



Michael R. Pence, Governor  
State of Indiana

**Office of Early Childhood and Out-of-School Learning**  
402 W. WASHINGTON STREET, ROOM W361, MS02  
INDIANAPOLIS, IN 46204

May 31, 2016

Dear CCDF Provider,

Thank you for caring for Hoosier children receiving Child Care and Development Fund (CCDF) vouchers. All children need a safe and healthy environment. Children from low income families, including those receiving CCDF vouchers, have an even greater need for high quality child care that provides a safe and healthy environment where they can learn all that they need to be ready for success in school and in life. You play a critical role in the success of these children.

As part of the federal Child Care and Development Block Grant Act 2014, states must require health and safety pre-service or orientation training for CCDF providers. The new law requires this training for all caregivers, teachers and directors in 10 specific health and safety topic areas and recommends training in child development. The intent of the training is to support basic health and safety standards designed to prevent harm to children.

**This mailing contains important information about the health and safety orientation training requirements that will need to be met by September 30, 2016 in Indiana. Please read this information carefully.**

We have included information on several different options for meeting the health and safety orientation training requirements with this letter. One option is new online training that will be available through Training Central beginning in late June at no cost. You can also visit our website at <http://www.in.gov/fssa/carefinder> for information and an up-to-date list of other approved health and safety training options available at little or no cost.

Your Paths to QUALITY™ coach or local Child Care Resource and Referral agency can help you to understand and meet the training requirements. A map with local Child Care Resource and Referral contact information is included with this letter.

Sincerely,

A handwritten signature in cursive script that reads 'Nicole Norvell'.

Nicole Norvell  
Director  
Office of Early Childhood and Out-of-School Learning



## **HEALTH AND SAFETY ORIENTATION TRAINING FOR CCDF PROVIDERS**

As part of the federal Child Care and Development Block Grant Act 2014, states must require health and safety pre-service or orientation training for CCDF providers. The new law requires this training for all caregivers, teachers and directors in 10 specific health and safety topic areas and recommends training in child development. All Licensed Centers and Licensed Homes, Unlicensed Registered Ministries certified for CCDF, and legally license exempt providers must meet the requirements.

The intent of the training is to support basic health and safety standards designed to prevent harm to children. If applicable, individuals may be able to use their existing certificates and credentials to help meet the training requirements. In most cases the required training in health and safety can be applied toward the annual training hours needed for licensing, PES, and Paths to QUALITY™ as well.

Your Paths to QUALITY™ coach or local Child Care Resource and Referral agency can help you to understand and meet the training requirements.

## **REQUIRED HEALTH AND SAFETY TRAINING TOPIC AREAS**

There are 10 required training topic areas, in addition to the recommended Domains of Child Development. The training will support basic health and safety standards designed to prevent harm to children. Training in each applicable topic area, appropriate to the provider setting and age of children served, is needed to complete the requirement for health and safety orientation training.

1. Prevention and Control of Infectious disease (including immunizations)
2. Administration of medication consistent with standards for parental consent
3. Prevention and response to emergencies due to food and allergic reactions
4. Building and physical premises safety, including identification of and protection from hazards, bodies of water, and vehicular traffic
5. Emergency preparedness and response planning for emergencies resulting from a natural disaster, or a man-caused event (such as violence at a child care facility), within the meaning of those terms under section 602(a)(1) OF THE Robert T, Stafford Disaster Relief and Emergency Assistance Act.
6. Handling and storage of hazardous materials and appropriate disposal of bio-contaminants
7. Appropriate precautions in transporting children (if applicable)
8. Prevention of sudden infant death syndrome and use of safe sleeping practices (if applicable)

9. Recognition and reporting of child abuse and neglect; Prevention of shaken baby syndrome and abusive head trauma
10. First Aid and CPR Overview
11. Major domains of Child Development (recommended)

## **OPTIONS FOR MEETING THE REQUIREMENTS**

A brand new online training course has been developed specifically for Indiana to help providers meet the new health and safety training requirements. The online course, *Introduction to the Early Childhood and Out of School Learning Profession*, will be available 24/7 through Training Central at no cost beginning in late-June 2016. The three module course is designed to meet all the health and safety training topics- with the exception of Recognition and Reporting of Child Abuse and Neglect which is already approved and available through local Child Care Resource and Referral Agencies. An optional Module 4 will be available in August 2016 focusing on child development for school agers which can be taken in lieu of Module 1. A face to face training version of Indiana's new online course will be available beginning in July 2016 through local Child Care Resource and Referral Agencies. The health and safety training hours can be applied toward meeting the required annual training hours needed for licensing, CCDF/PES, and Paths to QUALITY<sup>™</sup> as well.

