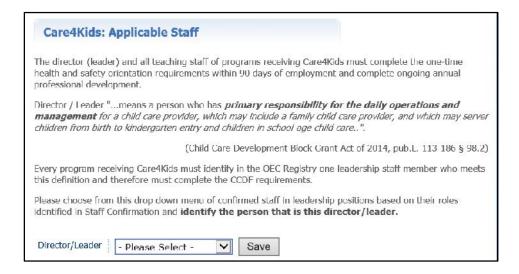**Using the Care4Kids Administration tools**

The OEC uses information from the OEC Registry to assess Care4Kids health and safety training compliance.

Administrative access / Multi Site Administrative (MSA) access users have a specific set of Care4Kids tools available after log in, under Program Administration, to help show and monitor compliance:

First, click on Care4Kids Administration.

A Director / Leader (see federal definition above), must be identified. Choose the appropriate staff member from a drop down of staff in leadership roles.

The Director / Leader and applicable staff then show up on the program's OEC Health and Safety Orientation Report (see first screen shot for location in tools).

This report pulls information from each staff member's training for the applicable Care4Kids related items, and calculates both the individual's compliance and the overall program.

Connecticut Office of Early Childhood

	OEC Health and Safety Orientation Report							
	Program Name: Test OEC Program - OEC Registry ID: 1914 - Care4Kids ID: 7 - As of: 01/27/2020							
First Name	Last Name	Date of Hire	Role	OEC Approved First Aid Expiration	OEC Approved CPR Expiration	Med Admin Expiration	Online Health and Safety Training Completion Date	# Hours	Meets CCDF Orientation
Buffalo	Bob	01/01/2000	Classroom Teacher	None	None	None	None		No
Theodore te	Calvin	01/01/2000	Assistant teacher	None	None	None	None		No
Howdy	**Doody**	**01/01/1990**	**Administrator of Single Site**	**01/01/2021**	**01/01/2021**	**06/01/2020**	**None**		**No**
Selena	Gomez	01/01/2010	Classroom Teacher	None	03/04/2021	None	None		No
Jonathan cuayle	Higgins	02/01/2000	Other Specialty Consultant	None	None	None	None		N/A
Thomas	Magnum	01/11/2005	Classroom Teacher	None	None	None	None		No
Kim	Means	01/01/1991	Classroom Teacher	None	None	None	None		No
Rick	Wright	03/01/2000	Assistant teacher	None	None	None	None		No

*Director/Leader is designated in bold

Summary Table

# of Applicable Teaching Staff	6
# of Teaching Staff who Meet CCDF Orientation	0
% of Teaching Staff who Meet CCDF Orientation	0 %
Director/Leader Meets CCDF Orientation	No
Program Meets CCDF Orientation	No
Last date of program attestation for ongoing PD	
Attestation within 12 months	No

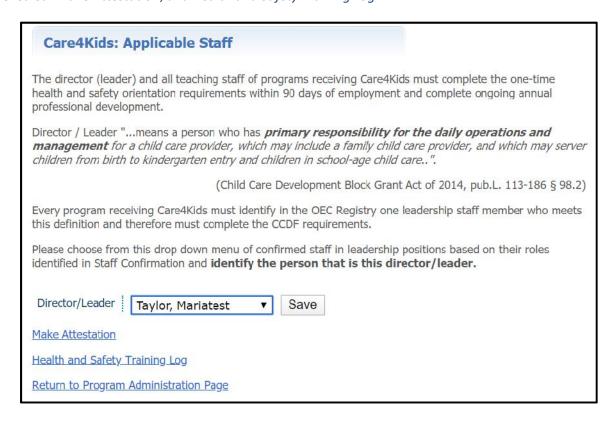Note that once a staff member achieves a Yes for compliance, it remains Yes even if certifications expire. This is a one-time orientation per person.

The summary table at the bottom of the report identifies if the designated Director / Leader meets requirements, and the pool of staff.
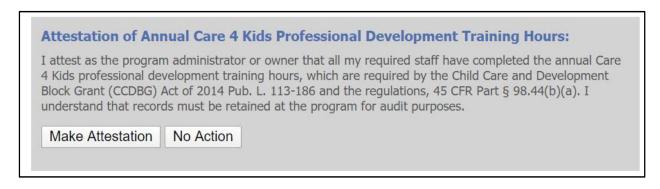
Newly hired applicable staff have 90 days to meet the requirement.

The designated Director / Leader shows up in bold on the list of staff.

After designating the Director / Leader under **Care4Kids Administration**, additional options are revealed: *Make Attestation*, and *Health and Safety Training Log*.

Care4Kids: Applicable Staff

The director (leader) and all teaching staff of programs receiving Care4Kids must complete the one-time health and safety orientation requirements within 90 days of employment and complete ongoing annual professional development.

Director / Leader "...means a person who has ***primary responsibility for the daily operations and management*** for a child care provider, which may include a family child care provider, and which may server children from birth to kindergarten entry and children in school-age child care..".

(Child Care Development Block Grant Act of 2014, pub.L. 113-186 § 98.2)

Every program receiving Care4Kids must identify in the OEC Registry one leadership staff member who meets this definition and therefore must complete the CCDF requirements.

