



Early Childhood Provider Updates

May 4, 2023

Agenda

- Welcome
- Child Care Assistance Program (CCAP) Updates
- Licensing Updates
- Child Care Criminal Background Check (CCCBC) Updates
- Teaching and Learning Updates
- Upcoming Events

Welcome!





Child Care Assistance Program (CCAP) Updates

Child Care Assistance Program (CCAP) Updates

KinderConnect

The Department has transitioned to KinderConnect as its mandatory attendance tracking system.

All Type III centers and all CCAP-certified Family Child Care and In-Home providers should be fully utilizing KinderConnect to track daily attendance.

Participation in the Department's system of attendance tracking is mandatory: If your site is not tracking attendance in KinderConnect, it is possible that children may be removed from your site's roster and payments delayed, resulting in additional SAIs.

Child Care Assistance Program (CCAP) Updates

KinderConnect

Providers should complete their renewals timely and clients should submit their redetermination application timely to prevent any lapse in children authorizations

Please follow each of the following steps to ensure all children assigned to your site are visible on your KinderConnect roster:

- Providers should email CCAPPHD@la.gov to report children that have not appeared in their site roster yet. The subject line should state “Missing Children in KinderConnect.”
- The Department will then need to review each reported child’s case to confirm case status and authorizations. If cases are properly authorized, then the Department will notify KinderSystems to resolve the issue in KinderConnect.

Child Care Assistance Program (CCAP) Updates

KinderConnect

The Department is aware that there are additional issues to resolve with some sites in the transition to KinderConnect. The KinderSystems team is working to resolve all concerns.

If any CCAP-certified children are not listed in a site roster, providers may temporarily input CCAP-certified children as [Private Pay children](#).

KinderSystems is currently working with the Department to identify all children missing from the KinderConnect roster.

Once KinderSystems has completed inputting all CCAP children for your site and the children are appearing on the site's roster as CCAP-certified children, providers can then [merge the Private Pay and CCAP-certified children](#).

Child Care Assistance Program (CCAP) Updates

Payment On Enrollment

Providers must utilize attendance tracking and report changes in their site rosters.

- While CCAP payments are based on enrollment, providers are still **required** to use the new KinderConnect attendance tracking system.
- Authorizations must be utilized by families at the time child care services are rendered. KinderConnect attendance records will be examined as part of the underutilization review of CCAP attendance.
- Children that are no longer enrolled or attending should be reported to the Provider Help Desk via the [Provider Ticket System](#). **Please label your ticket “Child Not Needing Care.”**

Child Care Assistance Program (CCAP) Updates

TOTS Devices

TOTS is no longer active, and the online portal is no longer accessible; any transactions recorded on the TOTS POS device or IVR will not be transmitted to the LDOE.

The Department's previous TOTS contractor, Conduent, will not take any action to collect POS or biometric scanners from providers or Community Network Lead Agencies:

- Providers and administrators can dispose of the equipment as they see fit.

The Louisiana Department of Environmental Quality has a [list](#) of electronic recycling drop-off locations in Louisiana.

Child Care Assistance Program (CCAP) Updates

Summer Care

Summer is quickly approaching! There is important documentation to complete and submit if there are any part-time children at sites that will need full-time care during the summer.

- If there are any part-time children at your site that will need full-time care during the summer, please have their parent complete a [Report of Change Form](#), indicating the summer care timeframe on the form, and submitting back to the Department as soon as possible for updates.
 - All Change Reports should be submitted directly to LDECCAP@la.gov or faxed to 225-376-6060.
- Children that are no longer enrolled or attending the site should be reported to the Provider Help Desk via the [Provider Ticket System](#). **Please label your ticket "Child Not Needing Care."**

Licensing Updates



Licensing Updates

Motor Vehicle Passenger Checks

In Louisiana, it is unlawful to leave children unattended or unsupervised in a motor vehicle.

As a reminder, the negative consequences of extreme heat are so significant that Louisiana has a [law](#) prohibiting leaving children unattended in a vehicle.

- A first offense for leaving a child under the age of six unattended or unsupervised in a car will net a fine of up to \$500 or imprisonment up to six months or both.
- Each subsequent offense will result in felony imprisonment for no less than one year and a fine of no less than \$1,000.

