

CCAP Training Requirement Implementation

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spring
into action

@IAFC_Cares #SIACConf18





Circles of Learning

🌿 Rockford

🌿 Not-for-profit

🌿 Mission:

to provide high quality, affordable child care services and a comprehensive support network so that families can achieve and maintain social and economic independence.



Circles of Learning - Staffing

362 children

24 Infants (2 classrooms – 8 teachers)

30 Toddlers (2 classrooms – 4 teachers, 4 teacher assistants)

48 Two year olds (3 classrooms – 6 teachers, 3 teacher assistants)

140 Preschoolers (7 classrooms – 14 teachers)

120 School-agers (4 classrooms – 8 teachers)

Support staff - 12 (5 – Director Qualified)

Executive Director, Site Director, Program Coordinator,

Birth-to-Three Specialist, Family and Staff Resources Specialist

Bookkeeper, Administrative Assistant, Office Assistant

Cook, Cook's Assistant, Kitchen Assistant, Maintenance Technician

Child Care Assistance Program (CCAP)

- Children receiving CCAP = 232 (64%)
- Staff with Credentials = 14 Teachers
5 Directors
- Staff needing CCAP Trainings = 33
- Turnover rate for teaching staff in past year = 55%

(Timeframe = March 1, 2017 – February 28, 2018. We replaced 26 teaching staff, meaning we have 21 teaching staff who have been employed over 1 year.)

New Guidelines – effective April 9, 2018

There are many ways you can meet the CCAP child development, health, and safety training requirements.
Find the one option that works best for you.

Option 1 Training Route

- ▶ Child Development, Health, and Safety Basics Training
- ▶ Child Abuse and Neglect/Mandated Reporter Training
- ▶ CPR/First Aid Certification
- ▶ What is CCAP? (for directors and primary caregivers defined above)

Option 3 School-Age Route

Providers who only care for school-aged children (ages 5-13), can choose to take the School-Age and Youth Development Credential Level 1 Training. They would complete the following:

- ▶ SAYD Credential Level 1 Training (Modules 4a & 4b)
- ▶ Child Abuse and Neglect/Mandated Reporter Training
- ▶ CPR/First Aid Certification
- ▶ What is CCAP? (for directors and primary caregivers defined on previous page)

For the purpose of CCAP, a school-age child is a child ages 5-13 (or through the age of 18 if approved for CCAP due to a special need or court order) who is enrolled in school. A five year old child is considered school-age only when enrolled in a school based kindergarten. This enrollment does not include a before/after school program. License-Exempt, Relative, Family Child Care Homes caring for school-age only children are exempt from the requirements.

Option 2 ECE Level 1 Training Route

- ▶ ECE Credential Level 1 Training - Tier 1 (Modules 1-2c)
- ▶ Child Abuse and Neglect/Mandated Reporter Training
- ▶ CPR/First Aid Certification
- ▶ What is CCAP? (for directors and primary caregivers defined above)

Option 4 Gateways Credential Route

Any one of the following Gateways Credentials meets the Child Development, Health, and Safety Basics Training requirement.

- ▶ ECE Credential Levels 1-6
- ▶ Infant Toddler Credential (ITC) Levels 2-5
- ▶ Illinois Director Credential (IDC) Credential Levels I-III
- ▶ Family Child Care Credential (FCC) Levels 2-5

Then complete the following:

- ▶ Child Abuse and Neglect/Mandated Reporter Training
- ▶ CPR/First Aid Certification
- ▶ What is CCAP? (for directors and primary caregivers defined on previous page)

Option 5 CDA Route

Any one of the following Child Development Associates (CDA) meets the Child Development, Health, and Safety Basics Training requirement and must be self-reported into the Registry.

- ▶ Preschool CDA
- ▶ Infant Toddler CDA
- ▶ Family Child Care CDA

If you have a Preschool CDA then complete the following:

- ▶ Sudden Infant Death Syndrome (available only online through i-learning)
- ▶ A Preventable Tragedy: Shaken Baby Syndrome (available only online through i-learning)
- ▶ Child Abuse and Neglect/Mandated Reporter Training
- ▶ CPR/First Aid Certification
- ▶ What is CCAP? (for directors and primary caregivers defined above)

If you have an Infant Toddler CDA or Family Child Care CDA then complete the following:

- ▶ A Preventable Tragedy: Shaken Baby Syndrome (available only online through i-learning)
- ▶ Child Abuse and Neglect/Mandated Reporter Training
- ▶ CPR/First Aid Certification
- ▶ What is CCAP? (for directors and primary caregivers defined on previous page)

Preparing for Implementation

CCAP Required Health, Safety and Child Development Training Worksheet

This Worksheet has been created to give Child Care Center Directors a tool to assess what training staff has already completed and what training is still needed.

DIRECTIONS: List all directors and teachers on the grid below. Then check the appropriate column for credentials that have been attained or training that has been completed. By federal definition, “teachers” means lead teachers, teachers, teacher assistants and teacher aides.

