Child Care and Development Fund (CCDF) Plan
For
Hawaii
FFY 2019-2021

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1 Define CCDF Leadership and Coordination with Relevant Systems

This section identifies the leadership for the CCDF program in each Lead Agency and the entities and individuals who will participate in the implementation of the program. It also identifies the stakeholders that were consulted to develop the Plan and who the Lead Agency collaborates with to implement services. In this section respondents are asked to identify how match and maintenance-of-effort (MOE) funds are identified. Lead Agencies explain their coordination with child care resource and referral (CCR&R) systems, and outline the work they have done on their disaster preparedness and response plans.

1.1 CCDF Leadership

The Governor of a State or Territory shall designate an agency (which may be an appropriate collaborative agency), or establish a joint inter-agency office, to represent the State (or Territory) as the Lead Agency. The Lead Agency agrees to administer the program in accordance with applicable Federal laws and regulations and the provisions of this Plan, including the assurances and certifications appended hereto. (658D, 658E(c)(1)).Note: An amendment to the CCDF State Plan is required if the Lead Agency changes or if the Lead Agency official changes.

1.1.1 Which Lead Agency is designated to administer the CCDF program?

Identify the Lead Agency or joint interagency office designated by the state or territory. ACF will send official grant correspondence, such as grant awards, grant adjustments, Plan approvals, and disallowance notifications, to the designated contact identified here (658D(a)).

a) Lead Agency or Joint Interagency Office Information:

Name of Lead Agency: of Hawai`i Department of Human Services

Street Address: 1390 Miller Street, #209

City: Honolulu

State: HI

ZIP Code: 96813

Web Address for Lead Agency: http://humanservices.hawaii.gov/

b) Lead Agency or Joint Interagency Official Contact Information:

Lead Agency Official First Name: Pankaj

Lead Agency Official Last Name: Bhanot

Title: Director

Phone Number: (808) 586-4997

Email Address: dhs@dhs.hawaii.gov

1.1.2 Who is the CCDF Administrator?

Identify the CCDF Administrator designated by the Lead Agency, the day-to-day contact, or the person with responsibility for administering the state's or territory's CCDF program. ACF will send programmatic communications, such as program announcements, program instructions, and data collection instructions, to the designated contact identified here. If there is more than one designated contact with equal or shared responsibility for administering the CCDF program, please identify the Co-Administrator or the person with administrative responsibilities and include his or her contact information.

a) CCDF Administrator Contact Information:

CCDF Administrator First Name: Scott

CCDF Administrator Last Name: Nakasone

Title of the CCDF Administrator: Benefit, Employment, and Support Services Division Acting Administrator

Phone Number: (808) 586-7083

Email Address: snakasone2@dhs.hawaii.gov

Address for the CCDF Administrator (if different from the Lead Agency):

Street Address: 1010 Richards Street, Suite 512

City: Honolulu

State: HI

ZIP Code: 96813

b) CCDF Co-Administrator Contact Information (if applicable):

CCDF Co-Administrator First Name: Dana

CCDF Co-Administrator Last Name: Balansag

Title of the CCDF Co-Administrator: Child Care Program Administrator

Description of the role of the Co-Administrator: The Child Care Program Administrator drafts, revises, submits, and implements the CCDF State Plan. Also, the Child Care Program Administrator has oversight of the child care subsidy, child care licensing, and child care quality improvement programs.

Phone Number: (808) 586-7188

Email Address: dbalansag@dhs.hawaii.gov

Address for the CCDF Co-Administrator (if different from the Lead Agency):

Street Address: 1010 Richards Street, Suite 512

City: Honolulu

State: HI

ZIP Code: 96813

1.2 CCDF Policy Decision Authority

The Lead Agency has broad authority to administer (i.e., establish rules) and operate (i.e., implement activities) the CCDF program through other governmental, non-governmental, or public or private local agencies as long as it retains overall responsibility for the administration of the program (658D(b)). Administrative and implementation responsibilities undertaken by agencies other than the Lead Agency must be governed by written agreements that specify the mutual roles and responsibilities of the Lead Agency and other agencies in meeting the program requirements.

1.2.1 Which of the following CCDF program rules and policies are administered (i.e., set or established) at the state or territory level or local level? Identify whether CCDF program rules and policies are established by the state or territory (even if operated locally) or whether the CCDF policies or rules are established by local entities, such as counties or workforce boards (98.16(i)(3)). Check one.

- [x] All program rules and policies are set or established at the state or territory level. If checked, skip to question 1.2.2.
- [ ] Some or all program rules and policies are set or established by local entities. If checked, indicate which entities establish the following policies. Check all that apply.

1. Eligibility rules and policies (e.g., income limits) are set by the:
   - [ ] State or territory
   - [ ] Local entity (e.g., counties, workforce boards, early learning coalitions).

   If checked, identify the entity and describe the type of eligibility policies the local entity(ies) can set.

   - [ ] Other.

   Describe:

2. Sliding-fee scale is set by the:

- ☐ State or territory
- ☐ Local entity (e.g., counties, workforce boards, early learning coalitions).

If checked, identify the entity and describe the type of eligibility policies the local entity(ies) can set.

- ☐ Other.

Describe:

3. Payment rates are set by the:

- ☐ State or territory
- ☐ Local entity (e.g., counties, workforce boards, early learning coalitions).

If checked, identify the entity and describe the type of eligibility policies the local entity(ies) can set.

- ☐ Other.

Describe:

4. Other. List and describe other program rules and policies and describe (e.g., quality rating and improvement systems [QRIS], payment practices):

1.2.2 How is the CCDF program operated? In other words, which entity(ies) implement or perform these CCDF services? Check all that apply

a) Who conducts eligibility determinations?

- ☑ CCDF Lead Agency
- ☑ Temporary Assistance for Needy Families (TANF) agency
- ☐ Other state or territory agency

- [ ] Local government agencies, such as county welfare or social services departments
- [ ] Child care resource and referral agencies
- [x] Community-based organizations
- [ ] Other.

Describe

b) Who assists parents in locating child care (consumer education)?

- [x] CCDF Lead Agency
- [x] TANF agency
- [ ] Other state or territory agency
- [ ] Local government agencies, such as county welfare or social services departments
- [x] Child care resource and referral agencies
- [ ] Community-based organizations
- [ ] Other.

Describe

c) Who issues payments?

- [x] CCDF Lead Agency
- [x] TANF agency
- [ ] Other state or territory agency
- [ ] Local government agencies, such as county welfare or social services departments
- [ ] Child care resource and referral agencies
- [x] Community-based organizations
- [ ] Other.

Describe

1.2.3 Describe the processes the Lead Agency uses to monitor CCDF administration and implementation responsibilities performed by other agencies as reported above in 1.2.2, including written agreements, monitoring and auditing procedures, and indicators or measures to assess performance of those agencies (98.16(b)). Note : The contents of the written agreement may vary based on the role the agency is asked to assume or type of project, but must include at a minimum, tasks to be performed, schedule for completing tasks, budget which itemizes categorical expenditures in accordance with CCDF requirements, and indicators or measures to assess performance (98.11(a)(3)).

For the subrecipient contracted to implement the non-TANF subsidy program and the statewide child care resource and referral agency, monitoring activities include review of budgets, quarterly reports, and monthly invoices. For the subsidy program subrecipient, the Department also reviews monthly data reports, conducts random case reviews to determine issuance of correct payments and to determine the need for retraining or policy clarifications, and a penalty provision in the contract is specified for lack of satisfactory performance as defined by the contract.

The Hawai`i Department of Human Services implements the TANF subsidy program through Work Participation offices and a contracted organization. The Department also implements the child care licensing program through Department offices statewide and the quality initiatives administered through contracts.

1.2.4 Lead Agencies must assure that, to the extent practicable and appropriate, any code or software for child care information systems or information technology for which a Lead Agency or other agency expends CCDF funds to develop must be made available on request to other public agencies, including public agencies in other States, for their use in administering child care or related programs (98.15(a)(11)).

Assure by describing how the Lead Agency makes child care information systems available to public agencies in other states to the extent practicable and appropriate.

The Hawai`i Department of Human Services maintains an in-house data system that houses data for multiple programs, including child care subsidy, TANF Work Participation, SNAP Work Participation, and child care licensing. CCDF funds are braided with other federal funds to maintain and modify the data system. Dependent on the type of request for code or software, other public agencies would contact the Benefit, Employment and Support Services Division's Child Care Program Office to request information and specify what the state public agency would like to be made available from Hawaii's data system. The Child Care Program Office would coordinate such a request with the Division's System Operations and Requirements Office and the Department's Office of Information Technology to verify that the information being requested exists and is available to be released in an easily distributable format. If the information being requested does not exist or is not available to be released in an easily distributable format, the Child Care Program Office would continue to work with the requesting state public agency to consider alternate options to fulfill the request.

1.2.5 Lead Agencies must have in effect policies to govern the use and disclosure of confidential and personally identifiable information about children and families receiving CCDF assistance and child care providers receiving CCDF funds (98.15(b)(13)).

Certify by describing the Lead Agency's policies related to the use and disclosure of confidential and personally identifiable information.

Chapter 17-601 Confidentiality, Hawai`i Administrative Rules (HAR), §§346-10 and 346-11, Hawai`i Revised Statutes (HRS), and Chapter 92F, HRS.

The Department and its agents shall keep records that may be necessary or proper in

accordance with this chapter. All applications and records concerning any applicant or recipient shall be confidential.

Chapter 17-601, HAR, defines the conditions under which the Department may disclose information relating to applicants and recipients of financial assistance, food stamp, and support services programs.

1.3 Consultation in the Development of the CCDF Plan

The Lead Agency is responsible for developing the CCDF plan, which serves as the application for a 3-year implementation period. As part of the Plan development process, Lead Agencies must consult with the following:

(1) Appropriate representatives of units of general purpose local government-(658D(b)(2); 98.10(c); 98.12(b); 98.14(b)). General purpose local governments are defined by the U.S. Census at https://www.census.gov/newsroom/cspan/govts/20120301_cspan_govts_def_3.pdf.

(2) The State Advisory Council (SAC) on Early Childhood Education and Care (pursuant to 642B(b)(I)(A)(i) of the Head Start Act) (658E(c)(2)(R); 98.15(b)(1)) or similar coordinating body pursuant to 98.14(a)(1)(vii).

(3) Indian tribe(s) or tribal organization(s) within the state. This consultation should be done in a timely manner and at the option of the Indian tribe(s) or tribal organization(s) (658D(b)(1)(E)).

Consultation
involves meeting with or otherwise obtaining input from an appropriate agency in the development of the state or territory CCDF Plan. Describe the partners engaged to provide services under the CCDF program in question 1.4.1.

1.3.1 Describe the Lead Agency's consultation in the development of the CCDF plan.

a) Describe how the Lead Agency consulted with appropriate representatives of general purpose local governments.

Child care subsidy services and child care licensing services are state administered in Hawai`i. Community stakeholders from the counties are invited to attend the Department's quarterly Child Care Advisory Committee meetings and there are positions established for voting members who represent the county communities. The Department is a non-voting ex-officio member of the Early Learning Board and representatives from the Hawai`i Council of Mayors also are members of the Early Learning Board.

The Department held over 9 discussion sessions and workgroup meetings throughout 2018 and sent out electronic surveys to early childhood stakeholders to review the requirements of the Child Care and Development Block Grant Act of 2014 and 45 Code of Federal Regulations (CFR) Part 98 to seek feedback into the development of the CCDF Plan. Attendees and voting members of the Department's Child Care Advisory Committee and the Early Learning Board were notified of the different meetings being held during 2018.

The sessions addressed a variety of topics for input, including, but not limited to:

Health and Safety Training for Child Care Providers on Required Topics,
Family Co-Payment,
Consumer Education Website,
Criminal Background Checks,
Graduated Phase Out, and
Statewide Child Care Disaster Preparedness and Response.

b) Describe how the Lead Agency consulted with the State Advisory Council or similar coordinating body.

The former Early Learning Advisory Board was the State Advisory Council on Early Childhood Education and Care, but it has since become the Early Learning Board and is a governing board to direct the Executive Office on Early Learning (EOEL) and appointing and evaluating the Director of the EOEL, in accordance with Act 202 of Session Laws of Hawai`i 2017.

The Hawai`i Department of Human Services convenes quarterly the Child Care Advisory Committee with 20 voting members statewide from a variety of early childhood stakeholders, including:

a statewide child care center director's group;

an association for independent schools;

the Head Start Association; the statewide Child Care Resource and Referral agency;

a Kauai island representative;

a Family Child Care provider;

a Hawaii island representative;

a parent representative;

the Tribal/Native Hawaiian CCDF agency;

a faith-based representative;

the Hawaii Association for the Education of Young Children;

the Department of Health;

a multi-site child care center organization group;

a Maui County representative;

a school-aged care representative;

the non-TANF child care subsidy case management agency;

the University of Hawaii, Center on the Family;

the Department of Education;

the University of Hawaii Community Colleges; and

an early childhood advocacy group.

Additionally, other early childhood stakeholders are invited to attend the Child Care Advisory Committee meetings and participate in the discussions.

The Department held over 9 discussion sessions and workgroup meetings throughout 2018 and sent out electronic surveys to early childhood stakeholders to review the requirements of the Child Care and Development Block Grant Act of 2014 and 45 Code of Federal Regulations (CFR) Part 98 to seek feedback into the development of the CCDF Plan. Attendees and voting members of the Department's Child Care Advisory Committee and the Early Learning Board were notified of the different meetings being

held during 2018.
The sessions addressed a variety of topics for input, including, but not limited to:
Health and Safety Training for Child Care Providers on Required Topics,
Family Co-Payment,
Consumer Education Website,
Criminal Background Checks,
Graduated Phase Out, and
Statewide Child Care Disaster Preparedness and Response.

c) Describe, if applicable, how the Lead Agency consulted with Indian tribes(s) or tribal organizations(s) within the state. Note: The CCDF regulations recognize the need for States to conduct formal, structured consultation with Tribal governments, including Tribal leadership. Many States and Tribes have consultation policies and procedures in place.

The Department consulted with the statewide Hawaiian medium early learning provider for Native Hawaiian children. The statewide Hawaiian medium early learning provider offers Hawaiian language immersion programs in 11 preschools statewide and 1 infant-toddler program.
The Department consulted with the Native Hawaiian Tribal CCDF grantee, Maui Family Support Services, to look at ways to coordinate and partner for both agencies in meeting the requirements of the Child Care and Development Block Grant Act of 2014 and 45 Code of Federal Regulations (CFR) Part 98, including minimizing duplication of subsidy payment services and supporting Maui Family Support Services in meeting the background check requirements.
The Department held over 9 discussion sessions and workgroup meetings throughout 2018 and sent out electronic surveys to early childhood stakeholders to review the requirements of the Child Care and Development Block Grant Act of 2014 and 45 Code of Federal Regulations (CFR) Part 98 to seek feedback into the development of the CCDF Plan. Attendees and voting members of the Department's Child Care Advisory Committee and the Early Learning Board were notified of the different meetings being held during 2018.
The sessions addressed a variety of topics for input, including, but not limited to:
Health and Safety Training for Child Care Providers on Required Topics,

Family Co-Payment,
Consumer Education Website,
Criminal Background Checks,
Graduated Phase Out, and
Statewide Child Care Disaster Preparedness and Response.

d) Describe any other entities, agencies, or organizations consulted on the development of the CCDF plan.

The Hawai`i Departments of Education and Health and the University of Hawaii (including its community colleges) have representation on the Early Learning Board, as well as the Department's Child Care Advisory Committee.
The Department held over 9 discussion sessions and workgroup meetings throughout 2018 and sent out electronic surveys to early childhood stakeholders to review the requirements of the Child Care and Development Block Grant Act of 2014 and 45 Code of Federal Regulations (CFR) Part 98 to seek feedback into the development of the CCDF Plan. Attendees and voting members of the Department's Child Care Advisory Committee and the Early Learning Board were notified of the different meetings being held during 2018.
The sessions addressed a variety of topics for input, including, but not limited to: Family Co-Payment, Consumer Education Website, Criminal Background Checks, Graduated Phase Out, Statewide Child Care Disaster Preparedness and Response.
The Hawai`i Department of Human Services convenes quarterly the Child Care Advisory Committee with 20 voting members statewide from a variety of early childhood stakeholders, including:
a statewide child care center director's group;
an association for independent schools;
the Head Start Association; the statewide Child Care Resource and Referral agency;
a Kauai island representative;
a Family Child Care provider;
a Hawaii island representative;
a parent representative;
the Tribal/Native Hawaiian CCDF agency;
a faith-based representative;
the Hawaii Association for the Education of Young Children;

the Department of Health;
a multi-site child care center organization group;
a Maui County representative;
a school-aged care representative;
the non-TANF child care subsidy case management agency;
the University of Hawaii, Center on the Family;
the Department of Education;
the University of Hawaii Community Colleges; and
an early childhood advocacy group.
The Hawai`i Department of Human Services which is the lead CCDF agency is responsible for Temporary Assistance for Needy Families (TANF). The TANF program operates under the same Division as the CCDF program. The CCDF Administrator is also the TANF Administrator, who is the Acting Administrator for the Benefit, Employment, and Support Services Division. The Acting Division Administrator reviewed the CCDF Plan and has been consulted on an on-going basis regarding the CCDF State Plan.

1.3.2 Describe the statewide or territory-wide public hearing process held to provide the public with an opportunity to comment on the provision of child care services under this Plan (658D(b)(1)(C); 98.16(f)).

Reminder:
Lead Agencies are required to hold at least one public hearing in the state or territory, with sufficient statewide or territory-wide distribution of notice prior to such a hearing to enable the public to comment on the provision of child care services under the CCDF Plan. At a minimum, this description must include:

a) Date of the public hearing. 06/14/2018

Reminder: Must be no earlier than January 1, 2018, which is 9 months prior to the October 1, 2018, effective date of the Plan. If more than one public hearing was held, please enter one date (e.g. the date of the first hearing, the most recent hearing or any hearing date that demonstrates this requirement).

b) Date of notice of public hearing (date for the notice of public hearing identified in (a).
05/24/2018

Reminder: Must be at least 20 calendar days prior to the date of the public hearing. If more than one public hearing was held, enter one date of notice (e.g. the date of the first notice, the most recent notice or any date of notice that demonstrates this requirement).

c) How was the public notified about the public hearing? Please include specific website links if used to provide notice.

Public notices were published in the newspapers statewide, distributed via email, and internet posting on the Department's website at http://humanservices.hawaii.gov/bessd/child-care-program/

d) Hearing site or method, including how geographic regions of the state or territory were addressed. Benefit, Employment and Support Services Division, (420 Waiakamilo Road, Suite 416A, Honolulu, HI 96817), and through video conference call for other islands at offices located at Central Hilo Office (1990 Kinoole Street, #109), West Hawai`i Division of Vocational Rehabilitation (75-5722 Kuakini Highway, #213), Central Maui Unit (270 Waiehu Beach Road, #107), and South Unit (3059 Umi Street, basement #A019).

e) How the content of the Plan was made available to the public in advance of the public hearing. (e.g. the Plan was made available in other languages, in multiple formats, etc.) Available via the internet, and hard copies provided upon request.

f) How was the information provided by the public taken into consideration regarding the provision of child care services under this Plan? Comments made by the public relative to service deliveries were reviewed and considered. Minor amendments were immediately completed, however other substantive amendments to the plan need further review, as considerations may be needed for available funding, changes to the Department¿s administrative rules, and discussions with Department¿s Child Care Advisory Committee.

1.3.3 Lead Agencies are required to make the submitted and final Plan, any Plan amendments, and any approved requests for temporary relief (i.e., waivers) publicly available on a website (98.14(d)). Please note that a Lead Agency must submit Plan amendments within 60 days of a substantial change in the Lead Agency's program. (Additional information may be found here: https://www.acf.hhs.gov/occ/resource/pi-2009-01)

a) Provide the website link to where the Plan, any Plan amendments, and/or waivers are available. Note: A Plan amendment is required if the website address where the Plan is posted is changed.

http://humanservices.hawaii.gov/bessd/child-care-program/

b) Describe any other strategies that the Lead Agency uses to make the CCDF Plan and Plan amendments available to the public (98.14(d)). Check all that apply and describe the strategies below, including any relevant website links as examples.

☑ Working with advisory committees.

Describe:

Worked with the Department's Child Care Advisory Committee. Emailed the notice of the public hearing and the website link for the draft CCDF Plan.

☑ Working with child care resource and referral agencies.

Describe:

Worked with Hawai`i's contracted statewide child care resource and referral agency to email the notice of the public hearing and the website link for the State CCDF Plan to its listed members.

☑ Providing translation in other languages.

Describe:

The notice of the public hearing indicates that persons needing interpreter services may receive such service without charge, including oral interpretation of the draft State CCDF Plan.

☐ Sharing through social media (e.g., Twitter, Facebook, Instagram, email).

Describe:

☑ Providing notification to stakeholders (e.g., provider groups, parent groups).

Describe:

The Department's Child Care Advisory Committee, which includes stakeholder members representing provider groups and parents, were emailed the notice of the public hearing and the website link for the State CCDF Plan for stakeholder distribution.

☑ Other.

Describe:

Worked with the Early Learning Board. Emailed the notice of the public hearing and the website link for the draft CCDF Plan.

1.4 Coordination with Partners to Expand Accessibility and Continuity of Care

Lead Agencies are required to describe how the state or territory will efficiently, and to the extent practicable, coordinate child care services supported by CCDF with programs operating at the federal, state/territory, and local levels for children in the programs listed below. This includes programs for the benefit of Indian children, infants and toddlers, children with disabilities, children experiencing homelessness, and children in foster care (98.14(a)(1)).

1.4.1 Describe how the Lead Agency coordinates the provision of child care services with the following programs to expand accessibility and continuity of care and to assist children enrolled in early childhood programs in receiving full-day services that meet the needs of working families (658E(c)(2)(O); 98.12(a); 98.14(a)).

This list includes agencies or programs required by law or rule, along with a list of optional partners that Lead Agencies potentially would coordinate with over the next 3 years to expand accessibility and continuity of care and to assist children enrolled in early childhood programs in receiving full-day services.

Include in the descriptions the goals of this coordination, such as:

-- extending the day or year of services for families;
-- smoothing transitions for children between programs or as they age into school;
-- enhancing and aligning the quality of services for infants and toddlers through school-age children;
-- linking comprehensive services to children in child care or school age settings; or
-- developing the supply of quality care for vulnerable populations (as defined by the Lead Agency) in child care and out-of-school time settings

Check the agencies or programs the Lead Agency will coordinate with and describe all that apply.

☑ (REQUIRED) Appropriate representatives of the general purpose local government, which can include counties, municipalities, or townships/towns.

Describe the coordination goals and process:

Child care subsidy services and child care licensing services are state administered in Hawai`i. Community stakeholders from the counties are invited to attend the Department's quarterly Child Care Advisory Committee meetings. The Department is a non-voting ex-officio member of the Early Learning Board and representatives from the Hawai`i Council of Mayors also are members of the Early Learning Board. The Department emailed the chair of the Early Learning Board regarding the public notice of the draft State CCDF Plan and the chair distributed the notice to Early Learning Board members.

The Department also consulted with each of the County permitting and building inspection agencies on the coordination between the Department and the counties during times of emergencies or disasters for child care facilities that are licensed by or registered with the Department.

☑ (REQUIRED) State Advisory Council on Early Childhood Education and Care (or similar coordinating body) (pursuant to 642B(b)(I)(A)(i) of the Head Start Act).

Describe the coordination goals and process:

The Hawai`i Department of Human Services convenes quarterly the Child Care Advisory Committee with 20 voting members statewide from a variety of early childhood stakeholders, including:

a statewide child care center director's group;

an association for independent schools;

the Head Start Association; the statewide Child Care Resource and Referral agency;

a Kauai island representative;

a Family Child Care provider;

a Hawaii island representative;

a parent representative;

the Tribal/Native Hawaiian CCDF agency;

a faith-based representative;

the Hawaii Association for the Education of Young Children;

the Department of Health;

a multi-site child care center organization group;
a Maui County representative;
a school-aged care representative;
the non-TANF child care subsidy case management agency;
the University of Hawaii, Center on the Family;
the Department of Education;
the University of Hawaii Community Colleges; and
an early childhood advocacy group.
Additionally, other early childhood stakeholders are invited to attend the Child Care Advisory Committee meetings and participate in the discussions.
Also, the Hawai`i Department of Human Services is a non-voting ex-officio member of the Early Learning Board, which directs the Executive Office on Early Learning (EOEL) in its administration of the State's public Pre-Kindergarten program in twenty-six classrooms on twenty-four public school campuses statewide, its planning efforts for scaling up the State's public Pre-Kindergarten program in public schools, and for planning, evaluation, and coordination of Hawai`i's early learning system, services, and programs from prenatal to age 5 years of age.
The Hawai`i Department of Human Services will continue to gather feedback and guidance from the DHS Child Care Advisory Committee and the Early Learning Board, when applicable, regarding the implementation of the Child Care and Development Fund requirements to efficiently coordinate child care services with the following programs to expand accessibility and continuity of care, and assist children enrolled in child care programs to receive child care services that meet the needs of working families. Continued discussions would focus on enhancing and aligning accessibility and quality of child care services for families receiving child care subsidies, coordinating comprehensive services to children in child care settings, and further enhancement to the professional development system for the early childhood care and education workforce.

☐ Check here if the Lead Agency has official representation and a decision-making role in the State Advisory Council or similar coordinating body.

☑ (REQUIRED) Indian tribe(s) and/or tribal organization(s), at the option of individual tribes.

Describe the coordination goals and process, including which tribe(s) was consulted:

The Hawai`i Department of Human Services convenes quarterly the Child Care

Advisory Committee with 20 voting members statewide from a variety of early childhood stakeholders, including:
a statewide child care center director's group;
an association for independent schools;
the Head Start Association; the statewide Child Care Resource and Referral agency;
a Kauai island representative;
a Family Child Care provider;
a Hawaii island representative;
a parent representative;
the Tribal/Native Hawaiian CCDF agency;
a faith-based representative;
the Hawaii Association for the Education of Young Children;
the Department of Health;
a multi-site child care center organization group;
a Maui County representative;
a school-aged care representative;
the non-TANF child care subsidy case management agency;
the University of Hawaii, Center on the Family;
the Department of Education;
the University of Hawaii Community Colleges; and
an early childhood advocacy group.
Additionally, other early childhood stakeholders are invited to attend the Child Care Advisory Committee meetings and participate in the discussions.
Also, the Hawai`i Department of Human Services is a non-voting ex-officio member of the Early Learning Board, which directs the Executive Office on Early Learning (EOEL) in its administration of the State's public Pre-Kindergarten program in twenty-six classrooms on twenty-four public school campuses statewide, its planning efforts for scaling up the State's public Pre-Kindergarten program in public schools, and for planning, evaluation, and coordination of Hawai`i's early learning system, services, and programs from prenatal to age 5 years of age.
The Hawai`i Department of Human Services will continue to gather feedback and guidance from the DHS Child Care Advisory Committee and the Early Learning Board, when applicable, regarding the implementation of the Child Care and Development Fund requirements to efficiently coordinate child care services with the following programs to expand accessibility and continuity of care, and assist children enrolled in

child care programs to receive child care services that meet the needs of working families. Continued discussions would focus on enhancing and aligning accessibility and quality of child care services for families receiving child care subsidies, coordinating comprehensive services to children in child care settings, and further enhancement to the professional development system for the early childhood care and education workforce.

☐ N/A-There are no Indian tribes and/or tribal organizations in the State.

☑ (REQUIRED) State/territory agency(ies) responsible for programs for children with special needs, including early intervention programs authorized under the Individuals with Disabilities Education Act (Part C for infants and toddlers and and Part B, Section 619 for preschool).

Describe the coordination goals and process:

The Hawai`i Department of Human Services is coordinating with tribal/Native Hawaiian CCDF grantee for Hawai`I, which is a member of the Department's Child Care Advisory Committee. Discussions about coordinating strategies to prevent duplication of resources and a maximization of available funding. To achieve this, the Hawai`i Department of Human Services and the tribal/Native Hawaiian CCDF grantee are working together to develop a consent to share information to ensure subsidy clients are not participating in both in the state and tribal/Native Hawaiian CCDF programs and learning about the best practices used by the tribal/Native Hawaiian grantee for monitoring of exempt child care providers caring for CCDF subsidy children and the provision of training for those exempt providers, and ways to assist the tribal/Native Hawaiian grantee in fulfilling the background check requirements.

Hawai`i is a state that officially recognizes two languages English and Hawaiian. Consequently, there is a statewide system of Hawaiian medium early learning centers. Children from these centers are prepared to enter public schools where Hawaiian is the medium of instruction. There are 19 such schools that are located throughout the state on every island, except Lanai. In addition, the Native American Languages Act of 1990 (NALA), a landmark legislation addresses generations of federally imposed suppression of Native American languages, provides that it is the policy of the United States to preserve, protect, and promote the rights of Native peoples to use, practice and develop Native languages, including the Hawaiian language, specifically in

education, tribal affairs, and public proceedings. The Department is also coordinating with 'Aha Punana Leo, the statewide Hawaiian medium early learning provider for Native Hawaiian children, in the on-going development of three proposed collaborative pilot projects:

1. Between the Department, the statewide Hawaiian medium early learning provider, other Hawaiian medium providers, and the Hawai`i State Hawaiian Language College at the University of Hawai`i at Hilo in the development of a Hawaiian language domain for Hawai`i's early Learning and Development Standards to recognize the developmental process and progress for children acquiring Hawaiian language skills as their primary language at-home and/or in a program offering Hawaiian language medium curriculum.

2. Between the Department, the statewide Hawaiian medium early learning provider, other Hawaiian medium providers, and the Hawai`i State Hawaiian Language College at the University of Hawai`i at Hilo in the development of a framework detailing the competencies and guidelines for Hawaiian medium early learning workforce that align with the State's early care and development workforce competencies, where applicable, to ensure that the Native Hawaiian culture and language continue to thrive in Hawai`i's communities.

3. Between the Department, the statewide Hawaiian medium early learning provider, other Hawaiian medium providers, and the Hawai`i State Hawaiian Language College at the University of Hawai`i at Hilo in the development of a degree program, courses, professional development opportunities, and/or a Child Development Associate (CDA) -like credential equivalent established through the Hawai`i State Hawaiian Language College and recognized by the Department for staff qualifications for the Hawaiian medium early learning workforce and to provide career pathway for the Hawaiian medium early learning workforce to ensure that the Native Hawaiian culture and language continue to thrive in Hawai`i's communities.

The Hawai`i Department of Human Services, Child Care Program Office, serves as a member of the Hawaii Early Intervention Coordinating Council which meets quarterly to advise the Department of Health's Early Intervention Services. The Departments of Education and Health have representatives on the Department of Human Service's

Child Care Advisory Committee that meets quarterly to advise the Department of Human Services.
The Departments will continue to collaborate on strategies to improve coordination of services for children whose families are receiving child care subsidies in seeking referrals for additional screening for Early Intervention Services or special education services. All of the Departments have representation on the steering committee for the development of the Hawai`i Early Childhood State Plan that is the shared vision and framework for early childhood collaborations, including strategies and priorities for collective action in Hawai`i for birth to 8 years of age.
Furthermore, the Department of Human Services collaborates with Department of Health, including the Early Intervention Services Section, the University of Hawai`i John A. Burns School of Medicine, Department of Pediatrics, the Hawai`i chapter of American Academy of Pediatrics, and stakeholders to continue a pilot project to improve young children's social and emotional development through training and technical assistance and, in some locations, mental health/behavioral consultation to child care providers. There are four levels that are addressed through the pilot project:

1. Developing guidelines and resources to support child care provider's ability to promote children's optimal social and emotional development.
2. Training and technical assistance will be available to licensed and registered childcare providers (those who work with young children) to increase their knowledge and skills to encourage good mental health and social emotional wellness and to manage children's challenging behaviors.
3. Preventing the occurrence or escalation of mental health problems and minimizing children's social emotional development risk will be done through referrals to community based resources and access to a mental health/behavioral health consultant who will work with child care providers (and/or families) to support the child's developmental needs.
4. Children who may have a developmental concern need to be properly identified and referred to treatment to support positive developmental progress. Services are available through: Department of Health's Early Intervention Section (IDEA Part Agency) for those children birth - 3 years old; and through Department of Education's Preschool Special Education (IDEA Part B, 619) for those 3-5 years old. The use of valid screening and assessment procedures to identify concerns and delays is an essential part to supporting and monitoring children's development.