As required in [Bulletin 137](#) §2017, Motor Vehicle Passenger Checks, it is imperative that vehicles are adequately inspected for children before staff exit the vehicle, especially with outside temperatures:

Children can die in a hot vehicle in a matter of minutes.

Licensing Updates

Motor Vehicle Passenger Checks

A visual passenger check of a vehicle is required to ensure that no child is left in the vehicle.

Each vehicle shall have a vehicle passenger check and a face-to-name count conducted at each of the following times:

- prior to leaving center for destination
- upon arrival at each destination
- prior to departure from each destination and
- upon return to center

A staff person shall:

- Physically walk through the vehicle and inspect all seat surfaces, under all seats, and in all enclosed spaces and recesses of the interior of the vehicle
- Record the time of the visual passenger check and sign the log, indicating that no child was left in the vehicle

Licensing Updates

Communication with Providers

Each site shall have a current email address on file with the Department.

- All communication from the Department will be sent via email to the most recent email address provided.
- Notify the Department immediately if there is a change in your site's email address:
 - Centers should notify their Licensing [Consultant](#)
 - Home providers should notify Providercertification@la.gov

Please note: The site's email address should not be the director's personal email address.

Licensing Updates

Communication with Providers

Each site must have a dedicated working phone.

- A dedicated working phone, with a number dedicated to the site that is capable of incoming and outgoing calls, shall be readily available at the site at all times.
- When a center has multiple buildings and does not have a dedicated phone in each building where children are present, the center shall establish and follow written procedures for securing emergency help. The written procedures shall be posted in each building.
- Centers located in schools and churches shall have a phone within the licensed area.
- Notify your [Consultant](#) immediately if there is a change in your site's phone number.

Licensing Updates

Licensed Capacity

Licensing determines the licensed capacity for each center.

Three different agency inspections are required for an increase of capacity:

- Office of State Fire Marshal (OSFM)
- Louisiana Department of Health (LDH)
- Licensing

Each agency has different requirements when determining a center's capacity. For example, OSFM considers egress, LDH considers sewer limits, and Licensing considers usable space.

Licensing takes into account the OSFM and LDH approvals in issuing a licensed capacity.

Licensing Updates

Tornado Drills

Early learning center staff shall conduct tornado drills to ensure the safety of children and staff.

Tornado drills shall be conducted at least once per month in each of the following months: **March, April, May, and June.**

These drills shall be:

- done at various times of the day
- include all children and
- documented by the site

Licensing Updates

Licensing Consultant Contacts

Each center has an assigned Licensing Consultant.

Below you will find your consultant by the first letter of the center's name, excluding "A," "An," and "The."

Alicia.Brown@la.gov - M, S, X	Alicia.Bourgeois@la.gov - L, T, Q
Autumn.Sullivan@la.gov -D, H, J, K	Curieni.Jackson2@la.gov - A, E, N, O, U, V,W
Daryneisha.Weaver2@la.gov - B, C, I, Y, Z	Phyllis.Politz@la.gov - F, G, P, R

If you have any questions regarding Bulletin 137, please contact your [Consultant](#).



Child Care Criminal Background Check (CCCBC) Updates

Child Care Criminal Background Check Updates

Important Dates for Fingerprint Vendor Transition

Fingerprinting for the CCCBC System is transitioning from fingerprint vendor Gemalto/Thales to IDEMIA.

- The current fingerprinting vendor, Gemalto, will be discontinuing fingerprint scanning operations. Fingerprinting with Gemalto will conclude at the end of the day Thursday, May 4th.
- **There will be no fingerprinting services available Friday, May 5th.**

Child Care Criminal Background Check Updates

Important Dates for Fingerprint Vendor Transition

Fingerprinting for the CCCBC System will transition from fingerprint vendor Gemalto/Thales to IDEMIA.

- On **Monday, May 8, 2023**, fingerprinting for the Child Care Criminal Background Check System will transition from Gemalto to IDEMIA.
- Please note that IDEMIA will have different fingerprinting locations. Providers may view the IDEMIA fingerprinting locations by visiting www.identogo.com/locations.

Child Care Criminal Background Check Updates

No Charge Authorization Code Accounts

IDEMIA offers “No Charge Authorization Codes” (NCAC), also referred to as coupon codes.