Training Requirement Staff Name	ECE Credential Level 1 Each of these credentials meets the ECE Credential Level 1 training requirement. Do your staff members have any of these credentials?															First Aid, CPR Certification	Mandated Reporter Training	What is CCAP? Training
	ECE - Levels					ITC - Levels				IDC - Levels			FCC - Levels					Directors ONLY
	1	3	4	5	6	3	4	5	I	II	III	2	3	4	5			
For Example:																		
Minnie Mouse	X																X	
Hermione Grazer					X						X					X	X	X
Junie B													X				X	

Preparing for Implementation

[illegible]

Staffing Definitions

Current staff – those who were employed when the CCAP Training Requirements were rolled out

New hires – those staff who started employment after the CCAP Training Requirements were rolled out **or** will start employment in the future (ongoing, all future staff)

Implementing CCAP Training Requirements

Current staff

- On-line
- Level 1 – Train everyone on Level 1 (Modules 1, 2a, 2b, 2c) before we moved to Level 2
- Note that all our staff who have been employed more than 90 days are Level 2 trained
(we have not started Level 3; because we are currently going through ExceleRate renewal (due April 30, 2018) and our staff need the Transitioning to ECERS 3 Training, being up-to-date on Welcoming Each and Every Child, etc.)
- 8 school age teachers play a key role in trainings

Implementation Take-aways

- Nap-time
 - all children sleeping
 - trainings (server) must be working
 - we only have 2 laptops
 - not all our classrooms have computers
- Train all modules on one level before starting next person
 - learning fatigue
 - retention issues
 - cannot always meet child/staff ratios depending on absences for that day
- Cost of training outside of worktime
 - mandated trainings, condition of employment
 - overtime (labor laws require wages to be paid)

CPR/FIRST Aid

- Lack of trainers available
- Classes fill up fast due to demand



CPR/First Aid

- Trainings were conducting in the evenings
 - 2 trainings (overtime paid to employees)
 - 1 training held on September 28, 2017 to be sure we would be in compliance on October 1, 2017
- All staff who needed CPR/First Aid were certified as of September 28, 2017
- Turnover – we have trained 53 individuals in CPR/First Aid since CCAP requirement went into place

(Cost of CPR/First Aid is $\$35.00 \times 53 = \$1,855$ + overtime wages)

- January 31, 2018 – held in-house, during the day class for 5 new employees who where within their first 90 days of employment.

Training for New Hires

Prior to April 9, 2018

- On-going requirement
- Within 90 days of starting employment
- Before going into classroom, new hires complete the following trainings:
 - Mandated Reporter, SIDS, Shaken Baby and Food Handler.
- Start CCAP trainings during 2nd month of employment
 - coverage in classroom
 - 1 module per day (more if time allows)
- CPR/First Aid - scheduled 1 time every quarter

Starting Today – April 9, 2018

- On-going requirement
- Before going into classroom, new hires complete the following trainings:
 - Mandated Reporter
 - SIDS
 - Shaken Baby
 - Food Handler
 - Child Development, Health and Safety Basics Training
- CPR/First Aid - scheduled 1 time every quarter (90 days)

Challenges/Solutions

Challenge

Solution

On-line access does not always work

8 a.m. to 11 a.m. seems to be best time to access the on-line trainings

Non-Spanish, ELS staff have a very hard time navigating the trainings (Arabic, Kurdish, Bosnian, Croatian, Serbian, Sindhi, Urdu)

English speaking staff member available to assist

Time

Prior to new guidelines:

Trainings become a part of the schedule just as scheduling for child/staff ratios. Hire temporary teacher assistants (college students, etc.) to cover for training time.

As of April 9, 2018:

Training is part of the orientation process and will be completed prior to going into the classroom (CPR/First Aid will be completed within 90 days of hire).

Challenges/Solutions

Challenge

Solution

Cost

- Schedule after-hours trainings during weeks with a day off. If you pay OT on a 40 hour work week, training is regular time. (Example: May 28 is Memorial Day, we have a CPR/First Aid scheduled for May 29th).
- Budgeting – I moved money out of my program line-item

Note: You have to find out what works for you. We are not able to access Professional Development Funds when trainings are held at our site or at our CCR&R or if the trainings is sponsored by us and held off-site.

Challenges/Solutions

Challenge

New Hire – train within 90 days (may be eligible for a credential, but not processed)

Solution

- Trainings become part of orientation/on-boarding period (trainings count toward yearly training hours).
- Require new hires to apply for credential within 30 days of start date.

Prior to new guidelines:

- Start CCAP trainings in 2nd month of employment.

Challenges/Solutions

Challenge

CPR/First Aid

- lack of trainers/trainings available to accommodate need
- community training times do not fit into staff schedules
- cost of trainings outside of work hours include wages for staff

Solution

Contact community providers to get on their mailing lists for trainings:

- 1) American Red Cross
- 2) Colleges
- 3) Hospitals
- 4) Fire Departments
- 5) CCR&R

Set CPR/First Aid training schedule in advance with private instructor.

