

Baby Steps Orientation

FY 17-19

Department of Workforce Service (DWS)
Office of Child Care (OCC)



CareAboutChildcare.utah.gov*

INTRODUCTIONS

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ELIGIBILITY

- Centers must meet the following criteria in order to participate in the Baby Steps program:
- Licensed by the Utah Child Care Licensing Program and currently care for children under the age of 36 months on a full-time basis and year-round;
- Rooms dedicated exclusively to children under the age of two years; and
- Group size limits to not exceed the following:
 - Infant rooms cannot exceed eight children,
 - Toddler rooms cannot exceed 12 children,
 - Two-year-old rooms cannot exceed 14 children.



NOT ELIGIBLE

- Centers holding an Hourly Child Care license
- Centers providing child care in resort or gym/spa settings
- Centers holding a conditional license
- Centers that have already received two or more years of Baby Steps funding
- Federally funded programs such as Head Start or Military Child Care
- Centers suspended from grant eligibility by the Office of Child Care



QUALITY IMPROVEMENT ACTIVITIES

- Administrative Commitment
- Training
- Observations
- Goals



ADMINISTRATIVE COMMITMENT

Grant administrator must commit to working with the Infant Toddler Specialist to ensure that quality improvement efforts continue regardless of staff turnover.

Your Infant Toddler Specialist will support the administration with training and implementation of Baby Steps goals.

Effective goals require engagement of the center management.

Administration must:

- Spend time in the classroom with the Infant Toddler Specialist, to ensure implementation of positive changes
- Provide orientation to new staff, as well as help current staff, understand best practices and the goals committed to by the center
- Spend **three hours with each infant, toddler and two-year-old caregiver** during the year and document the time.
- Spend **five hours with the Infant Toddler Specialist** during each year and document the time.
- Maintain best practices discussed with the Infant Toddler Specialist. (2 Weeks)
- **In April of each year, complete a self-evaluation of the infant, toddler, and two-year-old room(s).**

TRAINING

Center Director:

- Must complete the Infant/Toddler Endorsement.
 - By the end of the first year, complete at least two Infant/Toddler Endorsement courses
 - By the end of the second year, complete the Infant/Toddler Endorsement

Infant and Toddler Caregivers:

- Infant and toddler caregivers must complete the Infant/Toddler Training Endorsement (40 hours of training)
 - Programs may elect to send one full-time caregiver to 40 hours of training, or two caregivers may complete 20 hours of training each year

Two-year-old caregivers:

- Must complete 20 hours of training each year.
 - Career Ladder Course with two-year-old child development content
 - “All About Twos” class is strongly recommended



Center directors and Infant Toddler caregivers can take other courses if they have:

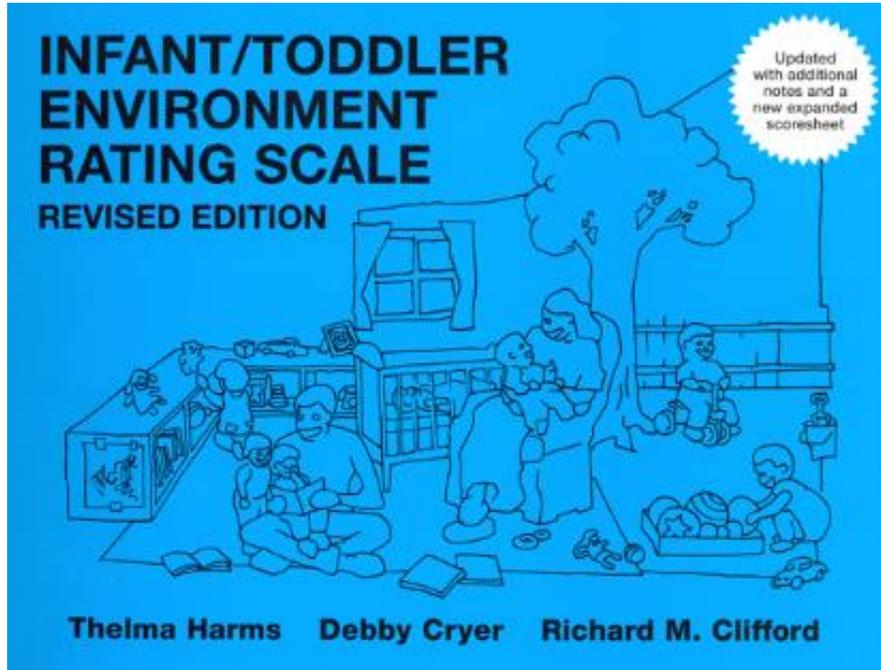
- Infant/Toddler endorsement
 - Infant/Toddler CDA
 - A college level Infant/Toddler Development Class.
- Documentation will be required.

