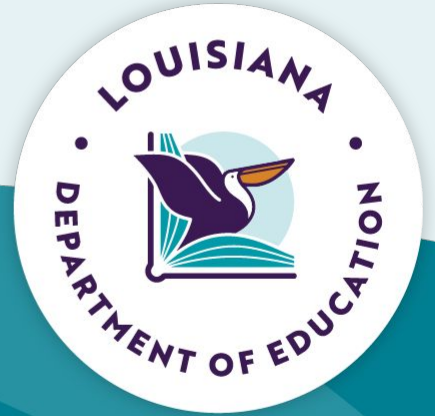


Early Childhood Provider Updates



July 11, 2024 – 1:00 p.m.

Welcome



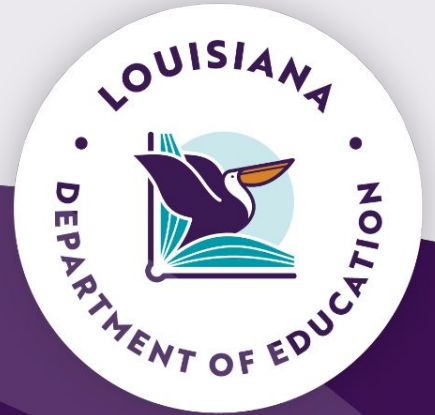
Agenda

- 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
- Guest Speaker: *“Look Before You Lock”*
Ursula Anderson, Executive Director
Louisiana Children’s Trust Fund
- Upcoming Events



Child Care Assistance Program (CCAP)

Reminders and Updates



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](#).



Applying Through Cafe Customer Portal

In an effort to ensure timely processing and decrease the need for additional requests of verification, the Department asks providers to encourage families to complete their Child Care Assistance Program applications and requests for changes online. Currently this can be done through the [Cafe Customer Portal](#).

Applying online is the most efficient way to submit a complete application and verifications:

- Families can use their portal to check the status of their application.
- Families must use a desktop computer to properly upload needed verification and submit the application.
- The [Application Guidebook](#) can assist families with identifying needed verifications prior to applying.



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 Hot Topics section you can view the Case Not Certified Guide [pdf](#) and [instructional videos](#) and the Things to Remember Guide [pdf](#) and [instructional videos](#). Additional resources include the [Application How-to Guide](#) and [Income Guidebook](#), which can be located on the CCAP [web page](#) under For Your Information section.



CCAP Summer Care

Summer is here! If there are part-time children at your site that will need full-time care during the summer, please have their parent complete a [Report of Changes Form](#), indicating the summer care timeframe on the form, and return to the Department as soon as possible for updates.

- Change Reports can be completed through the [Cafe Customer Portal](#), printed and submitted to LDECCAP@la.gov, or faxed to 225-376-6060.
- Children that are no longer enrolled or attending the site should be reported to the Provider Help Desk via the [Provider Ticket System](#). **Please select the Help Topic “No Longer Attending.”**



Home-Based Providers

Reminders & Updates



Home-Based Inspection Trends

LDOE Division of Licensing inspections of Family Child Care and In-Home providers revealed the following trends as the most cited deficiencies from January 2024-present:

- **CCCBC not available or current** - Home-based providers are required to obtain an eligible CCCBC. All adults living or employed in the home, and any person on the premises when one or more children in care are present, who is not a household designee, must have an eligible background check.
- **Child's Cumulative File Incomplete** - Each child's file must include an information form, written authorization for emergency medical treatment, individuals to whom the child may be released, and special dietary requirements.
- **Incomplete Daily Attendance Log** - The Daily Attendance Log must accurately reflect all children in care at any given time and include each child's first and last name, arrival and departure times, and first and last name of the person or entity to whom the child is released. This includes times the child may leave and return to the home during the day.



