

## Using the Care4Kids Administration tools

The OEC uses information from the OEC Registry to assess Care4Kids Health and Safety Orientation compliance.

Note: If you are unsure about the Care4Kids Health and Safety Orientation requirements, view Care4Kids Provider Training Requirements help videos (*English and Spanish*) on the Care4Kids website: [Provider Requirements – CT Care 4 Kids](#).

**Follow the steps below for Admin/MSA Access users on how to use the Registry Care4Kids Administration tools to make sure you and your program are meeting and maintaining compliance.**

Administrative access / Multi Site Administrative (MSA) access users have Care4Kids tools available after logging in, located under Program Administration tab. Use the “Program Administration” tools and “OEC Health and Safety Orientation Report” to monitor compliance for Care4Kids Health and Safety Orientation.

- If you are the program’s owner or administrator and don’t yet have administrative access, follow the instructions for your setting under the log in section.
1. Log into your Registry Account and Click “Program Administration” tab. You will see your program’s tools. If you have MSA access, you will see each program’s tools separately.



2. Click on the “Care4Kids Administration” link.



3. You now see the page titled “Care4kids: Applicable Staff”.

- a. A **Care4Kids Director / Leader** must be identified (*see federal definition in description*). Select a “Director/Leader” from the names that appear in the dropdown window and click “Save”. Your eligible staff are any with confirmed employment who are in an administrative role and/or any with administrative access regardless of role.

**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 : - Please Select -

- b. The designated Care4Kids Director / Leader and applicable staff then show up on the program’s OEC Health and Safety Orientation Report (see screen shot located on page 3).
4. After designating the Director / Leader under **Care4Kids Administration**, additional options are revealed: *Make Attestation*, and *Health and Safety Training Log*.
- a. Click “Make Attestation” tab. The attestation is the **first step** toward showing compliance with the ongoing annual training.

**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.

- b. *Note:* At least annually, the Director / Leader is expected to review and verify the “*Make Attestation*” tab and confirm that **ALL applicable staff** are meeting the annual ongoing professional development requirements.

5. Click "Return to Program Administration Page" link.

Current Director/Leader: Doody, Howdy

Director/Leader: Doody, Howdy [v] [Save]

[Make Attestation](#)

**Date of Last Attestation:** 08/19/2024

**Attested By:** Howdy Doody

**Registry ID:** 100006572

[Health and Safety Training Log](#)

[Return to Program Administration Page](#)

6. Click "OEC Health and Safety Orientation Report" link to view each applicable staff member's compliance and the program's overall compliance. **This is the exact data Care4Kids uses for compliance.**

**Program Reports**

- » [Staff Qualifications Detail Report](#)
- » [Staff Qualifications Summary Report](#)
- » [Scholarship Request Report](#)
- » [Staff Education And Training Report](#)
- » [NAEYC Report](#)
- » [Designated QSM Compliance Report For State Funded Program](#)
- » [Designated QSM Summary Report For State Funded Programs](#)
- » [Classroom Detail Summary Report](#)
- » [Staff Assignment Summary Report](#)
- » [OEC Health And Safety Orientation Report](#)

Note: If you have Multi-site Access (MSA), be sure you are viewing the information for the intended program. See top of report for the program name and Registry program ID number.



**OEC Health and Safety Orientation Report**

Program Name: TEST OEC PROGRAM - OEC Registry ID: 1914 - Care4Kids ID: - As of: 08/19/2024