TRAINING CONTINUED

- If a caregiver leaves the program, the replacement caregiver must finish all training not completed previously.
- Classes are offered through the Care About Childcare (CAC) referral agencies
- Staff may attend classes taught by CAC agencies in any geographical area.
- Infant/Toddler Endorsement courses can be taken in any order.
- Centers are required to pay caregivers their usual wage for attending training classes.
- Where a provider would not have access to a CAC training class or would have to drive for more than one hour to attend a class, special arrangements can be made with the Office of Child Care (OCC), Infant Toddler Program Specialist to take an equivalent on-line course. This option is not available in areas where classes are offered regularly, and must be pre-approved.

Centers failing to complete the training requirements will become INELIGIBLE the following year. Additionally, the program may be suspended from all grant programs administered by OCC the following fiscal year.

OBSERVATIONS



Observations using the Infant Toddler Environment Rating Scale-Revised Edition (ITERS-R) are completed to identify how the Infant Toddler Specialist will assist quality improvement.

ITERS-R observations allow the OCC to evaluate the effectiveness of the Baby Steps Program.

Participating centers will be required to cooperate with the Infant Toddler Specialist in completing a pre- and post-ITERS-R observation in each infant/toddler classroom.

The initial observation will occur early in the grant cycle to establish a baseline observation. A follow-up observation will be conducted approximately two years later.

- Each observation lasts approximately three to four hours.
- The Infant Toddler Specialist shares the results of the observations with the center director and staff.
- An Infant Toddler Specialist will complete a follow-up observation during the last year of the grant in each infant, toddler and two-year-old room.
- The expectation is that each room will score one of the following:
 - **An overall score of 3.50 in each room, or**
 - **A score of 4.0 overall if the original observation score was 3.0 or higher.**

QUALITY IMPROVEMENT GOALS



- Goals will be based on the results of the Pre ITERS-R observation and areas of concern identified by the center,
- Centers are strongly encouraged to involve caregivers in setting goals.
- Once goals are established, your Infant Toddler Specialist will help centers develop a plan to meet their goals.
- Goals will be adjusted and evaluated throughout the first year.
- In year two and three, the goals will be established after the director completes an observation and self-assessment in each participating room.
- Your Infant Toddler Specialist will support the center in creating goals.

FUNDING DETAILS

- Materials and Equipment Funds
- Training Funds
- Quality Improvement Funds



MATERIALS AND EQUIPMENT FUNDS

- Centers will receive funds for the purchase of materials, equipment, and furniture.
- The maximum amount of funds available for these purchases depend on the number of children in care.
- Centers must demonstrate a need for the highest amount of funding or it will be adjusted to what is needed.
- Materials and Equipment Funds will be reduced for the third year.

Materials & Equipment Funds				
	Infants / Toddlers		Two-Year-Olds	
Age Group				
Group Size	4	8	7	14
Materials and Equipment Eligibility FY17-FY18	\$2000	\$3500	\$1500	\$3000
Materials and Equipment Eligibility FY19	\$750	\$1000	\$750	\$1000

MATERIALS & EQUIPMENT ALLOWABLE AND UNALLOWABLE PURCHASES

Materials and Equipment Lists must be approved by their Infant Toddler Specialist.

Funds can be used to install sinks and make other minor changes to participating rooms, or create or improve a separate playground, specifically designed for children under the age of three. These purchases require prior approval from the OCC Program Specialist.

The limits on equipment purchases include:

- Purchases may only be made from companies or catalogs specializing in equipment for group care of children under three years old.
- Purchases must be age appropriate and safe for children under three years old.
- Purchases must be made exactly as they are listed on the equipment and materials request form. Any changes must be approved through the Infant Toddler Program Specialist at the Office of Child Care.