Home-Based Inspection Trends

LDOE Division of Licensing inspections of Family Child Care and In-Home providers revealed the following trends as the most cited deficiencies from January 2024-present:

- **Vaccination Contraindicated and Written Statement of Dissent not on file** - Evidence of scheduled immunizations as approved by the Office of Public Health should be maintained for children; or a parent should submit a written physician's statement stating medical reasons child(ren) cannot be vaccinated; or a written parental statement with reason for objecting to the immunizations should be on file.
- **Continuing Training Not Completed** - Home-based providers must annually complete 12 clock hours of required job-related training topics. The LDOE [CCAP Training and Technical Assistance](#) webpage provides more information on the required training topics.

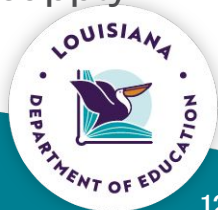


Home-Based Inspections

As a reminder, 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.



Licensing

Reminders & Updates



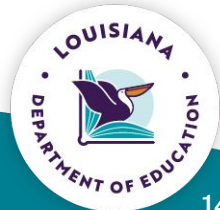
Emergency Preparedness

In preparation for possible emergency situations and in compliance with federal regulations the Department has updated the [Statewide Child Care Emergency Plan](#).

As a reminder, providers are required to develop, practice, train on, and follow a written multi-hazard emergency and evacuation plan to protect children in the event of emergencies.

The plan, at a minimum, has to address the following types of emergency situations:

- Any potential disaster related to the area in which the center is located
- Procedures for sheltering in place
- Lockdown
- Evacuation to a predetermined site for potential threats to the safety, health, and well-being of children in care
- Communication and reunification with families



Summer Sun and Playground Safety Tips

Last year, there were several critical incident reports submitted for children receiving second degree burns on the bottom of their feet after being on the playground without shoes:

- To prevent this from happening, staff members should ensure children are protected from the sun and hot surfaces between the hours of 10 a.m. and 4 p.m.
- Staff members are strongly encouraged to closely monitor children while on the playground to ensure shoes are being worn.



Summer Sun and Playground Safety Tips

- Limit sun exposure between 10 a.m. and 4 p.m. when there is a heat index at or above 90°F
- Use play areas that have shade
- Check temperatures of and around playground equipment, including
 - metal swings and slides
 - rubber and plastic material
 - concrete and pea gravel surfaces
- Encourage families to dress children in cool clothing
- Apply sunscreen at least 30 minutes before going outdoors
- Hold regularly-scheduled water breaks

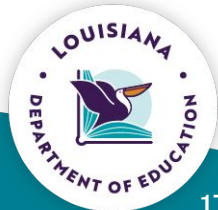


Water Activities

A “Water Activity” is defined as a water-related activity in which children are in, on, near and accessible to, or immersed in, a body of water, including but not limited to a swimming pool, wading pool, water park, river, lake, or beach.

- Children under age 3 shall not engage in water activities due to the risk of contamination and disease.

A “Water Play Activity” is defined as a water-related activity in which there is no standing water, including but not limited to fountains, sprinklers, water slip-and-slides and water tables.”



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

When creating an EdLink account, please remember that sharing of EdLink accounts is not permitted: All staff members must set-up an individual EdLink account.

Similar to the center's e-mail address, providers should ensure that the e-mail address used for the EdLink account 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.

For more information, see [EdLink New/Existing User Set-up and Access](#) under “EdLink Training” on the Department's [website](#).



Health and Safety and Medication Administration

The LDOE codified policy (Bulletins 137 and 139) that outlines and ensures that the individuals have the knowledge and credentials necessary to provide Health and Safety Training and Medication Administration 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**.