| 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     | Individual Compliance Date | Meets Care4Kids Orientation |
|-----------------|--------------|-------------------|-------------------------------------|-----------------------------------|-----------------------------|----------------------|---|-------------|----------------------------|-----------------------------|
| Buffalo         | Bob          | 01/01/2000        | Classroom Teacher                   | None                              | None                        | None                 | 09/01/2018  | 5.00        | 09/07/2020                 | Yes                         |
| <b>Howdy</b>    | <b>Doody</b> | <b>01/01/1990</b> | <b>Administrator of Single Site</b> | <b>01/01/2026</b>                 | <b>01/01/2026</b>           | <b>01/01/2027</b>    | <b>09/01/2018</b>                                 | <b>5.00</b> | <b>10/01/2021</b>          | <b>Yes</b>                  |
| Selena          | Gomez        | 01/01/2010        | Classroom Teacher                   | None                              | None                        | None                 | 09/01/2018  | 5.00        | 09/07/2020                 | Yes                         |
| Jonathan quayle | Higgins      | 01/01/2000        | Other Specialty Consultant          | None                              | None                        | None                 | 09/01/2018  | 5.00        | 09/07/2020                 | N/A                         |
| Maria test      | Juarez test  | 06/20/2020        | Classroom Teacher                   | None                              | None                        | None                 | None  |             | None                       | No                          |
| Thomas          | Magnum       | 01/11/2005        | Classroom Teacher                   | None                              | None                        | None                 | 09/01/2018  | 5.00        | 09/07/2020                 | Yes                         |
| Suzy            | Snowflake    | 01/11/2009        | Classroom Teacher                   | None                              | None                        | None                 | 08/01/2018  | 18.00       | 08/01/2018                 | Yes                         |
| Test-tester     | Test- tester | 02/17/2023        | Classroom Teacher                   | None                              | None                        | None                 | None  |             | None                       | No                          |
| Test-registry   | Test-test    | 01/01/2023        | Assistant teacher                   | None                              | None                        | None                 | None  |             | None                       | No                          |
| Testsmart       | Testsmart    | 09/01/2021        | Classroom Teacher                   | None                              | None                        | None                 | None  |             | None                       | No                          |
| Rick            | Wright       | 03/01/2000        | Assistant teacher                   | None                              | None                        | None                 | 09/01/2018  | 5.00        | 09/07/2020                 | Yes                         |

\*Director/Leader is designated in bold

**Summary Table**

|  |            |
|--|------------|
| # of Applicable Teaching Staff                     | 9          |
| # of Teaching Staff who Meet Care4Kids Orientation | 5          |
| % of Teaching Staff who Meet Care4Kids Orientation | 56 %       |
| Director/Leader Meets Care4Kids Orientation        | Yes        |
| Program Meets Care4Kids Orientation                | No         |
| Program's Compliance Date                          | None       |
| Last date of program attestation for ongoing PD    | 04/24/2023 |
| Attestation within 12 months                       | No         |

**Important Details:**

- a. The *OEC Health and Safety Orientation Report* pulls Care4Kids orientation training information from each **confirmed** staff member’s Registry account (check your Staff Confirmation page).
- b. **Applicable staff** = all teaching staff and the Care4Kids designated Director/Leader.
  - i. Other staff will show as NA because they are not required to meet the orientation by federal rule.
- c. The designated **Care4Kids Director / Leader** from step #3 shows up in **bold** on the list of staff.
- d. The **compliance date** is the date the last item needed for compliance was completed.
- e. **Newly hired applicable staff have 90 days from date of hire to meet the requirement.** These staff will reflect on the report as “N/A” during that time unless they meet the orientation requirement before the end of those 90 days, which will then show them as “Yes” for compliance. If a new hire does not meet the orientation requirement and the 90 days pass, their compliance will change to reflect “No”.

| Connecticut Office of Early Childhood  |              |                   |                                     |                                   |                             |                      |   |             |                            |                             |
|--|--------------|-------------------|-------------------------------------|-----------------------------------|-----------------------------|----------------------|---|-------------|----------------------------|-----------------------------|
| OEC Health and Safety Orientation Report   |              |                   |                                     |                                   |                             |                      |   |             |                            |                             |
| Program Name: TEST OEC PROGRAM - OEC Registry ID: 1914 - Care4Kids ID: - As of: 08/19/2024 |              |                   |                                     |                                   |                             |                      |   |             |                            |                             |
| 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     | Individual Compliance Date | Meets Care4Kids Orientation |
| Buffalo  | Bob          | 01/01/2000        | Classroom Teacher                   | None                              | None                        | None                 | 09/01/2018  | 5.00        | 09/07/2020                 | Yes                         |
| <b>Howdy</b>   | <b>Doody</b> | <b>01/01/1990</b> | <b>Administrator of Single Site</b> | <b>01/01/2026</b>                 | <b>01/01/2026</b>           | <b>01/01/2027</b>    | <b>09/01/2018</b>                                 | <b>5.00</b> | <b>10/01/2021</b>          | <b>Yes</b>                  |
| Selena   | Gomez        | 01/01/2010        | Classroom Teacher                   | None                              | None                        | None                 | 09/01/2018  | 5.00        | 09/07/2020                 | Yes                         |
| Jonathan Quayle  | Higgins      | 01/01/2000        | Other Specialty Consultant          | None                              | None                        | None                 | 09/01/2018  | 5.00        | 09/07/2020                 | N/A                         |
| Maria test   | Juarez test  | 06/20/2020        | Classroom Teacher                   | None                              | None                        | None                 | None  | None        | None                       | No                          |
| Thomas   | Magnum       | 01/11/2005        | Classroom Teacher                   | None                              | None                        | None                 | 09/01/2018  | 5.00        | 09/07/2020                 | Yes                         |

