- Set up a tickler to check staff files on a regular basis (monthly or bi-weekly).

CCCBC:

- Check the roster and emails daily for notification of eligible and ineligible employees.

Technical Assistance - Preparation for a Licensing Inspection

Inspections:

- Set ticklers for applying for annual inspections (LDH, OSFM, City Fire).
- Ensure updated Insurance policy is received each time the policy expires.
- Type III centers ensure that Academic Approval is received.
- Check expiration dates of CPR, PFA, and Medication trainings.
- Ensure staff receive the required clock hours each year.

Sign-In Sheets:

- Check and conduct a walkthrough hourly to make sure census is accurate.
- Check to ensure all children are signed in or out of the center.
- Check to see if proper signatures are on the form.
- Ensure everyone present at the center is signed in on the appropriate sign-in log .

Technical Assistance - Preparation for a Licensing Inspection

Physical Environment:

- Ensure the center and play yard is free and clear of hazards.

Vehicle:

- Logs must be accurate and up-to-date.
- Inspections must current.
- Insurance must be current.

Policies

- Ensure there are policies established, implemented, prominently posted. If the policies are not posted, there must be receipt parent's signature.
- Conduct annual review of policies for any updates.

Technical Assistance - Preparation for a Licensing Inspection

Emergency Preparedness

- Plan must be reviewed with all staff at least once per year.
- Evacuation pack must have required content.
- All staff must know the location of the evacuation pack.
- Maintain a copy of records, documents, and computer files necessary for continued operation in a portable file or off-site location.
- Conduct and document practice drills.
 - Note tornado drills must be conducted at least a month during March, April, May, and June and various times.



Engagement Activity

Engagement Activity 4

1. Annual inspection is approaching, name three things you do to prepare the center?
2. When is the best time to ensure that all staff files, children's records, and other center records are up to date?
3. Providers, can you share how you prepare for a Licensing inspection?
4. Participants to share one topic that is more clear that was not as clear before this session.



July 2024 Bulletin 137 Revisions

July 2024 Bulletin 137 Revisions

§103. Definitions

~~*Child Care Health Consultant*—qualified health and safety professional approved by LDH to provide training, consultation, and technical assistance to in- and out-of-home child care facilities and early childhood education staff (and parents) on health and safety topics.~~

Provisionally Employed Staff Member—a person for whom the center has requested a CCCBC-based determination of eligibility for child care purposes, and for whom the LDOE has received a satisfactory fingerprint-based Louisiana or federal criminal history information record, who is temporarily employed and monitored by the center pending the LDOE's receipt of the other CCCBC results and determination of the person's eligibility for child care purposes or as otherwise determined by the LDOE in §1804 of this Part.

~~*Special Needs Care*—for licensing purposes, child care for a child birth through age 17 who has a current individualized family services plan (IFSP) or individual education plan (IEP) in accordance with the Individual's with Disabilities Education Act (IDEA) or who receives supplemental security income (SSI).~~

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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.

§709. Validity of Licenses

F. All early learning care and education provided at a physical address shall be included under one license address except for the license of an early learning center at the same physical address as a licensed Head Start program or a licensed non-Head Start LEA program that is located on LEA property.

§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.

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§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.

§1507. Daily Attendance Records

A. Children. A daily attendance record for children shall be maintained that shall:

1. include the child's first and last name, arrival and departure times, date, and first and last name of person or entity to whom the child is released;

B. 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, date, and arrival and departure times;

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§1509. Policies

A. An early learning center shall establish in writing, prominently post or show parent's signature of receipt, implement, and adhere to the following policies:

12. monitoring policy for provisionally employed staff members:
 - a. each center shall develop and implement a written policy describing the monitoring procedures that shall be used at the center when staff members are employed on a provisional basis due to an incomplete CCCBC-based determination of eligibility for child care purposes or any other provisions of this bulletin;
 - b. the monitoring policy shall include all requirements for the monitoring of provisionally employed staff members set forth in §1804.B. and §1811.D. of this Part;

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§1711. Child-to-Staff Minimum Ratios

D. Minimum child-to-staff ratios for centers are as follows.

Infants under 1 year	5:1
1 year	7:1
2 years	10:1 14:1
3 years	13:1
4 years	15:1
5 years	19:1
6 years and up	23:1

July 2024 Bulletin 137 Revisions

§1711. Child-to-Staff Minimum Ratios

L.1. Maximum group sizes for centers are as follows.