- The Department highly recommends that centers utilize the NCAC feature.
- The benefit of a NCAC account is that providers are only charged once their applicants are fingerprinted.
- Completed Authorization forms should be faxed to 952-945-3326 or emailed to LAUEPACCOUNTS@US.IDEMIA.COM.
- Providers should have received an email from the Department on April 17th, 21st, and 24th with detailed instructions needed to complete an NCAC account and steps to redeem a NCAC.

Child Care Criminal Background Check Updates Renewals

Five-year renewals for the Child Care Criminal Background Check (CCCBC) program began in March 2023.

- The Department encourages providers to initiate the renewal application process once contacted via email and 90 days prior to CCCBC the determination expiration date.
- Sites with staff working with expired CCCBC determinations will receive a Licensing Deficiency.
- Fingerprint submission is required for the CCCBC renewal process.

Contact the CCCBC team with any questions or for assistance by calling 225-342-2716 or 225-342-5311 or emailing LDECCCBCprocessing@la.gov.

Child Care Criminal Background Check Updates

Upcoming Support Webinar

The Department will host a webinar to assist early learning providers with the fingerprint vendor transition to IDEMIA.

Webinar Topic:	Child Care Criminal Background Check—Fingerprinting with IDEMIA
Webinar Time:	May 9, 2023, 1-2p.m.
Webinar Link:	https://ldoe.zoom.us/j/99674383276?pwd=cVRVc01mRWg1V09zTUpMSDZxQ3RYdz09
Meeting ID:	996 7438 3276
Passcode:	509410

Child Care Criminal Background Check Updates

Reimbursement Process from Gemalto

Fingerprinting with Gemalto will conclude at the end of the day Thursday, May 4.

If payment was made to the Gemalto system for fingerprinting and the applicant cannot fingerprint at a Gemalto site by end of day Thursday, May 4th:

- All open registrations will automatically be cancelled after today, and a refund will be issued within 7-10 days depending upon the applicant's bank. The applicant does not need to contact Gemalto as this is an automatic process.
- However, if applicants are unable to fingerprint by the end of day today, the fastest way to obtain a refund will be by reaching out directly to Gemalto, and they can manually cancel the registration.

https://pci.aps.gemalto.com/laperlpub/cancel_registration_pci.pl?UserType=Z

Teaching and Learning Updates



Teaching and Learning Updates

Academic Approval

2022-2023 Academic Approval certificates will expire on June 30, 2023.

Providers must renew their Academic Approval by submitting the [2023-2024 Program Partner Assurances](#) to the Department by Friday, May 26, 2023.

- Signed Program Partner Assurances may only be submitted using the [2023-2024 Program Partner Assurances](#) online form provided: no paper forms will be accepted.
- 2023-2024 Academic Approval certificates will be automatically generated following the successful submission of the assurances and will be emailed to the email address provided in the online form.
- Providers should retain these copies for their records as well as post their 2023-2024 Academic Approval certificates at their sites starting July 1, 2023.

If you have any questions regarding the submission of these assurances, please email: kishia.grayson@la.gov.



Teaching and Learning Updates

TS GOLD® Spring Checkpoint Reminders

The Department has set program expectations of completion for each checkpoint. Networks should monitor completion rates at the site and classroom levels.

Fall 2021 (October 31)	Winter 2022 (February 28)	Spring 2022 (May 31)
80%	85%	90%

- Data hygiene should be completed before the Spring Checkpoint date. If you have active classrooms from previous years, your checkpoint data will not be accurate. Please archive students and delete these classrooms.
- Check naming conventions for active classrooms before the Spring Checkpoint date.
- Archiving is preferred to deleting a child. If you are unsure which is the better option, please contact ecassesment@la.gov for further assistance.
- Please use the [Teaching Strategies GOLD® Guidance](#) as a reference.

Teaching and Learning Updates

GOLD® Update Webinars

The Department will host GOLD® update webinars for site leaders and network leaders. Participants can access the GOLD® informational webinar using the information below.

Webinar Topic: Spring Checkpoint/EOY Support
Audience: CNLAs and GOLD® Administrators
Webinar Date/Time: Wednesday, May 17, 2023 at 1:00 p.m.
Webinar Link: <https://ldoe.zoom.us>
Meeting ID: 974 0485 0210
Passcode: 980775

Please read the Department's updated [TS GOLD® Guidance](#) and [TS GOLD® FAQ](#) documents for helpful information.

Please contact ECAssessment@la.gov with questions or concerns.

