



ANDREW M. CUOMO  
Governor

SHEILA J. POOLE  
Acting Commissioner

October 2015

Dear Provider:



### Important First Aid/CPR Training Information

The Office of Children and Family Services (OCFS) contract with the National Safety Council to provide First Aid/CPR training opportunities to child day care employees **is ending December 31, 2015**. Despite the fact that OCFS is no longer contracting with this organization, the National Safety Council training in First Aid and CPR will continue to be accepted as meeting the regulatory requirement.

**As of January 1, 2016, OCFS will no longer provide training slots for First Aid/CPR through a contracted training vendor.** Employees and caregivers seeking to take CPR and First Aid training must arrange for certification classes on their own. Educational Incentive Program (EIP) funding will continue to be available for those who are eligible and choose training organizations in the ASPIRE registry.

### OWNERS of Multiple Family or Group Family Programs Only

Owners of multiple home-based programs that have already completed *Supervisory and Business Management Training for FDC/GFDC (Multi-site) Owners* offered through the Professional Development Program at SUNY are in compliance with the new regulation. This is a one-time requirement. OCFS hopes you found the training informative and that what you learned will help drive appropriate practice in your programs.

Owners of multiple home-based child care programs who **did not** complete this required training prior to May 1, 2015 are **out of compliance** with regulation and may be subject to a class III violation and associated fines.

If you, as an owner of multiple programs, failed to complete the required training with the Professional Development Program at SUNY, you must now complete this training through one of the Child Care Resource and Referral (CCR&R) agencies that will be approved by OCFS to offer this training. Those CCR&Rs who will be approved to train on this topic will be scheduling training in the next few months. The following CCR&Rs are planning to hold these training sessions:

The Child Care Council, Inc. , Rochester (585) 654-4720	Child Care Council of Nassau, Inc. (516) 358- 9250
Child Care Resource Network , Buffalo (716) 877-6666	Child Care Council of Suffolk, Inc. (631) 462-0303
Day Care Council of New York, NYC 1-(888) 469-5999	Child Care Resources of Rockland, Inc. (845) 425-009
Center for Children’s Initiatives, NYC 1-888-469-5999	Capital District Child Care Coordinating Council, Menands (518) 426-7181

These CCR&Rs will be the only approved trainers of this course. CCR&Rs will be charging a fee to participants to attend this training. Contact any of these CCR&Rs for more details.

## NY-Alert

NY-Alert is New York State's all hazard and notification system that allows individuals from the general public the option of choosing to receive automatic notifications in the case of statewide weather events, road closures in your area, missing persons reports known as Amber or Silver Alerts or other emergency situations such as hazardous material spills. NY-Alert is free and subscription based. Users can choose how they want to receive notifications: by cell phone, email and other technologies. You may also select the type of notifications and the geographical areas for which you receive notices. To enroll via the web, go to: <https://www.nyalert.gov/>. If you do not have access to the worldwide web, you may also sign up for NY-Alert by calling 1-888-697-6972.



## Be Prepared

Fall weather and cooler temperatures mean it's time to turn on heating equipment. This is a good time to consider service or maintenance for heating systems and fuel burning appliances. Falling leaves should be cleaned up on a regular basis to make sure walkways and exit paths are kept clear. Winter weather is not far behind and brings a variety of hazards including treacherous driving conditions, extreme cold, and snow accumulation and drifting. The build-up of snow or ice around buildings can interfere with safe passage from a building, as well as compromise the functioning of mechanical equipment. It is important to focus on **exits, pathways and safe areas**. Snow and ice should not obstruct any exits from buildings; this includes the pathways from emergency exits to the public way. Snow and ice should also be removed from building steps, the areas around exits, and routes of travel from exits to the meeting place. Keeping the meeting place clear is essential to provide for a safe waiting area when emergency response vehicles arrive. Snow and ice removal should include clearing all areas that are in the site evacuation plan.

## Flu Prevention

It's that time of year again – Flu Season. The single best way to prevent seasonal flu is to get a yearly flu vaccine. Infants and young children are at a greater risk for becoming seriously ill if they come down with the flu. The New York State Department of Health and the federal Centers for Disease Control recommend that all people six months of age and older get vaccinated against seasonal influenza as soon as the vaccine is



available. Programs are required to post influenza educational material in plain view to ensure that families are informed and know the benefits of flu shots. The seasonal flu guide can be found here: <http://www.health.ny.gov/publications/2423.pdf>. Thank you for your cooperation in posting this important information. For additional resources on flu prevention, go to

[www.healthychildren.org](http://www.healthychildren.org) or [www.health.ny.gov/](http://www.health.ny.gov/) where you can find the posting in other languages.

## Are Children who are enrolled in UPK School-age Children?

Regulation defines a school-age child as a child under the age of 13 who is enrolled in kindergarten or higher grade. Preschool children are defined in regulation as being at least three years old and not yet enrolled in kindergarten. Therefore, children enrolled in Universal Prekindergarten Programs (UPK) are not school age children and may not count in capacity as a school-age child in family-based programs.