Unallowable Purchases:

- Programs may not use funds to purchase the following:
- Group feeding tables.
- Electronic devices such as computers or tablets.
- Used or second-hand materials.
- Materials and equipment from dollar or other discount type stores.



TRAINING FUNDS

- Centers will be reimbursed to cover the cost of wages paid to caregivers equal to \$200 per caregiver or up to a maximum of \$400 per room.



Quality Improvement Funds

- Centers will receive ongoing quality improvement funds for each group of children under the age of 36 months,
- QI funds are based on average daily attendance between January and April of each year these age groups.
- In small rural programs where children between the ages of two and five are cared for in one group, and a mixed ratio is used, the maximum payout in one billing period can be for seven children.

Ongoing QI Funds				
Age Group	Infants / Toddlers		Two-Year-Olds	
Group Size	4	8	7	14
	\$1200	\$2400	\$2100	\$4200

ALLOWABLE QUALITY IMPROVEMENT EXPENSES



- Provide small recognition incentives, or gifts to reward staff for a job well done.
- Support the plan submitted to recruit and/or retain staff.
- Raise wages for infant, toddler, and two-year-old caregivers, or provide other benefits.
- Pay additional staff to attend training.
- Purchase additional furniture, materials and equipment for infant, toddler and two-year- old rooms.
- Create or improve a playground dedicated to children under age three.
- Purchase additional resources for staff, such as books or magazine subscriptions.
- Support families through center activities.
- Permanent improvements to the buildings/grounds may be made with these funds **if prior written approval is obtained from the OCC Infant Toddler Program Specialist.**

INVOICE PROCESS

- Grantee shall submit invoices two times a year.
- OCC will make payments based on the average daily attendance of two designated months each year:
 - January
 - April
- Invoices shall be submitted according to the schedule.
- The following must be submitted with each invoice:
 - Attendance Record for the target month
 - Training Report showing completed training and staff changes.
 - If training was completed during the billing period, copies of training certificates and documentation showing how staff wages were paid.
 - A proposed spending plan outlining how invoice funds will be spent.
 - Receipt Report and receipts for the check sent from the previous invoice.

REVIEW INVOICE PAPERWORK

Department of Workforce Services- Utah Office of Child Care						
Baby Steps: Infant Toddler Quality Improvement Program Invoice FY 2017-2019						
Contract Number:	Vendor Number:	Invoice Number: e.g. 2-8				
Center Name:						
Address/Address:						
City:						
Zip Code:						
Invoice Contact:						
Phone:						
Category I ABA	Baby Steps Average Daily Attendance Invoice Slopand Calculation					
1. Infant Toddler Invoice (6 weeks up to 24 months)		No. of Children enrolled	Total Monthly attendance	No. of Days in the month	Average Daily attendance (ADA)	
2. Two-Year-Old Invoice (24 months up to 36 months)		Infant toddler			#016/01	
		Two-Year-Old			#016/01	
Total Category I Expenses	\$ -	Monthly Attendance limited by the number of days in the month.				
ADA INVOICE CHART	Infant Toddler	24 Months or less	24-31	1,000.00	1,000.00	
	24-31	2	1,000.00	24-31	1	1,000.00
	32-39	2	1,000.00	32-39	1	1,000.00
	40-47	2	1,000.00	40-47	1	1,000.00
	48-55	2	1,000.00	48-55	1	1,000.00
	56-63	2	1,000.00	56-63	1	1,000.00
	64-71	2	1,000.00	64-71	1	1,000.00
	72-79	2	1,000.00	72-79	1	1,000.00
Category II Professional development						
3. Salaries (Attach documentation for wages paid)						
4. Professional development						
Training Fee						
Total Category II Expenses	\$ -					
Total Expenses-Category I & II	\$ -					
Program Approved	electronic signature allowable			Date:		
DWS Review/Approved				Date:		
Category II Program Expenses - Accounts Payable Coding						
Unit	Appr Unit	Activity	Object	Program		
3080	NJO	8175	8135	CCT		
Please submit billing invoice electronically via email to ocitt@utah.gov						
* Required enclosures						
Attendance Form						
Receipt Cover Page & Receipts						
Spending Plan						
Training Report						

Paperwork must be submitted electronically to ocitt@utah.gov

Remember to download the document to your desktop before you begin working on it, or your work will not be saved.