☑ (REQUIRED) State/territory office/director for Head Start state collaboration.

Describe the coordination goals and process:

The Head Start State collaboration director position that oversees the grant has been established under the Executive Office of Early Learning. The Department of Human Services works with the Head Start State collaboration director through a variety of early childhood community meetings to ensure that Head Start and the Department align efforts to ensure serving children eligible for Head Start and CCDF subsidies, including children experiencing homelessness, special needs, or from families with at-risk factors, such as low income or limited-English proficient families.

☑ (REQUIRED) State agency responsible for public health, including the agency responsible for immunizations.

Describe the coordination goals and process:

The Hawai`i Department of Human Services collaborates with Department of Health, for the various programs administered by the Department of Health, such as Early Intervention Services Section, Woman, Infant and Children (WIC), Chronic Disease Prevention, Maternal and Childhood Home Visitation programs, and also the Health Resources Administration, including Communicable Disease & Public Health Nursing Division and Disease Outbreak Control Division in order to support healthy children in licensed and registered child care settings and coordinating public health efforts for the Department's licensed and registered child care providers. The agencies at the Department of Health provide guidance and expertise to the Department of Human Services to ensure that child care providers and the families of the children in care receive current and correct information about public health issues that are impacting children and their families.

☑ (REQUIRED) State/territory agency responsible for employment services/workforce development.

Describe the coordination goals and process:

The Hawai`i Department of Human Services houses both the TANF agency and the CCDF agency within the Benefit, Employment and Support Services Division. The TANF Work Participation program administrator coordinates with the Department of Labor and Industrial Relations (DLIR) to support families who are required to

participate in work activities to maintain their TANF assistance. The TANF Work Participation offices have job developers from the Department of Labor and Industrial Relations on-site to provide direct services to TANF Work participants. The DLIR job developers either set up Community Work Experience program (CWEP) site with the goal of the TANF Work participant obtaining subsequent sustained employment. The DLIR job developers contact government and private non-profit agencies that offer work experience opportunities with supervised work skills development that will not displace the current work force at those agencies.

☑ (REQUIRED) State/territory agency responsible for public education, including prekindergarten (preK).

Describe the coordination goals and process:

The Hawai`i Department of Human Services is part of the strategic planning team for the Executive Office on Early Learning (EOEL), which is administratively attached to the Department of Education, and administers the State's public Pre-Kindergarten program in twenty-six classrooms on twenty-four public school campuses statewide. The Department of Human Services also coordinates with the Department of Education on an existing contract in place for infant and toddler child care services on public school campuses for teen parents completing their high school education.

The Departments and EOEL will continue to collaborate on strategies to improve coordination of services for children whose families are receiving child care subsidies in seeking referrals for additional screening for public Special Education services, supporting a professional development system for the early childhood workforce, as well as partnering to support children's transitions to school settings in the Department of Education and private schools.

Both Departments have representation on the steering committee for the development of the Hawai`i Early Childhood State Plan that is being led by the EOEL, and the Plan is the shared vision and framework for early childhood collaborations, including strategies and priorities for collective action in Hawai`i for birth to 8 years of age.

☑ (REQUIRED) State/territory agency responsible for child care licensing.

Describe the coordination goals and process:

The Hawai`i Department of Human Services is the lead CCDF agency, and the Benefit, Employment and Support Services Division, which houses the CCDF administrators, is responsible for child care licensing. The Child Care Program Office

has oversight of the child care subsidy, child care licensing, and child care quality improvement programs.

☑ (REQUIRED) State/territory agency responsible for the Child and Adult Care Food Program (CACFP) and other relevant nutrition programs.

Describe the coordination goals and process:

The Hawai`i Department of Human Services contracts with the University of Hawai`i to provide nutrition consultation and menu reviews for licensed child care facilities. This contractor has an established relationship with the Child and Adult Care Food Program (CACFP) to ensure alignment of services with CACFP policies and to recruit new facilities to participate in the program.

The Department's child care licensing staff and the Department's contractor that provides training and professional development services inform licensed and registered child care providers about the CACFP.

The Department of Education is the agency responsible for the CACFP and monitors group child care centers who participate in the CACFP. The Department of Education contracts with a non-profit organization to monitor registered family child care homes who participate in the CACFP. The Department of Education periodically meets with the Department of Human Services to ensure that child care licensing program continues to align with the requirements and goals of the CACFP.

☑ (REQUIRED) McKinney-Vento state coordinators for homeless education and other agencies providing services for children experiencing homelessness and, to the extent practicable, local McKinney-Vento liaisons.

Describe the coordination goals and process:

The Hawai`i Department of Human Services is the lead CCDF agency, and the Benefit, Employment and Support Services Division, which houses the CCDF administrators, will collaborate with the Department's Homeless Program Office, which is the statewide agency in the same Division that oversees state and federally funded contracts for homeless services throughout Hawai`i, on strategies to improve coordination of services for homeless children whose families may be eligible for child care subsidies and other early childhood services which may be needed to meet the needs of homeless children. The Homeless Program Office will collaborate and help support the Department's outreach efforts to the contracted homeless service providers regarding early childhood services available to homeless families with young

children, as well as other agencies providing services to homeless families, including the McKinney-Vento coordinators. The Department's Child Care Advisory Committee includes stakeholder members representing preschool programs such as Head Start, Early Head Start, private community-based preschools, and the Department of Education, and the Department will collaborate with these stakeholder members regarding improving coordination of services for homeless children whose families may be eligible for child care subsidies and other early childhood services that may be needed to meet the needs of homeless children in these settings.

☑ (REQUIRED) State/territory agency responsible for the Temporary Assistance for Needy Families program.

Describe the coordination goals and process:

The Hawai`i Department of Human Services houses both the TANF agency and the CCDF agency within the Benefit, Employment and Support Services Division. The CCDF administrator will coordinate with the TANF Work Participation program administrator to support families who are required to participate in work activities to maintain their TANF assistance. Families are provided with information on child care subsidies available, parent education about choosing quality child care providers, and resource and referral services available for licensed and registered child care providers in their area.

☑ (REQUIRED) Agency responsible for Medicaid and the state Children's Health Insurance Program.

Describe the coordination goals and process:

The Hawai`i Department of Human Services is the lead CCDF agency, and the Benefit, Employment and Support Services Division, which houses the CCDF administrators, collaborates with the Department's Med-QUEST Division, which is the agency providing eligible low-income adults and children access to health and medical coverage through managed care plans, including Medicaid and the state Children's Health Insurance Program (S-CHIP), on strategies to improve access to wellness services and medical coverage for families who qualify for child care subsidies, in order to meet the developmental and health needs of our vulnerable children. The QUEST program is designed to provide Quality care, Universal access, Efficient utilization, Stabilizing costs, and to Transform (QUEST) the way health care is provided to recipients. Med-QUEST will develop and provide training to the

Department's child care training contractor staff, the statewide resource and referral contractor staff, and the Benefit, Employment and Support Services' Staff Development trainers who will incorporate the S-CHIP and Medicaid information into the trainings for TANF and non-TANF child care eligibility determination staff. The Benefit, Employment and Support Services Division will also provide information on the consumer education public website about the programs offered by Med-QUEST.

☑ (REQUIRED) State/territory agency responsible for mental health

Describe the coordination goals and process:

The Hawai`i Department of Human Services collaborates with Department of Health, including the Early Intervention Services Section, the University of Hawai`i John A. Burns School of Medicine, Department of Pediatrics, the Hawai`i chapter of American Academy of Pediatrics, and stakeholders to continue a pilot project to improve young children's social-emotional development through training and technical assistance and, in some locations, mental health/behavioral consultation to child care providers. There are four levels addressed through the pilot project:

1. Developing guidelines and resources to support child care provider's ability to promote children's optimal social and emotional development.
2. Training and technical assistance will be available to licensed and registered childcare providers (those who work with young children) to increase their knowledge and skills to encourage good mental health and social-emotional wellness and to manage children's challenging behaviors.
3. Preventing the occurrence or escalation of mental health problems and minimizing children's social-emotional development risk will be done through referrals to community-based resources and access to a mental health/behavioral health consultant who will work with child care providers (and/or families) to support the child's developmental needs.
4. Children who may have a developmental concern need to be properly identified and referred to treatment to support positive developmental progress. Services are available through: Department of Health's Early Intervention Section (IDEA Part Agency) for those children birth - 3 years old; and through Department of Education's Preschool Special Education (IDEA Part B, 619) for those 3-5 years old. The use of valid screening and assessment procedures to identify concerns and delays is an essential part to supporting and monitoring children's development.

☑ (REQUIRED) Child care resource and referral agencies, child care consumer education organizations, and providers of early childhood education training and professional development.

Describe the coordination goals and process:

The Hawai`i Department of Human Services ensures the coordination of services between the child care subsidy eligibility contract staff and the statewide child care resource and referral agency to ensure that subsidy families receive consumer education information about availability of comprehensive services for children in the communities and information about choosing quality child care settings.

The Department of Human Services also ensures the coordination of services between the Department's contractors for training and professional development to ensure that child care providers receive information about availability of professional development opportunities to meet the on-going health and safety training requirements for licensed and registered child care providers as well as exempt providers caring for children whose families receive a child care subsidy from the Department, as well as career counseling and continuing education for licensed and registered child care providers and, if interested, exempt providers caring for children whose families receive a child care subsidy from the Department.

☑ (REQUIRED) Statewide afterschool network or other coordinating entity for out-of-school time care (if applicable).

Describe the coordination goals and process:

The Hawai`i Department of Human Services collaborates with the Department of Education (DOE) on strategies to improve coordination of out-of-school time care, since the Hawai`i DOE operates a statewide after-school program called A-plus. The Department of Human Services contracts with the DOE to reimburse DOE with state TANF funds for the monthly cost for families who qualify for free or reduced meals and are employed and need A-plus services at any of the 180 public elementary schools statewide. The DOE operates the after-school care programs or contracts with private providers to operate the after-school care programs.

The Department's child care subsidy staff advise parents interested in after-school care and applying for the child care subsidy program of the subsidized DOE after-school care program if the family meets the free and reduced lunch income limits. If the family does not qualify for the free and reduced lunch program, the parents may still be eligible for a child care certificate through the Department of Human Services'

child care subsidy program.

The Department of Human Services is also coordinating with the DOE to ensure that the staff caring for children in the after-school care A-plus programs complete the initial and on-going health and safety training requirements that exempt CCDF providers must complete and considering what supports could be developed to offer professional opportunities for out-of-school time care staff.

☑ (REQUIRED) Agency responsible for emergency management and response.

Describe the coordination goals and process:

The Hawai`i Department of Human Services coordinates with the State and County emergency management agencies regarding licensed and registered child care providers that have been impacted by emergencies to ensure that child care providers can resume child care operations as quickly as possible post-emergency by assisting in identifying impacted child care providers and to request post-emergency inspections, when applicable.

The Department of Human Services also will assist to verify if child care providers are licensed by or registered with the Department if individuals or facilities are applying for Individual Assistance recovery funds with the Federal Emergency Management Agency.

The following are examples of optional partners a state might coordinate with to provide services. Check all that apply.

☑ State/territory/local agencies with Early Head Start - Child Care Partnership grants.

Describe

There are no public State/local agencies with Early Head Start-Child Care Partnership grants. The Early Head Start-Child Care Partnership grantee for Hawai`i is a private community-based Early Head Start provider. The private community-based Early Head Start provider, who is the Hawai`i Early Head Start-Child Care Partnership grantee, and the private child care partner organization are members of the community stakeholders who are invited to attend the Department's quarterly Child Care Advisory Committee meetings to provide input and feedback to the Department on coordination with the CCDF subsidy program, professional development

opportunities for early childhood workforce, and lessons learned from the Early Head Start-Child Care Partnership federal grant.

☑ State/territory institutions for higher education, including community colleges

Describe

The Hawai`i Department of Human Service's Child Care Advisory Committee includes stakeholder members representing institutions for higher education, including community colleges, and the Department continues to collaborate with the stakeholder members regarding support for continued education for individuals working in child care settings to obtain early childhood coursework and degrees to promote quality child care services in licensed and registered child care settings. The Department continues to collaborate on ways to increase on-going professional development opportunities, both credit-based and non-credit-based, and supporting career counseling and scholarship funding for those already working in the child care field or planning to enter the field upon completion of their degrees.

☑ Other federal, state, local, and/or private agencies providing early childhood and school-age/youth-serving developmental services.

Describe

The Hawai`i Department of Human Services is a member of several community workgroups that are focused on improving school readiness of children by improving the quality of care provided to children or by increasing access to high quality early learning and care opportunities from birth through age eight years under the Early Childhood Action Strategy (Action Strategy), which is a public-private collaborative focused on systems-building across health, safety, care, and education. The Action Strategy collaborative involves over 80 public and private partners and is working to improve healthy and safe births, healthy development, kindergarten readiness, and meeting grade-level requirements at third grade.

☑ State/territory agency responsible for implementing the Maternal and Child Home Visitation programs grant.

Describe

The Hawai`i Department of Human Services collaborates with Department of Health,

including the Maternal and Childhood Home Visitation programs, to coordinate and promote access to the child care subsidies for families participating in the home visitation program

☑ Agency responsible for Early and Periodic Screening, Diagnostic, and Treatment.

Describe

The Hawai`i Department of Human Services is the lead CCDF agency, and the Benefit, Employment and Support Services Division, which houses the CCDF administrators, collaborates with the Department's Med-QUEST Division, which is the agency providing eligible low-income adults and children access to health and medical coverage through managed care plans, on strategies to improve access to wellness services and medical coverage for families who qualify for child care subsidies, in order to meet the developmental and health needs of our vulnerable children. The QUEST program is designed to provide **Q** uality care, **U** niversal access, **E** fficient utilization, **S** tabilizing costs, and to **T** ransform the way health care is provided to recipients. Med-QUEST developed an informational hand-out that is posted on the Department's consumer education website and is given out to families applying for or receiving child care subsidies. Med-QUEST also will develope and provide training to the Department's child care training contractor staff, the statewide resource and referral contractor staff, and the Benefit, Employment and Support Services Staff Development trainers who will incorporate the EPSDT and Medicaid information into the training a for TANF and non-TANF child care eligibility determination staff.

☑ State/territory agency responsible for child welfare.

Describe

The Hawai`i Department of Human Services is the lead CCDF agency, and the Benefit, Employment and Support Services Division, which houses the CCDF administrators, collaborates with the Department's Social Services Division, which is the agency serving children in child welfare, on strategies to improve coordination of services for children whose families are involved with child welfare and are receiving child care subsidies and early childhood services to meet the needs of these vulnerable children. The Department also supports the training of foster parents through the Department's contracted training services to promote knowledge about child development and best practices in working with children ages birth to five years.

The two Divisions established a Memorandum of Agreement to ensure that foster parents are made aware by Social Services Division Child Welfare Services' staff about the child care subsidy program, where foster parents can apply and receive child care subsidies for eligible foster children who are U.S. citizens or legal permanent residents when the foster parents have an eligible CCDF activity of employment, attending school, and/or in a job training program.

☐ State/territory liaison for military child care programs.

Describe

☐ Provider groups or associations.

Describe

☐ Parent groups or organizations.

Describe

☐ Other.

Describe

1.5 Optional Use of Combined Funds, CCDF Matching and Maintenance-of-Effort Funds

Optional Use of Combined Funds:
States and territories have the option to combine CCDF funds with any program identified as required in 1.4.1. These programs include those operating at the federal, state, and local levels for children in preschool programs, tribal early childhood programs, and other early childhood programs, including those serving infants and toddlers with disabilities, children experiencing homelessness, and children in foster care (658E(c)(2)(O)(ii)). Combining funds could include blending multiple funding streams, pooling funds, or layering funds together from multiple funding streams to expand and/or enhance services for infants, toddlers, preschoolers and school-age children and families to allow for the delivery of comprehensive quality care that meets the needs of children and families. For example, state/territory agencies may use multiple funding sources to offer grants or contracts to programs to deliver services; a state/territory may allow a county/local government to use coordinated funding streams; or policies may be in place that allow local programs to layer CCDF funds with additional funding

sources to pay for full-day, full-year child care that meets Early Head Start/Head Start Program Performance Standards or state/territory prekindergarten requirements in addition to state/territory child care licensing requirements.

As a reminder, CCDF funds may be used in collaborative efforts with Head Start programs to provide comprehensive child care and development services for children who are eligible for both programs. In fact, the coordination and collaboration between Head Start and CCDF is strongly encouraged by sections 640(g)(1)(D) and (E); 640(h); 641(d)(2)(H)(v); and 642(e)(3) of the Head Start Act in the provision of full working day, full calendar year comprehensive services. To implement such collaborative programs, which share, for example, space, equipment, or materials, grantees may layer several funding streams so that seamless services are provided (Policy and Program Guidance for the Early Head Start ' Child Care Partnerships:

https://www.acf.hhs.gov/sites/default/files/occ/acf_im_ohs_15_03.pdf
).

1.5.1 Does the Lead Agency choose to combine funding for CCDF services for any required early childhood program (98.14(a)(3))?

- [x] No (If no, skip to question 1.5.2)
- [ ] Yes. If yes, describe at a minimum:

a) How you define "combine"

b) Which funds you will combine

c) Your purpose and expected outcomes for combining funds, such as extending the day or year of services available (i.e., full-day, full-year programming for working families), smoothing transitions for children, enhancing and aligning quality of services, linking comprehensive services to children in child care or developing the supply of child care for vulnerable populations

d) How you will be combining multiple sets of funding, such as at the State/Territory level, local level, program level?

e) How are the funds tracked and method of oversight

1.5.2 Which of the following funds does the Lead Agency intend to use to meet the CCDF matching and MOE requirements described in 98.55(e) and 98.55(h)?

Note:
The Lead Agency must check at least public and/or private funds as matching, even if preK funds also will be used.

Use of PreK for Maintenance of Effort: The CCDF final rule clarifies that public preK funds may also serve as maintenance-of-effort funds as long as the state/territory can describe how it will coordinate preK and child care services to expand the availability of child care while using public preK funds as no more than 20 percent of the state's or territory's maintenance of effort or 30 percent of its matching funds in a single fiscal year (FY) (98.55(h)). If expenditures for preK services are used to meet the maintenance-of-effort requirement, the state/territory must certify that it has not reduced its level of effort in full-day/full-year child care services (98.55(h)(1); 98.15(a)(6)).

Use of Private Funds for Match or Maintenance of Effort: Donated funds do not need to be under the administrative control of the Lead Agency to qualify as an expenditure for federal match. However, Lead Agencies do need to identify and designate in the state/territory Plan the donated funds given to public or private entities to implement the CCDF child care program (98.55(f)).

- ☐ N/A - The territory is not required to meet CCDF matching and MOE requirements
- ☑ Public funds are used to meet the CCDF matching fund requirement. Public funds may include any general revenue funds, county or other local public funds, state/territory-specific funds (tobacco tax, lottery), or any other public funds.

  -- If checked, identify the source of funds:

  The Hawai`i Department of Human Services is the lead CCDF agency, and the Benefit, Employment and Support Services Division, which houses the CCDF administrators, collaborates with the Department's Social Services Division, which is the agency serving children in child welfare, on strategies to improve coordination of services for children whose families are involved with child welfare and are receiving child care subsidies and early childhood services to meet the needs of these vulnerable children. The Department also supports the training of foster parents

through the Department's contracted training services to promote knowledge about child development and best practices in working with children ages birth to five years. The two Divisions established a Memorandum of Agreement to ensure that foster parents are made aware by Social Services Division Child Welfare Services' staff about the child care subsidy program, where foster parents can apply and receive child care subsidies for eligible foster children who are U.S. citizens or legal permanent residents when the foster parents have an eligible CCDF activity of employment, attending school, and/or in a job training program.

-- If known, identify the estimated amount of public funds that the Lead Agency will receive: $ 15,127,811

☐ Private donated funds are used to meet the CCDF matching funds requirement. Only private funds received by the designated entities or by the Lead Agency may be counted for match purposes (98.53(f)).

-- If checked, are those funds:

☐ donated directly to the State?

☐ donated to a separate entity(ies) designated to receive private donated funds?

-- If checked, identify the name, address, contact, and type of entities designated to receive private donated funds:

-- If known, identify the estimated amount of private donated funds that the Lead Agency will receive: $

☐ State expenditures for preK programs are used to meet the CCDF matching funds requirement.

If checked, provide the estimated percentage of the matching fund requirement that will be met with preK expenditures (not to exceed 30 percent):

-- If the percentage is more than 10 percent of the matching fund requirement, describe how the State will coordinate its preK and child care services:

-- If known, identify the estimated amount of preK funds that the Lead Agency will receive for the matching funds requirement: $

-- Describe the Lead Agency efforts to ensure that preK programs meet the needs of working parents:

☐ State expenditures for preK programs are used to meet the CCDF maintenance-of-effort requirements. If checked,
-- The Lead Agency assures that its level of effort in full-day/full-year child care services has not been reduced, pursuant to 98.55(h)(1) and 98.15(6).

☐ No

☐ Yes

-- Describe the Lead Agency efforts to ensure that preK programs meet the needs of working parents:

-- Estimated percentage of the MOE Fund requirement that will be met with preK expenditures (not to exceed 20 percent):

-- If the percentage is more than 10 percent of the MOE requirement, describe how the State will coordinate its preK and child care services to expand the availability of child care:

-- If known, identify the estimated amount of preK funds that the Lead Agency will receive for the MOE Fund requirement: $

1.6 Public-Private Partnerships

Lead Agencies are required to describe how they encourage public-private partnerships among other public agencies, tribal organizations, private entities, faith-based organizations, businesses or organizations that promote business involvement, and/or community-based organizations to leverage existing service delivery (i.e., cooperative agreement among providers to pool resources to pay for shared fixed costs and operation) (658E(c)(2)(P)). ACF expects these types of partnerships to leverage public and private resources to further the goals of the CCDBG Act. Lead Agencies are required to demonstrate how they encourage public-private partnerships to leverage existing child care and early education service-delivery systems and to increase the supply and quality of child care services for children younger than age 13, for example, by implementing voluntary shared service alliance models (98.14(a)(4)).

1.6.1 Identify and describe the entities with which and the levels at which the state/territory is partnering (level-state/territory, county/local, and/or programs), the goals of the partnerships, the ways that partnerships are expected to leverage existing service-delivery systems, the method of partnering, and examples of activities that have resulted from these partnerships (98.16(d)(2)).

The Hawai`i Department of Human Services partners with the Executive Office on Early Learning and the Department of Education for the on-going licensure of private child care providers utilizing existing classrooms on public school campuses for preschool services, also called the Pre-Plus Program. The Pre-Plus Program was formerly under the Department of Human Services before it moved to the Executive Office on Early Learning in July 2012, in accordance with Act 178 of Session Laws Hawaii 2012. Started in 2002, Hawai`i's Pre-Plus Program supports the construction and availability of preschool facilities on public school campuses to increase access to and community capacity for full-day preschool services for low-income children in select targeted areas. Funding for on-going operation of 14 Pre-Plus facilities statewide comes from the private preschool providers who compete for contracts with the Executive Office on Early Learning and the Department of Education to operate early childhood programs on these public-school campuses. As part of the contract, there are minimal utilities costs that the providers pay, and no lease fee is charged to the private providers to utilize the classroom. All the Pre-Plus programs are Head Start grantees, and some of the Pre-Plus classrooms offer inclusion settings for the Department of Education's Special Education children. All the Pre-Plus providers must be licensed by the Department of Human Services, since the programs are operated by private, community-based providers. Without the Pre-Plus classrooms, there would be a loss of 280 slots for preschool-age children throughout needy communities across the State.

The Departments of Human Services, Health, and Education have representation on the steering committee for the development of the Hawai`i Early Childhood State Plan that is being helmed by the Executive Office on Early Learning, and Hawai`i Early Childhood State Plan is the shared vision and framework for early childhood collaborations and partnerships, including strategies and priorities for collective action in Hawai`i for birth to 8 years of age. The Hawai`i Early Childhood State Plan is expected to be launched and distributed by the end of 2018.

The Hawai`i Department of Human Services also partners and collaborates with the

Department of Health on strategies to improve coordination of public health information dissemination or health services for child care providers or children in child care. Activities that have resulted from the partnerships include coordinated outreach to child care providers about:

1. Changes to administrative requirements for tuberculosis health clearances for child care providers and children in child care;

2. Communicable diseases, including dengue, zika, chikungunya, rat lungworm, measles, mumps;

3. Changes to administrative requirements for obtaining food establishment permits and allowable exemptions;

4. Tools and activities to support children's nutritional and physical development; and

5. Professional development opportunities for supporting children's social-emotional development.

6. Information about safe sleep practices that are required for regulated child care providers and why it is important to ensure that children sleep safe each and every time. Informational brochures for parents were developed in collaboration with the Department of Health (DOH) and distribution for a community-wide effort is being coordinated by the DOH.

The Department of Health also shares information about the federal child care subsidy program and the state-funded Preschool Open Doors program with the agencies in Health which serve families who may qualify for these subsidy programs. The Department of Health developed a resource listing for families about services available through various State agencies, and the Department of Human Services has included the resource list on its consumer education website for families to access:
https://health.hawaii.gov/cshcn/files/2018/08/SharingOurUluresourcelist8-1-18.pdf

The Hawai`i Department of Human Services partners with the Department of Education for inter-departmental contracts for infant and toddler child care services on or near one public high school campuses on one island for teen parents to complete their high school

education. The contract services provide free, quality child care with convenient locations near the high school campuses to participating teens enrolled in the school's parenting program. The Departments will continue to collaborate on strategies to identifying barriers to sustaining infant and toddler child care services on or near other public high school campuses and to improve coordination of services for other eligible teen families who may not be utilizing the on or near campus child care services to support such teen students' access to child care subsidies to support them in completing their high school education. The Hawai`i Department of Human Services of Human Services will continue to work with the DOE and the Executive Office on Early Learning to determine the feasibility of DOE opening additional infant and toddler child care center for teen parents enrolled in/attending high schools at other DOE high school campuses statewide.

The Hawai`i Department of Human Services also partners and collaborates with the Department of Education (DOE) Community Engagement Office on strategies to improve coordination of out-of-school time care, since the Hawai`i DOE operates a statewide after-school program called A-plus. The Department of Human Services contracts with the DOE to reimburse DOE with state TANF funds for the monthly cost for families who qualify for free or reduced meals and are employed and need A-plus services at any of the 180 public elementary schools statewide. The DOE operates the after-school care programs or contracts with private providers to operate the after-school care programs.

The Department's child care subsidy staff advise parents interested in after-school care and applying for the child care subsidy program of the subsidized DOE after-school care program if the family meets the free and reduced lunch income limits. If the family does not qualify for the free and reduced lunch program, the parents may still be eligible for a child care certificate through the Department of Human Services' child care subsidy program.

The Department of Human Services is also partnering with the DOE to ensure that the staff caring for children in the after-school care A-Plus programs complete the initial and on-going health and safety training requirements that exempt providers must complete if listed with the Department of Human Services to care for children whose families receive child care subsidies and considering what supports could be developed to offer professional development opportunities for out-of-school time care staff and home-based providers caring for school-age children.

The Hawai`i Department of Human Services partners with the Hawai`i State Public Charter School Commission for the on-going licensure of private community-based organizations operating child care centers on campuses of public charter schools for the Preschool Development Grants, since the pre-Kindergarten program is not part of the Commission's charter contract agreement with charter schools. Many of the preschools under the Hawai`i Preschool Development Grant programs are Native Hawaiian culture focused or Native Hawaiian language immersion programs. Without the eighteen (18) Preschool Development Grant pre-Kindergarten classrooms, there would be a loss of 360 slots for preschool-age children throughout needy communities across the State.

The Hawai`i Department of Human Services through a contract partners with Department of Health, Children with Special Health Needs Branch, the University of Hawai`i John A. Burns School of Medicine, Department of Pediatrics, the American Academy of Pediatrics- Hawai`i Chapter, on the Healthy Child Care Hawai`i collaborative project on the following activities:

1. Recruit and train pediatricians and other health professionals to serve as child care health consultants.

2. Connect health consultants with licensed and registered child care programs. Health consultants work with licensed and registered child care providers to promote the healthy development of young children in child care, increase access to preventive health services and the importance of the medical home, outreach about available community resources, and ensure a healthy and safe physical environment for children.

3. Train pediatric doctors-in-training in recognizing and promoting quality child care. As part of a community rotation, pediatric residents at the University of Hawai`i visit child care sites, become familiar with national health and safety standards, and learn what constitutes high quality child care.

4. Provide information and resource materials to licensed and registered child care providers, DHS child care licensing staff, health consultants, and other agencies/programs

on national health and safety performance standards, medical home, and health insurance.

5. Work with the Hawai`i Early Childhood Comprehensive System initiative to promote access to medical homes, access to developmental screening, and standards based health and safety practices in child care.

The Healthy Child Care Hawai`i project partners are continuing a pilot project to improve young children's social and emotional development through training and technical assistance and, in some locations, mental health/behavioral consultation to child care providers. There are four areas that are addressed through the pilot project:

1. Developing guidelines and resources to support child care provider's ability to promote children's optimal social and emotional development.

2. Training and technical assistance will be available to licensed and registered child care providers (those who work with young children) to increase their knowledge and skills to encourage good mental health and social-emotional wellness and to manage children's challenging behaviors.

3. Preventing the occurrence or escalation of mental health problems and minimizing children's social-emotional development risk will be done through referrals to community-based resources and access to a mental health/behavioral health consultant who will work with child care providers (and/or families) to support the child's developmental needs.

4. Children who may have a developmental concern need to be properly identified and referred to treatment to support positive developmental progress. Services are available through: Department of Health's Early Intervention Section (IDEA Part C agency) for those children birth - 3 years old; and through Department of Education's Preschool Special Education (IDEA Part B, 619) for those 3-5 years old. The use of valid screening and assessment procedures to identify concerns and delays is an essential part to supporting and monitoring children's development.

1.7 Coordination With Local or Regional Child Care Resource and Referral Systems

Lead Agencies may use CCDF funds to establish or support a system of local or regional child care resource and referral (CCR&R) organizations that is coordinated, to the extent determined by the state/territory, by a statewide public or private non-profit, community-based or regionally based, lead child care resource and referral organization (such as a statewide CCR&R network) (658E(c)(3)(B)(iii); 98.52).

- If Lead Agencies use CCDF funds for local CCR&R organizations, the local or regional CCR&R organizations supported by those funds must, at the direction of the Lead Agency, provide parents in the State with consumer education information concerning the full range of child care options (including faith-based and community-based child care providers), analyzed by provider, including child care provided during non-traditional hours and through emergency child care centers, in their area.

- To the extent practicable, work directly with families who receive assistance to offer the families support and assistance to make an informed decision about which child care providers they will use to ensure that the families are enrolling their children in the most appropriate child care setting that suits their needs and one that is of high quality (as determined by the Lead Agency).

- Collect data and provide information on the coordination of services and supports, including services under Section 619 and Part C of the Individuals with Disabilities Education Act;

- Collect data and provide information on the supply of and demand for child care services in areas of the state and submit the information to the State;

- Work to establish partnerships with public agencies and private entities, including faith- based and community-based child care providers, to increase the supply and quality of child care services in the state and, as appropriate, coordinate their activities with the activities of the state Lead Agency and local agencies that administer funds made available through CCDF (98.52(b)).

Nothing in the statute or rule prohibits States from using CCR&R agencies to conduct or provide additional services beyond those required by statute or rule.

Note: Use 1.7.1 to address if a state/territory funds a CCR&R organization, what services are provided and how it is structured and use section 7.6.1 to address the indicators of progress met by CCR&R organizations if they are funded by quality set-aside funds.

1.7.1 Does the Lead Agency fund a system of local or regional CCR&R organizations?

☐ No. The state/territory does not fund a CCR&R organization(s) and has no plans to establish one.

☑ Yes. The state/territory funds a CCR&R system. If yes, describe the following:

a) What services are provided through the CCR&R organization?