Individuals who have already earned degrees, certificates, credentials or completed higher education coursework may be able to use these as options to meet the training requirements in a health, safety, and/or child development topic area. In addition, individuals can use prior in-service training if the training is applicable toward meeting any of the required topic areas.

A list of approved options for meeting each Health and Safety topic area has been compiled. *Please refer to the Health and Safety Training Approved Options List for more information at [www.childcarefinder.in.gov](http://www.childcarefinder.in.gov) or through local CCR&Rs or your Paths to QUALITY coach.* The List includes applicable online webinar trainings available through Training Central and approved local training such as from Child Care Resource and Referral Agencies (CCR&R). Options for other online training courses such as the *Better Kid Care* courses available through Penn State Extension and the *Healthy Futures Project* courses available through the American Academy of Pediatrics are included.

The List is not exhaustive and will be updated as new options are identified and approved. Individuals can refer to this List and choose from the approved health and safety training options listed by topic area that will meet the requirements. There are many training options on the list that are available at little or no cost. Some training options will apply toward multiple topics. Indiana T.E.A.C.H. scholarships are available for higher education coursework or CDA credentials.

If an individual is certified in First Aid and CPR they will meet the requirement for the topic area - *First Aid and CPR Overview*, however, certification in First Aid and CPR is not required.

The current state mandated and approved training in Recognition and Reporting of Child Abuse and Neglect available through local Child Care Resource and Referral Agencies and Training Central will meet the requirement for the topic area -*Recognition and reporting of child abuse and neglect; Prevention of shaken baby syndrome and abusive head trauma.*

Likewise, the current state mandated and approved training in SIDS and Safe Sleep available through local Child Care Resource and Referral Agencies and Training Central will meet the requirement for the topic area -*Prevention of sudden infant death syndrome and use of safe sleeping practices.*

If an individual has taken equivalent training that they believe meets a required topic area but the training is not on the *Health and Safety Training Approved Options list*, they should contact their local CCR&R for assistance. The individual will need to submit a copy of their transcript or training certificate, and the training's content/subject and objectives, the date of the training, name and credentials of the trainer/or the training organization, the type of training, and the number of clock hours of training in the required topic area. A process has been established to review and approve requests on an individual basis.

## **TIMELINE AND PROCESS FOR MEETING REQUIREMENTS**

All caregivers (including volunteer caregivers, and anyone else included in child staff ratio), teachers, and directors in Licensed Centers, Licensed Homes, Unlicensed Registered Ministries certified for CCDF, or legally license exempt providers, must meet the staff health and safety training requirements by 9/30/16. New staff will need to complete the required health and safety orientation training prior to employment or within 3 months of caring for children.

Each individual staff person should refer to the *Health and Safety Training Approved Options List* and to their training file to determine if their existing professional development and training documentation meets the requirements for each topic area or if additional training will be needed prior to 9/30/16. An optional *checklist tool* has been developed to help with the individual review process. Some training options will apply toward multiple topics.

Supporting documentation must be maintained to demonstrate compliance with the health and safety training requirements and so that caregivers, teachers, and directors will not need to repeat the orientation training if they change employment. Documentation may include training certificates, transcripts, curriculum schedules from Early Childhood/Child Development degree programs, or other appropriate evidence. The supporting documentation should be placed in the individual's professional development file and be available for review. In-service training information used for documentation must include:

- Date of training
- Name and credentials of the trainer/or the training organization
- Content/subject of the training
- Type of training

- Number of clock hours of training in content area

### **MONITORING COMPLIANCE**

OECOSL staff will begin checking for staff compliance with the health and safety training requirements beginning 10/1/16 during regular annual inspections. If a non-compliance is cited, the provider will be given 14 calendar days to submit a written plan to their OECOSL consultant or PES inspector on how the provider will correct the insufficiency and come into compliance with the new training requirement.