- f. The **Summary Table** at the bottom of the report provides compliance status.
  - i. **Be sure that the staff listed is correct.** If any staff appear who no longer work at the program, go back to Program Administration, then Staff Confirmation and end their employment so they will not show on the program’s reports.
  - ii. The report separately identifies if the designated Care4Kids Director / Leader meets requirements and the applicable staff.
  - iii. If **any** eligible/required staff members reflect “no” in the last column, **“Meets Care4Kids Orientation”**, then the Summary Table line item, “Program Meets Care4Kids Orientation”, will also reflect “No”.

| Summary Table                                      |            |
|--|------------|
| # of Applicable Teaching Staff                     | 9          |
| # of Teaching Staff who Meet Care4Kids Orientation | 5          |
| % of Teaching Staff who Meet Care4Kids Orientation | 56 %       |
| Director/Leader Meets Care4Kids Orientation        | Yes        |
| <b>Program Meets Care4Kids Orientation</b>         | <b>No</b>  |
| Program's Compliance Date                          | None       |
| Last date of program attestation for ongoing PD    | 04/24/2023 |
| Attestation within 12 months                       | No         |

- g. When ALL applicable teaching staff and designated Director/Leader reflect as “Yes” under the “*Meets Care4Kids Orientation*” column, then the “Percentage of Teaching Staff Who Meet Care4Kids Orientation” will reflect as 100% compliance and the “Program Meets Care4Kids Orientation” column will reflect “Yes” in the Summary Table. **Remember that the program must meet and maintain compliance.**
- h. **The Care4Kids Health and Safety Orientation must be completed *only once* per applicable staff member.** Once a staff member achieves a “Yes” under the column “*Meets Care4Kids Orientation*”, then their status remains “Yes” even if health certifications expire or they change employers.
- i. **Returning staff/rehires will reflect data based on their original date of hire.** Plan/schedule OEC Approved First Aid/CPR, Medication Administration certification classes and/or related online trainings accordingly: Partial Required Topics (for use with FA, CPR, Med Admin certifications) or All Required Topics option.

7. 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:

[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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- a. The OEC Registry automatically calculates the applicable staff. There is a link that allows you to see a list 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 the Director / Leader, or a teaching staff member is 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 | <input type="text"/>                  |
| 2. Building and physical premises safety                                 | <input type="text"/>                  |
| 3. Emergency preparedness and response planning                          | <input type="text"/>                  |
| 4. Storage of hazardous materials and bio-contaminants                   | <input type="text"/>                  |

- b. 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. The OEC Registry automatically calculates the percentage.

| Health and Safety Training Log  |                    |
|---|--------------------|
| Federal Reporting Year: <input type="text" value="Oct. 1, 2019 - Sept. 30, 2020"/>      |                    |
| <a href="#">Instructions</a> <a href="#">Print Report</a> <a href="#">Add Log Entry</a> |                    |
| 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%                |
| <a href="#">Return to Program Director Page</a>   |                    |

8. Annual ongoing professional development: Compliance monitoring

- a. **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.
- b. **How can a provider show training in the federal topic areas?** The OEC Registry can 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 be uploaded to the individual’s account as Unverified or Training. This category simply means the OEC Registry staff will not be verifying each of these trainings when they are uploaded. See the OEC Registry’s Submit Documentation for more detail. A staff member will review the trainings during a desk audit when required.