

## CHILD CARE ADVISORY COMMITTEE (CCAC) MEETING

Tuesday, January 23, 2018

9:30 am – 12:00 noon

Flinn Foundation ~ 1802 North Central Avenue, Phoenix, AZ 85004

NAME	PRESENT (√)	ABSENT (√)	NAME	PRESENT (√)	ABSENT (√)
Barnes, Kenny		√	Martinez, Angel		√
Barnes, Kerri		√	Milner, Barbara	<b>By Phone</b>	
Beahan, Cheryl		√	Mongeluzzi, Elisa		√
Benjamin, Winsome		√	Montoya, Sonya		√
Berk, Bill	√		Moortel, Steven		√
Berry, Pat		√	Munoz, Rosemary	√	
Busby, Melissa	√		Murphy, Kelley	√	
Castillo, Abigail	√		Naimark, Dana		√
Clark, Terri		√	Newsom, Darlene		√
Colon, Braulio		√	Newhouse, Nicole	√	
Conner, Melissa		√	Ochoa, Lourdes		√
Craft, Dawn	√		Ortiz, Karen		√
Eckley, Leah	√		Phillips, Rose		√
Emch, James		√	Prinster, Barbie	√	
Felix, Clara G.		√	Raczynski, Erin		√
Fellows, Diane		√	Raden, Erin	√	
Firebush, Bobbi		√	Rodgers, Angie		√
Fisher, Tabitha	√		Romero, Katie	√	
Flack, Kimberly		√	Russell, Nicol		√
Flores, Artie		√	Saint Hilarie, Michelle	<b>By Phone</b>	
Flores, Hiroko	√		Salow, Thomas		√
Gabbard, Kensey		√	Sandweg, Ginger	√	
Gallegos, Moe		√	Schindler, Eric		√
Hackl, Rebecca	√		Smith, Dianne		√
Herrera, Brook W.	√		Smith, Susan	√	
Jacobs, Shalom		√	Sullivan, Courtney		√
Jewett, Lorie	√		Taylor, Alan	√	
Johnson, Verna	<b>By Phone</b>		Thomas, Geoffrey	√	
Katona, Michelle		√	Vela, Dana		√
Krauss, Mindy	√		Ward, Ginger	√	
Kubiak, Linda		√	White, Debra		√
Larson, Lynn B.	√		Wilkinson, Dawn	<b>By Phone</b>	
Lord, Mattie		√	Williams, Bonnie	√	
Mahacek, Karen	<b>By Phone</b>		Woodhouse, Karen		√
Malone, Zaida	√		Zapata, Mindy	√	
Martinez, Andrea		√			

## CHILD CARE ADVISORY COMMITTEE (CCAC) MEETING

Tuesday, January 23, 2018

9:30 am – 12:00 noon

Flinn Foundation ~ 1802 North Central Avenue, Phoenix, AZ 85004

### I Meeting called to order at 9:39 am

**Kelley Murphy**  
Acting Committee Chair

- Introductions

### II Approval of October 17, 2017 Meeting Minutes

**Michelle Saint Hilarie** requested change to Bullet #6 of Section III, on Page 2 of 4. To identify as new topic, last sentence beginning with “*As a direct result...*” should be a separate bullet.

**Susan Smith** requested change to 4<sup>th</sup> entry under “Member Updates”, on Page 4 of 4. She reported that “*DCS covers infant care...*” – there is no funding to cover this service.

Kelley requested a motion to approve the minutes of the October 17, 2017 meeting with the changes noted.

Erin Raden motioned to approve the minutes with the changes noted.  
Susan Smith 2<sup>nd</sup> the motion.

