



Office of Child Care (OCC) Advisory Council Meeting Minutes November 16, 2017



AGENDA ITEMS	DISCUSSION OUTCOME
Attendees	<p>Council Members: Elizabeth Huffman, Barbara Andrews, Sharon Holloway, Ed Haden, Rachel London, Diane Mellott, Les Hall, Jacqueline Grant</p> <p>MSDE Staff: Liz Kelley, Angeline Bishop-Oshoko, Lindi Budd, René Williams, Andrea Zabel, TJ Bennett</p> <p>Guests: Debbie Moore, Cynthia Poindexter Shaun Rose, Joann Jamison, Quandra Greene, Trina Powell, Tonya Wright, Shay Gurry, Beh Morrow, Jed Miller for Dr. DePinto, Darean Cameron, Becky Yackley, Delania Ware for Gloria Brown</p>
Welcome And Opening Remarks	The meeting was called to order by Eliabeth Kelley. Chris Peusch could not attend the meeting.
<p>Assistant Superintendent/ Director Report</p> <p>Legislation</p>	<p><i>Liz Kelley lead the discussion on legislation.</i></p> <p><i>Alternative Methodology –</i> The report submitted recommends pursuing an alternative methodology for child care subsidy reimbursements. Maryland currently uses a market rate survey. The information gathered in the past is not as complete as we would like.</p> <p>The workgroup recommended hiring a consultant to analyze which methodology we should use. We would use the MRS as our base rate and add in additional factors such as quality indicators like credentialing, staffing, participating in Maryland EXCELS, etc.</p> <p>No feedback has been received concerning the submitted report. There may be additional legislation about this in the future.</p> <p>There was discussion about the survey being available online and the Associations not being made aware of its availability until members started asking questions. René Williams explained that the link was not supposed to go live until the letters went out, but it did. She was unaware it was live until this week. The Association representatives expressed their concerns about not being included in the process and Shaun Rose stated that the project no longer had the full support of the Associations because of it.</p> <p><i>Reimbursement Rate Adjustment –</i> This report required MSDE to do a data analysis and make recommendations concerning the level of reimbursement. The recommendations of this report overlap with the alternative methodology recommendations. Liz stated that she had checked to see if the reports were posted online for public review but as of the meeting they were not available yet.</p> <p><i>Dispute Resolution Process –</i> This workgroup looked at ways to improve the complaint process for children with disabilities. The group looked at the existing process to make it more global. New forms were created and the workgroup revised the old family child care checklist to encompass all types of child care settings to reflect items that are regulatory and those that are best practice. The definition of reasonable accommodation was added to regulations. The workgroup also came up with ways to provide additional resources to providers.</p> <p>Rachel London stated that the Developmental Disabilities Council has issued a RFP to build capacity</p>



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	<p>and for specialized technical assistance. It is a one year initiative that begins January 1, 2018.</p> <p>Universal Pre-K – The report was submitted to the legislature and content presented to the Kirwan Commission. The Commission has had several presentations about early childhood and we are confident that both the legislature and Commission understand that child care must be part of a Pre-K system. The Kirwin Commission will be making recommendations.</p>
<p>Child Care Development Fund (CCDF) State Plan</p>	<p><i>Liz Kelley lead the discussion.</i></p> <p>We are still making changes as a result of the CCDBG Reauthorization. The following are some items still outstanding.</p> <p>Website – We are close to being able to post substantiated complaints to the website. It’s a complicated process because two computer systems must “talk” to one another and transfer data. CCATS to ELIS and back to CCATS. We anticipate final bugs being resolved in the next couple of weeks.</p> <p>Posting the past three years of inspections – We are required to post the last three years of inspections for every provider. Currently we post only the past two years. In addition, we are going to post the additional comments the licensing specialist notates instead of the canned comments. Because these are entered by the specialist, we want to ensure that they are reviewed for grammar and spelling before posting.</p> <p>Injuries/deaths – We must post aggregate data on the number of serious injuries and/or deaths that occur. Reports must be developed and data cleaned up in CCATS to ensure accurate reporting.</p> <p>Phase out of Benefits – René Williams reported that Maryland needed to extend its Income Eligibility Guidelines to account for the Federal requirement to cover families up to 85% of the State Median Income (SMI). We will not terminate a family from child care subsidy until the family reaches that 85% SMI.</p> <p>Debbie Moore asked if there was a new co-pay scale and Liz said yes. Liz also explained that parental co-pays cannot change under the new Rule until they hit the phase out stage.</p> <p>René said they are doing their best to line up all of the pieces correctly. Some of the work is done at the LDSS level and we are training the case managers and implementing one statewide policy for the child care subsidy program.</p> <p>René also said child care vouchers are not being issued timely. She reminded, and urged, providers in the room to not accept a family without active vouchers. There is nothing we can do to assist the providers if the vouchers are not authorized.</p> <p>She also asked everyone to CALL if they see something happen that is against child care subsidy policy.</p> <p>Debbie asked what happens to the families who get issued a voucher by one of the LDSS offices because they are a TCA Customer and the TCA ends.</p>



