



DHS.CCAP-REAUTH@ILLINOIS.GOV

Frequently Asked Questions

IDHS Child Care Assistance Program (CCAP)

Health, Safety & Child Development Training: Child Care Centers

March 2017

Required staff:

- 1) Please clarify who is required to take the Health, Safety & Child Development Training?
 - In Illinois, ALL current licensed and license exempt centers participating in CCAP – meaning receiving CCAP payment – are required to take the training.
 - For Child Care Centers, that includes:
 - Director(s) – individual(s) who has primary responsibility for the daily operations management of the center
 - Teachers – includes lead teachers, teachers, teacher assistants or teachers aids who are employed by a child care provider for compensation on a regular basis
 - Support Staff – if an individual has responsibilities in a classroom, working directly with children, on a regular on basis
 - Student Workers

- 2) If we have a cook that does NOT cover time in the classroom but she has a gateway # and id on our gateway staff list. What should we do with her? I am assuming she will not need the trainings however do we need to remove her from our gateway staff list?
 - Support staff, such as a cook, that does not have responsibilities as a director or teacher (as defined in question #1), is not required to take the Health, Safety & Child Development Training.
 - We encourage support staff to become/maintain a membership to the Gateways Registry. Please be sure they indicated the “indirect care” option under “Current Employment”.

- 3) I don't have a license; do I have to do this?
 - In Illinois, ALL current licensed and license exempt centers participating in CCAP – meaning receiving CCAP payment – are required to take the training.

- 4) Please clarify what types of child care centers are required to take the training?
 - In Illinois, ALL current licensed and license exempt child care programs participating in CCAP – meaning receiving CCAP payment – are required to take the training. That includes:
 - Licensed Day Care Centers (760)
 - License Exempt Day Care Centers (761)
 - Montessori
 - Pre-Schools
 - Before and After School programs
 - Summer Programs

- 5) Does this also include summer/seasonal camp staff employed with 761, will they need ECE level1 mandated reporting and CPR/first aid? What will be the timeframe for completion?
- Includes ALL child care provider which receives payment through the IDHS CCAP.
 - For summer and or seasonal programs operating after October 1, 2017 – all staff will have to meet the training requirements.
- 6) How do we treat temporary hires? For example the summer help who are only here 2-3 months.
- All staff as defined in question #1 working in programs receiving CCAP must complete the required Health, Safety and Child Development training.
- 7) Just to clarify, even if your center does not provide care for infants/toddlers or may not provide care for school-agers, staff needs to take all of the child development modules of the ECE Level 1?
- Yes, In Illinois, ALL current licensed and license exempt child care programs participating in CCAP – meaning receiving CCAP payment – are required to take the training.
- 8) Can you clarify who is supposed to take which training?
- See questions #1 for definition of Director and Teacher
 - Directors must take *What is CCAP?*
 - Directors and Teachers are required to take
 - ECE Credential Level 1 training (modules 1 – 9)*
 - CPR/First Aid Certification
 - Child Abuse and Neglect/Mandated Reporter Training
 - Annually, must have 15 hours of training related to early childhood care and education and/or school age child care
 - *Keep in mind that staff who has achieved an ECE Credential Level 3-6, or one of the other credentials listed at www.ilgateways.com have met the ECE Credential Level 1 requirements.
- 9) Can you clarify who is required to have the ECE Level 1 completed by Sept 30th?
- All Center directors and teachers in licensed and license exempt centers need to complete ECE Level 1 modules that are listed in the notice for tiers 1, 2 and 3. The term "teachers" includes teachers, teacher assistants or teacher aides who are employed by a child care provider for compensation on a regular basis.
 - Keep in mind that staff who have achieved an ECE Credential Level 3-6, or one of the other credentials listed at www.ilgateways.com have met the ECE Credential Level 1 requirements.
- 10) Please define “regular basis” and “on going”.
- "Regular basis" refers to anyone who has substantial contact with children, typically within a classroom setting, and is compensated by the agency/operator. These individuals usually organize, guide and implement activities in a group or individual basis, or assist a teacher or lead teacher in such activities.
 - This does not include volunteers.
 - Support staff, such as a cook, that do not have responsibilities as a director or teacher (as defined in question #1), is not required to take the Health, Safety & Child Development Training.
 - We encourage support staff to become/maintain a membership to the Gateways Registry. Please be sure they indicated the “indirect care” option under “Current Employment”.
 - "On-going" refers to annual training which provides a progression of professional development.