The Hawai`i Department of Human Services contracts with a private agency to provide statewide child care resource and referral for families seeking quality child care. The following services are provided by the contracted agency:

1. Maintain and update a comprehensive resource database listing of child care services, licensed and registered child care homes and facilities, and assistance and child care subsidy programs in the communities;

2. Offer a child care referral service which actively responds to parental request for child care information including children with special needs;

3. Provide listing of licensed and registered child care homes and facilities upon request from the public;

4. Document and tabulate the information regarding the supply and demand for child care services in communities;

5. Provide information on how to access professional development opportunities, including child care conferences, educational training, classes and workshops in the

community, for existing and prospective child care providers as well as parents and other community members;

6. Promote public awareness of the importance of child care issues such as availability, affordability, and quality of child care services;

7. Aid employers in identifying and meeting the child care needs of employees;

8. Provide written materials to support child care resource and referral services to families, child care providers and the community;

9. Provide outreach, survey and marketing work to promote any new DHS childcare initiatives;

10. Provide support through telephone, email, or face-to-face for public users of the websites maintained by DHS that are available to the public that provides consumers information about licensed and registered child care providers; and

11. Assist parents, including parents eligible to receive child care subsidies from the Department, and consumers through telephone, email, or face-to-face to find, select, and maintain quality child care arrangements by helping them understand and evaluate child care options.

b) How are CCR&R services organized, include how many agencies, if there is a statewide network and if the system is coordinated?

The Hawai`i Department of Human Services contracts with one statewide child care resource and referral agency to provide resource and referral services to the public, including families receiving CCDF assistance under the direction of the Hawai`i Department of Human Services, the lead CCDF agency, and the Benefit, Employment and Support Services Division, which houses the CCDF administrators. The statewide child care resource and referral agency provides in-person services on the islands with the majority of the population (Hawai`i island, Maui, O`ahu, and Kauai) and provide telephone consultation services for the islands of Molokai and Lanai.

1.8 Disaster Preparedness and Response Plan

Lead Agencies are required to establish a Statewide Child Care Disaster Plan (658E(c)(2)(U)). They must demonstrate how they will address the needs of children'including the need for safe child care, before, during, and after a state of emergency declared by the Governor or a major disaster or emergency (as defined by Section 102 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act, 42 U.S.C. 5122)'through a Statewide Disaster Plan that, for a State, is developed in collaboration with the State human services agency, the State emergency management agency, the State licensing agency, the State health department or public health department, local and State child care resource and referral agencies, and the State Advisory Council on Early Childhood Education and Care (designated or established pursuant to section 642B(b)(I)(A)(i) of the Head Start Act (42 U.S.C. 9837b(b)(1)(A)(i))) or similar coordinating body (98.16(aa)).

1.8.1 Describe how the Statewide Child Care Disaster Plan was developed in collaboration with the State human services agency, the State emergency management agency, the State licensing agency, the State health department or public health department, local and State child care resource and referral agencies, and the State Advisory Council on Early Childhood Education and Care or similar coordinating body:

The Hawai`i Department of Human Services has not completed its development of the Statewide Child Care Disaster Plan.

Implemented components:

1. Administrative rules for licensing and registration requirements that child care providers have in place written procedures for evacuation, relocation, and practice drills.

1. The Hawai`i Department of Human Services obtained statutory authority to subject legally exempt child care providers caring for CCDF subsidy children to minimum health and safety requirements, including monitoring inspections.Bill passed and was signed into law on June 21, 2016.

1. The Hawai`i Department of Human Services' Child Care Advisory Committee members and stakeholders, which includes stakeholder members representing the State licensing agency, the Hawai`i Department of Health and the statewide child care resource and referral agency participated in the public discussion session and an online survey on the draft CCDF Statewide Child Care Preparedness & Response Plan and provided feedback, suggestions, and comments to Hawai`i's draft plan.

Pending components and expected completion date:

1. Statewide Child Care Disaster Plan that includes:

- Guidelines for continuing CCDF assistance and child care services after a disaster, which may include provision of temporary child care, and temporary operating standards for child care after a disaster.

- Requirements that child care providers receiving CCDF have in place procedures for evacuation, relocation, shelter-in-place, lock-down, communication and reunification with families, continuity of operations, accommodation of infants and toddlers, children with disabilities, and children with chronic medical conditions.

- Requirements that child care providers receiving CCDF have in place procedures for staff and volunteer emergency preparedness training and practice drills.

December 31, 2019 for 1a., 1b., and 1c.

1. For licensed and registered child care homes and facilities:Develop language for amendments to the Department's administrative rules in consultation with the Department of the Attorney General and complete process of adopting amended administrative rules for licensing and registration requirements that child care providers have:

- rocedures for shelter-in-place, lock-down, communication and reunification with families, continuity of operations, accommodation of infants and toddlers, children with disabilities, and children with chronic medical conditions; and

- rocedures for emergency preparedness training and practice drills.

September 30, 2019 for 2a. and 2b.

1. For legally exempt child care providers caring for CCDF subsidy children: Develop

language for amendments to the Department’s administrative rules in consultation with the Department of the Attorney General and complete process of adopting amended administrative rules for child care subsidy requirements that legally exempt child care providers caring for CCDF subsidy children have:

- rocedures for evacuation, relocation, shelter-in-place, lock-down, communication and reunification with families, continuity of operations, accommodation of infants and toddlers, children with disabilities, and children with chronic medical conditions; and

- rocedures for emergency preparedness training and practice drills.

September 30, 2019 for 3a. and 3b.

1. For the Department’s child care licensing staff:Develop guidelines for temporary operating standards for child care after a disaster for licensed and registered child care providers as well as for legally exempt child care providers caring for CCDF subsidy children.

December 31, 2019.

1. Guidelines for continuing CCDF assistance after a disaster: Develop language for amendments to the Department’s administrative rules in consultation with the Department of the Attorney General and complete process of adopting amended administrative rules for child care subsidy requirements and develop procedures for child care subsidy staff.

September 30, 2019.

1. The Hawai`i Department of Human Services must still obtain feedback from the State emergency management agency and the Department of Health on the Statewide Child Care Disaster Plan.

December 31, 2019.

1.8.2 Describe how the Statewide Disaster Plan includes the Lead Agency's guidelines for the continuation of child care subsidies and child care services, which may include the provision of emergency and temporary child care services during a disaster and temporary operating standards for child care after a disaster:

The Hawai`i Department of Human Services has not completed its development of the Statewide Child Care Disaster Plan.

Implemented components:

1. Administrative rules for licensing and registration requirements that child care providers have in place written procedures for evacuation, relocation, and practice drills.

2. The Hawai`i Department of Human Services obtained statutory authority to subject legally exempt child care providers caring for CCDF subsidy children to minimum health and safety requirements, including monitoring inspections. Bill passed and was signed into law on June 21, 2016.

3. The Hawai`i Department of Human Services' Child Care Advisory Committee members and stakeholders, which includes stakeholder members representing the State licensing agency, the Hawai`i Department of Health and the statewide child care resource and referral agency participated in the public discussion session and an online survey on the draft CCDF Statewide Child Care Preparedness & Response Plan and provided feedback, suggestions, and comments to Hawai`i's draft
plan.

Pending components and expected completion date:

1. Statewide Child Care Disaster Plan that includes:

a. Guidelines for continuing CCDF assistance and child care services after a disaster, which may include provision of temporary child care, and temporary operating standards for child care after a disaster.

b. Requirements that child care providers receiving CCDF have in place procedures for evacuation, relocation, shelter-in-place, lock-down, communication and reunification with families, continuity of operations, accommodation of infants and toddlers, children with disabilities, and children with chronic medical conditions.

c. Requirements that child care providers receiving CCDF have in place procedures for staff and volunteer emergency preparedness training and practice drills.

December 31, 2019 for 1a., 1b., and 1c.

2. For licensed and registered child care homes and facilities: Develop language for amendments to the Department's administrative rules in consultation with the Department of the Attorney General and complete process of adopting amended administrative rules for licensing and registration requirements that child care providers have:

a. Procedures for shelter-in-place, lock-down, communication and reunification with families, continuity of operations, accommodation of infants and toddlers, children with disabilities, and children with chronic medical conditions; and

b. Procedures for emergency preparedness training and practice drills.

September 30, 2019 for 2a. and 2b.

3. For legally exempt child care providers caring for CCDF subsidy children: Develop language for amendments to the Department's administrative rules in consultation with the Department of the Attorney General and complete process of adopting amended administrative rules for child care subsidy requirements that legally exempt child care providers caring for CCDF subsidy children have:

a. Procedures for evacuation, relocation, shelter-in-place, lock-down, communication and reunification with families, continuity of operations, accommodation of infants and toddlers, children with disabilities, and children with chronic medical conditions; and

b. Procedures for emergency preparedness training and practice drills.

September 30, 2019 for 3a. and 3b.

4. For the Department's child care licensing staff: Develop guidelines for temporary operating standards for child care after a disaster for licensed and registered child care providers as well as for legally exempt child care providers caring for CCDF subsidy children.

December 31, 2019.

5. Guidelines for continuing CCDF assistance after a disaster: Develop language for amendments to the Department's administrative rules in consultation with the Department of the Attorney General and complete process of adopting amended administrative rules for child care subsidy requirements and develop procedures for child care subsidy staff.

September 30, 2019.

6. The Hawai`i Department of Human Services must still obtain feedback from the State emergency management agency and the Department of Health on the Statewide Child Care Disaster Plan.

December 31, 2019.

1.8.3 Describe Lead Agency procedures for the coordination of post-disaster recovery of child care services:

The Hawai`i Department of Human Services coordinates with the State Emergency Management agency, the affected County(ies) Emergency Management agency(ies), State Health Hawai`i Department of Health when applicable, statewide Child Care Licensing units, child care subsidy contractor for non-TANF families and the TANF Work Participation units for post-disaster recovery of child care services.

The Hawai`i Department of Human Services Child Care Licensing staff assess if the licensed or registered provider may continue to provide child care services. City & County building inspectors may be requested to conduct inspections post-disaster, but may or may not be available based on the scope of the disaster and the capacity of the City & County staffing post-disaster. The Department will work with State and County emergency management agencies for support as needed on a case-by-case basis.

Child Care Licensing, First-To-Work, and Contracted Service Providers--the Benefit, Employment and Support Services' Emergency Management Team (EMT) consists of the Child Care Program Administrator and two Child Care Program Specialists. They direct, coordinate and provide the necessary support for emergency preparedness and response activities. As much as possible, emergency response and recovery responsibilities are assigned to Child Care Program Office personnel relative to their normal responsibilities.

1. EMT LEADERSHIP--The Child Care Program Administrator has the authority and responsibility for emergency preparedness and response for the Child Care Program Office staff, Child Care Connection personnel, and contracted service providers. The Child Care Program Administrator authorizes activation of the Child Care Program Emergency Management Team upon recommendation of the Benefit, Employment and Support Services' Disaster Coordinator, or the Department's Disaster Coordinator, and is responsible for demobilizing the Child Care Program Emergency Management Team after an event. The Child Care Program Administrator is also the point of contact for coordinating the unit's Continuity of Operations Plans (COOP) activities to ensure continuity of essential functions.

2. PROGRAM SPECIALIST FOR LICENSING -- The senior Program Specialist for child care licensing (Lead Licensing Specialist) is designated the lead for the child care licensing units statewide in coordination with the Statewide Branch Administrator. The Licensing Specialist is responsible for maintaining current intelligence on licensed child care facilities, provider training and qualifications and communications capabilities. The Licensing Specialist's responsibilities include: intelligence gathering; preparation, coordination and dissemination of data requested or provided by supporting units and other State, Federal and County agencies; documentation of the emergency event; and record keeping of all operations during activation of the Child Care Program Emergency Management Team. The

Licensing Specialist is also responsible for ensuring all licensed child care providers have access to resources, guidelines and technical assistance to support their compliance with the licensing health and safety standards and to plan for emergency management during the preparedness, response and recovery phases of an emergency. The Licensing Specialist will take direction from the Child Care Program Administrator and maintain communication between the Child Care Program Emergency Management Team, the Division's Statewide Branch Administrator and Section Administrators, and the licensing unit supervisors to provide them support as needed.

3. PROGRAM SPECIALIST FOR CHILD CARE SUBSIDIES -- The senior Program Specialist for the CCDF funded child care subsidy programs (Lead Subsidy Specialist) is designated the lead for the contracted child care subsidy units. The Subsidy Specialist is responsible for liaisoning with the Licensing Specialist for intelligence on child care facilities, both licensed and license exempt, which provide services for children and families receiving DHS subsidies. The Subsidy Specialist's responsibilities include: intelligence gathering; preparation, coordination, and dissemination of data requested or provided by supporting units and other State, Federal and County agencies; documentation of the emergency event; and record keeping of all operations during activation of the Child Care Program Emergency Management Team. The Subsidy Specialist is also responsible for ensuring all families participating in the child care subsidy program receive health and safety guidelines and have access to support for emergency management during the preparedness, response and recovery phases of an emergency. The Subsidy Specialist will maintain communication between the Child Care Program Administrator, the Child Care Program Emergency Management Team, the Division's Statewide Branch and Section Administrators and the contract subsidy agency supervisors.

The Hawai`i Department of Human Services has not completed its development of the Statewide Child Care Disaster Plan to document the above procedures for coordination.

Pending components and expected completion date:

1. Statewide Child Care Disaster Plan that includes written procedures for the coordination of post-disaster recovery of child care services.

December 31, 2019.

1. The Hawai`i Department of Human Services continues to develop a post-disaster damage risk assessment form for child care licensing staff to use. The form is being developed in consultation and guidance from the City & County Building Inspectors and with the Department of Health Sanitation division.

December 31, 2019.

1.8.4 Describe how the Lead Agency ensures that providers who receive CCDF funds have the following procedures in place-evacuation; relocation; shelter-in-place; lockdown; communications with and reunification of families; continuity of operations; and accommodations for infants and toddlers, children with disabilities, and children with chronic medical conditions:

The Hawai`i Department of Human Services has not completed its development of the Statewide Child Care Disaster Plan.

Implemented components:

1. Administrative rules for licensing and registration requirements that child care providers have in place written procedures for evacuation, relocation, and practice drills.

1. The Hawai`i Department of Human Services obtained statutory authority to subject legally exempt child care providers caring for CCDF subsidy children to minimum health and safety requirements, including monitoring inspections.Bill passed and was signed into law on June 21, 2016.

1. The Hawai`i Department of Human Services' Child Care Advisory Committee members and stakeholders, which includes stakeholder members representing the State licensing agency, the Hawai`i Department of Health and the statewide child care resource and referral agency participated in the public discussion session and an online survey on the draft CCDF Statewide Child Care Preparedness & Response Plan and provided feedback, suggestions, and comments to Hawai`i's draft

plan.

Pending components and expected completion date:

1. Statewide Child Care Disaster Plan that includes:

- Guidelines for continuing CCDF assistance and child care services after a disaster, which may include provision of temporary child care, and temporary operating standards for child care after a disaster.

- Requirements that child care providers receiving CCDF have in place procedures for evacuation, relocation, shelter-in-place, lock-down, communication and reunification with families, continuity of operations, accommodation of infants and toddlers, children with disabilities, and children with chronic medical conditions.

- Requirements that child care providers receiving CCDF have in place procedures for staff and volunteer emergency preparedness training and practice drills.

December 31, 2019 for 1a., 1b., and 1c.

1. For licensed and registered child care homes and facilities:Develop language for amendments to the Department’s administrative rules in consultation with the Department of the Attorney General and complete process of adopting amended administrative rules for licensing and registration requirements that child care providers have:

- rocedures for shelter-in-place, lock-down, communication and reunification with families, continuity of operations, accommodation of infants and toddlers, children with disabilities, and children with chronic medical conditions; and

- rocedures for emergency preparedness training and practice drills.

September 30, 2019 for 2a. and 2b.

1. For legally exempt child care providers caring for CCDF subsidy children: Develop language for amendments to the Department’s administrative rules in consultation with the Department of the Attorney General and complete process of adopting amended administrative rules for child care subsidy requirements that legally exempt child care providers caring for CCDF subsidy children have:

- rocedures for evacuation, relocation, shelter-in-place, lock-down, communication and reunification with families, continuity of operations, accommodation of infants and toddlers, children with disabilities, and children with chronic medical conditions; and

- rocedures for emergency preparedness training and practice drills.

September 30, 2019 for 3a. and 3b.

1. For the Department's child care licensing staff:Develop guidelines for temporary operating standards for child care after a disaster for licensed and registered child care providers as well as for legally exempt child care providers caring for CCDF subsidy children.

December 31, 2019.

1. Guidelines for continuing CCDF assistance after a disaster: Develop language for amendments to the Department's administrative rules in consultation with the Department of the Attorney General and complete process of adopting amended administrative rules for child care subsidy requirements and develop procedures for child care subsidy staff.

September 30, 2019.

1. The Hawai`i Department of Human Services must still obtain feedback from the State emergency management agency and the Department of Health on the Statewide Child Care Disaster Plan.

December 31, 2019.

1.8.5 Describe how the Lead Agency ensures that providers who receive CCDF funds have the following procedures in place for child care staff and volunteers-emergency preparedness training and practice drills as required in 98.41(a)(1)(vii):

The Hawai`i Department of Human Services has not completed its development of the Statewide Child Care Disaster Plan.

Implemented components:

1. Administrative rules for licensing and registration requirements that child care providers have in place written procedures for evacuation, relocation, and practice drills.

1. The Hawai`i Department of Human Services obtained statutory authority to subject legally exempt child care providers caring for CCDF subsidy children to minimum health and safety requirements, including monitoring inspections.Bill passed and was signed into law on June 21, 2016.

1. The Hawai`i Department of Human Services' Child Care Advisory Committee members and stakeholders, which includes stakeholder members representing the State licensing agency, the Hawai`i Department of Health and the statewide child care resource and referral agency participated in the public discussion session and an online survey on the draft CCDF Statewide Child Care Preparedness & Response Plan and provided feedback, suggestions, and comments to Hawai`i's draft plan.

Pending components and expected completion date:

1. Statewide Child Care Disaster Plan that includes:

- Guidelines for continuing CCDF assistance and child care services after a disaster, which may include provision of temporary child care, and temporary operating standards for child care after a disaster.

- Requirements that child care providers receiving CCDF have in place procedures for evacuation, relocation, shelter-in-place, lock-down, communication and reunification with families, continuity of operations, accommodation of infants and toddlers, children with disabilities, and children with chronic medical conditions.

- Requirements that child care providers receiving CCDF have in place procedures for staff and volunteer emergency preparedness training and practice drills.

December 31, 2019 for 1a., 1b., and 1c.

1. For licensed and registered child care homes and facilities:Develop language for amendments to the Department’s administrative rules in consultation with the Department of the Attorney General and complete process of adopting amended administrative rules for licensing and registration requirements that child care providers have:

- rocedures for shelter-in-place, lock-down, communication and reunification with families, continuity of operations, accommodation of infants and toddlers, children with disabilities, and children with chronic medical conditions; and

- rocedures for emergency preparedness training and practice drills.

September 30, 2019 for 2a. and 2b.

1. For legally exempt child care providers caring for CCDF subsidy children: Develop language for amendments to the Department’s administrative rules in consultation with the Department of the Attorney General and complete process of adopting amended administrative rules for child care subsidy requirements that legally exempt child care providers caring for CCDF subsidy children have:

- rocedures for evacuation, relocation, shelter-in-place, lock-down, communication and reunification with families, continuity of operations, accommodation of infants and toddlers, children with disabilities, and children with chronic medical conditions; and

- rocedures for emergency preparedness training and practice drills.

September 30, 2019 for 3a. and 3b.

1. For the Department’s child care licensing staff:Develop guidelines for temporary operating standards for child care after a disaster for licensed and registered child care providers as well as for legally exempt child care providers caring for CCDF subsidy children.

December 31, 2019.

1. Guidelines for continuing CCDF assistance after a disaster: Develop language for amendments to the Department’s administrative rules in consultation with the Department of the Attorney General and complete process of adopting amended administrative rules for child care subsidy requirements and develop procedures for child care subsidy staff.

December 31, 2019.

1. The Hawai`i Department of Human Services must still obtain feedback from the State emergency management agency and the Department of Health on the Statewide Child Care Disaster Plan.

December 31, 2019.

1.8.6 Provide the link to the website where the statewide child care disaster plan is available:

The Hawai`i Department of Human Services has not completed its development of the Statewide Child Care Disaster Plan. Once the Statewide Child Care Disaster Plan is completed by December 31, 2019, the statewide child care disaster plan will be posted at: http://humanservices.hawaii.gov/bessd/child-care-program/child-care-licensing/

2 Promote Family Engagement through Outreach and Consumer Education

Lead Agencies are required to support the role of parents as child care consumers who need information to make informed choices regarding the services that best suit their needs. A key purpose of the CCDBG Act is to 'promote involvement by parents and family members in the development of their children in child care settings' (658A(b)). Lead Agencies have the opportunity to consider how information can be provided to parents through the child care assistance system, partner agencies, and child care consumer education websites.

The target audience for the consumer education information includes three groups: parents receiving CCDF assistance, the general public, and when appropriate, child care providers. In this section, Lead Agencies will address how information is made available to families to assist them in accessing high-quality child care and how information is shared on other financial assistance programs or supports for which a family might be eligible. In addition, Lead Agencies will certify that information on developmental screenings is provided and will describe how research and best practices concerning children's development, including their social-emotional development, is shared.

In this section, Lead Agencies will delineate the consumer and provider education information related to child care, as well as other services, including developmental screenings, that is made available to parents, providers, and the general public and the ways that it is made available. This section also covers the parental complaint process and the consumer education website that has been developed by the Lead Agency and the manner in which it links to the national website and hotline. Finally, this section addresses the consumer statement that is provided to parents supported with CCDF funds.

2.1 Outreach to Families With Limited English Proficiency and Persons With Disabilities

The Lead Agency is required to describe how it provides outreach and services to eligible families with limited English proficiency and persons with disabilities and to facilitate the participation of child care providers with limited English proficiency and disabilities in the CCDF program (98.16(dd)). Lead Agencies are required to develop policies and procedures to clearly communicate program information, such as requirements, consumer education information, and eligibility information, to families and child care providers of all backgrounds (81 FR 67456).

2.1.1 Check the strategies the Lead Agency or partners utilize to provide outreach and services to eligible families for whom English is not their first language. Check all that apply.

- ☐ Application in other languages (application document, brochures, provider notices)
- ☐ Informational materials in non-English languages

- [ ] Website in non-English languages
- [x] Lead Agency accepts applications at local community-based locations
- [x] Bilingual caseworkers or translators available
- [ ] Bilingual outreach workers
- [x] Partnerships with community-based organizations
- [ ] Other.

Describe:

2.1.2 Check the strategies the Lead Agency or partners utilize to provide outreach and services to eligible families with a person(s) with a disability. Check all that apply.

- [ ] Applications and public informational materials available in Braille and other communication formats for access by individuals with disabilities
- [ ] Websites that are accessible (e.g. Section 508 of the Rehabilitation Act)
- [ ] Caseworkers with specialized training/experience in working with individuals with disabilities
- [ ] Ensuring accessibility of environments and activities for all children
- [ ] Partnerships with state and local programs and associations focused on disability-related topics and issues
- [ ] Partnerships with parent associations, support groups, and parent-to-parent support groups, including the Individuals with Disabilities Education Act (IDEA) federally funded Parent Training and Information Centers
- [x] Partnerships with state and local IDEA Part B, Section 619 and Part C providers and agencies
- [ ] Availability and/or access to specialized services (e.g. mental health, behavioral specialists, therapists) to address the needs of all children
- [ ] Other.

Describe:

2.2 Parental Complaint Process

The Lead Agency must certify that the state/territory maintains a record of substantiated parental complaints and makes information regarding such complaints available to the public on request (658E(c)(2)(C); 98.15(b)(3)). Lead Agencies must also provide a detailed description of the hotline or similar reporting process for parents to submit complaints about child care providers; the process for substantiating complaints; the manner in which the Lead Agency maintains a record of substantiated parental complaints; and ways that the Lead Agency makes information on such parental complaints available to the public on request (98.16; 98.32).

2.2.1 Describe the Lead Agency's hotline or similar reporting process through which parents can submit complaints about child care providers, including a link if it is a Web-based process:

The Hawai`i Department of Human Services' website provides information for reporting child care complaints. A statewide listing of all child care licensing offices and contact information are provided for parents to contact and submit complaints. Child care licensing offices are open Monday – Friday, 7:45 am – 4:30 pm, excluding State holidays. Parents can leave a message during hours when the offices are not open and a staff person will call back to obtain additional information needed for the complaint. Callers are reminded that their identity will not be disclosed without a court order.

The Hawaii Department of Human Services' website will provide information about the complaint investigation process; when a complaint is investigated, how a complaint is investigated, and the findings and actions that may result from the complaint investigation.

2.2.2 Describe the Lead Agency's process and timeline for screening, substantiating and responding to complaints regarding CCDF providers, including whether the process includes monitoring:

For licensed and registered child care facilities and homes, whether they care for children whose families receive CCDF subsidies from the Department, the Hawai`i Department of Human Services investigates complaints received from a parent or someone from the public and determines whether there is evidence to support the allegations in the complaint. The allegation must relate to a violation of the Hawai`i law or a violation of the Department's administrative rules regarding licensure or registration of child care facilities or homes. If there is evidence to support an allegation in the complaint based on the investigation conducted by the Department, the Department will substantiate the complaint allegation. Monitoring inspection vists are conducted to ensure compliance with Hawai`i law and Hawai`i Adminsitrative Rules. If the allegation does not relate to violation of the law or administrative rules, the Department will not accept the complaint for an investigation.

For legally exempt child care providers, the Department investigates complaints received if the allegation relates to a violation of the Hawai`i law regarding legally exempt child care.

The Hawai`i Department of Human Services has not completed implementation of monitoring legally exempt child care providers caring for CCDF subsidy children. Once monitoring of legally exempt child care providers caring for CCDF subsidy children is implemented, the Department will conduct a complaint investigation for allegations of violation of health and safety requirements and monitoring inspection visits will be conducted to ensure compliance with the law and administrative rules.

Implemented components:

1. The Hawai`i Department of Human Services obtained statutory authority to subject legally exempt child care providers caring for CCDF subsidy children to minimum health and safety requirements, including monitoring inspections. Bill passed and was signed into law on June 21, 2016.

2. Developed data system modification in order to track complaint reports from paper-based reports to electronic-based reports with data entered into the child care licensing data system and tracking of each complaint investigation within the data system for all types of licensed and registered child care homes and facilities as well as non-regulated homes and facilities.

Pending components and expected completion date:

1. For legally exempt child care providers caring for CCDF subsidy children, develop language for amendments to the Department's two (2) sets of administrative rules for subsidy program and legally exempt centers to be listed with the Department in consultation with the Department of the Attorney General and complete process of adopting amended administrative rules for requirements for exempt child care providers caring for subsidy children for home-based, non-relative, providers and center-based exempt providers.

September 30, 2019

2. For the Department's child care licensing staff: Review the current process and develop procedures/guidelines/training for consistent inspection reports and complaint investigation reports that are understandable to families and the public.

December 31, 2019

2.2.3 Describe the Lead Agency's process and timeline for screening, substantiating and responding to complaints for non-CCDF providers, including whether the process includes monitoring:

For licensed and registered child care facilities and homes, whether they care for children whose families receive CCDF subsidies from the Department, the Hawai`i Department of Human Services investigates complaints received from a parent or someone from the public and determines whether there is evidence to support the allegations in the complaint. The allegation must relate to a violation of the Hawai`i law or a violation of the Department's administrative rules regarding licensure or registration of child care facilities or homes. If there is evidence to support an allegation in the complaint based on the investigation conducted by the Department, the Department will substantiate the complaint allegation. Monitoring inspection vists are conducted to ensure compliance with Hawai`i law and Hawai`i

Adminsitrative Rules, and visits will be conducted to the home or facility within 2 business days if the allegation involves imminent risk to children in care. If the allegation does not relate to violation of the law or administrative rules, the Department will not accept the complaint for an investigation.

For legally exempt child care providers, the Department investigates complaints received if the allegation relates to a violation of the Hawai`i law regarding requirements for child care facilities to be licensed by or registered with the Department if not operating under an allowable exemption.

2.2.4 Certify by describing how the Lead Agency maintains a record of substantiated parental complaints:

The Hawai`i Department of Human Services maintains a record of substantiated complaints received about licensed and registered child care providers for as long as the provider is licensed or registered with the Department. Once the home or facility closes its registration or license, the Department maintains the records for three years and then will destroy the records for the home or facility.

For child care providers that are not licensed or registered with the Department, the Department will maintain the substantiated complaint record for three years and then will destroy the record. The records are maintained in a hard-copy format, written report, on file at the investigating child care licensing office.

For substantiated complaint reports for all child care providers, a redacted version with non-confidential information may be made available for inspection or duplication, as allowed under Chapter 92F, Hawai`i Revised Statutes.

2.2.5 Certify by describing how the Lead Agency makes information about substantiated parental complaints available to the public; this information can include the consumer education website discussed in section 2.3:

The Hawai`i Department of Human Services will make non-confidential information about the substantiated complaint records available to the public, as allowed under Chapter 92F, Hawai`i Revised Statutes, for requests made to the child care licensing office that maintains the record.

The Hawai`i Department of Human Services has not completed implementation of its consumer education website with provider search functionality. Once the consumer education website with the provider search functionality is implemented, the Department will post a redacted version with non-confidential information for substantiated complaint reports for three years from the date of the completion of the complaint report for licensed and registered child care providers.

The Hawai`i Department of Human Services has not completed implementation of monitoring legally exempt child care providers caring for CCDF subsidy children. Once monitoring of legally exempt child care providers caring for CCDF subsidy children is implemented, the Department will conduct a complaint investigation for allegations of violation of health and safety requirements and monitoring inspection visits will be conducted to ensure compliance with the law and administrative rules and the Department will post a redacted version with non-confidential information for substantiated complaint reports for three years from the date of the completion of the complaint report for legally exempt center-based providers that are listed with Department to care for children whose families receive CCDF subsidies from the Department.

The Hawai`i Department of Human Services has not completed implementation of the consumer education website that is consumer-friendly and easily accessible with the provider search functionality that includes information about the provider's indicators of quality and history of compliance including visit reports and substantiated complaint reports for legally exempt center-based providers that are listed with the Department to care for children whose families receive child care subsidies.

Implemented components:

1. Develop data system modification in order to convert monitoring inspection reports from paper-based reports to electronic-based reports with data entered into the child care licensing data system and tracking of each licensing requirement within the data system for all types of licensed and registered child care homes and facilities.

2. Developed data system modification in order to track complaint reports from paper-based reports to electronic-based reports with data entered into the child care licensing data system and tracking of each complaint investigation within the data system for all types of licensed and registered child care homes and facilities as well as non-regulated homes and facilities.

Pending components and expected completion date:

1. Develop data system modification in order to convert monitoring inspection reports from paper-based reports to electronic-based reports with data entered into the child care licensing data system and tracking of each health and safety requirement within the data system for exempt, non-relative child care homes and exempt facilities

August 31, 2019

2. Share provider-specific information about health and safety, licensing or regulatory requirements met by the provider (including the last date of inspection, and any history of violations) and substantiated complaint reports for licensed and registered child care facilities and for legally exempt center-based providers that are listed with the Department to care for children whose families receive child care subsidies.

30, 2019.

3. Ensuring the website is consumer-friendly and has plain-language summaries of inspection visits.

30, 2019

4. For the Department’s child care licensing staff: develop procedures and training for the

process for providing review of the inspection reports and substantiated complaint reports to child care providers before posting on the public website and procedures and training for timelines and processes of posting of the reports to the public website.

August 31, 2019

5. For the Department's child care licensing staff: review the current process and develop procedures/guidelines/training for consistent inspection reports and complaint investigation reports that are understandable to families and the public.

August 31, 2019

The Hawai`i Department of Human Services has not completed implementation of monitoring legally exempt child care providers caring for CCDF subsidy children. Once monitoring of legally exempt child care providers caring for CCDF subsidy children is implemented, the Department will conduct a complaint investigation for allegations of violation of health and safety requirements and monitoring inspection visits will be conducted to ensure compliance with the law and administrative rules.

Implemented components:

1. The Hawai`i Department of Human Services obtained statutory authority to subject legally exempt child care providers caring for CCDF subsidy children to minimum health and safety requirements, including monitoring inspections. Bill passed and was signed into law on June 21, 2016.

2. Developed data system modification in order to track complaint reports from paper-based reports to electronic-based reports with data entered into the child care licensing data system and tracking of each complaint investigation within the data system for all types of licensed and registered child care homes and facilities as well as non-regulated homes and facilities.

