

The background of the slide features silhouettes of several people, including adults and children, standing in a line. The silhouettes are light gray and set against a white background. Two thick orange horizontal bars are positioned above and below the main text area.

# Child Care Services Division

## South Dakota Department of Social Services

**Topical Webinar**  
**Orientation Training**  
**Requirements**

**May 2016**

# Child Care and Development Block Grant Reauthorization

The Child Care and Development Block Grant Act was signed into law on November 19, 2014. The major provisions of this law are listed below:

1. Protect the health and safety of children in child care;
2. Help parents make informed child care choices and access information to support child development;
3. Provide equal access to stable, high quality child care for low-income children; and
4. Enhance the quality of child care and the early childhood workforce changes for states in the months ahead.



# Webinar Series

This webinar is the first in a series covering various topics related to the new law.

Today we will be covering the new *orientation training requirements*.

The information will be similar to a letter you recently received outlining the requirements and deadlines.



# What are the new orientation training requirements?

The following topic areas are required for orientation training:

- 1. Prevention and control of infectious diseases**
- 2. Prevention of sudden infant death syndrome and use of safe sleep practices**
- 3. Administration of medication**
- 4. Prevention and response to emergencies due to food and allergic reactions**
- 5. Building and physical premises safety**
- 6. Prevention of shaken baby syndrome and abusive head trauma**
- 7. Emergency preparedness and response planning**
- 8. Handling and storage of hazardous materials and the disposal of bio-contaminants**
- 9. Appropriate precautions in transporting children, if applicable**
- 10. Recognizing and reporting child abuse and neglect**
- 11. First aid**
- 12. CPR certification**

# Who is required to receive the orientation training?

## **Licensed Programs:**

- Current directors
- Staff members
- Volunteers

## **Registered Family Day Care Programs:**

- Registered family day care providers
- Helpers
- Substitutes

# When is orientation training to be completed?

For current providers and staff - July 1, 2017 (pending federal approval).

After July 1, 2017 - All new hires will be required to complete orientation training within 90 days after hire.



## How often is the orientation training required?

The training is required only once and usually at the time of initial employment. This is because the training is basic orientation designed for those who work in child care programs.

### **Note:**

1. It is important that any verification such as certificates of completion or training transcripts are retained at the program to verify the training was completed.
2. The training is portable and to avoid retaking the training, staff members will want to keep a copy of their verifications in the event they move to another child care program at any time in the future.

# Should I start taking the training now?

- Even though there is ample time to complete the orientation training, planning ahead is always a great idea.
- There may be training in your area that can be counted and you can take advantage of those opportunities as they arise.
- Be sure to check in with you Early Childhood Enrichment training program for a current list of training that may meet the requirements.
- On-line training and group opportunities are in the works!

# Where can I obtain orientation training?

- Since this requirement is new, both national and local training entities have been working to create comprehensive training opportunities that are accessible and affordable for providers.
- The Division of Child Care has also been working to identify opportunities for cost effective and easily accessible training.
- Several options have been identified.



## Where can I obtain orientation training? *Continued*

Early Childhood Enrichment State-Specific Training  
Currently under development and available this fall through your regional Early Childhood Enrichment programs.

This free 6-hour on-demand training will be specific to South Dakota standards including all topics except the following two topics:

- 1) CPR and
- 2) Recognizing & Reporting Child Abuse and Neglect.

**As soon as this training is available, you will be notified.**

## Where can I obtain orientation training? *Continued*

### Better Kid Care's On-Demand CCDBG Health and Safety Training

Currently under development and available on or before July 1, 2016. The Better Kid Care free, 6-hour on-demand training includes ALL required topics except the following three topics:

1. First aid,
2. CPR, and
3. Recognizing and Reporting Child Abuse and Neglect.

***As soon as any of the above training is made available, you will be notified.***

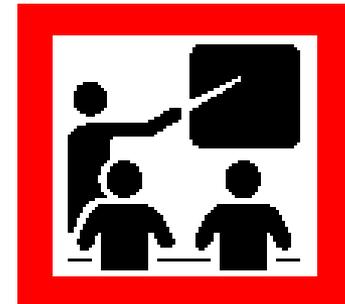
# Where can I obtain orientation training? *Continued*

## In-Person Group Training

The Early Childhood Enrichment Program nearest you will also have opportunities available for larger group trainings covering the required topics later this summer and fall.

Watch for schedules and announcements by checking their web pages listed in the April 29<sup>th</sup> letter or the Division of Child Care web site

<http://dss.sd.gov/childcare/>.



## Other training categories

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### Recognizing and Reporting Child Abuse and Neglect

- This on-line and on-demand training is under development and will be available later this summer. This training is free of charge, and provides a certificate of completion after the training is complete.
- The web link and instructions on how to access will be sent to providers as soon as it is available.

## Other training categories, continued

### First Aid Orientation Training

Two possible options are listed below:



1) Free in-person and live on-line classes are offered at various times through the Early Childhood Enrichment programs in your area.

2) Online at: <http://www.firstaidforfree.com/free-first-aid-course>. A certificate is provided after completion of this free training. Providers should print the certificate and retain for verification.

## Other training categories, continued

CPR Training - is provided at various locations. Refer to the April 29<sup>th</sup> letter or contact your local Early Childhood Enrichment program.

