

**DCFS Child Day Care Licensing Advisory Council  
Meeting Minutes**

February 18, 2016  
10:00 AM – 12:00 PM

**Committee Members Present**

Shontee Blankenship, Day Care Licensing Representative  
Carie Bires, Ounce of Prevention  
Melissa Brown, Child Care Resource & Referral  
Eileen Carr, Supervisor, Day Care Licensing, Cook  
Anna Colaner, Governor's Office of Early Childhood Development  
Lisa Kambich, Association of Illinois Montessori Schools  
Mary Jane Forney, Department of Human Services  
Edie Gurley, Supervisor, Day Care Licensing, Cook  
Mary Harlan, Supervisor, Day Care Licensing, Mount Vernon  
Holly Knicker, Department of Human Services  
Beth Knight, Illinois Network of Child Care Resource & Referral Agencies  
Brad Mansfield, Office of Child and Family Policy  
Theenshina Mayfield, Day Care Licensing Representative, Cook  
Paula McClain, Supervisor, Day Care Licensing, Central Region  
Bridget McKnight, Supervisor, Day Care Licensing, Northern Region  
Carol Morris, Associate Deputy Director, Division of Licensing  
Gail Nelson, Governor's Office of Early Childhood Development  
Sessy Nyman, Co-chair, Illinois Action for Children  
Malia Owens, Skip-A-Long Home Network  
Kate Ritter, Governor's Office of Early Childhood Development  
Martina Rocha, Together for Childhood Network  
Patricia Twymon, Family Child Care Provider  
Judith Walker-Kendrick, Chicago Coalition of Site Administered Childcare Programs  
Sue Wilson, The First Step Day Care Center  
Ken Yordy, Supervisor, Day Care Licensing, Southern Region  
Maria Estlund, Illinois Action for Children

**Absent**

Richard Alexander, Regional Licensing Administrator, Northern Region  
Faith Arnold, Family Child Care Provider  
Levell Baker, Vision Builders Early Learning Center  
Cerathel Burnett, Carole Robertson Center for Learning  
Yvonne Figueroa, Day Care Licensing Representative, Cook  
Denice Murray, Co-chair, Deputy Director, Division of Licensing  
Janice Woods, Chicago Commons  
Johnnie Rambo, Administrative Assistant, Division of Licensing

**Guests:** Karen Berman (Ounce of Prevention), Sandy De Leon (Ounce of Prevention), Amy Zimmerman (Legal Council for Health Justice)

**I. Welcome and Introduction**

**II. Approval of Minutes from December 17, 2015 Meeting**

- a. Minutes did not get included in the meeting materials, Maria will send back out to everyone for review
- b. Meeting dates need to be changed to reflect finalized schedule
- c. Preliminary adoption of minutes

**III. ELC Health Subcommittee Presentation (Karen Berman, Sandy De Leon, Amy Zimmerman)**

Discussion:

ELC was charged with addressing health issues, formed the Health Subcommittee in 2012. The subcommittee underwent robust process for identifying health issues and recommendations. There are two parts to the work: identifying what early childhood providers can do to better address health issues, and identifying what we need from health providers (second part will start soon).

Karen, Amy, and Sandy came to discuss and get feedback from the advisory council on the implementation of recommendations under 3 topics: chronic health conditions, developmental and social emotional screening, and trauma.

1) Chronic health conditions

- Medical Action Plan – Recommendation: rule change to require all child care providers keep an updated medical action plan on file for any child with chronic illness
  - Appendix H of full ELC report has sample medical action plan
  - Forms CFS 428 and 593 could be tweaked to specifically ask for medical action plan to be attached
  - Council members in agreement that having medical action plan is important, agreed that this is a basic licensing issue
  - DCLRs present felt that medical forms are the most common citations for providers, they often see children without plans, and they recommended including a space for a picture of the child for substitutes to easily identify child
  - Discussed concerns about engaging parents, providers with fewer resources and staff being able to manage the additional paperwork – has to come with training
  - Trainings required under CCDBG will touch on the issues (medication administration, preventing infectious diseases) – the council decided to have training committee take a look
  - Carol suggested we alter existing forms to include “does your child have a medical action plan?” and if so, require a copy be provided to child care provider; this doesn’t have to go through rule change
  - Sessy suggested the council think more about where these issues fall in terms of committee work and talk about operationalizing next meeting