DEADLINES

FY 2017	Equipment and Materials Request Forms	Receipts	Invoice 1	Invoice 2
	Due Oct. 14, 2016 Must be approved by I/T Specialist	Due December 15, 2016 Equipment and Materials Receipts	Due February 15, 2017 Based on January attendance	Due May 15, 2017 Based on April attendance
FY 2018	Equipment and Materials Request Forms	Receipts	Invoice 3	Invoice 4
	Due Oct. 13, 2017 Must be approved by I/T Specialist	Due December 15, 2017 Equipment and Materials Receipts	Due February 15, 2018 Based on January attendance	Due May 15, 2018 Based on April attendance
FY 2019	Equipment and Materials Request Forms	Receipts	Invoice 5	Invoice 6
	Due Oct. 12, 2018 Must be approved by I/T Specialist	Due December 14, 2018 Equipment and Materials Receipts	Due February 15, 2019 Based on January attendance	Due May 15, 2019 Based on April attendance

INTERACTION/LISTENING AND TALKING INCENTIVE FY 19

- At the end of the third year centers will be eligible for incentive funds, based upon improvement scores on the ITERS-R, on the Language and Talking Subscale, or the Interaction Subscale.
 - An average score of 4.0 on the Language and Talking Subscale will receive a \$500 incentive.
 - An average score of 4.0 on the Interaction Subscale will receive a \$500 incentive.
 - Incentives will not exceed \$1000 per participating room.
- Participating rooms must achieve this goal on the post ITERS-R observation, redo observations will not be done in order to achieve the incentive.



RENEWAL

This agreement may be extended beyond the original contract period for up to two additional years, ending June 30, 2019.

To renew the contract for a second and third year, centers must:

- Continue in good standing with the Utah Child Care Licensing, maintaining a regular license.
- Turn in receipts accounting for 100 percent of the equipment and materials the Center received by the deadline specified in this Agreement.
- Maintain the required maximum group size of eight for infants, 12 for toddlers, and no more than 14 for two-year-old rooms.
- Consistently maintain a 4 to 1 ratio for infant/toddler rooms and 7 to 1 for two-year-old rooms throughout the grant period.
- Submit the End-of-Year Report with required documentation
- Administration fulfills administrative requirements of five hours with the Infant Toddler Specialist and three hours with each caregiver.
- Meet the annual training requirements and show documentation that staff members were paid while attending class.
- Fulfill quality improvement goals for the first year.

OCC may elect not to renew based on lack of funding, change in program direction and/or the program's performance.

DOCUMENTATION

All required grant documentation must be kept on-site for possible review by OCC staff or State/Federal Auditors. Copies of all paperwork related to the grant must be maintained in a “Baby Steps” folder or binder for four years past the termination date of the grant, or until all audits initiated within the four years have been completed, whichever is later. The documentation includes the following:

- Invoices
- Copies of Goal Forms
- Training Reports
- Attendance Records for the target months
- Sign-in/out sheets/reports for the target months
- Birthdates for all children listed on the attendance record for each target month
- Documents demonstrating training requirements were met. Options include:
 - CAC Certificates
 - Infant Toddler CDA Certificate
 - College transcript
- Documentation showing how staff wages were paid for attending training classes
- Copies of each budget plan and the supporting receipts/documents that show how the center utilized grant funds
- Copies of receipts for all purchases

OUTSIDE ASSESSMENT

- OCC and/or an Infant Toddler Specialist will complete an ITERS-R in each participating room during the first and last year of the project
- Centers will be notified in advance of all observations for the ITERS-R.
- In addition to helping the center program set solid quality improvement goals, the ITERS-R evaluates the effectiveness of the Baby Steps Program.
- ITERS-R Observation data may be used to determine specific outcomes statewide and effectiveness of the Baby Steps program. All personal and identifying information will remain confidential and protected.
- Additional observations may also be scheduled to train new Infant/Toddler Specialists and/or to complete reliability checks.

AUDIT CONTROLS

- To fulfill requirements placed on the Office of Child Care by state and federal auditors, attendance records may be matched to sign in/out sheets or computer records to check for accuracy of the Average Daily Attendance figures. These records will be checked on site. OCC may occasionally make appointments in advance or may make unannounced visits.