Pending components and expected completion date:

1. For legally exempt child care providers caring for CCDF subsidy children, develop

language for amendments to the Department's two (2) sets of administrative rules for subsidy program and legally exempt centers to be listed with the Department in consultation with the Department of the Attorney General and complete process of adopting amended administrative rules for requirements for exempt child care providers caring for subsidy children for home-based, non-relative, providers and center-based exempt providers.

September 30, 2019

2. Develop outreach materials and engage in public outreach to legally exempt child care providers caring for subsidy children for home-based, non-relative, providers and center-based exempt providers informing them of the coming health and safety and training requirements and ensuring exempt center-based programs request to be listed with the Department and exempt, non-relative home-based providers implement the health and safety and training requirements.

December 31, 2019.

3. For the Department's child care licensing staff: Review the current process and develop procedures / guidelines/training for consistent inspection reports and complaint investigation reports that are understandable to families and the public.

December 31, 2019

2.2.6 Provide the citation to the Lead Agency's policy and process related to parental complaints:

Hawai`i Revised Statutes §346-153

2.3 Consumer Education Website

States and Territories are required to provide information to parents, the general public, and when applicable, child care providers through a State website, which is consumer-friendly and easily accessible (658E(c)(2)(E)(i)(III)). The website must include information to assist families in understanding the policies and procedures for licensing child care providers. The website information must also include provider-specific information, monitoring and inspection reports for the provider, the quality of each provider (if such information is available for the provider), and the availability of the provider (658E(c)(2)(D); 98.33(a)). The website should also provide access to a yearly statewide report on deaths, serious injuries, and the number of cases of substantiated child abuse that have occurred in child care settings. To assist families with any additional questions, the website should provide contact information for local child care resource and referral organizations and any other agencies that can assist families in better understanding the information on the website.

To certify, respond to questions 2.3.1 through 2.3.10 by describing how the Lead Agency meets these requirements and provide the link in 2.3.11. If the Lead Agency has not fully implemented the Consumer Education website elements identified in Section 2.3, then respond to question 2.3.12. Please note that any changes made to the web links provided below in this section after the CCDF Plan is approved will require a CCDF Plan amendment.

2.3.1 Describe how the Lead Agency ensures that its website is consumer-friendly and easily accessible:

The Hawai`i Department of Human Services has not completed implementation of developing the consumer education website that is consumer-friendly and easily accessible with the provider search functionality that includes information about the provider's indicators of quality and history of compliance including visit reports and substantiated complaint reports for legally exempt center-based providers that are listed with the Department to care for children whose families receive child care subsidies.

2.3.2 Describe how the website ensures the widest possible access to services for families that speak languages other than English (98.33(a)):

The Hawai`i Department of Human Services has not completed implementation of developing the consumer education website that is consumer-friendly and easily accessible with the provider search functionality that includes information about the provider's indicators of quality and history of compliance including visit reports and substantiated complaint reports for legally exempt center-based providers that are listed with the Department to care for children whose families receive child care subsidies.

The Hawai`i Department Human Services' contracted service provider that provides child care resource and referral services is required to provide interpreter services at no cost for persons who speak languages other than English to access the resource and referral services, including the information on the contractor's website.

2.3.3 Describe how the website ensures the widest possible access to services for persons with disabilities:

The Hawai`i Department of Human Services has not completed implementation of developing the consumer education website that is consumer-friendly and easily accessible with the provider search functionality that includes information about the provider's indicators of quality and history of compliance including visit reports and substantiated complaint reports for legally exempt center-based providers that are listed with the Department to care for children whose families receive child care subsidies.

The Hawai`i Department Human Services' contracted service provider that provides child care resource and referral services is required to provide reasonable accommodations for persons with disabilities to access the resource and referral information and services, including the information on the contractor's website.

2.3.4 Lead Agency processes related to child care.

A required component of the consumer education website is a description of Lead Agency policies and procedures relating to child care (98.33(a) (1)). This information includes a description of how the state/territory licenses child care, a rationale for exempting providers from licensing requirements, the procedure for conducting monitoring and inspections of providers, and the policies and procedures related to criminal background checks.

a) Provide the link to how the Lead Agency licenses child care providers, including the rationale for exempting certain providers from licensing requirements, as described in section 5.3.6:

http://humanservices.hawaii.gov/bessd/child-care-program/child-care-licensing/
http://humanservices.hawaii.gov/bessd/child-care-program/child-care-licensing/exemptions-from-child-care-regulation/

b) Provide the link to the procedure for conducting monitoring and inspections of child care providers, as described in section 5.3.2:

https://humanservices.hawaii.gov/wp-content/uploads/2017/07/Applying-for-a-DHS-Family-Child-Care-Home-Registration-6-2017.pdf
https://humanservices.hawaii.gov/wp-content/uploads/2017/07/Applying-for-a-DHS-Child-Care-Center-License-6-2017.pdf

c) Provide the link to the policies and procedures related to criminal background checks for staff members of child care providers and the offenses that prevent individuals from being employed by a child care provider or receiving CCDF funds, as described in sections 5.4.1 and 5.4.11:

The Hawai`i Department of Human Services has not completed implementation of developing the consumer education website that is consumer-friendly and easily accessible with the provider search functionality that includes information about the procedures related to criminal background checks and the offenses that prevent individuals from caring for a child at a licensed or registered child care facility or at an

exempt child care facility that cares for a child whose family receives a child care subsidy from the Department.

2.3.5 List of providers

The consumer education website must include a list of all licensed providers and, at the discretion of the Lead Agency, all providers eligible to deliver CCDF services, identified as either licensed or license-exempt. Providers caring for children to whom they are related do not need to be included. The list of providers must be searchable by ZIP Code.

a) Provide the website link to the searchable list of child care providers:

The Hawai`i Department of Human Services has not completed implementation of developing the consumer education website that is consumer-friendly and easily accessible with the provider search functionality that includes information about the provider's indicators of quality and history of compliance including visit reports and substantiated complaint reports for legally exempt center-based providers that are listed with the Department to care for children whose families receive child care subsidies.

The Department's contracted service provider that provides child care resource and referral services statewide has a searchable list by zip code of child care providers licensed by and registered with the Department at:

https://orm.naccrraware.net/orm/ormLogin.action?uid=PUCPX4TZI3ARDQ4

b) In addition to the licensed providers that are required to be included in your searchable list, which additional providers are included in the Lead Agency's searchable list of child care providers (please check all that apply):

- ☐ License-exempt center-based CCDF providers
- ☐ License-exempt family child care (FCC) CCDF providers
- ☐ License-exempt non-CCDF providers

- [ ] Relative CCDF child care providers
- [x] Other.

Describe

The Hawai`i Department of Human Services has not completed implementation of developing the consumer education website that is consumer-friendly and easily accessible with the provider search functionality that includes information about the provider's indicators of quality and history of compliance including visit reports and substantiated complaint reports for legally exempt center-based providers that are listed with the Department to care for children whose families receive child care subsidies.

c) Identify what informational elements, if any, are available in the searchable results. Note: Quality information (if available) and monitoring results are required on the website but are not required to be a part of the search results.

Licensed Providers

- [x] Contact Information
- [x] Enrollment Capacity
- [x] Years in Operation
- [ ] Provider Education and Training
- [ ] Languages Spoken
- [ ] Quality Information
- [x] Monitoring Reports
- [x] Other.

Describe:

The Hawai`i Department of Human Services has not completed implementation of developing the consumer education website that is consumer-friendly and easily accessible with the provider search functionality that includes information about the provider's indicators of quality and history of compliance including visit reports and substantiated complaint reports for legally exempt center-based providers that are listed with the Department to care for children whose families receive child care subsidies.

License-Exempt, non-CCDF Providers

- [ ] Contact Information
- [ ] Enrollment Capacity
- [ ] Years in Operation
- [ ] Provider Education and Training
- [ ] Languages Spoken
- [ ] Quality Information
- [ ] Monitoring Reports
- [ ] Other.

Describe:

License-Exempt CCDF Center Based Providers

- [x] Contact Information
- [ ] Enrollment Capacity
- [ ] Years in Operation
- [ ] Provider Education and Training
- [ ] Languages Spoken
- [ ] Quality Information
- [x] Monitoring Reports
- [x] Other.

Describe:

The Hawai`i Department of Human Services has not completed implementation of developing the consumer education website that is consumer-friendly and easily accessible with the provider search functionality that includes information about the provider's indicators of quality and history of compliance including visit reports and substantiated complaint reports for legally exempt center-based providers that are listed with the Department to care for children whose families receive child care subsidies.

License-Exempt CCDF Family Child Care

- [ ] Contact Information

- ☐ Enrollment Capacity
- ☐ Years in Operation
- ☐ Provider Education and Training
- ☐ Languages Spoken
- ☐ Quality Information
- ☐ Monitoring Reports
- ☐ Other.

  Describe:

Relative CCDF Providers

- ☐ Contact Information
- ☐ Enrollment Capacity
- ☐ Years in Operation
- ☐ Provider Education and Training
- ☐ Languages Spoken
- ☐ Quality Information
- ☐ Monitoring Reports
- ☐ Other.

  Describe:

Other.

Describe:

- ☐ Contact Information
- ☐ Enrollment Capacity
- ☐ Years in Operation
- ☐ Provider Education and Training
- ☐ Languages Spoken
- ☐ Quality Information
- ☐ Monitoring Reports
- ☐ Other.

Describe:

2.3.6 Lead Agencies must also identify specific quality information on each child care provider for whom they have this information. The type of information provided is determined by the Lead Agency, and it should help families easily understand whether a provider offers services that meet Lead Agency-specific best practices and standards or a nationally recognized, research-based set of criteria. Provider-specific quality information must only be posted on the consumer website if it is available for the individual provider.

a) How does the Lead Agency determine quality ratings or other quality information to include on the website?

- [ ] Quality rating and improvement system
- [x] National accreditation
- [ ] Enhanced licensing system
- [ ] Meeting Head Start/Early Head Start requirements
- [ ] Meeting prekindergarten quality requirements
- [ ] School-age standards, where applicable
- [ ] Other.

Describe

b) For what types of providers are quality ratings or other indicators of quality available?

- [x] Licensed CCDF providers.

Describe the quality information:

The Hawai`i Department of Human Services has not completed implementation of developing the consumer education website that is consumer-friendly and easily accessible with the provider search functionality that includes information about the provider's indicators of quality, including accreditation by the National Association for the Education of Young Children, National Early Childhood Program Accreditation, and National Association of Family Child Care, and history of compliance including visit reports and substantiated complaint reports for legally exempt center-based

providers that are listed with the Department to care for children whose families receive child care subsidies.

☑ Licensed non-CCDF providers.

Describe the quality information:

The Hawai`i Department of Human Services has not completed implementation of developing the consumer education website that is consumer-friendly and easily accessible with the provider search functionality that includes information about the provider's indicators of quality, including accreditation by the National Association for the Education of Young Children, National Early Childhood Program Accreditation, and National Association of Family Child Care, and history of compliance including visit reports and substantiated complaint reports for legally exempt center-based providers that are listed with the Department to care for children whose families receive child care subsidies.

☐ License-exempt center-based CCDF providers.

Describe the quality information:

☐ License-exempt FCC CCDF providers.

Describe the quality information:

☐ License-exempt non-CCDF providers.

Describe the quality information:

☐ Relative child care providers.

Describe the quality information:

☐ Other.

Describe

2.3.7 Lead Agencies are required to post monitoring and inspection reports on the consumer education website for each licensed provider and for each non-relative provider eligible to provide CCDF services on the consumer education website. These reports must include results of required annual monitoring visits and visits due to major substantiated complaints about a provider's failure to comply with health and safety requirements and child care policies. The reports must be in plain language and be timely to ensure that the results of the reports are available and easily understood by parents when they are deciding on a child care provider. Lead Agencies must post at least 3 years of reports when available, going forward (not retrospectively), beginning October 1, 2018.

Certify by responding to the questions below:

a) What is the Lead Agency's definition of plain language and describe the process for receiving feedback from parents and the public about readability of reports.

The Hawai`i Department of Human Services has not completed implementation of developing the consumer education website that is consumer-friendly and easily accessible with the provider search functionality that includes information about the provider's indicators of quality and history of compliance including visit reports and substantiated complaint reports for legally exempt center-based providers that are listed with the Department to care for children whose families receive child care subsidies. Hard copy reports may be accessed by the public from the applicable child care licensing unit for inspection reports and substantiated complaint reports, as allowed under Chapter 92F, Hawai`i Revised Statutes.

The Department will continue to consult with its Child Care Advisory Committee that meets quarterly and has early childhood stakeholders, including parent and provider representatives and attendees, as well as feedback received from the public and the child care licensing units about the readability of reports and continuing to improve the Department's reports and training for child care licensing staff on report writing.

b) Are monitoring and inspection reports in plain language?

☐ If yes,

include a website link to a sample monitoring report.

☑ If no,

describe how plain language summaries are used to meet the regulatory requirements and include a link to a sample summary.

The Hawai`i Department of Human Services has not completed implementation of developing the consumer education website that is consumer-friendly and easily accessible with the provider search functionality that includes information about the provider's indicators of quality and history of compliance including visit reports and substantiated complaint reports for legally exempt center-based providers that are listed with the Department to care for children whose families receive child care subsidies. Hard copy reports may be accessed by the public from the applicable child care licensing unit for inspection reports and substantiated complaint reports, as allowed under Chapter 92F, Hawai`i Revised Statutes. Plain language summaries are still in development for Hawai`i.

Pending components and expected completion date:

1. Deciding upon the format and general content to be included in the plain language summaries;

March 31, 2019

2. Including the data system modifications to include the plain language summary data field for the child care licensing staff to enter into the data system; and

August 31, 2019

3. Functionality to the provider search public website to post the information of the plain language summary data for each monitoring inspection visit.

c) Check to certify what the monitoring and inspection reports and/or their plain language summaries include:

- [x] Date of inspection
- [x] Health and safety violations, including those violations that resulted in fatalities or serious injuries.

Describe how these health and safety violations are prominently displayed.

The Hawai`i Department of Human Services has not completed implementation of developing the consumer education website that is consumer-friendly and easily accessible with the provider search functionality that includes information about the provider's indicators of quality and history of compliance including visit reports and substantiated complaint reports for legally exempt center-based providers that are listed with the Department to care for children whose families receive child care subsidies. Hard copy reports may be accessed by the public from the applicable child care licensing unit for inspection reports and substantiated complaint reports, as allowed under Chapter 92F, Hawai`i Revised Statutes.

- [x] Corrective action plans taken by the State and/or child care provider.

Describe

The Hawai`i Department of Human Services has not completed implementation of developing the consumer education website that is consumer-friendly and easily accessible with the provider search functionality that includes information about the provider's indicators of quality and history of compliance including visit reports and substantiated complaint reports for legally exempt center-based providers that are listed with the Department to care for children whose families receive child care subsidies. Hard copy reports may be accessed by the public from the applicable child care licensing unit for inspection reports and substantiated complaint reports, as allowed under Chapter 92F, Hawai`i Revised Statutes.

d) The process for correcting inaccuracies in reports.

Once inspection reports are finalized by the child care licensing unit, providers are sent a copy of the report. The provider has ten (10) calendar days to review and submit a

written notification to the licensing unit identifying any concerns and changes requested. Written notifications are sent to the corresponding section administrator by the assigned child care licensing unit, and if the section administrator makes a determination that the report should be revised, the report will be revised, and the revised report is sent to the provider to review within ten (10) calendar days, and then the revised report would be allowed to be posted to the consumer education website on the provider's compliance record.

e) The process for providers to appeal the findings in reports, including the time requirements, timeframes for filing the appeal, for the investigation, and for removal of any violations from the website determined on appeal to be unfounded.

Once inspection reports are finalized by the child care licensing unit, providers are sent a copy of the report. The provider has ten (10) calendar days to review and submit a written notification to the licensing unit identifying any concerns and changes requested. Written notifications are sent to the corresponding section administrator by the assigned child care licensing unit, and if the section administrator makes a determination that the report should be revised, the report will be revised, and the revised report is sent to the provider to review within ten (10) calendar days, and then the revised report would be allowed to be posted to the consumer education website on the provider's compliance record.

If the Department were to issue an adverse action on the provider's license or registration, the provider has ten (10) business days to file a request for an administrative appeal hearing. The administrative appeal hearing will be scheduled, and the decision from the appeal hearing will be issued in writing within ninety (90) days of the date the request for appeal was received by the Department. The Department would not post the report associated with the administrative appeal until the decision is issued by the hearing officer.

f) How reports are posted in a timely manner. Specifically, provide the Lead Agency's definition of 'timely' and describe how it ensures that reports are posted within its timeframe. Note: While Lead Agencies define 'timely,' we recommend Lead Agencies update results as soon as possible and no later than 90 days after an inspection or corrective action is taken

The Hawai`i Department of Human Services has not completed implementation of developing the consumer education website that is consumer-friendly and easily accessible with the provider search functionality that includes information about the provider's indicators of quality and history of compliance including visit reports and substantiated complaint reports for legally exempt center-based providers that are listed with the Department to care for children whose families receive child care subsidies.

g) Describe the process for maintaining monitoring reports on the website. Specifically, provide the minimum number of years reports are posted and the policy for removing reports (98.33(a)(4)(iv)).

The Hawai`i Department of Human Services has not completed implementation of the consumer education website that is consumer-friendly and easily accessible with the provider search functionality that includes information about the provider's indicators of quality and history of compliance including visit reports and substantiated complaint reports for legally exempt center-based providers that are listed with the Department to care for children whose families receive child care subsidies. The Department will post reports for a minimum of three (3) years, and child care providers' information will be removed from the website once they are no longer licensed by or registered with the Department or (for legally exempt centers) listed with the Department.

h) Any additional providers on which the Lead Agency chooses to include reports. Note - Licensed providers and CCDF providers must have monitoring and inspection reports posted on their consumer education website.

- ☐ License-exempt non-CCDF providers
- ☐ Relative child care providers
- ☐ Other.

Describe

2.3.8 Aggregate data on serious injuries, deaths, and substantiated cases of child abuse that have occurred in child care settings each year must be posted on the consumer education website. This aggregate information on serious injuries and deaths must be organized by category of care (e.g., center, FCC, etc.) and licensing status for all eligible

CCDF provider categories in the state. The information on instances of substantiated child abuse does not have to be organized by category of care or licensing status. The aggregate report should not list individual provider-specific information or names.

Certify by providing:

a) The designated entity to which child care providers must submit reports of any serious injuries or deaths of children occurring in child care (98.16 (ff)) and describe how the Lead Agency obtains the aggregate data from the entity.

The Hawai`i Department of Human Services' child care licensing offices statewide are designated to receive reports of any serious injuries or deaths of children occurring in child care from child care providers.

In addition, child care providers are required to notify the Child Welfare Services (CWS) agency within the Hawai`i Department of Human Services for suspected child abuse and neglect occurring in a child care home or center or in the child's home. The CWS agency then will also notify the child care licensing offices when such reports are received by CWS. The child care licensing offices receive this information as complaint reports for investigation for possible violations of the child care law or administrative rules when any serious injuries, including suspected child abuse or neglect, or deaths of children have occurred in the child care home or center.

The Hawai`i Department of Human Services' Child Care Program Office obtains the complaint information, compiles the data, and posts annual aggregate information about the number of deaths, number of serious injuries as defined by the State and the number of incidences of substantiated child abuse in child care settings.

b) The definition of "substantiated child abuse" used by the Lead Agency for this requirement.

"Substantiated child abuse" is determined by the Hawai`i's Department of Human Services, Social Services Division's Child Welfare Services Branch based on their investigation whether a child was harmed.

Confirmed child abuse and neglect - "Confirmed" means that an investigation conducted by the department revealed reasonable cause to believe that harm or threatened harm occurred.

"Harm" means damage or injury to a child's physical or psychological health or welfare, where:

1. The child exhibits evidence of injury, including, but not limited to:

A. Substantial or multiple skin bruising;
B. Substantial external or internal bleeding;
C. Burn or burns;
D. Malnutrition;
E. Failure to thrive;
F. Soft tissue swelling;
G. Extreme pain;
H. Extreme mental distress;
I. Gross degradation;
J. Poisoning;
K. Fracture of any bone;
L. Subdural hematoma; or
M. Death; and the injury is not justifiably explained, or the history given concerning the condition or death is not consistent with the degree or type of the condition or death, or there is evidence that the condition or death may not be the result of an accident;

2. The child has been the victim of sexual contact or conduct, including sexual assault; sodomy; molestation; sexual fondling; incest; prostitution; obscene or pornographic photographing, filming, or depiction; or other similar forms of sexual exploitation, including but not limited to acts that constitute an offense pursuant to section 712-1202(1)(b), Hawai`i Revised Statutes (HRS);

3. The child's psychological well-being has been injured as evidenced by a substantial impairment in the child's ability to function;

4. The child is not provided in a timely manner with adequate food; clothing; shelter; supervision; or psychological, physical, or medical care;

5. The child is provided with dangerous, harmful, or detrimental drugs as defined in section 712-1240, HRS, except when a child's family administers drugs to the child as

directed or prescribed by a practitioner as defined in section 712-1240, HRS; or

6. The child has been the victim of labor trafficking under chapter 707, HRS.

"Imminent harm" means that without intervention within the next ninety days, there is reasonable cause to believe that harm to the child will occur or reoccur.

"Threatened harm" means any reasonably foreseeable substantial risk of harm to a child.

c) The definition of "serious injury" used by the Lead Agency for this requirement.
The Hawai`i Department of Human Services has not completed implementation of the definition of serious injury for reporting on substantiated complaint investigations and on the consumer education website.

Pending components and expected completion date:

1. Finalizing policy language for amendments to the Department's six (6) sets of administrative rules for licensed and registered child care providers, the child care subsidy program, and legally exempt center-based providers listed with the Department in consultation with the Department of the Attorney General and complete process of adopting amended administrative rules defining "serious injury" for investigations by the Department.

September 30, 2019

2. For the Department's child care licensing staff: develop policy, procedures, and training for the definition of "serious injury" for substantiated health and safety violations from monitoring inspection visits or complaint investigations.

October 31, 2019

3. For the Department's child care licensing staff: develop procedures and training for the process for providing review of the inspection reports and substantiated complaint reports to child care providers before posting on the public website and procedures and

training for timelines and processes of posting of the reports to the public website.

October 31, 2019

4. For the Department's child care licensing staff: review the current process and develop procedures / guidelines/training for consistent inspection reports and complaint investigation reports that are understandable to families and the public.
October 31, 2019

5. Develop outreach materials and engage in public outreach to licensed and registered child care facilities informing them of the new provider search public website with provider-specific information about compliance history and substantiated complaint reports.

December 31, 2019

d) The website link to the page where the aggregate number of serious injuries, deaths, and substantiated instances of child abuse are posted.

http://humanservices.hawaii.gov/bessd/child-care-program/child-care-licensing/

2.3.9 The consumer education website should include contact information on referrals to local child care resource and referral organizations. How does the Lead Agency provide referrals to local CCR&R agencies through the consumer education website? Describe and include a website link to this information:

The Hawai`i Department Human Services' designee is the contracted service provider who provides child care resource and referral services statewide and assists parents and the public in understand the information included on the Department's public website as well as their own website. The contracted service provider's introduction, purpose, and contact information is posted on the website along with the Department's general contact information.

Under ***Other Community Resources***

The Department of Human Services also supports the well-being of children and families by providing information about quality child care programs and how to select the best provider for your child, how to locate a child care provider in your community, as well as information and referrals to other community resources via Parents Attentive To Children (PATCH), a contracted provider. For a full description of services provided by PATCH, click on the following website: http://www.patchhawaii.org

http://humanservices.hawaii.gov/bessd/child-care-program/ccch-subsidies/

2.3.10 The consumer education website should include information on how parents can contact the Lead Agency, or its designee, or other programs that can help the parent understand information included on the website. Describe and include a website link to this information:

The Hawai`i Department of Human Services also supports the well-being of children and families by providing information about quality child care programs and how to select the best provider for your child, how to locate a child care provider in your community, as well as information and referrals to other community resources via Parents Attentive To Children (PATCH), a contracted provider. For a full description of services provided by PATCH, click on the following website: http://www.patchHawaii.org
http://humanservices.hawaii.gov/bessd/child-care-program/ccch-subsidies/

Any complaint made against a child care provider should be reported to the appropriate child care licensing unit (Click here to see List of Statewide Child Care Licensing Units). The licensing unit will determine whether there is a child care law or licensing rule violation that needs to be investigated. If an investigation is warranted, the child care licensing unit shall conduct an unannounced visit to the provider's home or child care facility.
http://humanservices.hawaii.gov/bessd/child-care-program/child-care-licensing/

Other community resources are listed below. Please contact the organization directly, which

can be located on their website, if you have any questions about their services.
http://humanservices.hawaii.gov/bessd/child-care-program/child-care-resources/

On this page you will get a variety of supplemental links to allow you to further explore child care information for parents & families.
http://patchhawaii.org/get-resources-2/

2.3.11 Provide the website link to the Lead Agency's consumer education website. Note: An amendment is required if this website changes.

http://humanservices.hawaii.gov/bessd/child-care-program/

2.3.12 Other. Identify and describe the components that are still pending per the instructions on
CCDF Plan Response Options for Areas where Implementation is Still in Progress
in the Introduction.

The Hawai`i Department of Human Services has not completed implementation of developing the consumer education website that is consumer-friendly and easily accessible with the provider search functionality that includes information about the provider's history of compliance including visit reports and substantiated complaint reports.

Implemented components:

1. Develop data system modification in order to convert monitoring inspection reports from paper-based reports to electronic-based reports with data entered into the child care licensing data system and tracking of each licensing requirement within the data system for all types of licensed and registered child care homes and facilities.

2. Developed data system modification in order to track complaint reports from paper-based

reports to electronic-based reports with data entered into the child care licensing data system and tracking of each complaint investigation within the data system for all types of licensed and registered child care homes and facilities as well as non-regulated homes and facilities.

3. Currently, the statewide resource and referral organization provides provider-specific operational information for licensed and registered child care providers but does not have information about the provider's history of compliance including visit reports and substantiated complaint reports. The statewide resource and referral organization refers families with additional questions about child care providers to the Department's appropriate child care licensing unit for the families to obtain the information about the provider's compliance history.

4. The Department also has consumer education information about early childhood development and community resources posted on both the statewide resource and referral organization's website and the Department's own website.

Pending components and expected completion date:

1. Develop data system modification in order to convert monitoring inspection reports from paper-based reports to electronic-based reports with data entered into the child care licensing data system and tracking of each health and safety requirement within the data system for exempt, non-relative child care homes and exempt facilities

.

2. Share provider-specific information about health and safety, licensing or regulatory requirements met by the provider (including the last date of inspection, and any history of violations) and substantiated complaint reports for licensed and registered child care facilities and for legally exempt center-based providers that are listed with the Department to care for children whose families receive child care subsidies.

August 31, 2019.

3. Ensuring the website is consumer-friendly, easily-accessible, and has plain-language

summaries of inspection visits and has information about the procedures related to criminal background checks and the offenses that prevent individuals from caring for a child at a licensed or registered child care facility or at an exempt child care facility that cares for a child whose family receives a child care subsidy from the Department.

August 31, 2019

4. For the Department's child care licensing staff: develop policy, procedures, and training for the definition of "serious injury" for substantiated health and safety violations from monitoring inspection visits or complaint investigations

31, 2019

5. For the Department's child care licensing staff: develop procedures and training for the process for providing review of the inspection reports and substantiated complaint reports to child care providers before posting on the public website and procedures and training for timelines and processes of posting of the reports to the public website.

October 31, 2019

6. For the Department's child care licensing staff: review the current process and develop procedures / guidelines/training for consistent inspection reports and complaint investigation reports that are understandable to families and the public.

October 31, 2019

7. Develop outreach material and engage in public outreach to licensed and registered child care facilities informing them of the new provider search public website with provider-specific information about compliance history and substantiated complaint reports.

December 31, 2019

2.4 Additional Consumer and Provider Education

Lead Agencies are required to certify that they will collect and disseminate information about the full diversity of child care services to promote parental choice to parents of eligible children, the general public, and where applicable, child care providers. In addition to the consumer education website, the consumer education information can be provided through CCR&R organizations or through direct conversations with eligibility case workers and child care providers. Outreach and counseling can also be effectively provided via information sessions or intake processes for families (658E(c)(2)(E); 98.15(b)(4); 98.33(b)).

In questions 2.4.1 through 2.4.5, certify by describing:

2.4.1 How the Lead Agency shares information with eligible parents, the general public, and where applicable, child care providers about the availability of child care services provided through CCDF and other programs for which the family may be eligible, such as state preK, as well as the availability of financial assistance to obtain child care services. At a minimum, describe what is provided (e.g., such methods as written materials, the website, and direct communications) and how information is tailored for these audiences.

The Hawai`i Department of Human Services disseminates information to parents, providers, and the general public through the contracted statewide child care resource and referral agency about the following:

1. Information about the availability of the full diversity of child care services that will promote informed child care choices;
2. Information about choosing quality child care and information about national accreditation with the National Association for the Education of Young Children or the National Early Childhood Program Accreditation or National Association for Family Child Care;
3. Availability of child care services provided through CCDF;
4. Temporary Assistance for Needy Families (TANF);
5. Head Start and Early Head Start;
6. Supplemental Nutrition Assistance Program (SNAP);
7. Women, Infants and Children (WIC) program;

8. Low-Income Home Energy Assistance Program (LIHEAP);
9. Other programs specifically Medicaid and States Children's Health Insurance Program (SCHIP);
10. Individuals with Disabilities Education ACT (IDEA) programs and services;
11. Available community resources providing developmental screening;
12. Newsletters with information about research and best practices in child development, including all domains of early childhood development, including social and emotional development, cognitive, and physical health and development (particularly healthy eating and physical activity); and
13. Research and best practices in meaningful parent and family engagement; and
14. Other community resources for child care providers, including professional development opportunities, scholarships for early childhood education/child development coursework or courses toward attaining the Child Development Associate credential, or other services that support quality child care, such nutrition information and menu reviews, the Child and Adult Care Food Program (CACFP), heath consultation services, educational outreach services, technical assistance, and resources to promote quality of care for subsidy families utilizing legally exempt friend, family, and neighbor (FFN) care and their child care providers as well as registered family child care providers, or resources for health consultation.

The contracted statewide child care resource and referral agency mails packets or emails documents with the resource information to families and the public and makes the information available on their website.

The Department of Human Services also maintains information about the same types of services and programs for families and child care providers on its public website.

For families applying for child care subsidy assistance, the child care subsidy worker provides as part of the intake interview process to determine eligibility information to each family about choosing the child care that best fits the needs of the family and child. Informational packets are made available to each family and the packets include available community resources for families, as well as tips on things to consider when choosing a provider and potential questions families could ask child care providers during the search process.

2.4.2 The partnerships formed to make information about the availability of child care services available to families.

The Department partners with its contracted statewide Child Care Resource and Referral agency which provides information about choosing child care and availability of licensed and registered child care home and facilities in Hawai`i.

The Department contracts for services to provide educational outreach services, technical assistance, and resources to promote quality of care for subsidy families utilizing legally exempt friend, family, and neighbor (FFN) care and their child care providers as well as registered family child care providers. The contractor also developed and updates the Choosing Child Care brochure and booklets that are given to and discussed with child care subsidy families during their TANF Work Participation program interview or over the phone for non-TANF families. The child care subsidy eligibility determination staff review the requirements with the subsidy families for the minimum health and safety standards for any legally exempt providers that the family may be considering using to care for their child while receiving the child care subsidy from the
Department.

Families choosing exempt child care by kith and kin ("friend, family, neighbor" FFN care) will select the exempt FFN provider they will use, and the child care subsidy worker informs the families that the exempt child care provider and all household members must complete background checks, initial health and safety training, including Safe Sleep training if caring for a child less than one year of age, for the family to receive the subsidy.

2.4.3 How the Lead Agency provides the required information about the following programs and benefits to the parents of eligible children, the general public, and where applicable, providers. In the description include, at a minimum, what information is provided, how the information is provided, and how the information is tailored to a variety of audiences and include any partners who assist in providing this information.

☑ Temporary Assistance for Needy Families program:

The Department includes information about the TANF program on the Department's website, on the brochure that provides information about the child care subsidy program, through the contracted statewide Child Care Resource and Referral agency, and through multiple Department of Health agencies through the resource listing developed by DOH in partnership with other state agencies, including the Department of Human Services. As part of the child care application process, the subsidy worker sends to all families applying for child care subsidies a resource listing of available community programs including the TANF program.