## Stay Up to Date

- ❖ Please ensure OCFS has a current staff list for your program. This means you must notify your licensor/registrar anytime you are adding or expunging an employee from your program. Updates may be delivered via telephone, email, in writing or onsite during an inspection. A current listing of employees as maintained in the OCFS database is also reflected in the Aspire registry.
- ❖ Stay current with the latest news and updates on the OCFS website for:
  - FORMS
  - POLICIES
  - APPLICATIONS
  - TRAINING

## The Aspire Registry

This information is for those taking advantage of the Aspire registry to maintain staff educational and professional development records. In order to receive proper training credit in Aspire, and with your licensor or registrar when a site inspection of records is performed, please make sure that all training documents contain the following:

- Name of the individual trained
- Title of the training
- Trainer's name and signature
- Professional title or specialty field of the trainer
- OCFS Topics in regulation covered
- Date of training (Month/Day/Year)
- Number of training hours
- Training organization (if applicable)

The Aspire registry verifies and enters training credit specific to an individual's Professional Development Record, therefore documentation for each participant is required. A certificate of training for an individual, a training roster that includes all of the information listed above, or educational transcripts will be accepted. Training credit will not be given for altered documents or certificates that contain multiple names.

As a reminder, **an individual may not receive training credit for the same training taken more than once in a two year period.** For more information or assistance with your account you may call 718-254-7716 or visit:

<http://www.nyworksforchildren.org/Aspire/Aspire.aspx>

## Medication Administration

### Emergency Medication

Emergency medications are **limited** to epinephrine auto injectors, diphenhydramine in combination with the auto injector, asthma inhalers and nebulizers. Regulation defines how and under what circumstances these specified emergency medications may be given to children in child care. Programs must refer to the regulations for a clear understanding of the rules regarding the administration of these emergency medications. This does not mean that other emergency medications don't exist, but the administration of any other emergency medications requires that the program become authorized to administer medication.

### Health Care Plans

A program's approved Health Care Plan directs when and under what circumstances medications may be administered to children. Programs must follow their approved Plan and all Individual Health Care Plans on file.

### Individual Health Care Plan Permissions and Updates

- Whenever changes are made in the plan of care for a child with **special health care needs**, or the program staff that provides that care, the child's individual Health Care Plan must be updated.
- Additionally, if the program staff that provides that care changes, the newly designated caregiver(s) must receive instruction directly from the child's parent or health care provider.

Contact your licensor or registrar if you have questions about your program's authorization to administer medications.



### Medication Administration Training (MAT)

The authorization to administer medication to children in care is a benefit to parents and children, and a marketing plus for providers. Parents search the website for child day care programs that offer this service, as many cannot leave work to administer medications. OCFS encourages child day care programs to take advantage of the OCFS funds available for medication administration training and CCR&R health care consultant services in developing a health care plan for your program. Enclosed you will find a brochure explaining how to become MAT certified. To access the brochure in Spanish, go to: [https://www.ecetp.pdp.albany.edu/downloadfiles/MAT/MAT\\_ESPANOL.pdf](https://www.ecetp.pdp.albany.edu/downloadfiles/MAT/MAT_ESPANOL.pdf)

### New Training Webpage Is Here!

The OCFS training webpage has been redesigned. You will find it to be more user friendly, with a drop down menu by topic area for easy access to the information you are looking for. Visit the new page at: <http://ocfs.ny.gov/main/childcare/child-care-training.asp>

### Social Competence

Your role in helping children at an early age develop social and emotional skills has been found to prepare them for a healthy future. This includes positive behavior interventions and policies regarding expulsion of children from early care and education programs, and developmental screenings for children at risk of cognitive or developmental delays.

A new 20-year study shows a link between children's social skills in kindergarten and their well-being in early adulthood, according to the findings published in the *American Journal of Public Health*. Children who were more likely to "share" or "be helpful" in kindergarten were also more likely to obtain higher education and hold full-time jobs nearly two decades later, the study found. Students who lacked these "social competence" skills were more likely to face more negative outcomes by the age of 25, including substance abuse problems, challenges finding employment or run-ins with the law. To read the article in its entirety, go to:

[http://www.rwjf.org/en/library/articles-and-news/2015/07/new-research--children-with-strong-social-skills-in-kindergarten.html?cq\\_ck=1436985387433](http://www.rwjf.org/en/library/articles-and-news/2015/07/new-research--children-with-strong-social-skills-in-kindergarten.html?cq_ck=1436985387433)

For questions about any items in this letter, please contact your licensor or registrar. Best wishes for a safe and colorful autumn.

Sincerely,



Janice M. Molnar Ph.D.  
Deputy Commissioner  
Division of Child Care Services

**Si necesita leer esta carta en español, visite el portal de la División de Servicios de Cuidado Infantil en <http://www.ocfs.state.ny.us/main/childcare/letters.asp>. Si no tiene acceso a la Red o Internet, contacte al encargado de licencias o registros para recibir ayuda.**