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	<p>René said the record is transferred electronically to Child Care Subsidy Central. It's a seamless transition for the families.</p> <p>Liz reminded everyone that we attempted to centralize the subsidy process within MSDE. That plan didn't work and there is impact because two different state Department's are determining eligibility for the same program. There is an on-going issue with communication between the two. We had an improper payment finding due to inconsistencies in application of child care subsidy eligibility rules.</p> <p>Background Check Requirement – Liz and TJ Bennett shared the report. The State has a waiver until September 1, 2018 to meet all of the aspects of the background check requirements. The scheduled that was posted to the website was set in conjunction with CJIS. We intentionally set it that way to prevent too much impact on the Office, and on CJIS all at once. We will not change the dates. We also are reimbursing the costs if people get printed and submit timely and proper documentation.</p> <p>We are receiving about 100 new requests for reimbursement each week.</p> <p>We are doing our best to minimize changes to the procedure, but there have been a few. Here are the new procedures for submitting proper documentation for reimbursement:</p> <ul style="list-style-type: none"> A. The W-9 is a requirement for everyone B. Staff roster including the position everyone holds. For family child care providers, list residents of the home, substitutes, etc. C. Receipts from the fingerprint vendor that lists the individual and the unique CJIS Tracking Number (or a copy of the fingerprint certificate). D. The invoice from the website, or one that contains all information required on the website form. Please note the word 'required'. If it's on there, we need the information. E. Every name must match. The name on the W-9 must be identical to the name on the invoice. We also have to check an internal payment screen to ensure the name associated with the FEIN/Social Security number matches the other documents. If all three screens do not match, we will have to return the packets for correction. <p>Regulations – Liz handed out a draft copy of the proposed regulation changes. She emphasized the word 'draft' several times during the discussion. This is not a final copy. The changes go before the Board at the December 5, 2017 meeting. If the Board approves them, they go to the Maryland Register for a 30-day public comment period.</p> <p>There was discussion about some of the new requirements, such as the Health and Safety Training deadline. Liz said she was not going to argue about it and agreed to extend the deadline for compliance to July 1, 2018.</p>
Credentialing Branch Updates	<p>Angeline updated the group.</p> <p>49 people have graduated using the Child Care Care and Professiona Development Fund (CCCPDF).</p>



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	<p>189 students enrolled for the 2017-18 school year.</p> <p>There are 352 participants in the program.</p> <p>There is a participation rate between 16-19% in the Credentialing program.</p> <p>The application is revised and available online.</p> <p>Latanya Taylor is back within the Credentialing Branch. She is responsible for training reimbursements and will be tracking the service commitments of those in the CCCPDF.</p>
Maryland EXCELS Branch Updates	<p>Lindi reported the Branch has six vacant positions.</p> <p>Maryland EXCELS will participate in the Festival of Trees in Towson November 24-26.</p> <p>They are also going to participate in Twinkling Tots – Symphony of Lights. This is benefit for the Howard County General Hospital.</p> <p>72% of all child care centers and 41% of all family providers are participating in Maryland EXCELS.</p>
Licensing Branch Updates	<p>The position for the Licensing Branch Chief goes to the Board for approval on December 5, 2017.</p>
Other Updates	<p>No information on the vacant Assistant State Superintendent for our Division.</p> <p>Liz announced her retirement, effective January 1, 2018.</p>
2018 Meetings	<p>All meetings are between 10:00 am – 12:00 Noon @ MSDE, 8th Floor Conference Room 6/7</p> <p>February 22, 2018 May 24, 2018 August 23, 2018 November 29, 2018</p>