☑ Head Start and Early Head Start programs:

The Department includes information about the Head Start and Early Head Start program on the Department's website, on the brochure that provides information about the child care subsidy program, and through the contracted statewide Child Care Resource and Referral agency. As part of the child care application process, the subsidy worker sends to all families applying for child care subsidies a resource listing of available community programs including the Head Start and Early Head Start programs.

☑ Low Income Home Energy Assistance Program (LIHEAP):

The Department includes information about the LIHEAP on the Department's website, on the brochure that provides information about the child care subsidy program, and through the contracted statewide Child Care Resource and Referral agency. As part of the child care application process, the subsidy worker sends to all families applying for child care subsidies a resource listing of available community programs including LIHEAP.

☑ Supplemental Nutrition Assistance Programs (SNAP) Program:

The Department includes information about the SNAP program on the Department's website, on the brochure that provides information about the child care subsidy program, through the contracted statewide Child Care Resource and Referral agency, and through multiple Department of Health agencies through the resource listing developed by DOH in partnership with other state agencies, including the Department of Human Services. As part of the child care application process, the subsidy worker

sends to all families applying for child care subsidies a resource listing of available community programs including the SNAP program.

☑ Women, Infants, and Children Program (WIC) program:

The Hawai`i Department of Human Services collaborates with Department of Health, including the WIC program, to coordinate and promote access to child care subsidies for WIC families. As part of the child care application process, the subsidy worker sends to all families applying for child care subsidies a resource listing of available community programs including the WIC program.

☑ Child and Adult Care Food Program(CACFP):

The Department includes information about the CACFP on the Department's website. As part of the child care licensing or registration application process, the licensing workers provide to applicants a resource listing of available community programs including the CACFP program. The Department's contracted agency that provides training to child care providers statewide and the statewide child care resource and referral organization also provide information to child care providers about the CACFP.

☑ Medicaid and Children's Health Insurance Program (CHIP):

The Department includes information about the Medicaid program on the Department's website, on the brochure that provides information about the child care subsidy program, through the contracted statewide Child Care Resource and Referral agency, and through multiple Department of Health agencies through the resource listing developed by DOH in partnership with other state agencies, including the Department of Human Services. As part of the child care application process, the subsidy worker sends to all families applying for child care subsidies a resource listing of available community programs including the Medicaid program.

☑ Programs carried out under IDEA Part B, Section 619 and Part C:

The Department includes information about the IDEA Part B and Part C programs on the Department's website, on the brochure that provides information about the child care subsidy program, through the contracted statewide Child Care Resource and Referral agency, and through multiple Department of Health agencies through the

resource listing developed by DOH in partnership with other state agencies, including the Department of Human Services. As part of the child care application process, the subsidy worker sends to all families applying for child care subsidies a resource listing of available community programs including the IDEA Part B and Part C programs.

2.4.4 Describe how the Lead Agency makes available to parents, providers, and the general public information on research and best practices concerning children's development, including physical health and development, particularly healthy eating and physical activity. Information about successful parent and family engagement should also be shared. At a minimum, include what information is provided, how the information is provided, and how the information is tailored to a variety of audiences and include any partners in providing this information.

For parents, the public, and providers, the Department's website contains the following information and written materials for:

1. Research and best practices in child development, including all domains of early childhood development, including social and emotional development, cognitive, and physical health and development, nutrition, and physical activity;

2. Information about the Hawaii Child Care Nutrition Program under the University of Hawai`i's Cooperative Extension Service provides assistance, support and consultation to child care providers in meeting licensing requirements with regards to nutrition. Some of the goals are to provide foods and nutrition education, training, technical assistance and resources for licensed child care providers and to collaborate and partner with agencies, projects and programs to promote the goal of quality nutrition services provided by licensed child care providers. www.ctahr.hawaii.edu/new/hccnp

3. The Department's Basic Health & Safety Practices: Child Care Provider's Guide which includes all of the required topics for the intial health and safety training for all licensed and registered child care providers and staff as well as for legally exempt centers listed with the Department and exempt, non-relative providers that care for children whose families receive child care subsidies. http://humanservices.hawaii.gov/bessd/child-care-program/child-care-resources/

4. Research and best practices in meaningful parent and family engagement.

2.4.5 Describe how information on the Lead Agency's policies regarding the social-emotional and behavioral issues and early childhood mental health of young children, including positive behavioral intervention and support models based on research and best practices for those from birth to school age, are shared with families, providers, and the general public. At a minimum, include what information is provided, how the information is provided, and how information is tailored to a variety of audiences and include any partners in providing this information.

The Hawai`i Department of Human Services contracts for services to provide educational outreach services, technical assistance, and resources to promote quality of care for subsidy families utilizing legally exempt friend, family, neighbor (FFN) care, and to their care providers, as well as to registered family child care homes. The contractor sends monthly informational packets, and the packets provide the parents, exempt providers, and registered family child care homes information about research and best practices in child development, including social emotional development, cognitive development, physical health and development, and meaningful parent and family engagement.

The Department also contracts for services to provide training services to promote on-going professional development opportunities to support quality child care settings to early childhood practitioners, parents and caregivers, and the public for a nominal cost that covers 12 separate series and 93 classes. The trainings include information about research and best practices in child development, including social emotional development, cognitive development, physical health and development, and meaningful parent and family engagement.
The training contractor also provides quarterly newsletters to those who have signed up for the newsletters and the newsletters are posted on the training contractor’s website for the public to access.

Another contracted service provider provides collaboration with the Early Learning Board to

strengthen health and safety in early childhood education and care; expand a statewide system of child care health consultants; provide training to pediatric residents and child care licensing workers, with opportunities for teaching early childhood development and health issues to staff and families at child care sites; promote health and safety in child care, and provide information on medical homes and health resources.

The Department of Human Services collaborates with Department of Health, the University of Hawai`i John A. Burns School of Medicine, Department of Pediatrics, the Hawai`i chapter of American Academy of Pediatrics, and stakeholders to continue a pilot project to improve young children's social and emotional development through training and technical assistance and, in some locations, mental health/behavioral consultation to child care providers. There are four levels that are addressed through the pilot project:

1. Developing guidelines and resources to support child care provider's ability to promote children's optimal social and emotional development.

2. Training and technical assistance will be available to licensed and registered childcare providers (those who work with young children) to increase their knowledge and skills to encourage good mental health and social emotional wellness and to manage children's challenging behaviors.

3. Preventing the occurrence or escalation of mental health problems and minimizing children's social emotional development risk will be done through referrals to community based resources and access to a mental health/behavioral health consultant who will work with child care providers (and/or families) to support the child’s developmental needs.

4. Children who may have a developmental concern need to be properly identified and referred to treatment to support positive developmental progress. Services are available through: Department of Health's Early Intervention Section (IDEA Part Agency) for those children birth - 3 years old; and through Department of Education's Preschool Special Education (IDEA Part B, 619) for those 3-5 years old. The use of valid screening and assessment procedures to identify concerns and delays is an essential part to supporting and monitoring children's development.

2.4.6 Describe the Lead Agency's policies to prevent the suspension and expulsion of children from birth to age 5 in child care and other early childhood programs receiving CCDF funds (98.16(ee)), including how those policies are shared with families, providers, and the general public.

Hawaii Administrative Rule (HAR) §§17-892.1-28 and 17-895-27 for group child care centers, group homes, and infant and toddler centers: Integration of mental health concepts. Mental health aspects of child development shall be integrated into the child care program as follows:

1. At least one parent, guardian, foster parent, or social worker shall be interviewed prior to a child's admission to the center. The personal interview shall be conducted to secure pertinent information on the child's overall development and behavior and to acquaint the parent or guardian with the facility's program and policies. If the child is enrolled in a public or private school, the child shall also be interviewed when possible;

2. The child care facility shall provide its staff with annual orientation to state or other mental health service programs for children, or otherwise familiarize its staff with consultative and clinical services and programs for the early identification of social, emotional, intellectual, and behavioral problems of children; and

3. The facility shall refer parents or guardians to sources of professional consultation in mental health upon the parents' or guardians request or upon the recommendation of the staff or the facility's health consultant.

HAR §§17-896-26 and 17-891.1-27 for before and after school programs and family child care homes: Integration of mental health concepts. Mental health aspects of child development shall be integrated as follows:

1. The child and at least one parent, guardian, foster parent, or social worker shall be interviewed prior to a child's admission to a family child care home. The personal interview

shall be conducted to secure pertinent information on the child's over-all behavior and to acquaint the parent or guardian with the child care home's
policies;

2. The provider shall regularly communicate with the parents or guardians about the child's development; and

3. The providers shall be aware of community resources, such as children's mental health teams in the state department of health, to help recognize and foster age appropriate behavioral development in children and shall share this information with the parents or guardians.

2.5 Procedures for Providing Information on Developmental Screenings

Lead Agencies are required to provide information on developmental screenings, including information on resources and services that the State can deploy, such as the use of the Early and Periodic Screening, Diagnosis, and Treatment program under the Medicaid program carried out under title XIX of the Social Security Act and developmental screening services available under IDEA Part B, Section 619 and Part C, in conducting those developmental screenings and in providing referrals to services for children who receive subsidies. Lead Agencies must also include a description of how a family or child care provider can use these resources and services to obtain developmental screenings for children who receive subsidies and who might be at risk of cognitive or other developmental delays, which can include social, emotional, physical, or linguistic delays (658E(c)(2)(E)(ii)). Lead Agencies are required to provide this information to eligible families during CCDF intake and to child care providers through training and education (98.33(c)).

2.5.1 Certify by describing:

a) How the Lead Agency collects and disseminates information on existing resources and services available for conducting developmental screenings to CCDF parents, the general public, and where applicable, child care providers (98.15(b)(3)).

For parents, the general public, and child care providers, the Hawai`i Department of Human Services' website contains information and resource listing of programs that provide developmental screenings as offered statewide, including IDEA part B and C services.
Additionally, for parents of eligible children, the child care subsidy worker provides information to each family as part of the interview process about choosing the child care provider that best fits the needs of the family and child. Informational packets are provided to each family which include available community resources for families, including services that provide developmental screenings offered statewide.
For providers, the Department's contracted service providers gather and disseminate information through their websites, emails listings, and/or newsletters.

b) The procedures for providing information on and referring families and child care providers to the Early and Periodic Screening, Diagnosis, and Treatment program under the Medicaid program - carried out under Title XIX of the Social Security Act (42 U.S.C. 1396 et seq.) - and developmental screening services available under Section 619 and Part C of the Individuals with Disabilities Education Act (20 U.S.C. 1419, 1431 et seq.).

For parents, the general public, and child care providers, the Hawai`i Department of Human Services' website contains information information about the EPSDT program and a resource listing of programs that provide developmental screenings as offered statewide, including IDEA part B and C services.

Informational packets given out to families receiving child care subsidies, licensed and registered child care providers, and through the Department's contracted statewide child care resource and referral agency include information about the EPSDT program and a resource listing of programs that provide developmental screenings as offered statewide, including IDEA part B and C services.

c) How the Lead Agency gives information on developmental screenings to parents receiving a subsidy as part of the intake process. Include the information provided, ways

it is provided, and any partners in this work.

The Hawai`i Department of Human Services is partnering with the Department of Health and the Department's Med-QUEST Division both of which are developing informational hand-outs of available community organizations that conduct developmental screening services and accessing information about covered EPSDT screenings through health coverage plans are posted on the Department's website.

The information is also given out to TANF Work Participation families during their in-person interview, and for non-TANF subsidy families, the information is mailed to them along with other resource and referral information. Child care subsidy eligibility determination staff discuss with the families during the intake interviews and during any reported changes whether families have a medical home and have periodic exams with the children's pediatrician/health care professional, and whether the families have any concerns about their children's development.

d) How CCDF families or child care providers receiving CCDF can use the available resources and services to obtain developmental screenings for CCDF children at risk for cognitive or other developmental delays.

Hawai`i Department of Human Services is partnering with the Department of Health and the Department's Med-QUEST Division both of which are developing informational hand-outs of available community organizations that conduct developmental screening services and accessing information about covered EPSDT screenings through health coverage plans are posted on the Department's website which is available for all families and child care providers to access.

The information is also given to families applying for child care subsidies during the interview to determine eligibility for child care subsidies and to families seeking resource and referral services from the statewide resource and referral agency.
For licensed and registered child care homes and facilities, and the Department's child care licensing staff inform providers about the community resources to support child care provider's ability to promote children's optimal social and emotional development and provide information on referring families to existing developmental screening services available.

e) How child care providers receive this information through training and professional development.

The Hawai`i Department of Human Services partnered with the Department of Health which developed a resource listing of community organizations that conduct developmental screening services and is posted on the Department's website which is available for all child care providers to access.

The Department also contracts for services to provide training services to promote on-going professional development opportunities to support quality child care settings to early childhood practitioners for a nominal cost that covers 12 separate series and 93 classes. The trainings include information about research and best practices in child development, including social emotional development, cognitive development, physical health and development, and meaningful parent and family engagement.

The training contractor also provides quarterly newsletters to those who have signed up for the newsletters and the newsletters are posted on the training contractor's website for the general public to access.

The Department's contractor that provides statwide child care resource and referral services also disseminates information to child care providers and the public about the professional development opportunities available throughout the state.

f) Provide the citation for this policy and procedure related to providing information on developmental screenings.

The Hawai`i Department of Human Services has not completed implementation of providing information on developmental screenings to child care subsidy families and regulated child care providers.

Implemented components:

1. The Department of Health partnered and collaborated with other state agencies to develop a resource listing of programs that provide developmental screenings statewide.

Pending components and expected completion date:

1. Development by the Department's Med-QUEST Division of informational hand-out about accessing information about covered EPSDT screenings through health coverage plans and development of training that would be provided to the Department's child care subsidy staff and child care licensing staff about the EPSDT program.

July 31, 2019

2. For the Department's child care subsidy staff: develop policy or procedures, and training to understand the EPSDT program and be able to provide the information to child care subsidy applicants and families.

August 31, 2019

3. For the Department's child care licensing staff: develop policy or procedures, and training to understand the EPSDT program and be able to provide the information to regulated child care providers during monitoring visits or during telephonic technical assistance consultations.

August 31, 2019

2.6 Consumer Statement for Parents Receiving CCDF Funds

Lead Agencies must provide CCDF parents with a consumer statement in hard copy or electronically (such as referral to a consumer education website) that contains specific information about the child care provider they select. This information about the child care provider selected by the parent includes health and safety requirements met by the provider, any licensing or regulatory requirements met by the provider, the date the provider was last inspected, any history of violations of these requirements, and any voluntary quality standards met by the provider. It must also describe how CCDF subsidies are designed to promote equal access, how to submit a complaint through a hotline, and how to contact local resource and referral agencies or other community-based supports that assist parents in finding and enrolling

in quality child care (98.33(d)). Please note that if the consumer statement is provided electronically, Lead Agencies should consider how to ensure that the statement is accessible to parents and that parents have a way to contact someone to address questions they have.

2.6.1 Certify by describing:

a) How the Lead Agency provides parents receiving CCDF funds with a consumer statement.

The Hawai`i Department of Human Services has not completed implementation of the consumer education website that is consumer-friendly and easily accessible with the provider search functionality that includes information and a consumer statement about the provider's indicators of quality and history of compliance including visit reports and substantiated complaint reports for legally exempt center-based providers that are listed with the Department to care for children whose families receive child care subsidies.

Implemented components:

1. Develop data system modification in order to convert monitoring inspection reports from paper-based reports to electronic-based reports with data entered into the child care licensing data system and tracking of each licensing requirement within the data system for all types of licensed and registered child care homes and facilities.

2. Developed data system modification in order to track complaint reports from paper-based reports to electronic-based reports with data entered into the child care licensing data system and tracking of each complaint investigation within the data system for all types of licensed and registered child care homes and facilities as well as non-regulated homes and facilities.

3. Currently, the statewide resource and referral organization provides provider-specific operational information for licensed and registered child care providers but does not have information about the provider's history of compliance including visit reports and substantiated complaint reports. The statewide resource and referral organization refers families with additional questions about child care providers to the Department's appropriate child care licensing unit for the families to obtain the information about the

provider's compliance history.

4. The Department also has consumer education information about early childhood development and community resources posted on both the statewide resource and referral organization's website and the Department's own website.

Pending components and expected completion date:

1. Deciding upon the format and general content to be included in the plain language summaries and consumer education statement;

March 31, 2019

2. Including the data system modifications to include the plain language summary and consumer education statement data field for the child care licensing staff to enter into the data system; and

August 31, 2019

3. Functionality to the provider search public website to post the information of the plain language summary and consumer education statement for each monitoring inspection visit.

September 30, 2019

4. Develop data system modification in order to convert monitoring inspection reports from paper-based reports to electronic-based reports with data entered into the child care licensing data system and tracking of each health and safety requirement within the data system for exempt, non-relative child care homes and exempt facilities

August 31, 2019.

5. Share provider-specific information about health and safety, licensing or regulatory

requirements met by the provider in a consumer education statement (including the last date of inspection, and any history of violations) and substantiated complaint reports for licensed and registered child care facilities and for legally exempt center-based providers that are listed with the Department to care for children whose families receive child care subsidies.

September 30, 2019.

6. Ensuring the website is consumer-friendly, easily-accessible, and has plain-language summaries of inspection visits and consumer education statements for regulated providers and has information about the procedures related to criminal background checks and the offenses that prevent individuals from caring for a child at a licensed or registered child care facility or at an exempt child care facility that cares for a child whose family receives a child care subsidy from the Department.

August 31, 2019

7. For the Department's child care licensing staff: develop procedures and training for the process for providing review of the inspection reports and substantiated complaint reports to child care providers before posting on the public website and procedures and training for timelines and processes of posting of the reports to the public website.

October 31, 2019

8. For the Department's child care licensing staff: review the current process and develop procedures / guidelines/training for consistent inspection reports, complaint investigation reports, and consumer education statements/plain language summaries that are understandable to families and the public.

October 31, 2019

9. Develop outreach materials and engage in public outreach to licensed and registered child care facilities informing them of the new provider search public website with provider-specific information about compliance history, substantiated complaint reports, and a consumer education statement.

b) What is included in the statement, including when the consumer statement is provided to families.

N/A

The Hawai`i Department of Human Services has not completed implementation of the consumer education website that is consumer-friendly and easily accessible with the provider search functionality that includes information and a consumer statement about the provider's indicators of quality and history of compliance including visit reports and substantiated complaint reports for legally exempt center-based providers that are listed with the Department to care for children whose families receive child care subsidies.

c) Provide a link to a sample consumer statement or a description if a link is not available.

N/A

The Hawai`i Department of Human Services has not completed implementation of the consumer education website that is consumer-friendly and easily accessible with the provider search functionality that includes information and a consumer statement about the provider's indicators of quality and history of compliance including visit reports and substantiated complaint reports for legally exempt center-based providers that are listed with the Department to care for children whose families receive child care subsidies.

3 Provide Stable Child Care Financial Assistance to Families

In providing child care assistance to families, Lead Agencies are required to implement these policies and procedures: a minimum 12-month eligibility and redetermination periods, a process to account for irregular fluctuations in earnings, a policy ensuring that families' work schedules are not disrupted by program requirements, policies to provide for a job search of not fewer than 3 months if the Lead Agency exercises the option to discontinue assistance, and policies for the graduated phase-out of assistance. Also, procedures for the enrollment of homeless children

and children in foster care, if served, pending the completion of documentation, are required.

Note: Lead Agencies are not prohibited from establishing policies that extend eligibility beyond 12 months to align program requirements. For example, Lead Agencies can allow children enrolled in Head Start, Early Head Start, state or local prekindergarten, and other collaborative programs to finish the program year. This type pf policy promotes continuity for families receiving services through multiple benefit programs.

In this section, Lead Agencies will identify how they define eligible children and families and how the Lead Agency improves access for vulnerable children and families. This section also addresses the policies that protect working families and determine a family's contribution to the child care payment.

3.1 Eligible Children and Families

At the time when eligibility is determined or redetermined, children must (1) be younger than age 13; (2) reside with a family whose income does not exceed 85 percent of the State's median income for a family of the same size and whose family assets do not exceed $1,000,000 (as certified by a member of said family); and (3)(a) reside with a parent or parents who are working or attending a job training or educational program or (b) receives, or needs to receive, protective services and resides with a parent or parents not described in (3)(a.) (658P(4)).

3.1.1 Eligibility criteria based on a child's age

a) The CCDF program serves children

from birth

(weeks/months/years)

through 12

years (under age 13). . Note: Do not include children incapable of self-care or under court supervision, who are reported below in (b) and (c).

b) Does the Lead Agency allow CCDF-funded child care for children age 13 and above but below age 19 years who are physically and/or mentally incapable of self-care?(658E(c)(3)(B), 658P(3))

☐ No

☑ Yes,

and the upper age is under 18 years old

(may not equal or exceed age 19).

If yes, Provide the Lead Agency definition of physical and/or mental incapacity: A physical or mental condition that prevents a child from doing self-care, as determined by a State-licensed physician or psychologist.

c) Does the Lead Agency allow CCDF-funded child care for children age 13 and above but below age 19 years who are under court supervision? (658P(3), 658E(c)(3)(B))

☐ No.

☑ Yes

and the upper age is under 18 years old

(may not equal or exceed age 19)

d) How does the Lead Agency define the following eligibility terms?

"residing with":

means an eligible child living in a home or family setting with the child's eligible caretaker.

"in loco parentis":

In place of the parent, i.e., charged with the rights, responsibilities and duties of a parent defined as an adult who resides with and is responsible for the care of a child, and who is birth, hanai (child who is taken permanently to be reared, educated, and loved by someone other than the natural parents at the time of the child's birth or early childhood. The child is given outright and the natural parents renounce all claims to the child. The natural parents cannot reclaim the child except for death or serious injury of the hanai parents.), foster parent, adoptive parent, guardian, step-parent, or relative who is related to the child by blood, marriage or adoption, or a person authorized by the caretaker through power of attorney valid for a period not to exceed

twelve months. The caretaker designation may remain even when the caretaker is temporarily absent from the home as long as the caretaker continues to maintain responsibility for the care, education, and financial support of the child. This includes a foster parent who may not be providing financial support to the child but may be receiving support for the child from a public or private agency.

3.1.2 Eligibility criteria based on reason for care

a) How does the Lead Agency define "working or attending a job training and educational program" for the purposes of CCDF eligibility at the time of determination? Provide the definitions below for:

"Working":

The caretaker is engaged in an activity for wages or salary, or actively looking for work: a) up to two weeks prior to the scheduled start of employment; or b) up to 30 days during a break in employment, if employment is scheduled to resume within 30 calendar days. There is no minimum number or hours is required to be considered working.

"Job training":

Job training is an approved work program that requires the participant to engage in activities that provide work experience and training to individuals to assist them toward employment and self-sufficiency. There is no minimum number of hours required to be considered job training.

"Education":

An education program has a curriculum that is established by an institution, agency, or business for the purpose of development of skill or academic study necessary for an identified occupation. There is no minimum number of hours required to be considered in education.

"Attending job training or education" (e.g. number of hours, travel time):

Job training is an approved work program that requires the participant to engage in activities that provide work experience and training to individuals to assist them toward

employment and self-sufficiency. An education program has a curriculum that is established by an institution, agency, or business for the purpose of development of skill or academic study necessary for an identified occupation. There is no minimum number of hours required to be considered in job training or education. Travel time is included within the hourly range of need for care established (97 or more hours per month, 61 - 96 hours per month, 25 - 60 hours per month, or 1 - 24 hours per month).

3.1.2 Eligibility criteria based on reason for care

b) Does the Lead Agency allow parents to qualify for CCDF assistance on the basis of education and training participation alone (without additional minimum work requirements)?

☐ No.

If no, describe the additional work requirements:

☑ Yes.

If yes, describe the policy or procedure:

The caretaker is enrolled in and attends an educational program or job training, vocational or employment training. This includes the break time between classes for the day.

3.1.2 Eligibility criteria based on reason for care

c) Does the Lead Agency consider seeking employment (engaging in a job search) an eligible activity at initial eligibility determination (at application) and at the 12-month eligibility redetermination? (Note: If yes, Lead Agencies must provide a minimum of three months of job search)

☐ No.

☑ Yes.

If yes, describe the policy or procedure. (including any differences in eligibility at initial eligibility determination vs. redetermination of eligibility):

The caretaker is actively looking for work: a) up to two weeks prior to the scheduled start of employment; or b) up to 30 days during a break in employment, if employment is scheduled to resume within 30 calendar days.

The Hawai`i Department of Human Services has not completed implementation of 12 month eligibility, including the option of allowing up to three months of job search for a temporary loss of activity during the 12 month eligibility period.

Implemented components:

1. Development of specifications for data system modifications in order to establish 12 month eligibility requirements and redetermination timeframes.

Pending components and expected completion date:

1. Finalizing policy language for amendments to the Department's administrative rules for the child care subsidy program in consultation with the Department of the Attorney General and complete process of adopting amended administrative rules for requirements for 12 month eligibility period, including allowing up to three months of job search for a temporary loss of activity during the 12 month eligibility period.

30, 2019

2. Development of specifications for data system modifications in order to track when families have reported a loss of activity to track the period of up to 3 months of activity search and continuation of child care subsidy payments for those 3 months and cessation of child care subsidy payments if the family has not contacted the child care subsidy staff to confirm the family has resumed an eligible activity.

August 31, 2019

3. For the Department's child care subsidy staff: review the current process and develop procedures / guidelines/training for implementation of 12 month eligibility including the period of up to 3 months of activity search and continuation of child care subsidy payments if the child is still with the known child care provider and cessation of child care subsidy payments if the family has not contacted the child care subsidy staff to confirm the family has resumed an eligible activity.

October 31, 2019

3.1.2 Eligibility criteria based on reason for care

d) Does the Lead Agency provide child care to children in protective services?

☐ No.

☑ Yes. If yes:

i. Please provide the Lead Agency's definition of "protective services":

Child Welfare Services by the Department of Human Services to children and their caretakers and siblings, who reside together in their family unit, and are children who are:

1. Confirmed to have been abused or neglected; or

2. Confirmed to have been threatened with abuse or neglect; or

3. In foster care; and the need for child care services must be specified in the family's or child's case plan as ordered by the court.

Teen parents who are utilizing the Department's contracted infant and toddler child care services on or near the participating Department of Education public school campuses and completing their high school education and who are enrolled students of the public school's Graduation Reality and Dual Role Skills (GRADS) program or alternate on-campus program that provides educational and parenting support services for pregnant and parenting teens. Teen parents utilizing any one of the contracted infant and toddler care center is eligible without regard to income for "protective services".

Note: Federal requirements allow other vulnerable children identified by the Lead Agency not formally in child protection to be included in the Lead Agency's definition of protective services for CCDF purposes. A Lead Agency may elect to provide CCDF-funded child care to children in foster care when foster care parents are not working or are not in education/training activities, but this provision should be included in the protective services definition above.

ii. Are children in foster care considered to be in protective services for the purposes of eligibility at determination?

- [x] No
- [ ] Yes

iii. Does the Lead Agency waive the income eligibility requirements for cases in which children receive, or need to receive, protective services on a case-by-case basis (658E(c)(5))?

- [ ] No
- [x] Yes

iv. Does the Lead Agency provide respite care to custodial parents of children in protective services?

- [x] No
- [ ] Yes

3.1.3 Eligibility criteria based on family income. Note: The question in 3.1.3 relates to initial determination. Redetermination is addressed in 3.1.7.

a) How does the Lead Agency define "income" for the purposes of eligibility at the point of determination?

Monies received from wages, salaries, commissions, tips, and other sources. For a complete list of countable income, refer to administrative rule §17-798.2-10(b) Income considered in eligibility determination.

b) Provide the CCDF income eligibility limits in the table below at the time of initial determination. Complete columns (a) and (b) based on maximum eligibility at initial entry into CCDF. Complete columns (c) and (d) *only if* the Lead Agency is using income eligibility limits lower than 85 percent of the current state median income (SMI) at the initial eligibility determination point. Fill in the chart based on the most populous area of the state (the area serving the highest number of CCDF children). If the income eligibility limits are not statewide, please respond to c) below the table.

	(a)	(b)	(c)	(d)
Family Size	100% of SMI($/Month)	85% of SMI ($/Month) [Multiply	(IF APPLICABLE) ($/Month)	IF APPLICABLE) (% of SMI) [Divide

	(a)	(b)	(c)	(d)
		(a) by 0.85]	Maximum Initial or First Tier Income Limit (or Threshold) if Lower Than 85% of Current SMI	(c) by (a), multiply by 100] Income Level if Lower Than 85% of Current SMI
1	3908	3322	2431	62
2	5112	4345	3179	62
3	6314	5367	3927	62
4	7516	6389	4675	62
5	8718	7411	5243	62

c) If the income eligibility limits are not statewide, describe how many jurisdictions set their own income eligibility limits and provide the income limit ranges across the jurisdictions (e.g. range from [lowest limit] to [highest limit])(98.16(i)(3)).

N/A, eligibility limits are statewide.

Reminder: Income limits must be established and reported in terms of current SMI based on the most recent data published by the Bureau of the Census (98.20(a)(2)(i)) even if the federal poverty level is used in implementing the program. SMI guidelines are available at: https://www.acf.hhs.gov/ocs/resource/liheap-im2017-03.

d) SMI source and year. LIHEAP Estimated State Median Income, By Household Size and By State, FY 2017

e) Identify the most populous area of the State used to complete the chart above.

A uniform statewide rate is used.

f) What was the date (mm/dd/yyyy) that these eligibility limits in column (c) became effective? 11/01/2005

g) Provide the citation or link, if available, for the income eligibility limits.

http://humanservices.hawaii.gov/bessd/files/2013/01/Child-Care-Gross-Income-Eligibility-Limts-and-Sliding-Scale-Fee.pdf

3.1.4 Lead Agencies are required to ensure that children receiving CCDF funds do not have family assets that exceed $1,000,000, as certified by a family member (98.20(a)(2)(ii)).

a) Describe how the family member certifies that family assets do not exceed $1,000,000 (e.g., a checkoff on the CCDF application).

Applicants are required to provide self-certification check-off on the Department's application form for child care subsidy payments and on the re-certification form that families have assets that total less than $1,000,000 for the household.

The Hawai`i Department of Human Services has not completed implementation of the asset limit as an eligibility requirement.

Implemented components:

1. Development of specifications for data system modifications in order to establish over asset limit as a reason to deny or terminate child care subsidy payments.

Pending components and expected completion date:

1. Finalizing policy language for amendments to the Department's administrative rules for the child care subsidy program in consultation with the Department of the Attorney General and complete process of adopting amended administrative rules for requirements for eligibility, including a limit of 1,000,000 in asset for the household.

September 30, 2019

2. For the Department's child care subsidy staff: review the current process and develop procedures / guidelines/training for implementation of 12 month eligibility including the asset limit of 1,000,000 to be eligible for child care subsidy payments.

October 31, 2019

b) Does the Lead Agency waive the asset limit on a case-by-case basis for families defined as receiving, or in need of, protective services?

☑ No.

☐ Yes.

If yes, describe the policy or procedure and provide citation:

3.1.5 Describe any additional eligibility conditions or priority rules applied by the Lead Agency during eligibility determination or redetermination (98.20(b)).

None. It is noted that in order to receive child care subsidy payments, the family must use a provider that meets the health and safety requirements, including background checks, under Hawaii Administrative Rules (HAR) Chapters 17-798.2, 17-891.1, 17-892.1, 17-895, or 17-896.

3.1.6 Lead Agencies are required to take into consideration children's development and promote continuity of care when authorizing child care services (98.21(f); 98.16(h)(6)). Check the approaches, if applicable, that the Lead Agency uses when considering children's development and promoting continuity of care when authorizing child care services.

- ☐ Coordinating with Head Start, prekindergarten, or other early learning programs to create a package of arrangements that accommodates parents' work schedules
- ☑ Inquiring about whether the child has an Individualized Education Program (IEP) or Individual Family Services Plan (IFSP)
- ☐ Establishing minimum eligibility periods greater than 12 months
- ☐ Using cross-enrollment or referrals to other public benefits
- ☐ Working with IDEA Part B, Section 619 and Part C staff to explore how services included in a child's IEP or IFSP can be supported and/or provided onsite and in collaboration with child care services
- ☑ Providing more intensive case management for families with children with multiple risk factors;
- ☐ Implementing policies and procedures that promote universal design to ensure that activities and environments are accessible to all children, including children with sensory, physical, or other disabilities

☐ Other.