Infants under 1 year	15
1 year	21
2 years	22 <u>20</u>
3 years	26
4 years	30
5 years	38
6 years and up	46

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§1721. Continuing Education

E. The three hours of training approved by the LDOE on infectious diseases, health and safety, and/or food service preparation required in LAC 51:XXI.301.A.9 shall not count towards continuing education hours for staff members.

1. Providers may complete the approved self-paced, online training provided by the LDOE or utilize an in-person trainer. If taught in person, the training must be taught by a licensed nurse, licensed physician, licensed physician's assistant, licensed social worker, or licensed nutritionist who is on the LDOE registry of approved trainers.

F. ...

G. Medication administration training approved by the LDOE may count as continuing education in the anniversary year in which it is taken.

1. Providers may complete the approved self-paced, online training provided by the LDOE or utilize an in-person trainer. If taught in person, the training must be taught by a licensed nurse, licensed physician, licensed physician's assistant, licensed paramedic, or licensed EMT who is on the LDOE registry of approved trainers.

July 2024 Bulletin 137 Revisions

§1804. Provisional Status for Child Care Purposes

B. Provisional Employment for Staff Member of Early Learning Centers

1. A center may provisionally employ a staff member for whom the center has requested a CCCBC-based determination of eligibility for child care purposes, and for whom the LDOE has received a satisfactory fingerprint-based Louisiana or federal criminal history information record, pending the LDOE receipt of the other CCCBC results and determination of the person's eligibility for child care purposes, or for someone named in a deficiency for §1509. of this Part.
2. A provisionally-employed staff member may be counted in child-to-staff ratios but must be monitored at all times in accordance with the following.
 - a. A monitor of a provisionally-employed staff member must be an adult staff member for whom the center has a CCCBC-based determination of eligibility for child care purposes, and who is designated by the center to monitor a specific provisionally-employed staff member.
 - b. The center must designate a monitor for each provisionally-employed staff member present at the center.

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§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 Revisions

§1811. Requests for CCCBC-Based Determinations of Eligibility for Child Care Purposes from the Department

D. Provisional Employment for Staff Members of Early Learning Centers

1. A center may provisionally employ as a staff member, a person for whom it has requested a CCCBC-based determination of eligibility for child care purposes, and for whom the LDOE ~~department~~ has received a satisfactory fingerprint-based Louisiana or federal criminal history information record, pending the LDOE's ~~department's~~ receipt of the other CCCBC results and determination of the person's eligibility for child care purposes, or for someone named in a deficiency for §1509. of this Part.

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§1901. General Safety Requirements

O. The center shall prohibit the use of alcohol and tobacco in any form, and the use of possession of 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.

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§1917. Medication Administration

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



Closing

Closing



Thank you for your attention and participation in this session for owners, directors, and staff members of licensed early learning centers.

We hope you were provided with a better understanding of licensing processes and expectations.



Early Childhood Contacts

Contact Information

Each Early Learning Center has a Licensing Consultant.

First Letter of Center's Name	Licensing Consultant
L, T	alicia.bourgeois2@la.gov
M, S	alicia.brown@la.gov
D, J, K	autumn.sullivan@la.gov
A, N, O, U, V, W	curieni.jackson2@la.gov
C, I, Y, Z	daryneshia.weaver2@la.gov
B, E, F, H, Q, X	nyshekita.travis@la.gov
G, R, P	phyllis.politz@la.gov

Contact Information

Child Care Licensing

- Call 225-342-9905
- Email ldelicensing@la.gov
- 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
- Email ldcccbcprocessing@la.gov


General Early Childhood Support

- Email earlychildhood@la.gov





Thank you



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LOUISIANA DEPARTMENT OF
EDUCATION