Child Care Criminal Background Check (CCCBC)

Reminders & Updates



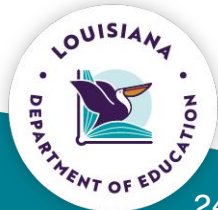
Out-of-State Processing Changes

- North Carolina has updated processing guidelines for out-of-state child abuse and neglect (CAN) requests.
- Updated detailed instructions will be found in the “Attachments” section of the [CCCBC application](#) when completing applications for former North Carolina residents.
- North Carolina’s updated guidelines require the applicant or provider to email CAN results to ldeccbcprocessing@la.gov. CAN results may also be mailed to:
 - Louisiana Department of Education
 - Attention: Child Care Criminal Background Check
 - 1201 North Third St.
 - Baton Rouge, LA 70802
- Failure to return CAN results received from North Carolina to the Department will cause the application to remain in “Provisional” status, resulting in the application expiring after 45 days.



IDEMIA Fingerprinting Guidance

- In order to prevent delays with scheduling fingerprints, pay close attention to all information entered into [Idemia fingerprinting enrollment](#). The following must match the applicant's government-issued identification and [CCCBC application](#):
 - The spelling of the applicant's name
 - Please omit any spaces or apostrophes in the applicant's name
 - The applicant's Date of Birth
 - The applicant's Social Security Number
- Before submitting an application, please review the information entered to ensure accuracy.
- If a correction is needed, please email LDECCBCprocessing@la.gov. Be sure to include the application ID and the correction needed in the subject line of the email. Please also include a call back number so we are able to reach out if clarification is needed.



Teaching and Learning

Reminders & Updates



Data Certification

Data Certification is a critical process that allows Community Network Lead Agencies (CNLAs) to ensure informational metrics are accurately captured and reflected in the final Performance Profiles.

Data Certification allows CNLAs to work with programs/sites to verify the following information for each classroom at each site as of October 1, 2023:

- Ages served by the site
- Number of children assessed at each site using TS GOLD®
- Infant/Toddler and/or Pre-K curriculum used in each classroom
- Highest degree earned for one lead teacher per each classroom
- Louisiana certification number for one lead teacher per each classroom (including Early Childhood Ancillary Certificate)

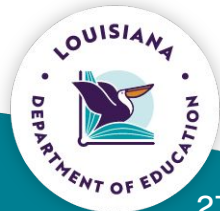
Teaching and Learning Reminders & Updates

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



Data Certification

- CNLAs will reach out to sites to verify informational metrics.
- If a classroom was open October 1, 2023, informational metrics should be reported even if the information changed after October 1, 2023, or even if the classroom closed before the end of the academic year.
- All site and classroom data must be certified by CNLAs in the Louisiana Data Review System and will be reported in the 2023-2024 Performance Profiles.
- All informational metrics should reflect what was true based on October 1, 2023.



CCAP B-3 Seats Program Update

As noted in the May provider webinar, the CCAP B-3 Seats program is funded for SFY 2024 and SFY 2025 via State General Funds.

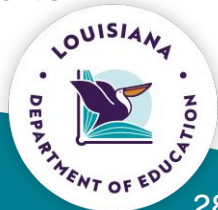
In the 2024 legislative session funding for CCAP B-3 Seats was not appropriated at the 2023-2024 funding level, and due to decreased funding, the CCAP B-3 Seats program will downsize until additional funds are made available:

- This means that the number of children enrolled for the 2024-2025 year will decrease.
- The full impact of this decrease will be evaluated in October 2024 based on July, August, and September participation in the program.

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

Teaching and Learning Reminders & Updates

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



CCAP B-3 Seats Program Update

To ensure continuity of care for children already enrolled in the CCAP B-3 Seats Program, networks should maintain current enrollment in the CCAP B-3 Seat Program at existing CCAP B-3 partner provider sites by:

- **Pause New Enrollment:** Continue to pause enrollment for any vacant CCAP B-3 seats.
- **Pause Substitutions:** Pause the substitution of new children after June 30, 2024, for currently-enrolled children who vacate seats.
- **Provide Alternative Program Guidance for 4 Year Olds:** Support all families with children enrolled in the CCAP B-3 Seats Program who are turning age 4 on or before September 30, 2024, to enroll these children into other publicly-funded seat programs, such as LA 4, NSECD, ECE Fund seats, and Head Start