2) Developmental and social emotional screening

- Did not have a chance to thoroughly discuss due to time, but Karen shared that the Health subcommittee feels that the materials developed on this topic for ExceleRate should be made available to all licensed providers; screenings are now free online

3) Trauma

- Members of the health subcommittee had previously approached Carol with idea of embedding trauma training into online mandated reporter training

- Although Carol agrees that this is a great idea, it could be too expensive to amend the training presentation
- Carol contacted Office of Training about possibility of opening up staff and foster parent trainings related to trauma to child care providers
  - This wouldn't be required, but available for providers
  - Office of Training was very receptive to idea
  - At this stage, doing inventory of those trainings to identify those that would be most relevant and helpful

Decided to continue this conversation at the next council meeting, and in the meantime, give some thought to next steps in terms of operationalizing these recommendations.

Decisions:

- Continuing this conversation at next meeting (4/22)
- Training committee will review trainings to identify which ones relate to medical action plans, caring for children with chronic illnesses, etc.

Point Person(s):

Training committee

**IV. Overview of Licensing/DCFS-related Provisions of CCDF State Plan (Kate Ritter & Carol Morris)**

Discussion:

After the CCDF State Plan draft was released, Kate and Carol built upon the document they presented at the December advisory council meeting, outlining the CCDF provision, DCFS advisory council approved recommendations, and what was actually included in the state plan.

- Advisory Council's recommendation was included in the state plan for the following provisions:
  - 1.8 Emergency Preparedness
  - 5.1.6 Pre-service orientation addressing 10 required health and safety topics
- State plan differed from Advisory Council's recommendation on the following:
  - 2.2.7 Expulsion of preschool-age children (0-5years)
    - DHS will establish a workgroup to establish a policy which takes into considerations all the supports a family needs
  - 6.1.10 Training for providers to adequately identify and serve homeless children and families
    - Work with DHS Homeless Services and FCRC staff to establish a referral system for homeless services; establish a liaison position in DHS Office of Adult Services; Train CCR&R staff
  - 6.2.3 Training, policies, and practices to strengthen providers' business practices
    - Available, but not required, in BAS and PAS; already required in ExceleRate and for Gateways credentials

Discussed the implications for recommendations not included in the state plan

- DCFS can still pursue the recommendations of the advisory council by making changes to licensing requirements
- The state plan is in the public comment period, so members can submit a comment to advocate for these recommendations if they wish
  - Deadline for state plans to be submitted to feds was extended to March 11, but DHS may not wait until then (original deadline was March 1)

Holly clarified that the grace period for homeless families to submit medical forms is 90 days.

<u>Decisions:</u>	<u>Point Person(s):</u>
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**V. Budget (DCFS)**

<u>Discussion:</u> DCFS staff present had no update on the DCFS budget, but Carol Morris did provide estimates on licensing vacancies. The department is hiring for all vacancies.	
<ul style="list-style-type: none"> <li>• Cook County: 5 vacancies, 2 of which are Spanish-speaking</li> <li>• Northern Region: 5 or 6 vacancies, 2 of which are Spanish-speaking</li> <li>• Central Region: 4 or 5 vacancies</li> <li>• Southern Region: no vacancies</li> </ul>	
<u>Decisions:</u>	<u>Point Person(s):</u>