Describe:

3.1.7 Policies and processes for graduated phase-out of assistance at redetermination.

Lead Agencies are required to provide for a graduated phase-out of assistance for families whose income has increased above the state's initial income threshold at the time of redetermination but remains below the federal threshold of 85 percent of the state median income. Providing a graduated phase-out promotes continuity by allowing for wage growth, allows for a tapered transition out of the child care subsidy program as income increases, and supports long-term self-sufficiency for families.

i. 85 percent of SMI for a family of the same size
ii. An amount lower than 85 percent of SMI for a family of the same size but above the Lead Agency's initial eligibility threshold that:

(A) Takes into account the typical household budget of a low-income family
(B) Provides justification that the second eligibility threshold is:
(1) Sufficient to accommodate increases in family income over time that are typical for low-income workers and that promote and support family economic stability
(2) Reasonably allows a family to continue accessing child care services without unnecessary disruption.

At redetermination, a child shall be considered eligible if his or her parents are working or attending a job training or educational program even if their income exceeds the Lead Agency's income limit to initially qualify for assistance as long as their income does not exceed the second tier of eligibility (98.21(a); 98.21(b)(1)). Note that once deemed eligible, the family shall be considered eligible for a full minimum 12-month eligibility period, even if their income exceeds the second tier of eligibility during the eligibility period, as long as it does not exceed 85 percent of SMI.

A family eligible for services via the graduated phase-out of assistance is considered eligible under the same conditions as other eligible families with the exception of the copayment restrictions, which do not apply to a graduated phase-out. To help families transition off of child

care assistance, Lead Agencies may gradually adjust copay amounts for families whose children are determined eligible under a graduated phase-out and may require additional reporting on changes in family income. However, Lead Agencies must still ensure that any additional reporting requirements do not constitute an undue burden on families.

a) Check and describe the option that best identifies the Lead Agency's policies and procedures regarding the graduated phase-out of assistance.

- [ ] N/A - The Lead Agency sets its initial eligibility threshold at 85 percent of SMI and, therefore, is not required to provide a graduated phase-out period.
- [ ] N/A - The Lead Agency sets its exit eligibility threshold at 85 percent of SMI and, therefore, is not required to provide a graduated phase-out period.
- [ ] The Lead Agency sets the second tier of eligibility at 85 percent of SMI.

  Describe the policies and procedures.

  Provide the citation for this policy or procedure.

- [ ] The Lead Agency sets the second tier of eligibility at an amount lower than 85 percent of SMI for a family of the same size but above the Lead Agency's initial eligibility threshold.

  Provide the second tier of eligibility for a family of three.

  Describe how the second eligibility threshold:

  i. Takes into account the typical household budget of a low-income family:

  ii. Is sufficient to accommodate increases in family income over time that are typical for low-income workers and that promote and support family economic stability:

  iii. Reasonably allows a family to continue accessing child care services without unnecessary disruption:

  iv. Provide the citation for this policy or procedure:

- [x] Other.

Identify and describe the components that are still pending per the instructions on *CCDF Plan Response Options for Areas where Implementation is Still in Progress* in the Introduction.

The Hawai`i Department of Human Services has not completed implementation of the revised income eligibility limits for families to be eligible for the CCDF subsidy program.

Implemented components:

1. Calculated the revised income eligibility limits for families to be eligible for the CCDF subsidy program, which would be set at 85% of the 2017 State Median Income (SMI).

Pending components and expected completion date:

1. Finalizing policy language for amendments to the Department's administrative rules for the child care subsidy program in consultation with the Department of the Attorney General and complete process of adopting amended administrative rules for requirements for the revised income eligibility limits for families to be eligible for the CCDF subsidy program as well as any wait-list that may be created if the State has insufficient funds to serve all eligible families and establishing any priority groups that may not be subject to the wait-listing process.

September 30, 2019

2. Development of specifications for data system modifications in order to establish a wait-list if the State has insufficient funds to serve all eligible families up to 85% of the 2017 SMI along with establishing priority groups that may not be subject to the wait-list as well as updating the code tables to reflect the revised gross income eligibility limits for each household size.

August 31, 2019

3. For the Department's child care subsidy staff: review the current process and

develop procedures / guidelines/training for the updated income eligibility limits for each household size, and address the asset limit requirement, and the process for establishing a wait-list and the duties of staff to educate the public about the existence of the wait-list and explain priority groups that may not be subject to the wait-list.

October 31, 2019

4. Develop outreach materials and engage in public outreach to communities, families, and licensed and registered child care facilities as well as legally exempt providers listed with the Department to care for subsidy children informing them about the establishment of a wait-list for the subsidy program and about the specific priority groups that allow those groups not to be subject to the new wait-listing.

December 31, 2019

3.1.7 b) To help families transition from assistance, does the Lead Agency gradually adjust copays for families eligible under the graduated phase-out period?

- [x] No
- [ ] Yes

i. If yes, describe how the Lead Agency gradually adjusts copays for families under a graduated phase-out.

ii. If yes, does the Lead Agency require additional reporting requirements during the graduated phase-out period? *(Note: Additional reporting requirements are also discussed in section 3.3.3 of the plan.)*

- [ ] No.
- [ ] Yes.

Describe:

3.1.8 Fluctuation in earnings.

Lead Agencies are required to demonstrate how their processes for initial determination and redetermination take into account irregular fluctuations in earnings (658E(c)(2)(N)(i)(II)). The Lead Agency must put in place policies that ensure that temporary increases in income, including temporary increases that can result in a monthly income exceeding 85 percent of SMI (calculated on a monthly basis) from seasonal employment or other temporary work schedules, do not affect eligibility or family copayments (98.21(c)). Check the processes, if applicable, that the Lead Agency uses to take into account irregular fluctuations in earnings and describe, at a minimum, how temporary increases that result in a monthly income exceeding 85 percent of SMI (calculated on a monthly basis) do not affect eligibility or family copayments.

☐ Average the family's earnings over a period of time (i.e. 12 months).

Describe:

☐ Request earning statements that are most representative of the family's monthly income.

Describe:

☐ Deduct temporary or irregular increases in wages from the family's standard income level.

Describe:

☑ Other.

Describe:

The average of the prior two months gross income for existing employment, the monthly gross income received in the prior month for existing employment; or the monthly gross income that is anticipated to be received from prospective employment shall be calculated as:

1. weekly gross income anticipated to be received shall be converted to a monthly gross income by multiplying the weekly income by 4.3333;

2. bi-weekly gross income anticipated to be received shall be converted to monthly income by multiplying the bi-weekly income by 2.1667;

3. semi-monthly income anticipated to be received shall be converted to monthly income by multiplying the semi-monthly income by 2;

4. monthly income anticipated to be received shall be converted to monthly income by multiplying the monthly income by 1.

Gross income from the caretaker's business or self-employment, such as selling real estate, or engaging in fishing and farming, which provide irregular income over a period of six months, may be averaged to determine the monthly income for the budget month.

Suspension of the child care payments for a period not to exceed one month when the family unit has exceeded the income limit.

3.1.9 Lead Agencies are required to have procedures for documenting and verifying that children receiving CCDF funds meet eligibility criteria at the time of eligibility determination and redetermination (98.68(c)). Check the information that the Lead Agency documents and verifies and describe, at a minimum, what information is required and how often. Check all that apply.

☑ Applicant identity.

Describe:

Applicants are required to provide a picture identification (e.g. driver's license or state identification) at the time of application and verification of a legal name change (e.g. marriage certificate, divorce decree, etc.).

☑ Applicant's relationship to the child.

Describe:

Applicants are required to provide birth certificates or other legal documents that verify the relationship of the child to the applicant at time of application or when a prior document submitted is time-limited (e.g. every 12 months for a power of attorney).

☑ Child's information for determining eligibility (e.g., identity, age, citizen/immigration status).

Describe:

Child's information is obtained through birth certificate or other legal documents verifying identity, age, and citizenship/immigration status at the time of application or when the child enters the home of an on-going child care case.

☑ Work.

Describe:

Applicants are required to provide verification from new employers about prospective employment or employment information obtained through pay stubs at time of application and at redetermination or if there is a break in employment. For TANF families meeting the work participation requirement, families provide monthly verification to the work participation case manager for TANF requirements.

☑ Job training or educational program.

Describe:

Applicants are required to provide school registration information or verification from job training program of enrollment at time of application and at redetermination or if there is a break in activity. For TANF families meeting the work participation requirement, they provide monthly verification to the work participation case manager for TANF requirements.

☑ Family income.

Describe:

Applicants are required to provide income information for the household by submitting documents, such as pay stubs, child support documents, income tax information for self-employed individuals, etc., at time of application and at redetermination or if there is a change in income to determine whether the family's income exceeds the income limits for a household of the same size.

☑ Household composition.

Describe:

Applicants self-certify their residence on the application or the reporting form at the

time of application and at redetermination. Hawai`i does not have a minimum residency timeframe requirement.

☑ Applicant residence.

Describe:

Applicants self-certify the household composition on the application or the reporting form at the time of application and at redetermination. Birth certificates or documentation verifying legal relationship for all children on the application or added to the household are required.

☐ Other.

Describe:

3.1.10 Which strategies, if any, will the Lead Agency use to assure the timeliness of eligibility determinations upon receipt of applications?

☑ Time limit for making eligibility determinations

Describe length of time:

The child care subsidy program for non-TANF families is contracted to a private organization for on-going administration. A condition of the contract performance is to provide timely eligibility determinations for the family, or a financial penalty will be imposed on the contractor if they do meet the 30-day threshold set by the Department.

If the family chooses a provider that is a legally exempt, non-relative home-based provider, the additional time to verify the exempt, non-relative home-based provider meets the minimum health and safety requirements will take longer than the 30-day threshold for determination of family's eligibility for child care subsidy payments.

☐ Track and monitor the eligibility determination process

☐ Other.

Describe:

☐ None

3.1.11 Informing parents who receive TANF benefits about the exception to the individual penalties associated with the TANF work requirement.

Lead Agencies are required to inform parents who receive TANF benefits about the exception to the individual penalties associated with the work requirement for any single custodial parent who has a demonstrated inability to obtain needed child care for a child younger than age 6 (98.16(v); 98.33(f)).

Lead Agencies must coordinate with TANF programs to ensure that TANF families with young children will be informed of their right not to be sanctioned if they meet the criteria set forth by the state/territory TANF agency in accordance with Section 407(e)(2) of the Social Security Act.

In fulfilling this requirement, the following criteria or definitions are applied by the TANF agency to determine whether the parent has a demonstrated inability to obtain needed child care.

Note: The TANF agency, not the CCDF Lead Agency, is responsible for establishing the following criteria or definitions. These criteria or definitions are offered in this Plan as a matter of public record.

a) Identify the TANF agency that established these criteria or definitions: Hawai`i Department of Human Services

b) Provide the following definitions established by the TANF agency:

"Appropriate child care":

Child care provided by a caregiver who meets the eligibility criteria established under HAR §17-798.2-9(c).

"Reasonable distance":

Located within one hour of travel from the participant's home to the child care provider to the participant's place of employment or work activity.

"Unsuitability of informal child care":

Friends or family members being considered to provide care who do not meet the criteria established under HAR §17-798.2-9(c).

"Affordable child care arrangements":

Arrangements for child care that requires no co-payment or a co-payment not exceeding 90% of the state's maximum child care rate per care type.

c) How are parents who receive TANF benefits informed about the exception to the individual penalties associated with the TANF work requirements?

- [ ] In writing
- [x] Verbally
- [ ] Other.

Describe:

d) Provide the citation for the TANF policy or procedure:

Hawai`i Administrative Rules Chapters 17-798.2 and 17-794.1.

3.2 Increasing Access for Vulnerable Children and Families

Lead Agencies are required to give priority for child care assistance to children with special needs, which can include vulnerable populations, in families with very low incomes and to children experiencing homelessness (658E(c)(3)(B); 98.46(a)). The prioritization of CCDF assistance services is not limited to eligibility determination (i.e., the establishment of a waiting list or the ranking of eligible families in priority order to be served).

Note:
CCDF defines "child experiencing homelessness" as a child who is homeless, as defined in Section 725 of Subtitle VII-B of the McKinney-Vento Act (42 U.S.C. 11434a) (98.2).

3.2.1 Describe how the Lead Agency defines:

a) "Children with special needs":

Documentation that verifies that the eligible child under P.L. 105-7, Part C services, meets one of the following conditions that follow:

1. Has a physical, developmental, behavioral, or emotional health condition that is outside of the normal range;
2. meets the State Department of Health criteria for environmental risk as defined in HRS 321-351;
3. resides in a Limited English Proficiency household; or
4. is homeless.

Per the Department of Health, part C eligibility includes those who are developmentally delayed, or at biological risk.

b) "Families with very low incomes":

Gross income is less than 100% of the Federal Poverty Guidelines.

3.2.2 Describe how the Lead Agency will prioritize or target child care services for the following children and families.

a) Identify how services are prioritized for children with special needs. Check all that apply:

- [x] Prioritize for enrollment
- [x] Serve without placing these populations on waiting lists
- [ ] Waive copayments
- [ ] Pay higher rates for access to higher-quality care
- [ ] Use grants or contracts to reserve slots for priority populations
- [ ] Other.

Describe:

b) Identify how services are prioritized for families with very low incomes. Check all that apply:

- [x] Prioritize for enrollment
- [x] Serve without placing these populations on waiting lists
- [ ] Waive copayments
- [ ] Pay higher rates for access to higher-quality care
- [ ] Use grants or contracts to reserve slots for priority populations
- [x] Other.

Describe:

The Department waives the co-payments for families who are at 50% or less of the Federal Poverty Guidelines.

c) Identify how services are prioritized for children experiencing homelessness, as defined by the CCDF. Check all that apply:

- [x] Prioritize for enrollment
- [x] Serve without placing these populations on waiting lists
- [ ] Waive copayments
- [ ] Pay higher rates for access to higher-quality care
- [ ] Use grants or contracts to reserve slots for priority populations
- [x] Other.

Describe:

The Department waives the co-payments for families who are at 50% or less of the Federal Poverty Guidelines.

d) Identify how services are prioritized, if applicable, for families receiving TANF program funds, those attempting to transition off TANF through work activities, and those at risk of becoming dependent on TANF (98.16(i)(4)). Check all that apply:

- [x] Prioritize for enrollment
- [x] Serve without placing these populations on waiting lists
- [ ] Waive copayments
- [ ] Pay higher rates for access to higher-quality care
- [ ] Use grants or contracts to reserve slots for priority populations

☑ Other.

Describe:

The Department waives the co-payments for families who are at 50% or less of the Federal Poverty Guidelines.

3.2.3 List and define any other priority groups established by the Lead Agency.

A family whose child is receiving child protective services, and the need for child care is specified in the family unit's case plan as ordered by the court.

3.2.4 Describe how the Lead Agency prioritizes services for the additional priority groups identified in 3.2.3.

Prioritze for enrollment, serve without placing these populations on waiting lists, waive co-payments and pay higher rates for access to higher quality care.

3.2.5 Lead Agencies are required to expend CCDF funds to (1) permit the enrollment (after an initial eligibility determination) of children experiencing homelessness while required documentation is obtained, (2) provide training and TA to child care providers and the appropriate Lead Agency (or designated entity) staff on identifying and serving homeless children and families (addressed in section 6), and (3) conduct specific outreach to homeless families (658E(c)(3); 98.51).

a) Describe the procedures to permit the enrollment of children experiencing homelessness while required documentation is obtained.

Households shall meet the definition of families experiencing homelessness. Households that meet the definition of "homelessness" shall be provided a child care authorization during a stabilization period of at least 60 consecutive calendar days, within a 12-month period, to allow the household the opportunity to submit verification for ongoing child care

subsidies. If verifications necessary to determine on-going eligibility are not received within the stabilization period of 60 days, the household will be determined ineligible and given proper adverse action notice. Child care subsidies issued during the stabilization period is considered non-recoverable by the Department unless fraud has been established.

b) Check, where applicable, the procedures used to conduct outreach for children experiencing homelessness (as defined by CCDF Rule) and their families.

- ☐ Lead Agency accepts applications at local community-based locations
- ☑ Partnerships with community-based organizations
- ☑ Partnering with homeless service providers, McKinney-Vento liaisons, and others who work with families experiencing homelessness to provide referrals to child care
- ☐ Other

Note: The Lead Agency shall pay any amount owed to a child care provider for services provided as a result of the initial eligibility determination, and any CCDF payment made prior to the final eligibility determination shall not be considered an error or improper payment (98.51(a)(1)(ii)).

3.2.6 Lead Agencies must establish a grace period that allows homeless children and children in foster care to receive CCDF assistance while providing their families with a reasonable time to take any necessary actions to comply with immunization and other health and safety requirements (as described in section 5). The length of such a grace period shall be established in consultation with the state, territorial, or tribal health agency (658E(c)(2)(I)(i)(I); 98.41(a)(1)(i)(C)).

Note:
Any payment for such a child during the grace period shall not be considered an error or improper payment (98.41(a)(1)(i)(C)(2)).

a) Describe procedures to provide a grace period to comply with immunization and other health and safety requirements, including how the length of the grace period was established in consultation with the state, territorial, or tribal health agency for:

Children experiencing homelessness (as defined by Lead Agency's CCDF)

The provider shall allow a grace period of up to 3 months from the child's first day in care to obtain the evidence of examinations and immunizations, in accordance with the administrative rules of the Department of Health Chapter 11-157, provided that evidence of tuberculosis clearance is provided prior to child's start in care, in accordance with Chapter 11-164.2. The Department of Health is the agency that established these requirements for the State of Hawai`i through the administrative rule-making public process.

Provide the citation for this policy and procedure.

Hawai`i Administrative Rules §§11-164.2-21, 11-157-3.2(a), and 11-157-6.2(b).

Children who are in foster care.

The provider shall allow a grace period of up to 3 months from the child's first day in care to obtain the evidence of examinations and immunizations in accordance with the Administrative rules of the Department of Health Chapter 11-157, provided that evidence of tuberculosis clearance is provided prior to child's start in care, in accordance with Chapter 11-164.2. The Department of Health is the agency that established these requirements for the State of Hawai`i through the administrative rule-making public process.

Provide the citation for this policy and procedure.

Hawai`i Administrative Rules §§11-164.2-21, 11-157-3.2(a), and 11-157-6.2(b).

b) Describe how the Lead Agency coordinates with licensing agencies and other relevant state, territorial, tribal, and local agencies to provide referrals and support to help families with children receiving services during a grace period comply with immunization and other health and safety requirements (98.41(a)(1)(i)(C)(4)).

The Hawai`i Administrative Rules (HAR) §11-157-6.2(b) provides a grace period of up to 3 months from the child's first day in care to obtain the evidence of compliance with examinations and immunizations, in accordance with the Department of Health Examination and Immunization Chapter 11-157, and health needs for each child, provided that the TB clearance is required prior to the start of care, in accordance with Chapter 11-164.2.

The Hawai`i Department of Human Services has partnered with the Department of Health TB Control Branch to provide information about no-cost TB clearances that can be issued by the TB clinics statewide and about the Department of Health's family health centers which house the DOH public health nurses which can provide immunization services.

c) Does the Lead Agency establish grace periods for other children who are not experiencing homelessness or in foster care?

- [x] No.
- [ ] Yes.

Describe:

3.3 Protection for Working Families

3.3.1 12-Month eligibility.

The Lead Agency is required to establish a minimum 12-month eligibility and redetermination period, regardless of changes in income (as long as the income does not exceed the federal threshold of 85 percent of the state median income) or temporary changes in participation in work, training, or educational activities (658E(c)(2)(N)(i) and (ii)).

This change means that a Lead Agency may not terminate CCDF assistance during the 12-month period if a family has an increase in income that exceeds the state's income eligibility threshold, but not the federal threshold of 85 percent of SMI. The Lead Agency may not terminate assistance prior to the end of the 12-month period if a family experiences a temporary job loss or a temporary change in participation in a training or educational activity. A temporary change in eligible activity includes, at a minimum, any time-limited absence from work for an employed parent due to such reasons as the need to care for a family member or an illness; any interruption in work for a seasonal worker who is not working; any student holiday or break for a parent participating in a training or educational program; any reduction in work, training, or education hours, as long as the parent is still working or attending a training or educational program; any other cessation of work or attendance at a training or educational program that does not exceed 3 months or a longer period of time established by the Lead Agency; a child turning 13 years old during the 12-month eligibility period (except as described in 3.1.1); and

any changes in residency within the state, territory, or tribal service area.

a) Describe the Lead Agency's policies and procedures in implementing the minimum 12-month eligibility and redetermination requirements, including when a family experiences a temporary change in activity.

Review eligibility no less than every six months or whenever mandatory reporting changes that can affect eligibility are reported. Child care payments shall be authorized for up to the next six months provided the caretaker has submitted the completed simplified report form and the required documentation to establish continued eligibility. When the family reports a mandatory reporting change, the Department shall take action on the reported changes and calculate payments for the balance of the eligibility period after timely and adequate notice.

Mandatory reporting changes are:

1. Monthly gross income and the source of the household income exceeds eighty-five per cent of the State Median Income for a family of the same size, except for Department-licensed foster parents with approved activities that need child care or family units that receive child protective services as ordered by the court for family supervision and the need for child care is indicated in the most recent court-ordered family's or child's service plan;

2. Address changes;

3. Household composition changes;

4. Marital status changes;

5. Child care provider changes;

6. Cost of care changes;

7. Child care type changes; or

8. Loss of activity, except for family units receiving child protective services for family

supervision, and the need for child care is specified in the family unit or child's case plan as ordered by the court.

9. Closure of the protective services case.

The Hawai`i Department of Human Services has not completed implementation of 12 month eligibility, including the option of allowing up to three months of job search for a temporary loss of activity during the 12 month eligibility period.
Implemented components:

1. Development of specifications for data system modifications in order to establish 12 month eligibility periods and redetermination timeframes.

Pending components and expected completion date:

1. Finalizing policy language for amendments to the Department's administrative rules for the child care subsidy program in consultation with the Department of the Attorney General and complete process of adopting amended administrative rules for requirements for 12 month eligibility period, including allowing up to three months of job search for a temporary loss of activity during the 12 month eligibility period.

September 30, 2019

2. Development of specifications for data system modifications in order to track when families have reported a loss of activity to track the period of up to 3 months of activity search and continuation of child care subsidy payments for those 3 months and cessation of child care subsidy payments if the family has not contacted the child care subsidy staff to confirm the family has resumed an eligible activity.

August 31, 2019

3. For the Department's child care subsidy staff: review the current process and develop procedures / guidelines/training for implementation of 12 month eligibility including the period of up to 3 months of activity search and continuation of child care subsidy payments if the child is still with the known child care provider and cessation of child care

subsidy payments if the family has not contacted the child care subsidy staff to confirm the family has resumed an eligible activity.

October 31, 2019

b) How does the Lead Agency define "temporary change?'

Temporary change may be:

1. up to 30 consecutive days within a twelve-month period to job search;
2. up to 30 calendar days during a break in employment job loss; or
3. upon review every 30 days for a temporary disability that prevents the caretaker from engaging in the approved activity.

The Hawai`i Department of Human Services has not completed implementation of 12 month eligibility, including the option of allowing up to three months of job search for a temporary loss of activity during the 12 month eligibility period.

Implemented components:

1. Development of specifications for data system modifications in order to establish 12 month eligibility requirements.

Pending components and expected completion date:

1. Finalizing policy language for amendments to the Department's administrative rules for the child care subsidy program in consultation with the Department of the Attorney General and complete process of adopting amended administrative rules for requirements for 12 month eligibility period, including allowing up to three months of job search for a temporary loss of activity during the 12 month eligibility period.

September 30, 2019

2. Development of specifications for data system modifications in order to track when families have reported a loss of activity to track the period of up to 3 months of activity

search and continuation of child care subsidy payments for those 3 months and cessation of child care subsidy payments if the family has not contacted the child care subsidy staff to confirm the family has resumed an eligible activity.

August 31, 2019

3. For the Department's child care subsidy staff: review the current process and develop procedures/guidelines/training for implementation of 12 month eligibility including the period of up to 3 months of activity search and continuation of child care subsidy payments if the child is still with the known child care provider and cessation of child care subsidy payments if the family has not contacted the child care subsidy staff to confirm the family has resumed an eligible activity.

October 31, 2019

c) Provide the citation for this policy and/or procedure.
Hawai`i Administrative Rules §17-798.2-9(b)(2).

3.3.2 Option to discontinue assistance during the 12-month eligibility period.

Lead Agencies have the option, but are not required, to discontinue assistance during the 12-month eligibility period due to a parent's non-temporary loss of work or cessation of attendance at a job training or educational program, otherwise known as a parent's eligible activity (i.e., if the parent experiences a temporary change in his or her status as working or participating in a training or educational program, as described in section 3.3.1 of the plan).

If the Lead Agency chooses the option to discontinue assistance due to a parent's non-temporary loss or cessation of eligible activity, it must continue assistance at least at the same level for a period of not fewer than 3 months after each such loss or cessation for the parent to engage in a job search and to resume work or resume attendance in a job training or educational program. At the end of the minimum 3-month period of continued assistance, if the

parent has engaged in a qualifying work, training, or educational program activity with an income below 85 percent of SMI, assistance cannot be terminated, and the child must continue receiving assistance until the next scheduled redetermination or, at the Lead Agency option, for an additional minimum 12-month eligibility period.

a) Does the Lead Agency choose to discontinue assistance during the 12-month eligibility period due to a parent's non-temporary loss or cessation of eligible activity and offer a minimum 3-month period to allow parents to engage in a job search and to resume participation in an eligible activity?

- [ ] No, the state/territory does not allow this option to discontinue assistance during the 12-month eligibility period due to a parent's non-temporary loss of work or cessation of attendance at a job training or educational program.
- [x] Yes, the Lead Agency discontinues assistance during the 12-month eligibility period due to a parent's non-temporary loss of work or cessation of eligible activity and provides a minimum 3-month period of job search. If yes:

i. Provide a summary describing the Lead Agency's policies and procedures for discontinuing assistance due to a parent's non-temporary change:

Temporary change may be:

1. up to 30 consecutive days within a twelve-month period to job search;
2. up to 30 calendar days during a break in employment job loss; or
3. upon review every 30 days for a temporary disability that prevents the caretaker from engaging in the approved activity.

The Hawai`i Department of Human Services has not completed implementation of 12 month eligibility, including the option of allowing up to three months of job search for a temporary loss of activity during the 12 month eligibility period.

Implemented components:

1. Development of specifications for data system modifications in order to establish 12 month eligibility requirements.

Pending components and expected completion date:

1. Finalizing policy language for amendments to the Department's administrative rules for the child care subsidy program in consultation with the Department of the Attorney General and complete process of adopting amended administrative rules for requirements for 12 month eligibility period, including allowing up to three months of job search during the 12 month eligibility period.

September 30, 2019

2. Development of specifications for data system modifications in order to track when families have reported a loss of activity to track the period of up to 3 months of activity search and continuation of child care subsidy payments for those 3 months and cessation of child care subsidy payments if the family has not contacted the child care subsidy staff to confirm the family has resumed an eligible activity.

August 31, 2019

3. For the Department's child care subsidy staff: review the current process and develop procedures/guidelines/training for implementation of 12 month eligibility including the period of up to 3 months of activity search and continuation of child care subsidy payments if the child is still with the known child care provider and cessation of child care subsidy payments if the family has not contacted the child care subsidy staff to confirm the family has resumed an eligible activity.

October 31, 2019

ii. Describe what specific actions/changes trigger the job-search period.

When the parent reports a loss of activity of working or participating in a job training or education program.

iii. How long is the job-search period (must be at least 3 months)?

30 days

iv. Provide the citation for this policy or procedure.

Hawai`i Administrative Rules §17-798.2-9(b)(2).

b) The Lead Agency may discontinue assistance prior to the next 12-month redetermination in the following limited circumstances. Check and describe any circumstances in which the Lead Agency chooses to discontinue assistance prior to the next 12-month redetermination. Check all that apply.

☐ Not applicable.

☑ Excessive unexplained absences despite multiple attempts by the Lead Agency or designated entity to contact the family and provider, including the prior notification of a possible discontinuation of assistance.

i. Define the number of unexplained absences identified as excessive:

More than 5 consecutive days.

ii. Provide the citation for this policy or procedure:

Hawai`i Administrative Rules §17-798.2-17(a)(10)

☑ A change in residency outside of the state, territory, or tribal service area.

Provide the citation for this policy or procedure:

Hawai`i Administrative Rules 17-798.21-9(b)(4).

The Hawai`i Department of Human Services has not completed implementation of 12 month eligibility and has not made specific provision for a residency requirement in the current administrative rules.

Implemented components:

1. Development of specifications for data system modifications in order to establish 12 month eligibility requirements.

Pending components and expected completion date:

1. Finalizing policy language for amendments to the Department's administrative rules for the child care subsidy program in consultation with the Department of the Attorney General and complete process of adopting amended administrative rules for requirements for 12 month eligibility period, including including in-state residency as a requirement to continue to be eligible throughout the 12 month period.

September 30, 2019

2. For the Department's child care subsidy staff: review the current process and develop procedures/guidelines/training for implementation of 12 month eligibility including in-state residency as a requirement to continue to be eligible throughout the 12 month period.

October 31, 2019

☐ Substantiated fraud or intentional program violations that invalidate prior determinations of eligibility.

Describe the violations that lead to discontinued assistance and provide the citation for this policy or procedure.

3.3.3 Change reporting during the 12-month eligibility period.

The Lead Agency must describe the requirements for parents to report changes in circumstances during the 12-month eligibility period and describe efforts to ensure that such requirements do not place an undue burden on eligible families, which could impact the continuity of care for children and stability for families receiving CCDF services (98.16(h)(1)).

Note: Responses should exclude reporting requirements for a graduated phase-out, which were described in question 3.1.7(b).

Families are required to report a change to the Lead Agency at any time during the 12-month eligibility period if the family's income exceeds 85 percent of the state median income, taking into account irregular fluctuations in income (98.21(e)(1)). If the Lead Agency chooses the option to terminate assistance, as described in section 3.3.2 of the plan, they may require families to report a non-temporary change (as described in section 3.3.3 of the plan) in work, training or educational activities (otherwise known as a parent's eligible activity).

a) Does the Lead Agency require families to report a non-temporary change in a parent's eligible activity?

- [ ] No
- [x] Yes

b) Any additional reporting requirements during the 12-month eligibility period must be limited to items that impact a family's eligibility (e.g., income changes over 85 percent of SMI or that impact the Lead Agency's ability to contact the family or pay the child care providers (e.g., a family's change of address, a change in the parent's choice of child care provider).

Check and describe any additional reporting requirements required by the Lead Agency during the 12-month eligibility period. Check all that apply.

- [x] Additional changes that may impact a family's eligibility during the 12-month period.

Describe:

Review eligibility no less than every six months or whenever mandatory reporting changes that can affect eligibility or authorization for continued child care subsidy payments are reported. Child care payments shall be authorized for up to the next six months provided the caretaker has submitted the completed simplified report form and the required documentation to establish continued eligibility. When the family reports a mandatory reporting change, the Department shall take action on the reported changes if impacting eligibility and calculate payments for the balance of the eligibility period after timely and adequate notice.

Mandatory reporting changes are:

1. Monthly gross income and the source of the household income exceeds eighty-five per cent of the State Median Income for a family of the same size, except for Department-licensed foster parents with approved activities that need child care or family units that receive child protective services as ordered by the court for family

supervision and the need for child care is indicated in the most recent court-ordered family's or child's service plan;

2. Household composition changes;

3. Marital status changes;

4. Child care provider changes;

5. Cost of care changes;

6. Child care type changes; or

7. Loss of activity, except for family units receiving child protective services for family supervision, and the need for child care is specified in the family unit or child's case plan as ordered by the court; or

8. Closure of the protective services case.

The Hawai`i Department of Human Services has not completed implementation of 12 month eligibility, including the option of allowing up to three months of job search for a temporary loss of activity during the 12 month eligibility period. Implemented components:

1. Development of specifications for data system modifications in order to establish 12 month eligibility periods and redetermination timeframes.