Teaching and Learning Reminders & Updates

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



CCAP B-3 Seats Program Update

Providers can expect the following next steps from their Community Network Lead Agencies:

- Communication to families with children turning age 4 on or before September 30 concerning potential transition options for 4 year olds
- Communication about final payments for May and June 2024 (2023-2024 Fiscal Year)
- Communication about expectations for July, August, and September 2024 payments (2024-2025 Fiscal Year)
- Additional communication about community-specific next steps, such as payment schedules for July-September

Teaching and Learning Reminders & Updates

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

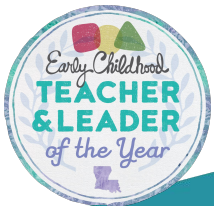


Early Childhood Teacher and Leader of the Year Award Program

On Saturday, July 27th, in partnership with DREAM Teachers, the LDOE will host the 18th Annual Cecil J. Picard Educator Excellence Awards Gala, which will be held at the WWII Museum in New Orleans.

All 2023-2024 Early Childhood Teacher and Leader of the Year Finalists will be celebrated and honored at this Gala.

Information about the 2024-2025 Early Childhood Teacher and Leader of the Year application process will be available in the August and September Provider Update Webinars.



Teaching and Learning Reminders & Updates

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



Look Before You Lock



Ursula Anderson, LCTF Executive Director
Louisiana Children's Trust Fund



LOUISIANA CHILDREN'S TRUST FUND

CHILDREN'S PROGRAMS | OFFICE OF THE GOVERNOR

Louisiana Children's Trust Fund

Governor's Office of Programs and Planning





What is the Louisiana Children's Trust Fund?

The Louisiana Children's Trust Fund is a quasi-governmental organization under the Louisiana Children's Cabinet within the Governor's Office. LCTF was established in 1983 by the Louisiana Legislature to allocate funds to agencies and/ or organizations addressing child abuse and neglect prevention throughout the state. LCTF currently serves as the state's lead Community- Based Child Abuse Prevention Agency also referred to as CBCAP.



Mission and Purpose

The **mission** of the Louisiana Children's Trust Fund is to prevent child abuse and neglect among Louisiana's children and families through building strong cross-sector partnerships and through increased child safety public awareness.

The **purpose** of the Louisiana Children's Trust Fund is to: Support community-based efforts to develop, operate, expand, enhance and coordinate initiatives, programs and activities to prevent child abuse and neglect.

Support the coordination of resources and activities to better strengthen and support families to reduce the likelihood of child abuse and neglect.

Foster understanding, appreciation and knowledge of diverse populations in order to effectively prevent and treat child abuse and neglect.

A solid dark blue horizontal bar at the bottom of the page.



Look Before You Lock



LOOK
BEFORE YOU L~~A~~CK

**"MOMMY AND DADDY
THINK I AM AT DAYCARE"**

**OVER THE LAST TWO DECADES, OVER 750 CHILDREN HAVE DIED
IN THE U.S. FROM BEING LEFT UNATTENDED IN HOT CARS.**

LEAVING A CHILD ALONE IN A CAR CAN QUICKLY LEAD TO HEAT STROKE AND DEATH.

- **NEVER** leave your child alone in a car, not even for a minute.
- **KEEP** your car locked when you are not in it.
- **CREATE** reminders by putting something in the back seat next to your child, such as a briefcase, purse, cell phone or your left shoe.
- **IF** you see a child alone in a car, call 911.
- **SET** a calendar reminder on your electronic device to make sure you dropped your child off at daycare; develop a plan so you will be alerted if your child is late or a non-show.