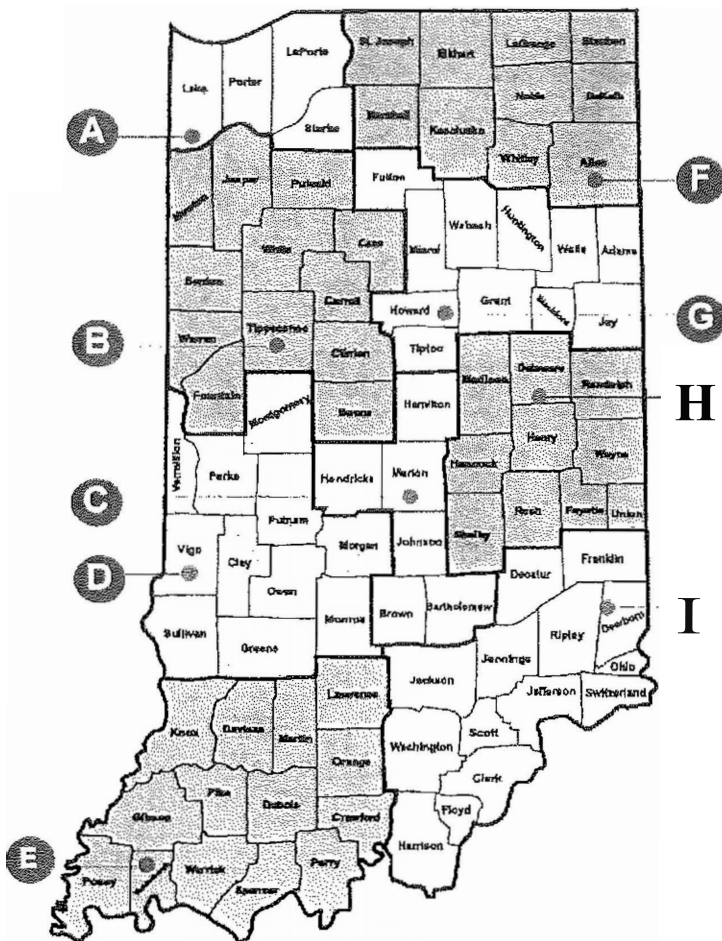
5/31/16

**Partnerships for Early Learners helps early childhood professionals ensure the highest level of quality childcare for our children.**

**These resources include a variety of training opportunities, research based best practices, referrals for your program, Paths to QUALITY™ information and coaching, and consultation service with inclusion specialists and infant toddler specialists.**



**Indiana Child Care Resource and Referral Service Delivery Areas (SDAs)**



- A** Early Learning Connections, Geminus CCR&R  
(219) 685-1500 (800) 685-1500  
www.ccr.geminus.org
- B** The Child Care Resource Network  
(765) 724-7105 (800) 932-3302  
www.thechildcareresourcenetwork.org
- C** Child Care Answers  
(317) 636-5727 (800) 272-2937  
www.childcareanswers.com
- D** Chances and Services for Youth (CASY)  
(812) 232-3962 (800) 866-3952  
www.casonline.org
- E** 4Cof Southern Indiana, Inc.  
(812) 423-4008 (866) 200-5909  
www.child-care.org
- F** Early Childhood Alliance (EGA)  
(260) 745-2501 (800) 423-1498  
www.ecalliance.org
- G** Bona Vista Programs/Child Care Solutions  
(765) 452-8870 (800) 493-3231  
www.bonavista.org
- H** Huffer Child Care Resource and Referral  
(765) 284-0887 (800) 554-9331  
huffenmcc.org
- I** S.I.E.O.C.  
(812) 926-1585 (800) 755-8558  
www.sieoc.org

*Partnerships for Early Learners  
construyendo redes para apoyar a las familias,  
las proveedoras y las comunidades.*

*Su agencia local de recursos  
y referidos en cuidado infantil:  
1-866-865-7056*

Partnerships for Early Learners [ Early Learning Indiana  
615 N. Alabama Street, Suite 300 Indianapolis, IN 46204  
phone 317.924.5202 | fax 317.924.5102 | toll-free 800.299.1627  
www.partnershipsforearlylearners.org

Supported by the Indiana Family and Social Services Administration,  
Office of Early Childhood and Out of School Learning



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