Pending components and expected completion date:

1. Finalizing policy language for amendments to the Department's administrative rules for the child care subsidy program in consultation with the Department of the Attorney General and complete process of adopting amended administrative rules for requirements for 12 month eligibility period, including allowing up to three months of job search for a temporary loss of activity during the 12 month eligibility

period.

September 30, 2019

2. Development of specifications for data system modifications in order to track when families have reported a loss of activity to track the period of up to 3 months of activity search and continuation of child care subsidy payments for those 3 months and cessation of child care subsidy payments if the family has not contacted the child care subsidy staff to confirm the family has resumed an eligible activity.

August 31, 2019

3. For the Department's child care subsidy staff: review the current process and develop procedures / guidelines/training for implementation of 12 month eligibility including the period of up to 3 months of activity search and continuation of child care subsidy payments if the child is still with the known child care provider and cessation of child care subsidy payments if the family has not contacted the child care subsidy staff to confirm the family has resumed an eligible activity.

October 31, 2019

☑ Changes that impact the Lead Agency's ability to contact the family.

Describe:

Address changes, including mailing address or residential address to ensure that the Department has a current address to send notifications to the family and to ensure that the family has not left the state.

☑ Changes that impact the Lead Agency's ability to pay child care providers.

Describe:

The Hawai`i Department of Human Services pays the child care subsidy to the parent and does not pay the child care provider. Therefore, if the family has

changed child care providers, the family must notify the Department, as a mandatory reporting requirement, in order for the Department to determine whether the new child care provider meets the requirements, including background checks, for a provider to care for a child whose family receives a subsidy from the Department.

Any additional reporting requirements that the Lead Agency chooses, as its option to require from parents during the 12-month eligibility period, shall not require an office visit. In addition, the Lead Agency must offer a range of notification options to accommodate families.

c) How does the Lead Agency allow for families to report changes to ensure that reporting requirements are not burdensome and to avoid an impact on continued eligibility between redeterminations? Check all that apply.

- [x] Phone
- [x] Email
- [ ] Online forms
- [ ] Extended submission hours
- [x] Postal Mail
- [x] FAX
- [x] In-person submission
- [ ] Other.

Describe:

d) Families must have the option to voluntarily report changes on an ongoing basis during the 12-month eligibility period. Lead Agencies are required to act on information reported by the family if it will reduce the family's co-payment or increase the family's subsidy. Lead Agencies are prohibited from acting on information reported by the family that would reduce the family's subsidy unless the information reported indicates that the family's income exceeds 85 percent of SMI after considering irregular fluctuations in income or, at the option of the Lead Agency, the family has experienced a non-temporary change in eligible activity.

i. Describe any other changes that the Lead Agency allows families to report.

Decrease in gross monthly income for the household which may be due to a reduction in employment hours or a change of employers.

ii. Provide the citation for this policy or procedure.

Hawai`i Administrative Rules §17-798.2-16(d).

3.3.4 Prevent the disruption of employment, education, or job training activities

Lead Agencies are required to have procedures and policies in place to ensure that parents (especially parents receiving assistance under the TANF program) are not required to unduly disrupt their employment, education, or job training activities to comply with the Lead Agency's or designated local entity's requirements for the redetermination of eligibility for assistance (658E(c)(2)(N)(ii); 98.21(d)).

Examples include developing strategies to inform families and their providers of an upcoming redetermination and the information that will be required of the family, pre-populating subsidy renewal forms, having parents confirm that the information is accurate, and/or asking only for the information necessary to make an eligibility redetermination. In addition, states and territories can offer a variety of family-friendly methods for submitting documentation for eligibility redetermination that considers the range of needs for families in accessing support (e.g. use of languages other than English, access to transportation, accommodation of parents working non-traditional hours, etc.).

a) Identify, where applicable, the Lead Agency's procedures and policies to ensure that parents (especially parents receiving TANF program funds) do not have their employment, education, or job training unduly disrupted to comply with the state/territory's or designated local entity's requirements for the redetermination of eligibility.

- [x] Advance notice to parents of pending redetermination
- [ ] Advance notice to providers of pending redetermination
- [x] Pre-populated subsidy renewal form
- [ ] Online documentation submission
- [ ] Cross-program redeterminations
- [ ] Extended office hours (evenings and/or weekends)
- [ ] Other.

Describe:

b) How are families allowed to submit documentation, described in 3.1.9, for redetermination? Check all that apply.

- [x] Postal Mail
- [x] Email
- [ ] Online forms
- [x] FAX
- [x] In-person submission
- [ ] Extended submission hours
- [ ] Other.

Describe:

3.4 Family Contribution to Payments

Lead Agencies are required to establish and periodically revise a sliding-fee scale for CCDF families that varies based on income and the size of the family to determine each family's contribution (i.e., co-payment) that is not a barrier to families receiving CCDF funds (658E(c)(5)). In addition to income and the size of the family, the Lead Agency may use other factors when determining family contributions/co-payments. Lead Agencies, however, may NOT use cost of care or amount of subsidy payment in determining copayments (98.45(k)(2)).

Note: To help families transition off of child care assistance, Lead Agencies may gradually adjust co-pay amounts for families determined to be eligible under a graduated phase-out. However, section 3.4 applies only to families in their initial/entry eligibility period. See section 3.1.7 Graduated Phase-Out regarding co-pays during the graduated phase-out period.

3.4.1 Provide the CCDF co-payments in the chart below according to family size for one child in care.

a) Fill in the chart based on the most populous area of the State (area serving highest number of CCDF children).

	(a)	(b)	(c)	(d)	(e)	(f)
Family Size	**Lowest Initial or First Tier Income Level Where Family Is First Charged Co-Pay (Greater Than $0)**	**What Is the Monthly Co-Payment for a Family of This Size Based on the Income Level in (a)?**	**The Co-Payment in Column (b) is What Percentage of the Income in Column (a)?**	**Highest Initial or First Tier Income Level Before a Family Is No Longer Eligible**	**What Is the Monthly Co-Payment for a Family of This Size Based on the Income Level in (d)?**	**The Co-Payment in Column (e) is What Percentage of the Income in Column (d)?**
1	$447	$67	15%	$2,430	$607	25%
2	$600	$67	11%	$3,178	$607	19%
3	$752	$67	9%	$3,926	$607	15%
4	$905	$67	7%	$4,674	$607	13%
5	$1,057	$67	6%	$5,422	$607	11%

b) What is the effective date of the sliding-fee scale(s)? February 1, 2010

c) Identify the most populous area of the state used to complete the chart above.

N/A, a uniform statewide rate is used.

For the chart in 3.4.1.a.:

Monthly Co-Payment for a Family of This Size Based on the Income Level in (a): 10% of eligible child care benefit per child*(e.g. $67)

Monthly Co-Payment for a Family of This Size Based on the Income Level in (d): 90% of eligible child care benefit per child* (e.g. $607)

*The family co-payment is based upon the calculated eligible child care payment amount for each child. Since there are a variety of factors that affect the calculated eligible child care payment amount for a child, the figures provided here are given for full-time child care at a preschool for a 4 year old.

d) Provide the link to the sliding-fee scale:

http://humanservices.hawaii.gov/bessd/files/2013/01/Child-Care-Gross-Income-Eligibility-Limts-and-Sliding-Scale-Fee.pdf

e) If the sliding-fee scale is not statewide, describe how many jurisdictions set their own sliding-fee scale (98.16(i)(3)).

N/A, the sliding fee scale is statewide.

3.4.2 How will the family's contribution be calculated, and to whom will it be applied? Check all that apply.

- [x] The fee is a dollar amount and:
  - [ ] The fee is per child, with the same fee for each child.
  - [ ] The fee is per child and is discounted for two or more children.
  - [ ] The fee is per child up to a maximum per family.
  - [ ] No additional fee is charged after certain number of children.
  - [ ] The fee is per family.
  - [ ] The contribution schedule varies because it is set locally/regionally (as indicated in 1.2.1).

    Describe:

- [x] Other.

  Describe:

  The co-payment structure is based on the principle that as families earn more, they will be able to pay a greater percentage of the cost of the child care, so that once they exceed the income eligibility requirements, the family is better prepared to fully fund the cost of child care and the loss of the child care subsidy will have less of an impact on the family's finances.

  The co-payment is a range between 0 and 90% of the calculated eligible child care payment per child. The eligible calculated child care payment is determined by hours of child care needed, hours of activity that the client(s) is engaged in, the cost of child care. The family co-payment is then applied to the calculated eligible child care subsidy payment for each child.

  The Hawai`i Department of Human Services has not completed implementation of a revised sliding-fee scale for CCDF families that varies based on income and the size of the family which does not use cost of care or amount of subsidy payment amount to determine each family's contribution (i.e. co-payment) that is not a

barrier to families receiving CCDF funds.

Implemented components:

1. Completed analysis of options for revising the sliding fee-scale which does not use cost of care or amount of subsidy payment amount and obtained feedback and support from the Department's Child Care Advisory Committee as to the proposed revisions that the Department is planning to implement for the sliding fee-scale for each family's contribution.

Pending components and expected completion date:

1. Finalizing policy language for amendments to the Department's administrative rules for the child care subsidy program in consultation with the Department of the Attorney General and complete process of adopting amended administrative rules for requirements for the revised sliding fee-scale for each family's contribution which does not use cost of care or amount of subsidy payment amount.

September 30, 2019

2. Development of specifications for data system modifications in order to revise the sliding fee-scale which does not use cost of care or amount of subsidy payment amount and changing from a per child co-payment amount to a family co-payment amount, regardless of the number of children needing child care subsidy payments.

August 31, 2019

3. For the Department's child care subsidy staff: review the current process and develop procedures/guidelines/training for implementation of the revised sliding fee-scale which would not use cost of care or amount of subsidy payment amount and changing from a per child co-payment amount to a family co-payment amount, regardless of the number of children needing child care subsidy payments.

October 31, 2019

- [ ] The fee is a percent of income and:
  - [ ] The fee is per child, with the same percentage applied for each child.
  - [ ] The fee is per child, and a discounted percentage is applied for two or more children.
  - [ ] The fee is per child up to a maximum per family.
  - [ ] No additional percentage is charged after certain number of children.
  - [ ] The fee is per family.
  - [ ] The contribution schedule varies because it is set locally/regionally (as indicated in 1.2.1).

    Describe:

  - [ ] Other.

    Describe:

3.4.3 Does the Lead Agency use other factors in addition to income and family size to determine each family's co-payment (658E(c)(3)(B))? Reminder ' Lead Agencies may NOT use cost of care or amount of subsidy payment in determining copayments (98.45(k)(2)).

- [x] No.
- [ ] Yes, check and describe those additional factors below.
  - [ ] Number of hours the child is in care.

    Describe:

  - [ ] Lower co-payments for a higher quality of care, as defined by the state/territory.

    Describe:

  - [ ] Other.

Describe:

3.4.4 The Lead Agency may waive contributions/co-payments from families whose incomes are at or below the poverty level for a family of the same size (98.45(k)) or for families who are receiving or needing to receive protective services, as determined for purposes of CCDF eligibility, or who meet other criteria established by the Lead Agency (98.45(k)(4)). Does the Lead Agency waive family contributions/co-payments for any of the following? Check all that apply.

- ☐ No, the Lead Agency does not waive family contributions/co-payments.
- ☑ Yes, the Lead Agency waives family contributions/co-payments for families with an income at or below the poverty level for families of the same size.
- ☑ Yes, the Lead Agency waives family contributions/co-payments for families who are receiving or needing to receive protective services, as determined by the Lead Agency for purposes of CCDF eligibility.

  Describe the policy and provide the policy citation.

  The Department shall provide to family units receiving child protective family supervision services and child care is needed as ordered by the court for child protective services reasons. Hawaii Administrative Rules 17-798.2-9(b)(1)(A) & (B) and 17-798.2-14(b)(2).

- ☐ Yes, the Lead Agency waives family contributions/co-payments for other criteria established by the Lead Agency.

  Describe the policy and provide the policy citation.

4 Ensure Equal Access to Child Care for Low-Income Children

A core purpose of CCDF is to promote parental choice and to empower working parents to make their own decisions regarding the child care services that best suit their family's needs. Parents have the option to choose from center-based care, family child care or care provided in the child's own home In supporting parental choice, the Lead Agencies must ensure that

families receiving CCDF funding have the opportunity to choose from the full range of eligible child care settings and must provide families with equal access to child care that is comparable to that of non-CCDF families. Lead Agencies must employ strategies to increase the supply and to improve the quality of child care services, especially in underserved areas. This section addresses strategies that the Lead Agency uses to promote parental choice, ensure equal access, and increase the supply of child care. Note: In responding to questions in this section, the Office of Child Care (OCC) recognizes that each State/Territory identifies and defines its own categories and types of care. The OCC does not expect States/Territories to change their definitions to fit the CCDF-defined categories and types of care. For these questions, provide responses that closely match the CCDF categories of care.

4.1 Parental Choice in Relation to Certificates, Grants, or Contracts

The parent(s) of each eligible child who receive(s) or is offered financial assistance for child care services has the option of either receiving a child care certificate or, if available, enrolling his or her child with a provider that has a grant or contract for providing child care services (658E(c)(2)(A); 98.30(a)). Even if a parent chooses to enroll his or her child with a provider who has a grant or contract, the parent will select the provider, to the extent practicable. If a parent chooses to use a certificate, the Lead Agency shall provide information to the parent on the range of provider options, including care by sectarian providers and relatives. Lead Agencies must require providers chosen by families to meet health and safety standards and has the option to require higher standards of quality. Lead agencies are reminded that any policies and procedures should not restrict parental access to any type of care or provider (e.g. center care, home care, in-home care, for-profit provider, non-profit provider or faith-based provider, etc.) (98.15 (a)(5)).

4.1.1 Describe the child care certificate, including when it is issued to parents (before or after the parent has selected a provider) and what information is included on the certificate (98.16 (q)).

If the parent is eligible for child care services, the parent is issued a child care certificate before or after the parent has selected a provider for the provider to complete to verify the information of the provider the parent has selected. The certificate identifies the parent, eligible child, child's date of birth, certification period, name of the provider, address and phone number of the child care provider, information whether the provider is licensed, registered, or legally exempt, any names of household members of exempt home-based

care not in the child's home or names of staff members of exempt center-based care.

4.1.2 Describe how the parent is informed that the child certificate allows the option to choose from a variety of child care categories, such as private, not-for-profit, faith-based providers; centers; FCC homes; or in-home providers (658E(c)(2)(A)(i); 658P(2); 658Q). Check all that apply.

- [x] Certificate that provides information about the choice of providers
- [x] Certificate that provides information about the quality of providers
- [x] Certificate not linked to a specific provider, so parents can choose any provider
- [x] Consumer education materials on choosing child care
- [x] Referral to child care resource and referral agencies
- [ ] Co-located resource and referral in eligibility offices
- [x] Verbal communication at the time of the application
- [ ] Community outreach, workshops, or other in-person activities
- [x] Other.

Describe:

The Department's website: http://humanservices.hawaii.gov/bessd/child-care-program/ccch-subsidies/

4.1.3 Child care services available through grants or contracts.

a) In addition to offering certificates, does the Lead Agency provide child care services through grants or contracts for child care slots (658A(b)(1))? Note: Do not check 'yes' if every provider is simply required to sign an agreement to be paid in the certificate program.

☐ No. If no, skip to 4.1.4.

☐ Yes, in some jurisdictions but not statewide.

If yes, describe how many jurisdictions use grants or contracts for child care slots.

☐ Yes, statewide. If yes, describe:

i. How the Lead Agency ensures that parents who enroll with a provider who has a grant or contract have choices when selecting a provider:

The Hawai`i Department of Human Services (DHS) has a contracted service with the Department of Education (DOE) to reimburse DOE for the operational costs of after-school care providers operating at public elementary schools statewide for the children who qualify for the USDA free and reduced lunch program. The DOE operates the after-school care programs directly or contracts with private providers to operate the after-school care programs at 180 public elementary school campuses statewide, including public charter schools. During the 2018-2019 school year, the DOE charges $120 per child per month for the after-school child care program.

The Hawai`i Department of Human Services (DHS) has another contracted service with the DOE and a private provider that provides child care services for infants and toddlers of teen parents on-site or near one public high school campus on Hawai`i island.

ii. The type(s) of child care services available through grants or contracts:

Licensed and legally exempt center-based care. The Hawai`i Department of Human Services does not license programs that are directly operated by the Department of Education (DOE) or programs that are exempt under section 346-152(a), Hawai`i Revised Statutes.

iii. The entities that receive contracts (e.g., shared services alliances, CCR&R agencies, FCC networks, community-based agencies, child care providers):

Department of Education or child care providers that are selected through public procurement process and are licensed by the Department of Human Services to operate a group child care center ot legally exempt from licensure by the

Department.

iv. The process for accessing grants or contracts:

The Department of Education's public high school will select and enroll interested teen parents who agree to participate in the DOE's specialized curricula program that includes parenting education and skill building along with support in order to complete high school.

The Department of Education or its contracted after-school providers directly inform families of fee waivers for the after-school child care costs if the family submits an application to determine the family's eligibility for the fee waivers.

v. How rates for contracted slots are set through grants and contracts:

For the infant and toddler child care services for teen parents, the contract costs are determined by estimating the cost for care per child and the number of children that can be served at a particular site or estimating the cost to operate the program at the particular site.

For the after-school care fee waivers, the Hawai`i Department of Human Services (DHS) establishes a set rate per child per month that DHS will reimburse the Department of Education for each eligible child in care each month. The Department of Education receives $120 per eligible child per month from DHS for the 2018-2019 school year.

vi. How the Lead Agency determines which entities to contract with for increasing supply and/or improving quality:

Private child care providers bid on publicly procured contracts or exempt contract agreements are made with the Department of Education. Only private providers who meet child care licensing requirements and are awarded contracts through the public procurement process, private providers operating school-age programs exempt from licensure under section 346-152(a), Hawai`i Revised Statutes, through contracts with the Department of Education (DOE), or programs operated by the DOE are the types of providers available through grants or contracts.

vii. If contracts are offered statewide and/or locally:

Statewide and locally

4.1.3 Child care services available through grants or contracts.

b) Will the Lead Agency use grants or contracts for child care services to increase the supply and/or quality of specific types of care? Check all that apply.

- [ ] Programs to serve children with disabilities
- [x] Programs to serve infants and toddlers
- [x] Programs to serve school-age children
- [ ] Programs to serve children needing non-traditional hour care
- [ ] Programs to serve children experiencing homelessness
- [ ] Programs to serve children in underserved areas
- [ ] Programs that serve children with diverse linguistic or cultural backgrounds
- [ ] Programs that serve specific geographic areas
  - [ ] Urban
  - [ ] Rural
- [ ] Other

Describe

4.1.3 Child care services available through grants or contracts.

c) Will the Lead Agency use grants or contracts for child care services to increase the quality of specific types of care? Check all that apply.

- [ ] Programs to serve children with disabilities
- [x] Programs to serve infants and toddlers
- [x] Programs to serve school-age children
- [ ] Programs to serve children needing non-traditional hour care
- [ ] Programs to serve homeless children
- [ ] Programs to serve children in underserved areas
- [ ] Programs that serve children with diverse linguistic or cultural backgrounds

- [ ] Programs that serve specific geographic areas
  - [ ] Urban
  - [ ] Rural
- [ ] Other

Describe

4.1.4 Certify by describing the Lead Agency's procedures for ensuring that parents have unlimited access to their children whenever their children are in the care of a provider who receives CCDF funds (658E(c)(2)(B); 98.16(t)).

For legally exempt providers caring for children whose families receive child care subsidies, the Child Care Certificate and Provider Agreement specifies that providers caring for a child receiving CCDF subsidies must allow parents unlimited access to their children while in care.

For licensed and registered child care providers, the administrative rules for licensed and registered child care provders require providers to provide for access to children by the parents/guardians of the children in care.

4.1.5 The Lead Agency must allow for in-home care (i.e., care provided in the child's own home) but may limit its use (98.16(i)(2)). Will the Lead Agency limit the use of in-home care in any way?

- [ ] No.
- [x] Yes. If checked, what limits will the Lead Agency set on the use of in-home care? Check all that apply.
  - [ ] Restricted based on minimum the number of children in the care of the provider to meet the Fair Labor Standards Act (minimum wage) requirements.

    Describe:

  - [x] Restricted based on the provider meeting a minimum age requirement. (A relative provider must be at least 18 years of age based on the definition of eligible

child care provider (98.2).

Describe:

The child care provider must be age 18 years or older.

☐ Restricted based on the hours of care (i.e., certain number of hours, non-traditional work hours).

Describe:

☐ Restricted to care by relatives.

Describe:

☐ Restricted to care for children with special needs or a medical condition.

Describe:

☐ Restricted to in-home providers that meet additional health and safety requirements beyond those required by CCDF.

Describe:

☑ Other.

Describe:

The in-home child care provider must not have a known history of child abuse or neglect, physical or psychological problems, or background check history that may adversely affect or interfere with the care of children. Background checks are done for the in-home child care provider and includes fingerprint search through the Federal Bureau of Investigation, fingerprint search and state name search through Hawai`i's state criminal repository, national sex offender public website registry search, Hawai`i sex offender registry search, Hawai`i child abuse and neglect registry search, and Hawai`i adult protective services registry search. If the in-home provider is a relative that is the child's grandparent, great-grandparent, adult sibling living in another home, aunt, or uncle, the fingerprint-based background checks are not conducted for relatives.

4.2 Assessing Market Rates and Child Care Costs

Lead Agencies have the option to conduct a statistically valid and reliable (1) market rate survey (MRS) reflecting variations in the price to parents of child care services by geographic area, type of provider, and age of child and/or (2) an alternative methodology, such as a cost estimation model (658E(c)(4)(B)). A cost estimation model estimates the cost of care by incorporating both data and assumptions to model what expected costs would be incurred by child care providers and parents under different cost scenarios. Another approach would be a cost study that collects cost data at the facility or program level to measure the costs (or inputs used) to deliver child care services. The MRS or alternative methodology must be developed and conducted no earlier than 2 years before the date of submission of the Plan.

Note - Any Lead Agency considering using an alternative methodology, instead of a market rate survey, is required to submit a description of its proposed approach to its ACF Regional Child Care Program Office for pre-approval in advance of the Plan submittal (see https://www.acf.hhs.gov/occ/resource/ccdf-acf-pi-2016-08). Advance approval is not required if the Lead Agency plans to implement both a market rate survey and an alternative methodology. In its request for ACF pre-approval, a Lead Agency must:

- Provide an overview of the Lead Agency's proposed approach (e.g., cost estimation model, cost study/survey, etc.), including a description of data sources.

- Describe how the Lead Agency will consult with the State's Early Childhood Advisory Council or similar coordinating body, local child care program administrators, local child care resource and referral agencies, organizations representing child care caregivers, teachers and directors, and other appropriate entities prior to conducting the identified alternative methodology.

- Describe how the alternative methodology will use methods that are statistically valid and reliable and will yield accurate results. For example, if using a survey, describe how the Lead Agency will ensure a representative sample and promote an adequate response rate. If using a cost estimation model, describe how the Lead Agency will validate the assumptions in the model.

- If the proposed alternative methodology includes an analysis of costs (e.g., cost estimation model or cost study/survey), describe how the alternative methodology will account for key factors that impact the cost of providing care'such as: staff salaries and benefits, training and professional development, curricula and supplies, group size and ratios, enrollment levels, licensing requirements, quality level, facility size, and other factors.

- Describe how the alternative methodology will provide complete information that captures the universe of providers in the child care market.

- Describe how the alternative methodology will reflect variations by provider type, age of children, geographic location and quality.

- Describe how the alternative methodology will use current, up to date data.

- Describe the estimated reporting burden and cost to conduct the approach.

4.2.1 Please identify the methodology(ies) used below to assess child care prices and/or costs.

- [x] MRS
- [ ] Alternative methodology.
  Describe:

- [ ] Both.
  Describe:

4.2.2 Prior to developing and conducting the MRS or alternative methodology, the Lead Agency is required to consult with the (1) State Advisory Council or similar coordinating body, local child care program administrators, local child care resource and referral agencies, and other appropriate entities and (2) organizations representing caregivers, teachers, and directors (98.45 (e)).

Describe how the Lead Agency consulted with the:

a) State Advisory Council or similar coordinating body:

The Hawai`i Department of Human Services convenes quarterly the Child Care Advisory

Committee with 20 voting members statewide from a variety of early childhood stakeholders, including:
a statewide child care center director's group;
an association for independent schools;
the Head Start Association; the statewide Child Care Resource and Referral agency;
a Kauai island representative;
a Family Child Care provider;
a Hawaii island representative;
a parent representative;
the Tribal/Native Hawaiian CCDF agency;
a faith-based representative;
the Hawaii Association for the Education of Young Children;
the Department of Health;
a multi-site child care center organization group;
a Maui County representative;
a school-aged care representative;
the non-TANF child care subsidy case management agency;
the University of Hawaii, Center on the Family;
the Department of Education;
the University of Hawaii Community Colleges; and
an early childhood advocacy group.
Additionally, other early childhood stakeholders are invited to attend the Child Care Advisory Committee meetings and participate in the discussions.

The Department will continue to consult with the Department's Child Care Advisory Committee for input regarding possible revisions to the Market Rate Survey.

b) Local child care program administrators:

N/A, Hawai`i is a state-administered program.

c) Local child care resource and referral agencies:
The Department's contracted statewide child care resource and referral agency (CC R&R) conducts the Market Rate Survey annually for the Department. The scope of services for conducting the Market Rate Survey is described and outlined in the

Resource & Referral request for proposals and the contract.

d) Organizations representing caregivers, teachers, and directors:

The Department's Child Care Advisory Committee includes center-based providers and directors.

e) Other. Describe:

N/A

4.2.3 Describe how the market rate survey is statistically valid and reliable. To be considered valid and reliable, the MRS must represent the child care market, provide complete and current data, use rigorous data collection procedures, reflect geographic variations, and analyze data in a manner that captures other relevant differences. For example, market rate surveys can use administrative data, such as child care resource and referral data, if they are representative of the market. If an alternative methodology, such as cost modeling, is used, demonstrate that the methodology used reliable methods.

The Department's contracted statewide child care resource and referral agency conducts the Market Rate Survey annually for the Department. The child care resource and referral service agency surveys licensed and registered child care providers statewide and enters the responses received into a proprietary data system that captures the data. The child care resource and referral service agency provides the Department's Audit, Quality Control, and Research Office Research staff with a data extract of the survey responses received from child care providers. The Research staff use statistical software to analyze the child care rate data and create summary reports of the analysis.

For the 2016 Market Rate Survey, of the 979 child care providers statewide who provided responses, only 632 child care providers were included in the study along with the 2,704 rates they provided. Only full-time monthly rates were analyzed. Full-time monthly rates were weighted by total desired capacity of each provider. The desired capacity was used rather than licensed capacity, since individual providers do not always choose to enroll the

maximum number or children they are licensed to serve.

The 347 child care providers that were excluded from the study were excluded because they did not offer child care to the general public, such as Head Start and Kamehameha Schools which have eligibility requirements to enroll in their programs. Also excluded were licensed before and after school child care that are only offered to students who are attending that particular school or program during the regular school day. Other reasons for exclusion from the study were inactive/closed provider status, missing rate information, part-time care rates, and missing capacity information.

The following types of regulated child care providers were included in the child care rate analysis:
Licensed Before/After School Care program, registered family child care home, licensed group child care home, licensed group child care center (i.e. preschool), and licensed infant and toddler center.

4.2.4 Describe how the market rate survey or alternative methodology reflects variations in the price or cost of child care services by:

a) Geographic area (e.g., statewide or local markets). Describe:

Rates were compiled by Island and by County to account for variations in rates by geographic area. Results showed that the rates for Honolulu County (the most populous county) were higher than the other counties in the state.

b) Type of provider. Describe:
Results showed that child care market rates are higher for younger children and center-based care, and rates are lower for family child care. It is preferable to examine child care rates by statewide, county, or urban/rural classifications rather than by island

because limited rate information was available for some of the islands.

c) Age of child. Describe:

Results showed that child care market rates are higher for younger children and center-based care, and rates are lower for family child care. It is preferable to examine child care rates by statewide, county, or urban/rural classifications rather than by island because limited rate information was available for some of the islands.

d) Describe any other key variations examined by the market rate survey or alternative methodology, such as quality level.

For the purposes of the study, the child care provider was considered to be accredited if it possessed accreditation designations by the National Association for the Education of Young Children (NAEYC) or the National Early Childhood Program Accreditation (NECPA).

4.2.5 After conducting the market rate survey or alternative methodology, the Lead Agency must prepare a detailed report containing the results of the MRS or alternative methodology. The detailed report must also include the estimated cost of care (including any relevant variation by geographic location, category of provider, or age of child) necessary to support (1) child care providers' implementation of the health, safety, quality, and staffing requirements and (2) higher quality care, as defined by the Lead Agency using a quality rating and improvement system or other system of quality indicators, at each level of quality. For States without a QRIS, the States may use other quality indicators (e.g. provider status related to accreditation, pre-K standards, Head Start performance standards, or State defined quality measures.)

Describe how the Lead Agency made the results of the market rate survey or alternative methodology report widely available to the public (98.45(f)(1)). by responding to the questions below.

a) Date of completion of the market rate survey or alternative methodology (must be no earlier than July 1, 2016, and no later than July 1, 2018). 03/31/2017

b) Date the report containing results was made widely available - no later than 30 days after the completion of the report. 04/20/2017

c) Describe how the Lead Agency made the detailed report containing results widely available and provide the link where the report is posted.

The Market Rate Study has been posted online at the Department's website: http://humanservices.hawaii.gov/bessd/child-care-program/

d) Describe how the Lead Agency considered stakeholder views and comments in the detailed report.

At the Department's Child Care Advisory Committee statewide quarterly meetings, the Department has discussed and will continue to discuss the requirement with members and early childhood stakeholders of the Department to conduct the narrow costs analysis describe in PI 2018-01 as well as the current process for the Market Rate Survey to determine if there are revisions that will need to be made to the Market Rate Survey in subsequent years to capture more information about the cost for programs to meet the licensing requirements and provide higher quality care.

4.3 Setting Payment Rates

The Lead Agency must set CCDF subsidy payment rates, in accordance with the results of the current MRS or alternative methodology, at a level to ensure equal access for eligible families to child care services that are comparable with those provided to families not receiving CCDF funds. The Lead Agency must re-evaluate its payment rates at least every 3 years.

4.3.1 Provide the base payment rates and percentiles (based on the most recent MRS) for the following categories below. Percentiles are not required if the Lead Agency conducted an alternative methodology only (with pre-approval from ACF), but must be reported if the Lead Agency conducted an MRS alone or in combination with an alternative methodology. The ages and types of care listed below are meant to provide a snapshot of the categories on which rates can be based and are not intended to be comprehensive of all categories that might exist or to reflect the terms used by the Lead Agency for particular ages. Please use the most populous geographic region (area serving highest number of CCDF children) to report base payment rates below, if they

are not statewide. Note: If the Lead Agency obtained approval to conduct an alternative methodology, then reporting of percentiles is not required.

a) Infant (6 months), full-time licensed center care in the most populous geographic region
Rate $ 1490 per month unit of time (e.g., daily, weekly, monthly)

Percentile of most recent MRS: 75

b) Infant (6 months), full-time licensed FCC home in the most populous geographic region
Rate $ 650 per month unit of time (e.g., daily, weekly, monthly)

Percentile of most recent MRS: 50

c) Toddler (18 months), full-time licensed center care in the most populous geographic region
Rate $ 1490 per month unit of time (e.g., daily, weekly, monthly)

Percentile of most recent MRS: 75

d) Toddler (18 months), full-time licensed FCC care in the most populous geographic region
Rate $ 650 per month unit of time (e.g., daily, weekly, monthly)

Percentile of most recent MRS: 50

e) Preschooler (4 years), full-time licensed center care in the most populous geographic region
Rate $ 740 per month unit of time (e.g., daily, weekly, monthly)

Percentile of most recent MRS: 50

f) Preschooler (4 years), full-time licensed FCC care in the most populous geographic region
Rate $ 600 per month unit of time (e.g., daily, weekly, monthly)

Percentile of most recent MRS: 37

g) School-age child (6 years), full-time licensed center care in most populous geographic region

Rate $ 155 per month unit of time (e.g., daily, weekly, monthly, etc.)