Sponsored by: Louisiana Children's Trust Fund



For more information visit: www.louisianactf.org

The public document was submitted in a printed or PDF file. The document's 2020 copies of the public document were published in this second printing at a total cost of \$797.00. The total cost of all printings of this document including this one is \$1,306.00. This document was published by 072 Production Support Services, 627 North on 15, Baton Rouge, LA 70802 for the Louisiana Children's Trust Fund. Children's Trust Fund is a private, not-for-profit corporation, whose records are subject to the Public Access to Information Act. The material was prepared in accordance with the standards for printing by State Agencies established in R.S. 43:31. Printing of this material was purchased in accordance with the provisions of the 43 of the Louisiana Revised Statutes.



Look Before You Lock - Statistics

Over the last two decades, more than 750 children in the United States have tragically lost their lives due to being left unattended in a hot car.

A vehicle can suddenly become a death trap for a child.

On a typical summer day, the temperatures inside a vehicle can increase by 20 degrees Fahrenheit in just 10 minutes, leading to heat stroke and death.

Children bodies heat up 3 to 5 times faster than adults making them more susceptible to a heat stroke.

Symptoms of a heat stroke includes dizziness, disorientation, confusion, seizure, and loss of consciousness.

A solid dark blue horizontal bar at the bottom of the slide.



Preventive Measures

Never leave your child unattended in a car, not even for one minute.

Keep Your Car Locked - Ensure your car is always locked when not in use to prevent children from entering and becoming trapped.

Use Virtual Reminders- Place something of importance next to your child (purse, briefcase, phone, etc)

Use Technology

Set a calendar reminder on your electronic device to make sure you dropped your child off at daycare.
Develop a system so you will be alerted if your child is late or a no-show.

Educate Caregivers

Ensure caregivers understands these safety practices.

A solid dark blue horizontal bar at the bottom of the page.



Emergency Response

If you see a child alone in a car. Call 911 immediately.





Louisiana Children's Trust Fund Commitment

Committed to spreading awareness

Committed to educating the public

Goal: aims to reduce the number of heat-related child fatalities

A solid dark blue horizontal bar at the bottom of the slide.



Always Look Before You Lock.





Staff & Contact Information

Ursula Anderson, LCTF Executive Director

E-Mail: Ursula.Anderson@la.gov

Michele M. Rabalais, Executive Assistant

E-Mail: Michele.Rabalais@la.gov

Website: Louisianactf.org

Desk Phone: (225) 219-7560

Cell Phone: (225) 936-7462

Upcoming Events



2024 Early Childhood Conference

The Louisiana Department of Education is excited to host the third annual [Early Childhood Conference](#)! This year's conference theme is *Shaping Louisiana's Future*. The conference will provide opportunities for education and training for child care teachers, leaders, and other staff.

Registration for the Early Childhood Conference is open. Tickets are available on a first-come, first-served basis.

Conference Dates and Registration:

- [September 7, 2024 - Shreveport](#)
- [October 5, 2024 - Baton Rouge](#)

Pricing:

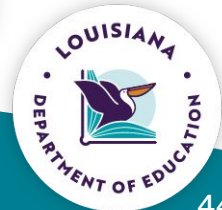
- Registration Pricing: \$55

Registration closes on July 17 or at sellout.



Early Childhood Conference 2024

Please contact events@emergentmethod.com with questions.



Upcoming Events

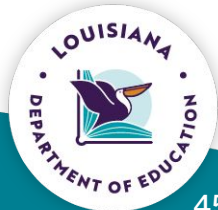
The LDOE team holds new director webinars that focus on topics related to early childhood quality or operations while also helping to expand new directors' network of peers.

This month's topic is "*An Overview of Louisiana Pathways.*" Participants will gain an understanding of the Louisiana Pathways program and how it offers support by providing scholarships for training and education, tracking training received by child care professionals, and recognizing child care professionals' achievements.

Attendees can access the webinar using the information below:

- **Date:** July 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

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, August 15, 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

Please note that there will not be a provider webinar August 1.

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