Credentials:

- 11) Are the School-Age and TA credentials being reviewed for the crosswalk?
- The TA Credential will not be reviewed. This credential does not include information which aligns with these specific requirements.
 - SAYD Level 1 has been reviewed but does not meet the requirements because it doesn't include information on Sudden Infant Death Syndrome (SIDS) and Shaken Baby Syndrome (SBS).
- 12) My staff is all school age program teachers, do they have to take ECE Level 1 or can they do SAYD Level 1?
- Yes, the requirement is ECE Level 1. SAYD Level 1 does not meet the requirements because it doesn't include information on Sudden Infant Death Syndrome (SIDS) and Shaken Baby Syndrome (SBS).
- 13) If center staff have credential levels 2 and above do they still need to take the ECE classes? These subjects could have been covered in college courses that qualified them for their credential
- If a staff person holds one of the following Credentials, they have met the requirements: ECE Credential Level 3-6, Infant Toddler Credential 3-5, IDC Levels 1 – 3, FCC Credential Levels 2-5. We will not accept college degrees in-lieu of ECE Credential Level 1 completion. In addition, individuals still need to take the Mandated Reporter training and obtain their First Aid/CPR certificate. And if they are a director, they must take What Is CCAP?
- 14) Does a person need to apply for the Level 1 Credential or is it automatically generated when a person completes all modules?
- It is automatically generated when they complete all the modules.
- 15) Where can I find information regarding qualify credentials?
- www.ilgateways.com
- 16) Will the ECE Level 1 credential be considered a qualifying credential, even if it is over 5 years old?
- Yes. ECE 1 Credential, once achieved, does not expire. Modules taken towards the ECE Level 1, but not leading to obtaining the credential, will be counted towards the CCAP requirement if the modules have been completed in the last 5 years. If it has been longer than 5 years, the modules have to be taken again. Some providers may need to re-take the module on transportation. INCCRRA will notify those affected.
- 17) What about center staff that are already credentialed? Are they exempt or do they still need the training?
- ECE 1 Credential, once achieved, does not expire. Modules taken towards the ECE Level 1, but not leading to obtaining the credential, will be counted towards the CCAP requirement if the modules have been completed in the last 5 years. If it has been longer than 5 years, the modules have to be taken again. Some providers may need to re-take the module on transportation. INCCRRA will notify those affected.
- 18) What defines "working towards an ECE or ITC level 3" in order to be exempt from the trainings. Does this mean they have applied for that credential or are taking classes towards it? Do they have to be actively going to class right now?
- Language on the website has been revised.

19) If a teacher has a CDA credential, do they still need to take the Level 1 training?

- Yes.

Time frame:

20) What if a summer exempt program doesn't complete the requirements this year as program will end before required date, will they be considered new providers next year and not be paid until the training is complete?

- Yes.

21) Is there a time frame by which new CCAP license exempt providers need to complete their pre-service hours; i.e. 30 days, 60 days, 90 days, or open ended? How long would you actually keep a case open for approval while a provider is trying to complete the requirements before a denial is sent out due the non completion of the training requirements?

- All current CCAP providers (760-767) must complete initial minimum training by September 30, 2017 in order to continue to receive CCAP Payment. After September 30, 2017, annual training requirements must be met. If they are not, the provider will be canceled from the case.
- Annual training for existing providers will need to be completed between October 1, 2017 – Sept 30, 2018. The number of mandated annual training hours will depend on provider type.
- Beginning October 1, 2017, new providers must complete the required H&S training prior to receiving CCAP approval.

General Training:

22) If staff has already taken mandated reporter training do they need to take it again?

- No. Child Abuse and Neglect/Mandated Reporter Training does not expire/have renewal date.
- If staff took this training fact to face prior to the announcement, the training requirement has been satisfied. Effective the date of the Announcement all Child Abuse/Mandated Reported Training must be satisfied with the online version

23) Please clarify the total number of training hours

- The total number of training hours varies depending on which format training is completed. Please note that First Aid/CPR Certification must be face to face; Mandated Reporter Training is On-line only.