**Note:** If staff members in a licensed program have a valid CPR certification, there is no need to take CPR again as part of the orientation. The valid certification card can be presented as documentation of completion. Licensing regulation requires CPR to include hands-on skill testing.



# Early Childhood Enrichment Programs

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**Region 1:**      **Early Childhood Connections** - Rapid City  
605-342-6464 or 888-999-7759

**Region 2:**      **The Right Turn** – Pierre  
605-773-4755 or 866-206-8206

**Region 3:**      **Sanford Children’s CHILD Services** – Aberdeen  
605-262-8505 or 800-982-6404

**Region 4:**      **Family Resource Network** – Brookings  
605-688-5730 or 800-354-8238

**Region 5:**      **Sanford Children’s CHILD Services** – Sioux Falls  
605-333-0698 Ext. 4 or 800-235-5923 Ext. 4

## Orientation training from other entities

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- Orientation training may also be accessed from other entities as long as there is written documentation that all orientation training topics were addressed.
- For your convenience, a form was included in the April 29<sup>th</sup> letter.
- This document will help organize your documentation and available during your next inspection.

## Previous training

Previous training may count toward meeting the orientation topics if the training hours were received in calendar years 2015, 2016, or 2017.

Recognizing that many staff may have recently completed training in some of the required topics, or may be planning to receive training in the near future, the following verifications must be on file at your program:

- Date of training, training content/training name, employee/provider signature, etc.

Training that does not have documentation of completion will *not* be counted.

## Does the orientation training count toward annual requirements?

Yes, the training will count for the annual training hours in the year it was obtained.

Example: If the orientation training is obtained in 2016, the 6 hours will count toward the 2016 annual hours of training. If the orientation training is obtained in 2017, it will count toward the annual training hours for 2017.

The hours obtained to complete the orientation topics may not be carried over to the next year.

## Yearly on-going training

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The orientation training contains very basic information required for new employment in a child care center or for a provider starting a family child care operation.

Once the orientation training is completed, ongoing training should address topics of more in-depth content that follows a progression of professional development.



# Licensing Specialist Contact Information

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**Rapid City:** 605-394-2525 or 800-644-2914  
Lori Janssen (Ext. 610) or Tina Uecker (Ext. 611)

**Pierre:** 605-773-3612 or 800-226-1033  
Christina Lusk (Ext. 225)

**Aberdeen:** 605-626-3160 or 866-239-8855  
Julie Hermansen (Ext. 238)

**Brookings:** 605-688-4330 or 866-267-5228  
Rachel Busmann (Ext. 208)

**Mitchell:** 605-995-8000 or 800-231-8346  
Debra Bigge (Ext. 213)

**Sioux Falls:** 605-367-5444 or 866-801-5421  
Denise Davis (Ext. 221); Shannon Terhark (Ext. 422)  
Rita Trager (Ext. 423); Stacie Ugofsky (Ext. 424)



# Child Care & Development Block Grant Act 2014

## Families

- 12-month Certificates
- 3-month Job Search
- Graduated phase-out
- Procedures for homeless enrollment and outreach

## Providers

- Increased training & activities to improve quality
- Background Checks expanded
- Increased inspections /health & safety standards
- Inspection results and complaints on-line
- Informal and in-home providers added requirements

## State

- 3-year state plan
- Increased reporting requirements
- Increased quality expenditure requirements
- Disaster Preparedness
- Increased consumer education requirements



## Effective Dates Specified in the Act

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- 9.30.17 - Criminal Background Checks
- 11.19.16 - Monitoring of Licensing and Regulatory Requirements
- 11.19.17 - Results of Monitoring and Inspection Reports to be posted on website
- 9.30.16 - All other requirements without a specific date

# Implementation Planning Tasks

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**Disaster Preparedness Plan – 9.30.16**

**Website for Inspection Results – 11.19.17**

**Graduated Phase-Out – 9.30.16**

**12-Month Eligibility – 9.30.16**

**Orientation Training – 9.30.16 – Extension requested - July 1, 2017**

**Monitoring & Enforcement – 9.30.16**

**Annual inspections – 9.30.16**

**Criminal Background Requirements – 9.30.17**

**Early Learning Guidelines – 9.30.16 - Extension requested – 9.30.17**

# Topical Webinars

To ensure all providers are informed of the upcoming changes, a series of webinars are being scheduled to address the various topics.

Topics will include:

**Orientation Training Requirements – May series**

**Proposed Administrative Rule Changes – June Series**

**Subsidy Changes - July**

**Emergency Preparedness – TBA**

**Early Learning Guidelines - TBA**

**Background Check Requirements – TBA**

**On-line Inspection & Complaint Requirements – TBA**

**Continuous Quality Improvement Initiatives – TBA**

**Other - TBA**

# Child Care & Development Block Grant Act of 2014

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The Federal Office of Child Care has several resources on their website that includes a timeline for effective dates, frequently asked questions, and a copy of the law in full. The link to the Office of Child Care website is:

<http://www.acf.hhs.gov/programs/occ/ccdf-reauthorization>

Email to submit comments or questions regarding the implementation of proposed changes:

[Carroll.Forsch@state.sd.us](mailto:Carroll.Forsch@state.sd.us) or [Patricia.Monson@state.sd.us](mailto:Patricia.Monson@state.sd.us)