**VI. Proposed Legislation**

<u>Discussion:</u> Sessy provided update on proposed legislation affecting licensing	
<ul style="list-style-type: none"> <li>• SB 2321 (Syverson) – very similar to legislation introduced last year exempting YMCAs and other local affiliates of national organizations from licensure; IAFC will be meeting with YMCA and Syverson to discuss concerns; amendments are forthcoming</li> <li>• Pre-K expulsion – Sessy has spoken with Carol about IAFC and other stakeholders’ thoughts on legislation similar to advisory council’s recommendation for CCDBG to prevent pre-k expulsion (school-based and community-based pre-k); discussing with legislators to gauge interest</li> </ul>	
Carol and Brad Mansfield gave update on implementation of immunization requirement	
<ul style="list-style-type: none"> <li>• Draft of policy guide being sent to Denice today (Feb. 18) for approval; once approved, will be posted on website; Carol will have conference call with DCLRs to discuss</li> <li>• Discussed distribution of policy guide – some council members concerned that providers will not see the guide prior to their monitoring visit, which is too late <ul style="list-style-type: none"> <li>– Carol would like to mail out to all providers, but it costs DCFS \$5,500 to mail – can’t do with budget impasse</li> <li>– It was suggested that the council create a checklist of partners to help distribute materials via email lists, member newsletters, etc. Won’t reach all providers, but it gets the info out there – communications committee charged with creating</li> </ul> </li> </ul>	
<u>Decisions:</u>	<u>Point Person(s):</u>
<ul style="list-style-type: none"> <li>• Communications committee will create partner checklist</li> </ul>	Ken Yordy/communications committee

**VII. Committee Reports – Discuss Committee Priorities**

- a. All committees will revisit their priorities before the next meeting (4/22), and be prepared to propose the issues they will work on for the next 1-2 years

b. Data – Theenshina Mayfield and Anna Colaner

<p><u>Discussion:</u>          The committee did not meet, but the co-chairs followed up on tasks from last meeting:</p> <ul style="list-style-type: none"> <li>• Identified correct person in DCFS budget office to meet with to discuss the budget numbers in the annual report and better understand the DCFS budget overall</li> <li>• Asked for update from Carol on the online application and the inclusion of field indicating whether or not applicant completed online orientation             <ul style="list-style-type: none"> <li>– Carol had meeting with OITS to discuss the rollout of online applications for licensure of all facility types; foster care homes will be first, but then child care facilities</li> <li>– Carol is going through the application line by line, and will include the online orientation field</li> <li>– Online application begins with series of vetting questions; based on answers, provides applicant with relevant application, or lets them know that they cannot access an application and gives them contact info to find out why they are not allowed to apply for licensure</li> <li>– The online application will not be available for renewals at this time, but DCFS should be able to send renewal application via email, and hopefully will be able to have online in the future</li> </ul> </li> </ul>	
<p><u>Decisions:</u></p> <ul style="list-style-type: none"> <li>• Anna and Theenshina will set up meeting with DCFS budget staff</li> <li>• Carol will include online orientation field in online application</li> </ul>	<p><u>Point Person(s):</u>          Anna and Theenshina           Carol</p>

c. Communications – Ken Yordy

<p><u>Discussion:</u>          Ken has been working with Carol on DCFS website/Sunshine project</p> <p>Ken gave an update on the committee’s work to collect email addresses for child care providers:</p> <ul style="list-style-type: none"> <li>• DCLRs have some email addresses, but not sure how many, so they are working on a survey for DCLRs to submit to their supervisors to share how many/what percentage of their caseloads</li> <li>• Previously suggested that DCLRs should include their email address on all mail communication with providers, as providers often respond via email</li> <li>• Carol informally proposed to DCFS leadership amending rule to require a working email address on licensing application; that recommendation sits with Denice now</li> </ul> <p>Updates on English-Spanish translation:</p> <ul style="list-style-type: none"> <li>• Making progress, but having trouble identifying what forms haven’t been translated</li> <li>• Yvonne has been wanting a hyperlink for Spanish-speaking DCLRS when citing violations, similar to what is in English</li> <li>• Starting to translate the changes in the Child Care Act</li> </ul>	
<p><u>Decisions:</u></p> <ul style="list-style-type: none"> <li>• Committee will create a partner checklist for communicating with providers</li> </ul>	<p><u>Point Person(s):</u>          Ken</p>