The table below provides a general guide:

	Face to Face (F2F)	online
ECE Credential Level 1	48 (16 x 3)	32 (16 x 2)
What is CCAP?	2	1
First Aid/CPR	6 (may be more depending on course)	Must take F2F
Mandated Reporter Training	Not available F2F must take on line	1

24) Will college courses that cover specific content count as well?

- No. Individual course have not been vetted for acceptance for CCAP training requirements.

25) What about accepting college coursework?

- At this time, in order to ensure course content meets requirements, only the courses listed are acceptable to be an approved CCAP provider. College coursework is not being accepted at this time. The issue will be looked into during the coming year.

- 26) Can you clarify for individuals who completed ECE Level 1, do they need to retake the transportation section. If so, who will be responsible for notifying individuals if they need to retake the transportation section?
- INCCRRA will notify individuals based on when they took the training.
- 27) Please clarify, on the grid - Under 2) - is that 3 or 4 actual webinar trainings?
- The ECE Credential Level 1 consists of three tiers, with a total of 16 modules.
 - Tier 1: modules 1, 2a, 2b, 2c
 - Tier 2: modules 3, 4, 5, 6
 - Tier 3: modules 7a, 7b, 7c, 8a, 8b, 8c, 8d, 9
 - Modules are available as a face-to-face training and on-line.
- 28) How will this training requirement affect Spanish speaking providers? In other words will all the training be available in Spanish.
- Currently all face-to-face trainings offered through the CCR&Rs should be available in both English and Spanish. On-line trainings either are currently available in Spanish or are being translated.
- 29) Is the "*What is CCAP*" training going to be available online in Spanish?
- We are expecting the Spanish version to be ready by the end of November
- 30) Do the 15 hours of training specified here cover all the training requirements that childcare providers need to complete to stay certified?
- To be a qualified CCAP provider, all child care programs receiving CCAP payment must meet the initial training requirements as noted on the grid.
 - Both Director(s) and teachers must have 15 hours of training annually related to early childhood care and education and/or school age care.
- 31) Regarding the 15 annual training hours, does this mean that all centers will now be on the same cycle for completing their hours (Oct 1 - Sept 30)?
- Yes, at this time. The Department will reevaluate the effectiveness at the end of the first cycle of annual training requirements.
- 32) Will these training requirements be on top of DCFS Licensed provider requirements for annual training hours?
- No, DCFS is updating their licensing regulations to match the CCDBG annual training requirements
- 33) In regards to the annual training requirement, do they have to be a Gateway Approved training to count?
- Yes. Notice will be given if other trainings are later approved.
- 34) Will "non-traditional" certified AHA CPR be accepted? The class includes an online portion and face to face skills portion. First aid would be face to face only.
- DHS will accept the same FA/CPR certification programs that DCFS does.

- 35) Regarding CPR/FA is it correct that LFCC and LE and LCC can count the CPR/FA renewal hours, but LEFCC cannot?
- CCAP will not accept CPR/FA recertification training as part of the annual training hour requirements for any provider type.
- 36) Is there flexibility in the number of CPR/FA renewal hours...for example offering 5 hours?
- Since DCFS must approve the re-certification training and since they do not have a requirement on the number of hours the recertification training is, as long as DCFS accepts the training, it meets the requirement. CRP/First Aid training certification can be accepted from the American Red Cross, American Heart Association and EMS Safety Services ONLY
- 37) Just curious about the thinking behind not accepting the refresher for ongoing training hours...
- As maintaining CPR/First Aid certification is part of the pre-service training requirements, re-certification hours are considered to go towards maintaining that qualification, not the annual hours of training.
- 38) Do the "Minimum Training Requirements" listed in four units cover the "Required Training Topics" listed above it?
- Courses listed as Minimum Training Requirements will match all required topics.
- 39) Some of the "Required Trainings" list topics that I don't believe are contained in the ECE Credential Level 1 such as #1, #3, #7, #8, and #9.
- Modules have been updated to include listed topics.
- 40) On slide 9 (Minimum Requirements) there is the sentence "Beginning October 1, 2017, these requirements must be completed pre-service." Does pre-service reference before being approved to serve CCAP families? OR Training to be provided to staff in pre-service/before they are officially hired?
- This line means that after 10/1/17, all new providers/staff must complete the required trainings before they can be approved as a CCAP provider. Providers who had previously been approved by CCAP must also complete all required trainings by that date or be closed out of all CCAP cases they have been approved for and would not be able to be re-approved until all trainings are completed.
- 41) Will you (CCR&R) be checking the mandated reporter and CPR FA training off of what we will self-report or will you monitor this another way?
- All programs will need to submit paper documentation to the CCRR CCAP staff.