Please choose from this drop down menu of confirmed staff in leadership positions based on their roles identified in Staff Confirmation and **identify the person that is this director/leader.**

Director/Leader | Taylor, Mariatest ▼ | Save

Make Attestation

Health and Safety Training Log

Return to Program Administration Page

Make Attestation: At least annually, the Director / Leader is expected to verify that all applicable staff are meeting the requirements.

Attestation of Annual Care 4 Kids Professional Development Training Hours:

I attest as the program administrator or owner that all my required staff have completed the annual Care 4 Kids professional development training hours, which are required by the Child Care and Development Block Grant (CCDBG) Act of 2014 Pub. L. 113-186 and the regulations, 45 CFR Part § 98.44(b)(a). I understand that records must be retained at the program for audit purposes.
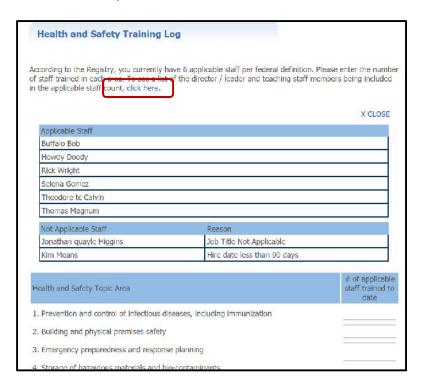
Make Attestation | No Action

The attestation is the first step toward showing compliance with the ongoing annual training.

The Director / Leader then uses the *Health and Safety Training Log* to indicate how the program is meeting ongoing training in the federal topic areas. Use *Add Log Entry* to show the OEC the progress.

Health and Safety Training Log

Federal Reporting Year: | Oct. 1, 2019 - Sept. 30, 2020 ▼ |

Instructions   Print Report   Add Log Entry

Health and Safety Topic Area:	% of Staff Trained
1. Prevention and control of infectious diseases, including Immunization	0%
2. Building and physical premises safety	0%
3. Emergency preparedness and response planning	0%
4. Storage of hazardous materials and bio-contaminants	0%
5. Recognition and reporting of child abuse and neglect	0%
6. Child development	0%
7. SIDS and use of safe sleep practices	0%
8. Prevention of shaken baby syndrome and abusive head trauma	0%
9. Nutrition	0%
10. Prevention/response to food allergies	0%
11. Administration of medication (does not need to lead to certification)	0%
12. First-aid and CPR (does not need to lead to certification)	0%
13. Precautions in transporting children (if applicable)	0%

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The OEC Registry automatically calculates the applicable staff. There is a link that allows you to see a list of who is applicable and, for those who are not currently applicable, the reason why… most commonly it may be because the person is a leadership level staffer who is not he Director / Leader, or a teaching staff member within their first 90 days.

Health and Safety Training Log

According to the Registry, you currently have 6 applicable staff per federal definition. Please enter the number of staff trained in each area. To see a list of the director / leader and teaching staff members being included in the applicable staff count, click here.

X CLOSE

Applicable Staff	
Buffalo Bob	
Howdy Doody	
Rick Wright	
Selena Gomez	
Theodore tc Calvin	
Thomas Magnum	

Not Applicable Staff	Reason
Jonathan quayle Higgins	Job Title Not Applicable
Kim Means	Hire date less than 90 days

Health and Safety Topic Area	# of applicable staff trained to date
1. Prevention and control of infectious diseases, including Immunization	_____
2. Building and physical premises safety	_____
3. Emergency preparedness and response planning	_____
4. Storage of hazardous materials and bio-contaminants	

The Director / Leader then enters the number of staff that have completed training. This should be repeated to show the progress of training in the topic areas AND that all staff are involved. The OEC Registry automatically calculates the percentage.

Health and Safety Training Log

Federal Reporting Year: | Oct. 1, 2019 - Sept. 30, 2020 ▾

Instructions   Print Report   Add Log Entry

Health and Safety Topic Area: 01/03/2020	% of Staff Trained
1. Prevention and control of infectious diseases, including immunization	33%
2. Building and physical premises safety	33%
3. Emergency preparedness and response planning	17%
4. Storage of hazardous materials and bio-contaminants	17%
5. Recognition and reporting of child abuse and neglect	17%
6. Child development	33%
7. SIDS and use of safe sleep practices	17%
8. Prevention of shaken baby syndrome and abusive head trauma	0%
9. Nutrition	17%
10. Prevention/response to food allergies	0%
11. Administration of medication (does not need to lead to certification)	0%
12. First-aid and CPR (does not need to lead to certification)	100%
13. Precautions in transporting children (if applicable)	17%

Return to Program Director Page

How will the OEC use the ongoing training information to monitor compliance?

The annual attestation and the training log show conscious awareness of the law and action to maintain meeting it. The OEC will then audit Care4Kids providers.

How can a provider show training in the federal topic areas?

The OEC Registry can now store ALL training for a user. There are certain trainings OEC automatically records in the OEC Registry (official CT ELDS and CT DOTS training, for example), and others that you track as part of your professional development record keeping. These other trainings can now be uploaded to the individual's account as Unverified Training. The OEC Registry staff will not be verifying each of these trainings. See the OEC Registry's Submit Documentation for more detail.