**October 17, 2017 Meeting Minutes approved with the changes noted.**

### III Child Care Administration Updates

**Brook W. Herrera reported on:**

#### ○ **Expulsion Prevention Policy**

Policy wording is in the process of being re-vamped; procedure will remain the same; anticipate completion by end of January at which time will be sent as an amendment to providers. One change: when provider is in the process of expelling a child, there are multiple ways to report to DES, not just the *Request for Resources* form, now there is an email address and direct phone line. **Erin:** when the initial Policy was written, a workgroup was convened to write it; before finalizing this re-write will there be any input either from this (CCAC) group or a sub-workgroup. Brook stated that DES worked with Southwest Human Development (SWHD) and had Walter Gilliam review but did not re-convene the workgroup as no major changes were made in regards to procedures. It is the same process; just different language. **Brook will send Erin the draft of the re-write.**

## CHILD CARE ADVISORY COMMITTEE (CCAC) MEETING

Tuesday, January 23, 2018

9:30 am – 12:00 noon

Flinn Foundation ~ 1802 North Central Avenue, Phoenix, AZ 85004

- **Newsletter**

The Resource Team develops and sends to providers a newsletter that addresses expulsion prevention. It is issued quarterly. If you have information to be considered for the Newsletter, please reach out to the Resource Team.

- **New Provider Orientation**

Effective January, 2018, new providers that become contracted with DES are going to attend a training that is different from prior training. The previous training went over the contract requirements and a large part covered the billing process. The new training includes: special needs rates, available trainings under DES Program Development Unit, Expulsion Prevention, speaker from the Registry to explain how to get on and use the Registry, Food Program representative will present, focus on Professional Development and different opportunities, PCPP. In the past, when providers were challenged by the billing process, the Contracts Administrators (CAs) would send them to Billing Training; now, the providers will receive face to face guidance from the CAs and Certification Specialists in addition to the CBT which is a pre-contract requirement.

- **Waiting List Releases**

DES continues to do monthly releases. Since July, 2017, DES has released just under 5,000 children. These releases are based on funds availability as well as an effort to balance caseloads to avoid a major impact on case workers and paying overtime. It is working well so DES will continue with monthly releases.

- **Reports**

- **Fiscal:** Members confirmed they are receiving it monthly; no discussion.
- **Caseload:** Captures data from 2009 through November, 2017; no discussion.
- **Provider numbers (combined reports):** Data requested by Erin at prior meeting has been captured. Since July, 2017 to present, DES has lost 40 providers. **Geoff** suggested loss attributed to School Districts that have left, e.g., MESA USD had approximately 20 sites. Extensive interactive discussion re: the need to capture reasons for provider closures in order to better identify provider needs and reduce potential provider loss by providing support. Potential closure reasons identified: lack of sufficient DES authorizations, new contract requirements, rural locations, and rates. It was also proposed to look at the lessened authorizations vs provider capacity. **K. Mahacek** stated that DHS does not have an exit survey. **G. Sandweg** does not have a survey however they have data collection available that may be useful. **L. Jewett** reported that the closure form used for certified homes requests the reason for closure which shows trends of too few authorizations, CCDBG changes, and too low rate of pay.

## CHILD CARE ADVISORY COMMITTEE (CCAC) MEETING

Tuesday, January 23, 2018

9:30 am – 12:00 noon

Flinn Foundation ~ 1802 North Central Avenue, Phoenix, AZ 85004

- ✓ A **work group** will be created to design an exit survey that captures reasons for closures and will benefit both DES and DHS.
- ✓ **Erin** requested an additional report to include number of children served by provider type, star rating and accreditation, location, capacity, and number of authorizations.
- **Children with Disabilities:** Includes children being served under the Special Needs Contract (SNC) and providers who provide overnight care. The number of children served under SNC is slowly increasing as projected.

### Lorie Jewett reported on:

#### ○ **Empower Program (EP)**

DES has adopted/implemented DHS's EP. Last year it was introduced to certified homes during which time each provider received an instruction book, an activity pack, and giveaways to improve their program. Each provider was surveyed to establish a benchmark as to where they were on each of the 10 standards. A follow-up survey will be conducted this year to see the progress the providers have made over the past year. Certification staff have completed the Train the Trainer course and are being registered on the Registry as trainers for the EP. This will enable them to train providers who will, in turn, be able to receive credit for the trainings. This aligns with the Child Care and Development Block Grant (CCDBG) requirements for both improving quality and registering/tracking training.