CCAP Policy/Procedure:

- 42) What will the process be for current providers as it relates to not being approved due to trainings not being completed?
- Cases that are approved with a provider who has not completed the pre-service training requirements by 9/30/17 will be closed out of all cases. They will need to complete the required trainings before re-applying and being re-approved. BCCD plans to issue notices to families and providers as this deadline approaches.
- 43) Currently, CCAP families can start at a provider before the provider's background check, etc. comes in. Is this now changed where the providers must have everything before the family can start and the provider can be paid?
- Clearing all required background checks will become a pre-service qualification by the time the pre-service trainings are required for approval. Additional information and training will be provided.
- 44) What if a couple of employees don't get the training completed (it could come down to the very last day). Are the families cut off Oct 1st? Is there a grace period for them to find another provider? Do we make them pay full price, eat the \$ or send them packing?
- All providers will need to complete all requirements by the deadlines given. Providers who have staff that have not met the requirements by the given dates will be closed off of all CCAP cases until all requirements are met.
- 45) If a provider falls out of compliance with the annual training requirements, will they be eligible for all payments missed while they were out of compliance?
- No. Providers who do not complete their annual training requirements will be canceled at their anniversary date and will not be re-approved until the requirement is met. There will be no supplemental payments for periods that were not approved.

General Questions:

- 46) DCFS sent a provider to us about DCFS foster care payments with regard to the new requirements.
- The Health, Safety and Child Development training requirements that are outlined in the IDHS notice apply to providers using Child Care and Development funds through the Child Care Assistance Program (CCAP) only. DCFS sets requirements for the Foster Care program independently and should answer any questions concerning that program.
- 47) You say "new" Directors - so what defines "new"?
- The use of the term "new" on the Training Requirement Grid was used to denote Child Care programs that currently are not receiving payment from the CCAP program.
 - If a person is new to a director or teacher position and has a professional development record in Gateways that shows they had completed the required trainings earlier, they do not need to take the trainings again (other than re-certification of CPR/First Aid if required). New staff will be expected to complete the required trainings for their new position prior to beginning classroom duties.
 - Keep in mind ALL staff (director and teachers) as defined in question 1 are to complete the required Health, Safety and Child Development training.

- 48) Since licensed exempt providers will now be Gateways members, will they qualify for Great START and Gateways Scholarships?
- Being licensed by DCFS is still a requirement of Great START and Gateways Scholarship.
- 49) How is DCFS monitoring the LE Center trainings?
- In regards to the Abuse/Neglect Mandated Reporter training, DCFS offers the Abuse/Neglect Mandated Reported training on-line. Anyone who completes the training will be able to print a certificate to present to CCAP to document completion.
 - DCFS does not monitor other training for LE Centers.
- 50) How many children in the state of Illinois will be receiving child care subsidies when fully implemented?
- Since these requirements focus on health and safety issues and not family eligibility, the change should not affect the number of families that are eligible to participate. If a family is using a provider that does not fulfill the requirements, the family can change to a qualified provider and continue on the program. There may be some families that prefer to use their current provider even if CCAP will no longer pay for the care.
- 51) Will there be a maximum amount of hours providers can take online?
- For the required Health, Safety and Child Development training, no.
- 52) Is this policy change for children only in licensed facilities?
- In Illinois, ALL current licensed and license exempt centers participating in CCAP – meaning receiving CCAP payment – are required to take the training.
- 53) Who should center Directors call to voice their opinion on this new rule?
- IDHS has established a dedicated email address for questions and comments concerning changes due to the new CCAP rules due to the block grant reauthorization. Please send messages to DHS.CCAP-REAUTH@ILLINOIS.GOV