d. Trainings – Beth Knight and Eileen Carr

<p><u>Discussion:</u>          Update on the online training calendar flyer that went out December 1 – people are visiting the link more than once; over 7,800 individuals have accessed the link over 14,000 times</p> <p>Need confirmation from Denice on status of resource guide – the introductory language on ownership of guide and getting the resource guide on DCFS website</p> <p>Committee is modifying the resource guide hyperlinks to take users to more specific website locations; doesn't change anything about the guide, just where the links take users</p>	
<p><u>Decisions:</u></p> <ul style="list-style-type: none"> <li>Denice will have introductory language to the committee for review by March 15<sup>th</sup> in hopes of getting feedback and having a definite answer from Legal in time for next DCFS Advisory Council meeting</li> <li>Committed to revisiting committee roadmap at the next committee meeting</li> <li>Committee will look over trainings re: medical action plans</li> </ul>	<p><u>Point Person(s):</u>          Denice</p> <p>Training committee</p> <p>Training committee</p>

e. Systems Integration – Kate Ritter and Carol Morris

<p><u>Discussion:</u>          The committee identified 5 items to focus on for new road map, and one more added during meeting:</p> <ol style="list-style-type: none"> <li>1) Focus on overlapping areas with regards to CCDBG; monitor to ensure required changes are made to comply/align with Illinois plan</li> <li>2) Work with INCCRRA, IDHS, and OECD to determine and assess ways the weighted violations can be used in ExceleRate</li> <li>3) Work with DCFS Office of Training to explore the possibility of opening available self-guided, online trauma training to child care professionals</li> <li>4) Work with Transcript Evaluation Group and INCCRRA to support work already underway on possible protocols for Gateways Professional Development Record (PDR) to support and document licensing decisions on position qualifications</li> <li>5) Work with 1 to 1 task force to implement any recommendations they may make and DCFS may approve for long-term goals of aligning caregiver qualifications with coming federal requirements</li> <li>6) It was suggested and decided that the issue of pre-k expulsion be added – included in CCDBG</li> </ol> <p>Update on Key Indicators and Weighted Violations:</p> <ul style="list-style-type: none"> <li>Key Indicators pilot extended 30 days to the end of February; Feb. 29<sup>th</sup> is final round-up call</li> <li>All four pilot groups will report on experience, data, concerns, etc., then DCFS will sit down with NARA policy person and discuss any last changes</li> <li>Carol thinks statewide roll-out will be after May 1st</li> </ul>	
<p><u>Decisions:</u></p> <ul style="list-style-type: none"> <li>Adding pre-k expulsion as item on committee roadmap</li> <li>Committee will meet on Friday, March 4<sup>th</sup>, to begin work on CCDBG implementation and strategize plans to work with</li> </ul>	<p><u>Point Person(s):</u>          SI Committee</p>

INCCRRA and OECD regarded weighted violations use	
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**VIII. Announcements**

- a. DeCarla's resignation

<p><u>Discussion:</u>  DeCarla Burton has resigned from the advisory council (and her role on the communications committee). Council members recognized the asset that DeCarla had been to the council over the years. If anyone knows of any providers who be a good addition to the advisory council, please let Sessy and Denice know.</p> <p>Holly Knicker thanked DCFS, OECD, and SI Committee for all of their work on the CCDBG recommendations. DHS wants to be involved in rolling out weighted licensing and better understanding how it impacts ExceleRate, but current focus is CCDBG implementation.</p> <p>Sue Wilson stated that she wants to become more actively involved in the work of the advisory council by joining a committee. Sessy will reach out to her to discuss.</p>	
<p><u>Decisions:</u>  Any suggestions for provider to fill council vacancy should go to Sessy and Denice</p>	<p><u>Point Person(s):</u></p>

**Meeting Adjourned**

**Next Meeting: April 22, 2016**