REPORTING

- Reports must be prepared according to DWS report guidelines. DWS will provide training on report format and content at the grant orientation meeting.
- At the end of each year programs must submit the following:
 - End of Year Report
 - Director Assessment Observation
 - Director Assessment Feedback Report
 - Administrative and Caregiver Log
- **All reports and paperwork must be submitted electronically to the occitt@utah.gov email. Other arrangements may be made for programs with extenuating circumstance, but must be made and approved by the OCC Program Specialist.**

APPLICATION DEADLINE

- If program attended the orientation meeting on April 5th:
 - Application is due **Tuesday, April 19, 2016 by 5:00 p.m.**
 - Application must be submitted electronically to the occitt@utah.gov
- *Any application received after the designated due dates will not be considered for the grant and will be returned to the program.*
Applications can be turned in earlier if desired.
- **Questions regarding the application process can be directed to:**
kmelville@utah.gov

INFANT TODDLER SPECIALIST

- Work to understand and respect the center's philosophy, goals and perspective.
- Make recommendations that appropriately balance the best interest of children and staff.
- Help program staff develop knowledge and a sense of competence.
- Hear and represent all voices, especially that of the child.
- Support an understand of best practices for children Birth to Three.
- Support the importance of the relationships between the child and their caregiver.
- Provide centers with an unbiased outside view of their strengths and challenges.



WHAT DO BIRTH TO THREE AGED CHILDREN NEED FOR HIGH QUALITY CARE?

- Make a list.

THREE BASIC NEEDS

In order to provide quality of life, care and education, we must provide for the three basic needs of all children.

- Protection of their health and safety.
- Support and guidance to build positive relationships.
- Appropriate learning opportunities.

All three of these areas are important

WHAT IS THE ITERS-R

Is an observation tool that is:

- Observation-based instrument
- Comprehensive coverage (global)
 - Health and safety
 - Relationships
 - Opportunities for learning
- Reliable and valid

ITERS-R IS A RELIABLE INSTRUMENT

- A ruler is an accurate, reliable measurement tool. No matter what type of ruler you use, the measurements will always be the same.
- The ITERS-R Scale is reliable, but must be used reliably by trained Infant Toddler Specialists.



WHAT DOES INTER-RATER RELIABILITY MEAN?

- Refers to the consistency of the observers in scoring the items of the scales.
- Observers who have been trained to reliability are able to use the scales accurately and consistently, ensuring that no matter where the provider is located and which observer is doing the observation, the results are consistent.

ITERS-R ORGANIZATION

1. Indoor Space
2. Furniture for routine care and play
3. Provision for relaxation and comfort
4. Room arrangement
5. Display for children
6. Greeting/departing
7. Meals/snacks
8. Nap
9. Diapering/toileting
10. Health Practices
11. Safety practices
12. Helping children understand language
13. Helping children use language
14. Using books
15. Fine motor
16. Active physical play
17. Art
18. Music and movement
19. Blocks
20. Dramatic play

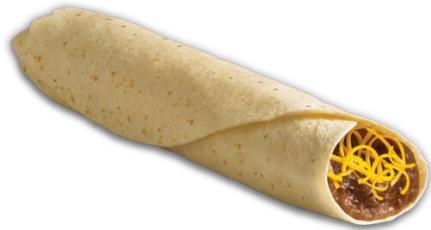
Consists of 39 Items Organized into Seven Subscales

1. Space and Furnishings
2. Personal Care Routines
3. Listening and Talking
4. Activities
5. Interaction
6. Program Structure
7. Parents and Staff

21. and and water play
22. Nature/science
23. Use of TV, video, and and/or computer
24. Promoting acceptance of diversity
25. Supervision of play and learning
26. Peer interaction
27. Staff-child interaction
28. Discipline
29. Schedule
30. Free play
31. Group play activities
32. Provisions of children with disabilities
33. Provisions for parents
34. Provisions for personal needs of staff
35. Provisions for professional needs of staff
36. Staff interaction and cooperation
37. Staff continuity
38. Supervision and evaluation of staff
39. Opportunities for professional growth

OVERVIEW OF ITERS-R SCORES

1	2	3	4	5	6	7
Inadequate		Minimal		Good		Excellent



WHY USE THE ITERS-R SCALE?

- Because children deserve to be in quality environments and parents need the assurance of knowing their children are safe, healthy and learning.



QUESTIONS AND CLARIFICATIONS

