Q&A from OECOSL webinar – 3/24/2020

Employee health:

Who is considered essential staff in child care? All staff that are needed in order for the general operations for a child care to be open and safely care for children would be considered essential.

Is it a recommendation or requirement that employees over 60, or employees with health conditions should not provide care? It is recommended that caregivers who are over the age of 60 and/or have underlying health conditions such as diabetes, lung disease or are medically fragile should stay home and should not be providing care to children in a child care setting.

Group sizes:

OECOSL has recommended that Social distancing practices should be continued with new policies that do not allow more than 20 children within one classroom or area. How long will this recommendation last? This recommendation will stay in place until the COVID-19 response is over. OECOSL will notify providers once this recommendation changes.

Are ratios still in place?

Yes, programs must still follow staff-to-child ratios.

Child health:

Should programs follow the same protocol (close for 3-5 days for deep cleaning) if they have a family that is told to self-quarantine while waiting for test results?

No, programs do not have to close unless the child that has been attending or the provider themself has been instructed by their physician or local health department to self-quarantine.

Is taking temperatures and closing early to clean a mandate or suggestion?

Programs are being asked to take these steps in order to ensure the safety of staff, children and families. Programs will not receive a citation against their license for not complying however, education and technical assistance will be provided to programs that are choosing to not comply.

Supplies/Cleaning:

Is closing early or opening late a recommendation or a requirement? What if we have a nightly professional cleaning company? Do we still have to reduce our hours?

If the program has a way to complete deep cleaning daily, without children present, then closing early or opening late may not be needed. Please check with your licensing consultant to discuss specific programmatic questions.

Do we have to close to clean, or can we clean during nap or while rotating children to other unoccupied rooms?

Cleaning of horizontal and high-touch surfaces should be done multiple times during the day. Sanitizing with a product safe for food contact surfaces may be done when children are present, but not closed, as
in during nap time. Disinfecting (using a product stronger than that approved for food contact surfaces) is not to be done around children.

What do we do if we cannot purchase supplies that we need, such as cleaning supplies or thermometers?
Providers can ask families to bring a thermometer at drop off. Thermometers can be covered with a piece of plastic wrap in place of a sleeve. Small squares of paper toweling can be placed in a plastic container and covered with isopropyl alcohol to make wipes for sanitizing thermometers after use. For cleaning supplies, appeal to hardware, grocery, building supply, variety stores that you are providing an essential service. You might also obtain these through restaurants who order bulk from suppliers such as McFarland, Sysco, US Foods and Gordon Food Service who may allow you to repurchase from them.

Licensing/operations:

What areas of the state are popup child cares needed most?
OECOSL is working with various community based organizations, hospital associations and other groups to gather this information. Communities and programs can also provide information through filling out this survey to share their interest in being a part of this effort.
Link to survey: https://app.smartsheet.com/b/form/59bcbfcc1522c4f658d0811c48ae4e1b

How long does it take to become CCDF-approved?
This process does not have to take long but is dependent upon each provider and their particular environment. Please contact your licensing consultant in order to get the process started.

Will licensing visits continue as usual? What about if we close?
All licenses that were set to expire or be renewed within the next 60 have been extended by 60 days and renewal visits will be pushed out for those programs. Licensing staff will still continue visits for complaints or anything related to child safety. If a program temporarily closes please contact your licensing consultant and they will advise you as to next steps.

What is the process to reopen after a confirmed case and a thorough cleaning of facilities has been done? What about if we close due to staffing or other issues? Can we just reopen on our own or do we need approval?
If a program needs to close due to a positive case please contact your licensing consultant and they will advise you as to the process of temporarily closing and reopening.

Should we continue to provide care for families who are non-essential workers? If so, can we close if attendance is extremely low, and we have not had an inquiry from first responders or other essential workers looking for child care?
Each child care program is a small business and should make its own independent decisions regarding remaining open or closing based upon what is best for their staff, families, and children.