Teaching and Learning Updates

Young Children with Disabilities

The Department will offer many sessions about supporting young children with disabilities at both the upcoming Teacher Leader Summit and Early Childhood Conference.

If attending either conference, please register for one or more of these sessions:

- *Early Identification and Developmental Screening in Early Childhood* - Participants will learn how to improve academic achievement by having a developmental screening process in place.
- *Promoting Inclusion in Early Childhood Settings* - Participants will learn how to create an inclusive environment for children with disabilities in early childhood, what research tells us about inclusion, and how inclusion impacts child achievement.
- *Accelerate Learning in Early Childhood* - Participants will learn how to accelerate learning in early childhood by embedding high-quality instruction within the learning day to maximize success for all children.

Please contact caitlyn.robinson@la.gov for any questions or concerns.

Teaching and Learning Updates

Annual Teacher Survey

The Department will be soliciting feedback from lead teachers about their experiences during the current academic year through the annual Lead Teacher Survey.

The Department will be conducting the 2022-2023 Lead Teacher Survey to gather feedback from teachers to shape plans and priorities for the upcoming academic year:

- The Department will share a link to the survey directly to lead teachers using the email addresses collected through TS Gold®.
- The survey will include questions about teachers' experiences with CLASS® observations, TS Gold®, curriculum, and coaching.
- The Department will publish information on teacher support as part of the Community Network Performance Profiles for the 2022-2023 school year.

Please contact Robert Jones at robert.jones4@la.gov with any questions.

Teaching and Learning Updates

Access to Benefits

Access to health insurance benefits is a known barrier to remaining in the early childhood workforce. Luckily, there are resources available for educators to leverage to gain access to some health benefits.

The Louisiana Department of Education is partnering with the [Southwest Louisiana Area Health Education Center](#) (SWLAHEC) to provide information to early childhood educators across the state, supporting educators in finding health insurance options that meet their needs, both financial and health.

Interested in learning about health insurance options for you and your staff?
SWLAHEC will be at the the Early Childhood Conference, leading sessions and participating in the Vendor Education Expo!

Questions about setting up an individual meeting? Email shallan.jones@la.gov.



Summer Activities



Teaching and Learning Reminders

Great Outdoor Activities for Summer for Infants

With the warmer weather and longer days, all of the following activities are appropriate for infants!

- Play with bubbles together
- Take infants for a nature walk in their strollers
- Place infant swings outdoors in a shaded spot
- Push and roll beach balls outside
- Explore different senses with sensory experiences
 - Make music in the backyard with pots and spoons
 - Paint with edible paint
 - Try painting using fingers and toes with tempera paint



Encourage language development while outside by talking to infants about what you can see, hear, smell, and touch.



Teaching and Learning Reminders

Great Outdoor Activities for Summer for Toddlers

With the warmer weather and longer days, all of the following activities are appropriate for toddlers!



- Play with bubbles
- Roll balls back and forth outside
- Take a nature walk
- Take advantage of the sun and get out your water table
- Dance to music on the playground or in the backyard
- Swing at the park or on the playground or in the backyard
- Explore different textures through messy play:
 - Play-doh and cookie cutters
 - Sand-use sifters in the sandpit
 - Shaving cream and drawing pictures

Teaching and Learning Reminders

Great Outdoor Activities for Summer for Preschoolers

With the warmer weather and longer days, all of the following activities are appropriate for preschoolers!

- Play with bubbles and make bubble art
- Play hopscotch using numbers, shapes, and colors
- Use water paints and balls to create art on sidewalks
- Go on a bug scavenger hunt
- Make scented slime (watermelon, lime, orange)
- Dance and play in water sprinklers to music
- Use a small bucket of water to discover what floats or sinks
- Explore different textures
 - Play-doh
 - Shaving cream—have them draw themselves