#### ○ **Differential Monitoring (DM) Pilot**

As a result of a recommendation made in the Sunset Audit, a DM approach has been incorporated as a means to improve home inspections and compliance outcomes. New home monitoring forms were developed based on research, Key Indicators, Risk Factors, surveys and the focus of CCDBG compliance requirements. Criteria and corresponding form were developed to offer providers who are regularly compliant the opportunity to have one of their yearly visits be an abbreviated one. A pilot plan was developed and participating staff were trained on the new DM procedures/forms. One was in Yuma in November, 2017; another two in Maricopa County in January, 2018. The DM statewide training was completed on April 30, 2018. The goal is to roll out DM statewide on June 1, 2018.

## IV GIS Mapping

**Lucas Murray**  
Senior GIS Analyst

**Lucas** identified himself as the creator of the map and **Rebecca Hackl and Zaida Malone, DES Program Development Specialists**, as the collectors/suppliers of the data for the map. The software is new and only accessible to CCA staff. Lucas presented, with a projection of the actual GIS Mapping program, the multiple categories of data that are captured. These include main categories of providers, trainings, children, and

## CHILD CARE ADVISORY COMMITTEE (CCAC) MEETING

Tuesday, January 23, 2018

9:30 am – 12:00 noon

Flinn Foundation ~ 1802 North Central Avenue, Phoenix, AZ 85004

expulsions; and, each can be narrowed to provide specific sub-categories such as type of providers or trainings, number of, and reason for, expulsions, children by number of authorizations, etc. **Erin** requested a category be added to capture SNC providers. **Erin** asked if non-payment was a major category for expulsions. **Rebecca** reported specific data in response: of 146 expulsions, 130 were DES children and behavior with the exception of 2 that were for non-payment. **Lorie** asked how they were informed regarding non-DES expulsions; answer: during intake with providers and in many cases, parents voluntarily call. **Erin** questioned if providers were required to report at-risk or actual expulsions of non-DES children; **Brook** clarified that all DES-contracted providers are mandated to report per the requirements of the contract and the Expulsion Policy; however, she will review both documents and respond.

### V Expulsion Prevention Update

#### Southwest Human Development

**Leah Eckley** distributed a hard copy of a PowerPoint presentation which she was unable to project but agreed to email to all members. The document reported current data: there are 76 trainings available state-wide; 1<sup>st</sup> Tier is foundational, i.e., provides strategy for preventing expulsion; 2<sup>nd</sup> Tier focus is on specifics of challenging behaviors and offers 3 hours of subsequent technical assistance per participant, not per site. **Leah** requested assistance to recruit more training participants; she will provide **Geoff and Lorie** with an informational flyer that can be sent to all DES-contracted child care providers. 3<sup>rd</sup> Tier is in the final development stage with an anticipated roll out of Summer or Fall 2018. This Tier will focus on support for directors. The ultimate goals of the trainings are family engagement, partnership/sharing the care.

### VI Member Updates

#### CCAC Members

- Provider Training (2/24)

AZ Early Childhood Education Association

**Barbie Prinster** encouraged members to distribute informational flyer included in their packets.

- Region 9 Head Start Conference (2/13-14)

AZ Early Head Start

**Mindy Zapata** encouraged members to distribute informational flyer included in their packets.

## CHILD CARE ADVISORY COMMITTEE (CCAC) MEETING

Tuesday, January 23, 2018

9:30 am – 12:00 noon

Flinn Foundation ~ 1802 North Central Avenue, Phoenix, AZ 85004

### VII Call for Public Comment

**Kelley Murphy**  
Acting Committee Chair

**Erin Raden** encouraged members to support House Bill 2449 which will support set aside tier reimbursement for high quality providers.

**Susan Smith** encouraged members to take free posters regarding safe sleep.

**Bonnie Williams** informed members of upcoming conference on 3/3/18, \$75.

### VIII Meeting adjourned at 11:34 AM

**Kelley Murphy**  
Acting Committee Chair