What do we do if we have staff who have expired trainings, but no trainings are being offered? (CPR, First Aid, etc.)
Most trainings can be obtained via Indiana Learning Paths and do not need to be taken face to face. If an educator or program needs support in how to access a virtual training please contact SPARK Learning
Lab at 1-800-299-1627, or at PTQ@indianaspark.com. Caregivers can also access trainings and other professional development opportunities via this link:
https://www.in.gov/fssa/files/Online_PD_Resources.pdf

How do we handle new-hire fingerprinting with IdentiGo no longer taking appointments due to COVID-19?
OECOSL has been notified of certain IdentiGo sites no longer taking appointments, if a program is having difficulty finding a location please contact qualification.review@fssa.in.gov

Will we need a form for staff to travel back and forth to work? If so, will this be provided or do we just type something on our letterhead?
OECOSL will not be providing a form for programs however, programs may create this on their own.

Paths to Quality

Where do we send the PTQ hold papers?
Programs can send IVS paperwork to Olanda.Lewis@fssa.in.gov or Lacey.Kottkamp@fssa.in.gov

Do we have to go inactive? I had a visit within the last 6 months.
No, if your PTQ rating is not due in the next 90 days, you do not need to request IVS.

90 days will put us in to summer, which we will not have children, do we need to go inactive?
Yes, you should still request this status for your program. This will help us know which programs are past due for rating visit, and we will be able to share this information with SPARK Learning Lab. You should contact SPARK Learning Lab when your program re-opens.

Temporary Assistance Grants:

Is the grant meant for full tuition or for a percentage?
Each program is asked to provide their weekly rate which would cover the full cost of tuition.

How do I know I’m eligible? I have a POS machine and phone but have turned them off.
Programs can contact their licensing consultant in order to see if they are CCDF-eligible in the OECOSL system.

The form online only shows for 2 weeks. Should we fill out 2 forms for each week?
Yes, programs will need to apply every two weeks.

Can grant money cover co-pays, since they are technically private pay?
OECOSL does not have the authority to waive family co-pays as families who receive CCDF subsidy are required to pay their co-pays.

If we are licensed for 12 and we were told we could take 3 extra school age are we allowed to claim those spots on the grant before we enroll them?
No, the grant is to cover the amount of children that you had enrolled, not your licensed capacity. You should only be claiming for children that are no longer attending. For example, your licensed capacity is 12 but you only had 9 children attending. Your grant application should only claim for 9 children.

**CCDF/Personal Days:**

How many personal days a week do we need to claim for full time attendance?
Most vouchers are issued for 10 hours a day and therefore would only need to use 3 personal days per week to meet the 25 hour requirement for full time reimbursement.

Is there any way we can put personal days before they reach late attendance status? We have had families communicate already that they would like to use those to keep their child at home.
The parents can enter personal day claims on the POS machine, if this not an option for families then personal days can only be entered through the late attendance procedure.

When entering personal days what reason do we need to provide in the description box? Also, will these be automatically approved and not need the parent to call in?
In the reason box you can use COVID-19. We prefer that families approve the late attendance entry as it acknowledges the use of their personal days. There are two quick and easy ways for families to approve the late attendance, the parent website at www.hoosierchildcarefamily.com or by calling 800-876-0487. Any personal late attendance that has not been approved prior to the payment processing date will be approved by OECOSL to ensure provider payment.

Can/must we still charge the copay to families who choose to use a personal day and not bring their children?
Family copayments are a federal requirement and we do not have the ability to waive these fees. We would ask that the provider have a conversation with these families and determine what is best for all parties regarding the collection of these fees.

Do we have to wait 13 days to enter the personal days? Is there any way we can put personal days before they reach late attendance status? We have had families communicate already that they would like to use those to keep their child at home.
The parents can enter personal day claims on the POS machine, if this not an option for families then personal days can only be entered through the late attendance procedure.

How can you put personal days in? The system says: Late attendance day is not within late attendance period.
Personal day late attendance can be entered after the 13 day back swipe period has expired