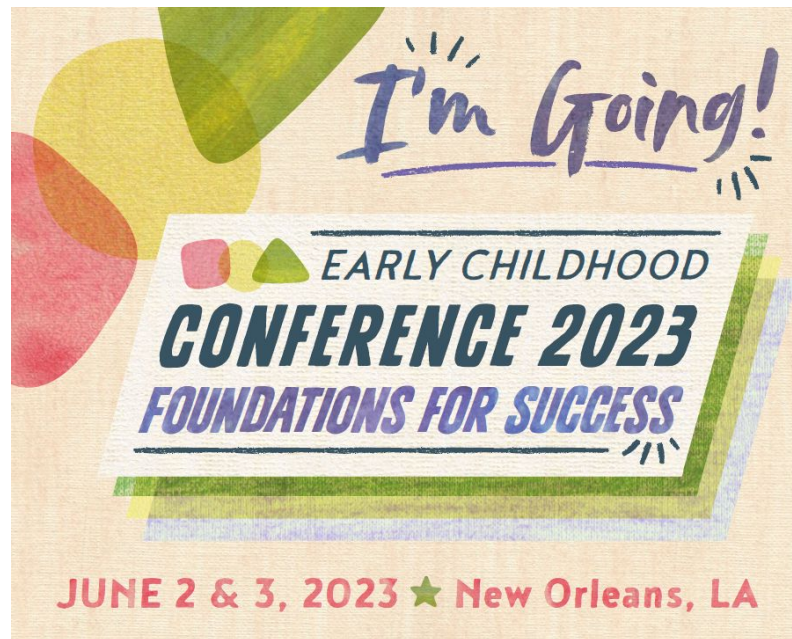
Upcoming Events

2023 Early Childhood Conference: *Foundations for Success*

Share the excitement!

Be sure to let everyone know that you will be attending this year's Early Childhood Conference on June 2nd and 3rd by sharing the news on your social media pages.

Please contact events@emergentmethod.com with any questions.



2023 Early Childhood Conference: *Foundations for Success*

Cvent App and Signing Up for Sessions

Get started making your Early Childhood Conference schedule!

Step 1: Download the Cvent app

Cvent App – [Appstore](#) (Apple)

Cvent App – [Google Play](#) (Android)

Step 2: Search for the Early Childhood Conference 2023

Step 3: Schedule your sessions



Please contact events@emergentmethod.com with any questions.

Reminder:

2023 Early Care and Education Provider Survey

This annual survey will provide the Department and early childhood advocates with further understanding of the current issues facing early care and education providers in Louisiana.

<https://www.surveymonkey.com/r/YFLXSHH>

Please complete the survey by Wednesday, May 10.

The survey will take less than 15 minutes to complete.

The survey is being administered by the Louisiana Policy Institute for Children, in partnership with the Child Care Association of Louisiana, Louisiana Association of the Education of Young Children, Louisiana Association of United Ways, and resource and referral agencies across the state.

Upcoming Events

New Director Webinar

Every month, the LDOE team conducts a webinar for new directors that focuses on a topic related to early childhood quality while also helping to expand directors' network of peers.

The May New Director webinar topic is “Learn the Signs, Act Early: Monitoring Child Development in Early Childhood.”

- **Webinar Date/Time:** May 26, 2023 at 12:00 p.m.
- **Webinar Link:** <https://ldoe.zoom.us/j/92700204655?>
- **Phone Number:** 1-407-381-2552
- **Meeting ID:** 927 0020 4655

Contact tella.henderson@la.gov with any questions.

Upcoming Events

Monthly Provider Webinar

The Department will be hosting monthly webinars for early childhood providers. These webinars will include important updates and reminders for all provider types.

Providers can access the next provider webinar using the information below:

- **Webinar Date/Time:** Thursday, July 6 at 1 p.m.
- **Webinar Link:** <https://ldoe.zoom.us/j/93597745872>
- **Phone Number:** 1-312-626-6799
- **Meeting ID:** 935 9774 5872

Contact Info

Child Care Licensing

- Call 225-342-9905
- Email ldelicensing@la.gov or email licensing consultants directly

Child Care Assistance Program

- Call 225-250-7635 or 225-252-9543
- Email ldeccap@la.gov or enter a [ticket](#) at the Provider Help Desk
- TOTS Assistance: Jackie.Droddy2@la.gov

Child Care Provider Certification

- Email providercertification@la.gov

Child Care Criminal Background Checks

- Call 225-342-2716 or 225-342-5311 or email LDEchildcareCBC@la.gov

COVID-19 Supports

- LDOE COVID-19 [landing page](#) and [library](#)
- COVID-19 [FAQ](#) for early childhood
- [Office of Public Health Guidelines for Child Care](#)
- Questions regarding COVID-19, contact LDOECovid19Support@la.gov

General Early Childhood Support

- Email earlychildhood@la.gov

