

Child Care Collaboration

Notes

6/14/2022

Licensor Info. :

Licensing packages coming out

July- immunizations

Dec- licensing changes

Question: Who can we advocate to for more staffing to process licensing application? Do we reach out to our local people? – Applications and staff approval is taking too long, staff decide to quit before they are approved.

CH: Data tracking would be helpful “how long are prints (background checks) actually taking?” Keep track of the time it is taking for staff.

Question: Who is my licensor? Lenny is currently out, check with Ryane or Holly. The case load has been split between the two of them and also one of the Havre licensors.

<https://dphhs.mt.gov/ecfsd/childcare/childcarelicensing/becomeachildcareprovider/ChildCareLicensors>

Questions: Are there other options for background checks as they are taking too long? Why does the process take so long? Fingerprinting must be done with the proper code so this is why not just anyone can do them. There has been an increase in the amount of fingerprints being received at the state and also, if the provider has worked in other states that require paper prints, this can take longer because the prints have to go through those states as well.

Programs are having a BIG STRUGGLE keeping employees

Question: Are applications being doubled up? Child care staff are being asked to do background checks when changing programs. Typically, this does not need to be done within 5 years or if the employee has been out of child care for more than 6 months. (This is will be a questions for the Helena Office Licensing Program)**Clarification: Fingerprints will follow an employee and will not need to be done until the five year mark as long as the provider has remained in childcare for the last 6 months. The paper background check will need to be done with new hire paper work at every new facility that provider goes to.**

*Can our contacts be listed on our website/training catalog so that providers can find our information?
We will work on getting this done.

Family Services:

Registration fees need to have a dollar amount written. BBS will pay only one fee each year for up to 430.

Child Care Staff applying for BBS need to be an approved care giver through CUBBS before eligibility can be determines.

Director Signatures need to be provided on invoices and work verification.

End of the fiscal year ends soon, have all invoices in by July 11th.

Q&A for training in BBS for providers. HRDC is looking into providing training hours for BBS training.

What would you like to be covered in this Q&A?

Should this be offered bi-yearly? **We have captured the results from the polls. If you would like to add anything or give us comment please contact us as we look at putting this together.**

Active Grant Info:

Stabilization final application opens for the month of July.

Summer Care Grants are starting to be processed.

Check for other grants on RaiseMT.org

Fingerprinting and Background Checks:

Staff need to book appointments. The process tells your staff what to expect when they come in, allows us to send them updates/messages about their appointment.

If a staff is required to do ink prints for a different state. You/they will wait until they receive an email from the state. This email will provide the information on where to send the ink cards and the price.

Digital prints that are done for the week are sent to the state the following Monday.

Question: If we need prints redone, 5 year mark, when should we get them done? Who do we ask for when we are approaching our 5 weeks? Clarification: **There is no place that a provider can go and find this out, so they need to contact their licensor to find out the date of renewal. Best practice would be to keep track somewhere on your own. There is not specific timeline into how early you get this done.**

CH: To allow time for the process, it would be recommended to complete three months prior to expiring.

JM: You can contact your licensor and they should be able to tell you when your prints are due.

Question: Is there a time after 8-5 that we could schedule fingerprint appointments? **We will be scheduling some appointments during CPR or other classes. These dates will be available in the sign up site.**

HRDC: We have tried this in the evenings that we offer in-person training. We can look into this more.

Coaching Support and TA:

HRDC's coach can support teachers and providers in STARS programs but also any licensed programs (with limited hours).

Cycled coach (professional coaching) is performed in different cycles: 4, 8, 16. Professional training hours can be awarded.

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Professional Development Training Catalog:

ECP allows you to search for training with many different filters, by: trainer, sponsor (HRDC), location (only will show in-person classes), training content, level, and type.

Each class shows the specifics of the class, look for the event number, title, training and all the filters mentioned earlier. Each class provides an outline of the outcomes of the class, including the Knowledge Base and CDA Content. The “course overview” gives a detailed description of the class, the audience it’s targeted to and the age of children that it supports.

CANVA Training Catalog provides many supports. Bookmark the site and show to your staff.

<https://www.canva.com/design/DAE9PT0ij48/XAwoHQoKUK9zcvkZKy5flw/view?website#1> The link for the catalog is on the hrdc7 website. Childcare > provider services > scroll to “how do I find training” > 3rd bullet point

The catalog’s first page house our policies for training and what is expected, payments, rescheduling, and cancelations.

Classes are split into the month that they are offered, and then split between where they are offered (Billings, Miles City, virtual, or other location).

The orientation tracks for both child care staff and directors is provided within the catalog.

IF printing out the classes be sure to check online before registering as some classes can be rescheduled and changed.

Preschool and Infant Toddler will no longer be offered through HRDC after the fall 2022 semester. Also, after this application period, it will not be a requirement for STARS programs. However, HRDC will receive training that will support the CDA.