Benefits

Credential – Level 1

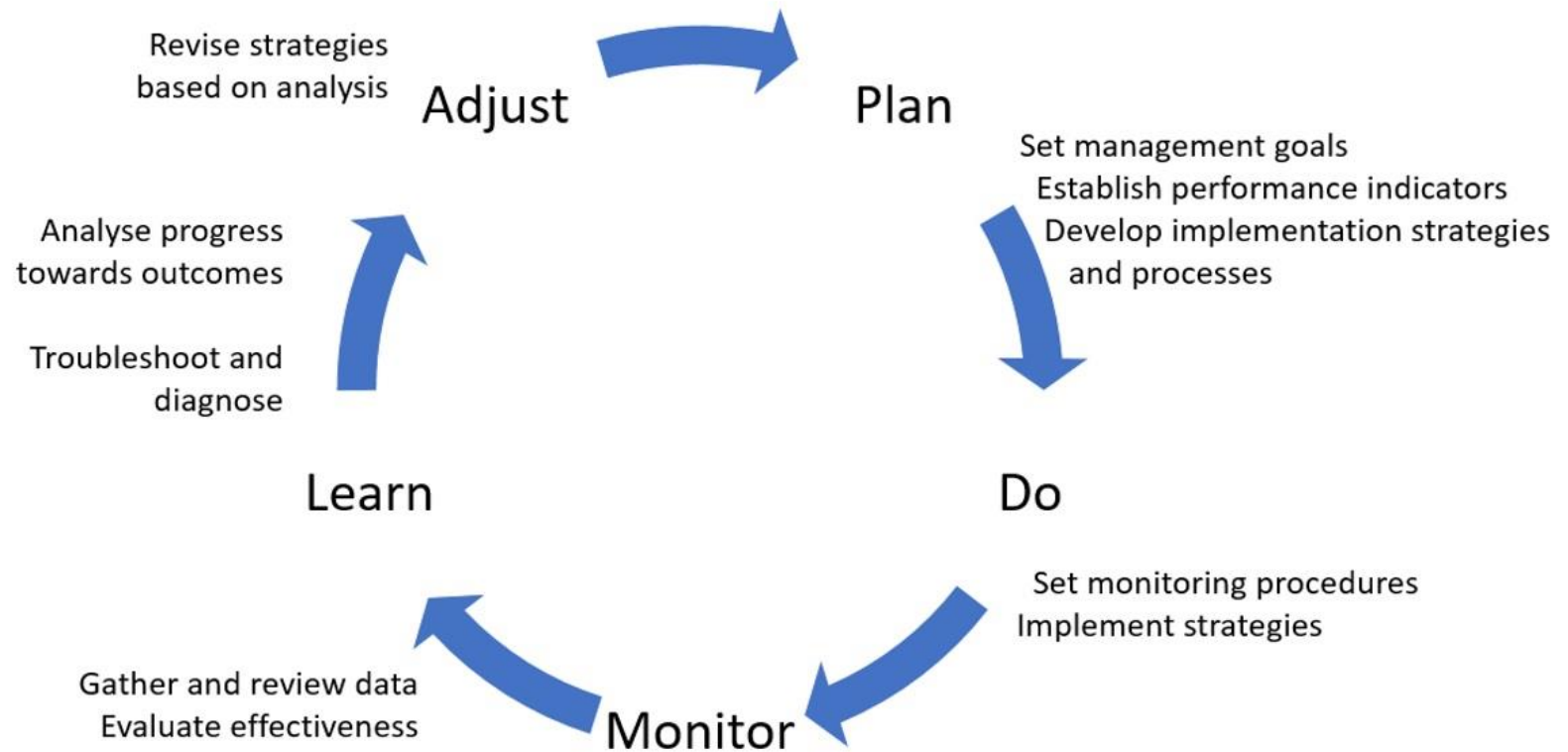
- sense of pride for staff who are entry level
- prospective families visiting our facility inquire (this simple display is our best marketing tool)



Benefits

- Room Meeting topics
- Peer learning group topics
- Meet 15 hours of DCFS requirements and/or 20 hours of ExceleRate requirements
- All staff develop a basic understanding of child care practices – common ground during discussions
- All staff have child care basic training – helps to alleviate ‘baby sitting’ perception
- New hires – especially entry level staff – develop an understanding of child development and child care practices faster than new hires previous to the training requirement (only if training is spread out over time and not done back-to-back)

Implementation Cycle



Embrace the Opportunity

- Perception of early childhood (babysitting vs. knowledge of development)
- Director buy-in
 - be excited to improve the quality of your workforce
 - use these trainings as a baseline to get staff excited about continuing their education.
- Advocate
 - let IDHS and INCCRRA know how to improve these trainings and timeline requirements
 - offer solutions and ideas

Inspiration

What we reward today, becomes organizational culture.

“It always seems impossible until it is done.”

– Nelson Mandela