Percentile of most recent MRS: n/a

h) School-age child (6 years), full-time licensed FCC care in the most populous geographic region
Rate $ 600 per month unit of time (e.g., daily, weekly, monthly)

Percentile of most recent MRS: n/a

i) Describe how part-time and full-time care were defined and calculated.

Full-time care is more than 97 hours of child care needed per month. The 2016 Market Rate Survey did not analyze the part-time rates for the report.

j) Provide the effective date of the current payment rates (i.e., date of last update based on most recent MRS). 12/31/2017

k) Identify the most populous area of the state used to complete the responses above.

A uniform statewide rate is used to complete the responses above.

l) Provide the citation or link, if available, to the payment rates.
https://humanservices.hawaii.gov/wp-content/uploads/2018/04/Child-Care-Rate-Table-2017-08-01.pdf

m) If the payment rates are not set by the Lead Agency for the entire state/territory, describe how many jurisdictions set their own payment rates (98.16(i)(3)).

N/A

4.3.2 Lead Agencies can choose to establish tiered rates, differential rates, or add-ons on top of their base rates as a way to increase payment rates for targeted needs (i.e., a higher rate for special needs children as both an incentive for providers to serve children with special needs and as a way to cover the higher costs to the provider to provide care for special needs children).

Check and describe the types of tiered reimbursement or differential rates, if any, the Lead

Agency has chosen to implement. In the description of any tiered rates or add-ons, at a minimum, indicate the process and basis used for determining the tiered rates, including if the rates were based on the MRS and/or an alternative methodology, and the amount of the rate. Check all that apply.

☐ Differential rate for *non-traditional hours*.

Describe:

☐ Differential rate for *children with special needs*, as defined by the state/territory.

Describe:

☐ Differential rate for *infants and toddlers*. Note: Do not check if the Lead Agency has a different base rate for infants/toddlers with no separate bonus or add-on.

Describe:

☐ Differential rate for *school-age programs*. Note: Do not check if the Lead Agency has a different base rate for school-age children with no separate bonus or add-on.

Describe:

☐ Differential rate for higher quality, as defined by the state/territory.

Describe:

☑ Other differential rates or tiered rates.

Describe:

The Department provides a higher rate for center-based care providers accredited by the National Association for the Education of Young Children (NAEYC) or the National Early Childhood Program Accreditation (NECPA). The rates took into consideration the annual Market Rate Studies for accredited center-based rates at the time when the Department revised the child care rates. The Department does not define any variations or levels of quality that providers may have other than the 2 types of accreditations recognized for the tiered subsidy.

☐ Tiered or differential rates are not implemented.

4.4 Summary of Facts Used To Determine That Payment Rates Are Sufficient To Ensure Equal Access

4.4.1 Lead Agencies must certify that CCDF payment rates are sufficient to ensure equal access for eligible families to child care services comparable to those provided by families not receiving CCDF assistance (98.16(a)). Certify that payment rates reported in 4.3.1 are sufficient to ensure equal access by providing the following summary of facts (98.45(b)):

a) Describe how a choice of the full range of providers eligible to receive CCDF is made available; the extent to which eligible child care providers participate in the CCDF system; and any barriers to participation, including barriers related to payment rates and practices.

The Department's contracted statewide child care resource and referral agency provides consumer education, consultation, and referrals to parents and other child care consumers. The child care resource and referral services' contractor assists parents eligible to receive child care subsidies from the Department, including parents not eligible for child care subsidies, to find, select and maintain quality child care arrangements by helping them understand and evaluate available child care options.

b) Describe how payment rates are adequate and have been established based on the **most recent MRS or alternative methodology** . Note: Per the preamble (81 FR 67512), in instances where a MRS or alternative methodology indicates that prices or costs have increased, Lead Agencies must raise their rates as a result.

The payment rates allow families receiving subsidies to access all care types at a majority of the licensed and registered child care facilities and homes throughout the state as the median rates charged statewide are the same or slightly lower than the Department's payment rates for center-based infant/toddler care, registered family child care home-infant/toddler care, and licensed before school care/after school care based on the 2017 market rate survey.

c) Describe how base payment rates enable providers to meet health, safety, quality, and staffing requirements under CCDF.

The base payment rates are based on the 2016 Market Rate Survey which were published on March 30, 2017. The Department set the rates at the 50th percentile for these types of licensed and registered child care facilities: licensed group child care center (not accredited by the National Association for the Education of Young Children - NAEYC - or the National Early Childhood Program Accreditation - NECPA); licensed group child care homes; and registered family child care homes for children who are infants and toddlers. The Department set the rates at the 75th percentile for licensed infant and toddler centers as the minimum licensing requirements, including group size and staff-child ratios, for infant and toddler center care are more stringent than group child care center licensing requirements.

d) Describe how the Lead Agency took the cost of higher quality into account, including how payment rates for higher-quality care, as defined by the Lead Agency using a QRIS or other system of quality indicators, relate to the estimated cost of care at each level of quality. Note: For States without a QRIS, the States may use other quality indicators (e.g. provider status related to accreditation, Pre-K standards, Head Start performance standards, or State defined quality measures).

The Department provides a higher rate for center-based group care providers accredited by the National Association for the Education of Young Children (NAEYC) or the National Early Childhood Program Accreditation (NECPA).
The payment rates took into consideration from feedback from the Department's Child Care Advisory Committee members and stakeholder attendees and from family child care providers and the rates they currently charge. The rates took into consideration the 2016 Market Rate Study results completed in March 2017 for accredited center-based rates at the time when the Department revised the child care rates effective December 2017.
The Department also considered information for operational funding for Head Start, Early Head Start, and the Executive Office on Early Learning's Pre-kindergarten (EOEL Pre-K) program in twenty-six classrooms on twenty-four public school campuses statewide. The average monthly cost per child for these programs were less than what the Department

currently provides for NAEYC and NECPA accredited full-time rates for group child care centers of $919 per month and the full-time rate for licensed infant and toddler center-based care of $1490 per month. The Department notes that the costs provided for the Head Start, Early Head Start, and EOEL PreK programs did not include costs for initial and on-going facilities' costs, since the programs were operating on public school campuses or locations where facility lease costs were nominal. Also, the EOEL Pre-K costs provided did not include the fringe benefit costs for public Pre-K staffing, which are covered separately by the Hawai`i Department of Education's operational budget for all public school employees.

e) How will the Lead Agency ensure that the family contribution/co-payment, based on a sliding-fee scale, is affordable and is not a barrier to families receiving CCDF funds (98.16 (k))? Check all that apply.

- [ ] Limit the maximum co-payment per family.

  Describe: .

- [ ] Limit the combined amount of co-payment for all children to a percentage of family income. List the percentage of the co-payment limit and

- [ ] Minimize the abrupt termination of assistance before a family can afford the full cost of care ('the cliff effect') as part of the graduated phase-out of assistance discussed in 3.1.7.

- [x] Other.

  Describe:

  The Hawai`i Department of Human Services has not completed implementation of a revised sliding-fee scale for CCDF families that varies based on income and the size of the family which does not use cost of care or amount of subsidy payment amount to determine each family's contribution (i.e. co-payment) that is not a barrier to families receiving CCDF funds.

  Implemented components:

  1. Completed analysis of options for revising the sliding fee-scale which does not use cost of care or amount of subsidy payment amount and obtained feedback and support from the Department's Child Care Advisory Committee

as to the proposed revisions that the Department is planning to implement for the sliding fee-scale for each family's contribution.

Pending components and expected completion date:

1. Finalizing policy language for amendments to the Department's administrative rules for the child care subsidy program in consultation with the Department of the Attorney General and complete process of adopting amended administrative rules for requirements for the revised sliding fee-scale for each family's contribution which does not use cost of care or amount of subsidy payment amount.

September 30, 2019

1. Development of specifications for data system modifications in order to revise the sliding fee-scale which does not use cost of care or amount of subsidy payment amount and changing from a per child co-payment amount to a family co-payment amount, regardless of the number of children needing child care subsidy payments.

August 31, 2019

1. For the Department's child care subsidy staff:review the current process and develop procedures/guidelines/training for implementation of the revised sliding fee-scale which would not use cost of care or amount of subsidy payment amount and changing from a per child co-payment amount to a family co-payment amount, regardless of the number of children needing child care subsidy payments.

October 31, 2019

f) To support parental choice and equal access to the full range of child care options, does the Lead Agency choose the option to allow providers to charge families additional amounts above the required co-payment in instances where the provider's price exceeds the subsidy payment (98.45(b)(5))?

☐ No

☑ Yes. If yes:

i. Provide the rationale for the Lead Agency's policy to allow providers to charge families additional amounts above the required co-payment, including a demonstration of how the policy promotes affordability and access for families.

The Department does not impose a limit on how much private child care business can charge families, since the child care provider must be able to charge the cost that allows the provider to remain operational. The family chooses the child care provider that best suits the needs of the family and the child.

The payment rates allow families receiving subsidies to access all care types at a majority of the licensed and registered child care facilities and homes throughout the state as the median rates charged statewide are the same or slightly lower than the Department's payment rates for center-based infant/toddler care, registered family child care home-infant/toddler care, and licensed before school care/after school care based on the 2017 market rate survey.

The base payment rates are based on the 2016 Market Rate Survey which were published on March 30, 2017. The Department set the rates at the 50th percentile for these types of licensed and registered child care facilities: licensed group child care center (not accredited by the National Association for the Education of Young Children - NAEYC - or the National Early Childhood Program Accreditation - NECPA); licensed group child care homes; and registered family child care homes for children who are infants and toddlers. The Department set the rates at the 75th percentile for licensed infant and toddler centers as the minimum licensing requirements, including group size and staff-child ratios, for infant and toddler center care are more stringent than group child care center licensing requirements.

ii. Provide data (including data on the size and frequency of such amounts) on the extent to which CCDF providers charge additional amounts to families.

The Department does not currently have the data on the extent to which child care providers charge additional amounts above the required co-payment.

The Department continues to work toward obtaining the data is entered accurately into the Department's child care subsidy case management data system, since the cost of care is only required to be updated every 12 months by the subsidy family when completing a new Child Care Certificate and Provider Confirmation form annually. Therefore, if the child care provider raises the cost of child care above the

Department's maximum payment rates, child care subsidy families may choose not to inform the Department, since the family is already receiving the maximum payment rate allowed by the Department.

iii. Describe the Lead Agency's analysis of the interaction between the additional amounts charged to families with the required family co-payment, and the ability of current subsidy payment rates to provide access to care without additional fees.

The Department does not currently have the data on the extent to which child care providers charge additional amounts above the required co-payment.

The Department continues to work toward obtaining the data is entered accurately into the Department's child care subsidy case management data system, since the cost of care is only required to be updated every 12 months by the subsidy family when completing a new Child Care Certificate and Provider Confirmation form annually. Therefore, if the child care provider raises the cost of child care above the Department's maximum payment rates, child care subsidy families may choose not to inform the Department, since the family is already receiving the maximum payment rate allowed by the Department.

Seventy-three percent of all registered family child care homes for Federal Fiscal Year (FFY) 2017 cared for children whose families receive a child care subsidy from the Department.

Sixty-seven percent of all licensed group child care homes for FFY 2017 cared for children whose families receive a child care subsidy from the Department.

Thirty-two percent of all licensed group child care centers, infant and toddler centers, and before and after-school programs for FFY 2017 cared for children whose families receive a child care subsidy from the Department.

The Department raised its payment rates with amended administrative rules that were adopted effective December 31, 2017 which increased the payment rates since the last payment rate change in 2010. The Department will continue to

monitor in FFY 2018 the number of licensed and registered child care providers that care for children whose families receive a child care subsidy from the Department to see if there is an increase. Also, once the Department implements 12 month eligibility and the revised sliding-fee scale for CCDF families that varies based on income and the size of the family and does not use cost of care or amount of subsidy payment amount to determine each family's contribution (i.e. co-payment), the Department anticipates that families will be able to access to a greater number of licensed and registered child care providers if that is the family's choice.

g) Describe how Lead Agencies' payment practices described in 4.5 support equal access to a range of providers.

Once determined eligible and initial payments have been issued, the Department pays the child care subsidy payments prospective to the family at the start of the month for that month's child care needs.

The Department issues child care subsidy payments prospectively at the start of the month based on the child's enrollment rather than attendance.

The Department issues child care subsidy payments prospectively at the start of the month based on three part-time or full-time basis rather than paying for hours of service.

The Department pays for a registration fee cost up to $125 once per state fiscal year, as most licensed and registered child care providers do charge registration fees to all families needing child care services.

The Department utilizes Electronic Benefit Transfer (EBT) cards or direct deposit to the family for the family to make payments to a legally exempt child care provider. If the family uses a licensed or registered child care provider, with the consent of the family, the Department may forward the family's child care subsidy payment from the family's EBT account to the bank account which the provider has registered with the Department for the forwarding of payments; however, all communication about the eligible child care subsidy payment amount is still directed to the family. It is the family's responsibility to communicate with the child care provider about the eligibility for and child care subsidy

payment amount.

The Department's payment practices allow families to access a range of legally exempt and licensed and registered child care providers. Most child care providers, whether regulated or not, charge families at the beginning of the month for child care services that will be rendered based on the child's enrollment in the child care program. Because the Department issues child care subsidy payments at the beginning of the month, subsidy families do not need to incur the child care cost up-front and wait for after-the-fact reimbursement from the Department. The Department's reimbursement is timely to coincide with when the child care cost is incurred by the subsidy family. Licensed and registered child care providers that have opted to set up their bank account information with the Department do not require subsidy families to pay the full child care cost up front and the provider works with the subsidy family to have the child care subsidy payment forwarded on to the provider's financial account. This practice reduces the financial hardship for subsidy family to pay for their monthly child care cost.

h) Describe how and on what factors the Lead Agency differentiates payment rates. Check all that apply.

☐ Geographic area.

Describe:

☑ Type of provider.

Describe:

The Departments payment rates are based on accredited center-based care, licensed center-based, licensed infant/toddler center-based, licensed exempt center-based, accredited registered family child care home, registered infant/toddler family child care home, licensed-exempt infant/toddler family child care, licensed-exempt family child care, licensed before/after school care and licensed-exempt before/after school care.

The Department set the rates at the 50th percentile for these types of licensed and registered child care facilities: licensed group child care center (not accredited by the National Association for the Education of Young Children - NAEYC - or the National Early Childhood Program Accreditation - NECPA); licensed group child

care homes; and registered family child care homes for children who are infants and toddlers. The Department set the rates at the 75th percentile for licensed infant and toddler centers as the minimum licensing requirements, including group size and staff-child ratios, for infant and toddler center care are more stringent than group child care center licensing requirements. The Department set the rates at the 75th percentile for NAEYC and NECPA accredited group child centers as the costs to obtain and maintain the national early childhood-specific accreditation supports continuation of high-quality child care.

☑ Age of child.

Describe:

Higher rates are paid for children who are younger than 25 months old for home-based care and infant and toddler center care.

The Department set the rates at the 75th percentile for licensed infant and toddler centers as the minimum licensing requirements, including group size and staff-child ratios, for infant and toddler center care are more stringent than group child care center licensing requirements. The Department sets the payment rate higher infant and toddler care for home-based care as there is a limit on the number of infants and toddlers allowed for home-based care due to the Department's health and safety requirements.

☑ Quality level.

Describe:

The Department set the rates at the 75th percentile for the National Association for the Education of Young Children (NAEYC) or the National Early Childhood Program Accreditation (NECPA) accredited group child centers as the costs to obtain and maintain the national early childhood-specific accreditation supports continuation of high-quality child care.

☐ Other.

Describe:

i) Describe any additional facts that the Lead Agency considered in determining its payment rates to ensure equal access. Check all that apply and describe:

- [ ] Payment rates are set at the 75th percentile benchmark or higher of the most recent MRS.

  Describe:

- [ ] Based on the approved alternative methodology, payments rates ensure equal access.

  Describe:

- [ ] Feedback from parents, including parent surveys or parental complaints.

  Describe:

- [x] Other.

  Describe:

  In general, exempt providers are not surveyed in the Market Rate Survey, therefore there are not rates known for what exempt providers may be charging families for non-school-age care. The Hawai`i Department of Education (DOE) administers a statewide program for after-school care, of which most of these after-school providers are exempt from licensure by DHS, and the DOE has a set rate for contracted providers to charge families (which was $100 per month per child in the 2016-2017 school year).

  At the time of the 2016 Market Rate Survey was conducted, there were no rates identified for accredited family child care homes and group child care homes, as there were no licensed or registered homes that were accredited by the National Association for Family Child Care Accreditation (NAFCC). The Department will be including information for future Market Rate Surveys for rates charged by NAFCC accredited homes as there were two registered family child care homes as of August 2018 NAFCC accredited.

4.5 Payment Practices and the Timeliness of Payments

Lead Agencies are required to demonstrate that they have established payment practices applicable to all CCDF child care providers that include ensuring the timeliness of payments by either (1) paying prospectively prior to the delivery of services or (2) paying within no more than 21 calendar days of the receipt of a complete invoice for services. To the extent practicable, the Lead Agency must also support the fixed costs of providing child care services by delinking provider payments from a child's occasional absences by (1) paying based on a child's enrollment rather than attendance, (2) providing full payment if a child attends at least 85 percent of the authorized time, (3) providing full payment if a child is absent for 5 or fewer days in a month, or (4) using an alternative approach for which the Lead Agency provides a justification in its Plan (658E(c)(2)(S)(ii); 98.45(l)(2)).

Lead Agencies are required to use CCDF payment practices that reflect generally accepted payment practices of child care providers who serve children who do not receive CCDF-funded assistance. Unless a Lead Agency is able to demonstrate that the following policies are not generally accepted in its particular state, territory, or service area or among particular categories or types of providers, Lead Agencies must (1) pay providers based on established part-time or full-time rates rather than paying for hours of service or smaller increments of time and (2) pay for reasonable, mandatory registration fees that the provider charges to private-paying parents (658E(c)(2)(S); 98.45(l)(3)).

In addition, there are certain other generally accepted payment practices that are required. Lead Agencies are required to ensure that child care providers receive payment for any services in accordance with a payment agreement or an authorization for services, ensure that child care providers receive prompt notice of changes to a family's eligibility status that could impact payment, and establish timely appeal and resolution processes for any payment inaccuracies and disputes (98.45(l)(4) through (6); 658E(c)(2)(S)(ii); 98.45(l)(4); 98.45(l)(5); 98.45(l)(6)).

4.5.1 Certify by identifying and describing the payment practices below that the Lead Agency has implemented for all CCDF child care providers.

a) Ensure the timeliness of payments by either (Lead Agency to implement at least one of the following):

☑ Paying prospectively prior to the delivery of services.

Describe the policy or procedure.

Once determined eligible and initial payments have been issued, the Department pays the child care subsidy payments prospectively to the family at the start of the month for that month's child care needs.

☐ Paying within no more than 21 calendar days of the receipt of a complete invoice for services.

Describe the policy or procedure.

b) To the extent practicable, support the fixed costs of providing child care services by delinking provider payments from a child's occasional absences by: (Note: The Lead Agency is to choose at least one of the following):

☑ Paying based on a child's enrollment rather than attendance.

Describe the policy or procedure.

Once determined eligible and initial payments have been issued, the Department pays the child care subsidy payments at the start of the month to the family for that month's child care needs. The Department determines the child care need from the previous month during re-certifications and projects that same need for the next eligibility period. If the child is absent for a portion of the month, but the child care provider is paid for that month to hold the child's place and the family receives a receipt to document payment to the child care provider, the family continues to be eligible. However, once the child is disenrolled from the child care provider's program, the family must notify the Department. Child care assistance would be suspended until the family finds a new child care provider who completes the requirements for subsidy payments, including completion of the child care certificate, and the child care provider has completed the required background checks.

☐ Providing full payment if a child attends at least 85 percent of the authorized time.

Describe the policy or procedure.

☐ Providing full payment if a child is absent for five or fewer days in a month.

Describe the policy or procedure.

☐ Use an alternative approach for which the Lead Agency provides a justification in its Plan.

If chosen, please describe the policy or procedure and the Lead Agency's justification for this approach.

c) The Lead Agency's payment practices reflect generally accepted payment practices of child care providers who serve children who do not receive CCDF subsidies. These payment practices must include the following two practices unless the Lead Agency provides evidence that such practices are not generally accepted in its state (658E(c)(2)(S); 98.45(l)(3)).

i. Paying on a part-time or full-time basis (rather than paying for hours of service or smaller increments of time).

Describe the policy or procedure and include a definition of the time increments (e.g., part time, full-time).

The Department pays for child care on a full-time basis (97 hours or more of care needed per month), or less than full-time basis in three other increments of 1-24 hours per month, 25-60 hours per month, and 61-96 hours per month.

ii. Paying for reasonable mandatory registration fees that the provider charges to private-paying parents.

Describe the policy or procedure.

The Department provides payment for a registration fee up to $125 once per state fiscal year. If the subsidy family changes providers, the family is responsible to cover any registration fees charged by any subsequent provider during the same state fiscal year.

d) The Lead Agency ensures that providers are paid in accordance with a written payment agreement or an authorization for services that includes, at a minimum, information regarding provider payment policies, including rates, schedules, any fees charged to providers, and the dispute-resolution process. Describe:

The Department pays the child care subsidy to the eligible family. Due to confidentiality

requirements, the Department is not allowed to release any information to the child care provider regarding the family's eligibility status or the payment amount without the family's written consent. The Department utilizes Electronic Benefit Transfer (EBT) cards or direct deposit to the family for the family to make payments to a legally exempt child care provider. If the family uses a licensed or registered child care provider, with the consent of the family, the Department may forward the family's child care subsidy payment from the family's EBT account to the bank account which the provider has registered with the Department for the forwarding of payments; however, all communication about the eligible child care subsidy payment amount is still directed to the family. It is the family's responsibility to communicate with the child care provider about the eligibility for and child care subsidy payment amount.

e) The Lead Agency provides prompt notice to providers regarding any changes to the family's eligibility status that could impact payments, and such a notice is sent no later than the day that the Lead Agency becomes aware that such a change will occur. Describe:

The Department pays the subsidy to the eligible family. Due to confidentiality laws and administrative requirements, the Department is not allowed to release any information to the child care provider regarding the family's eligibility status for child care subsidies or the payment amount without the family's written consent. Therefore, all notices regarding disposition of an application or changes to ongoing eligibility or subsidy payment amounts are sent to the family. It is the family's responsibility to communicate with the child care provider about the eligibility for and child care subsidy payment amount.

f) The Lead Agency has a timely appeal and resolution process for payment inaccuracies and disputes. Describe:

All notices regarding disposition of an application, redetermination, changes to ongoing eligibility, or changes to child cares subsidy payment amounts are sent to the family. The family is provided with an appeal and resolution process for inaccuracies and disputes, in accordance with Hawai`i Administrative Rules Chapters 17-798.2 and 17-602-1. The family has 90 days from the date of the notice to request an appeal of the adverse action taken by the Department.

g) Other. Describe:

N/A

4.5.2 Do payment practices vary across regions, counties, and/or geographic areas?

☑ No, the practices do not vary across areas.

☐ Yes, the practices vary across areas.

Describe:

4.6 Supply-Building Strategies to Meet the Needs of Certain Populations

Lead Agencies are required to develop and implement strategies to increase the supply of and to improve the quality of child care services for children in underserved areas; infants and toddlers; children with disabilities, as defined by the Lead Agency; and children who receive care during non-traditional hours (658 E(c)(2)(M); 98.16 (x)).

4.6.1 Lead Agencies must identify shortages in the supply of high-quality child care providers. List the data sources used to identify shortages, and describe the method of tracking progress to support equal access and parental choice.

☑ In licensed family child care.

Hawai`i early learning assessment, DeBaryshe, B.D., Bird, O., Stern, I., & Zysman, D. (2017) report identified that:

1. Regulated child care slots are generally less available in rural areas. The relative child care deserts within the state were Moloka'i, Lna'i, the Leeward and Central districts of O'ahu, and all areas of the Big Island other than greater Hilo. Hilo and Kaua'i had the best availability of FCC seats, while Central O'ahu and center-rich Honolulu had the lowest density of FCC seats.

2. Less than 2% of regulated child care seats are open for nights or weekends. Registered family child care home providers were more likely than licensed child care centers to offer hours that met the needs of working parents.

☑ In licensed child care centers.

Hawai`i early learning assessment, DeBaryshe, B.D., Bird, O., Stern, I., & Zysman, D. (2017) report identified that:

1. Regulated child care slots are generally less available in rural areas. The relative child care deserts within the state were Moloka'i, Lna'i, the Leeward and Central districts of O'ahu, and all areas of the Big Island other than greater Hilo. Kaua'i, Moloka'i, and Lna'i islands had no licensed infant-toddler centers, while Honolulu and Windward O'ahu had the most infant-toddler centers.

2. Less than 2% of regulated child care seats are open for nights or weekends. Registered family child care home providers were more likely than licensed child care centers to offer hours that met the needs of working parents.

3. About 37% of center seats were in programs with an early childhood accreditation. Large, multi-site programs and, to a lesser extent, church-sponsored programs, were most likely to have an early childhood accreditation. Almost 11% of center seats, usually in classrooms affiliated with a K-12 private school, had other educational accreditations.

☐ Other.

4.6.2 Describe what method(s) is used to increase supply and to improve quality for the following.

a) Children in underserved areas. Check and describe all that apply.

☑ Grants and contracts (as discussed in 4.1.3).

Describe:

The Hawai`i Department of Human Services (DHS) has a contracted service with the Department of Education (DOE) to reimburse DOE for the operational costs of after-school care providers operating at public elementary schools statewide for the children who qualify for the USDA free and reduced lunch program. The DOE operates the after-school care programs directly or contracts with private providers to operate the after-school care programs at 180 public elementary school campuses statewide, including underserved areas and public charter schools. During the 2018-2019 school year, the DOE charges $120 per child per month for the after-school child care program.

The Hawai`i Department of Human Services (DHS) has another contracted service with the DOE and a private provider that provides child care services for infants and toddlers of teen parents on-site or near one public high school campus on Hawai`i island in an underserved area. The Hawai`i Department of Human Services of Human Services will continue to work with the DOE and the Executive Office on Early Learning to determine the feasibility of DOE opening additional infant and toddler child care center for teen parents enrolled in/attending high schools at other DOE high school campuses statewide.

☐ Family child care networks.

Describe:

☐ Start-up funding.

Describe:

☐ Technical assistance support.

Describe:

☑ Recruitment of providers.

Describe:

Contracted services with the agency that provides training for early childhood

providers statewide to recruit and provide training for individuals interested in becoming registered family child care home providers which provide an important role in offering slots for infants and toddlers throughout the state, especially in rural communities with no child care centers operating.

☐ Tiered payment rates (as discussed in 4.3.2).

Describe:

☐ Support for improving business practices, such as management training, paid sick leave, and shared services.

Describe:

☐ Accreditation supports.

Describe:

☑ Child Care Health Consultation.

Describe:

The Hawai`i Department of Human Services contracts with a service provider to provide health consultation training services, which trains community-based medical professionals so that they can be health consultants for licensed child care facilities statewide, and provides trainings throughout the year to licensed and registered child care providers about current issues or new research-based practices affecting the child care sector, such as emergency preparedness, resiliency, toxic stress, and infectious diseases. As part of the child care licensing or registration application process, the licensing workers provide to applicants a resource listing of available community programs including the health consultation program and community public health offices.

The public health nurses with the Deaprtment of Health also are willing to be health consultants for licensed and registered child care homes and centers if the child care facility does not have access to a private health consultant connected through the Department's contracted service.

☑ Mental Health Consultation.

Describe:

The Department of Human Services collaborates with Department of Health, including the Early Intervention Services Section, the University of Hawai`i John A. Burns School of Medicine, Department of Pediatrics, the Hawai`i chapter of American Academy of Pediatrics, and stakeholders to continue a pilot project to improve young children's social and emotional development through training and technical assistance and, in some locations, mental health/behavioral consultation to child care providers. There are four levels that are addressed through the pilot project, which include preschools in communities of high need:

1. Developing guidelines and resources to support child care provider's ability to promote children's optimal social and emotional development.

2. Training and technical assistance will be available to licensed and registered childcare providers (those who work with young children) to increase their knowledge and skills to encourage good mental health and social emotional wellness and to manage children's challenging behaviors.

3. Preventing the occurrence or escalation of mental health problems and minimizing children's social emotional development risk will be done through referrals to community based resources and access to a mental health/behavioral health consultant who will work with child care providers (and/or families) to support the child's developmental needs.

4. Children who may have a developmental concern need to be properly identified and referred to treatment to support positive developmental progress. Services are available through: Department of Health's Early Intervention Section (IDEA Part Agency) for those children birth - 3 years old; and through Department of Education's Preschool Special Education (IDEA Part B, 619) for those 3-5 years old. The use of valid screening and assessment procedures to identify concerns and delays is an essential part to supporting and monitoring children's development.

☐ Other.

Describe:

4.6.2 Describe what method(s) is used to increase supply and to improve quality for the following.

b) Infants and toddlers. Check and describe all that apply.

☑ Grants and contracts (as discussed in 4.1.3).

Describe:

The Hawai`i Department of Human Services (DHS) has a contracted service with the DOE and a private provider that provides child care services for infants and toddlers of teen parents on-site or near one public high school campus on Hawai`i island.

The Department of Education's public high school will select and enroll interested teen parents who agree to participate in the DOE's specialized curricula program that includes parenting education and skill building along with support in order to complete high school. The Hawai`i Department of Human Services of Human Services will continue to work with the DOE and the Executive Office on Early Learning to determine the feasibility of DOE opening additional infant and toddler child care center for teen parents enrolled in/attending high schools at other DOE high school campuses statewide.

☐ Family child care networks.

Describe:

☐ Start-up funding.

Describe:

☑ Technical assistance support.

Describe:

Contracted services with the statewide Child Care Resource and Referral agency

provides community resources and information about available professional development opportunities for licensed and registered providers caring for infants and toddlers. Contracted services with the agency that provides training for early childhood providers statewide also disseminates information about available professional development opportunities for licensed and registered providers caring for infants and toddlers and in the recruitment services provide technical assistance to individuals interested in becoming registered family child care home providers. The Department's child care licensing inspectors also provide technical assistance to licensed and registered child care providers during monitoring inspection visits or via telephone consultations.

☑ Recruitment of providers.

Describe:

Contracted services with the agency that provides training for early childhood providers statewide to recruit and provide training for individuals interested in becoming registered family child care home providers which provide an important role in offering slots for infants and toddlers throughout the state, especially in rural communities with no regulated child care centers operating.

☐ Tiered payment rates (as discussed in 4.3.2) .

Describe:

☐ Support for improving business practices, such as management training, paid sick leave, and shared services.

Describe:

☑ Accreditation supports.

Describe:

The Department contracts for services to provide educational outreach services, technical assistance, and resources to promote quality of care for subsidy families utilizing legally exempt friend, family, and neighbor (FFN) care and their child care providers as well as registered family child care providers. The contractor also currently is operating a small pilot project to provide facilitation and support for child

care homes to complete National Association for Family Child Care (NAFCC) accreditation. The pilot project provides educational outreach services and resources to registered home-based Family Child Care providers, also known as FCC providers, with the aim of increasing their expectations and efforts to provide quality care that fosters children's early learning, school-readiness, and healthy development, including technical assistance to support registered FCC providers in providing quality child care and promoting accreditation by the National Association for Family Child Care (NAFCC). The contract's NAFCC Accreditation Facilitation Project supports FCC providers in achieving higher quality by offering monthly training sessions, home visits, observations, and one-to-one coaching sessions as they move towards becoming accredited. The project continues to look for ways to expand to provide support to family child care homes on the Neighbor Islands.

☑ Child Care Health Consultation.

Describe:

The Hawai`i Department of Human Services contracts with a service provider to provide health consultation training services, which trains community-based medical professionals so that they can be health consultants for licensed child care facilities statewide, and provides trainings throughout the year to licensed and registered child care providers about current issues or new research-based practices affecting the child care sector, such as emergency preparedness, resiliency, toxic stress, and infectious diseases. As part of the child care licensing or registration application process, the licensing workers provide to applicants a resource listing of available community programs including the health consultation program and community public health offices.

The public health nurses with the Deaprtment of Health also are willing to be health consultants for licensed and registered child care homes and centers if the child care facility does not have access to a private health consultant connected through the Department's contracted service.

☑ Mental Health Consultation.

Describe:

The Department of Human Services collaborates with Department of Health,

including the Early Intervention Services Section, the University of Hawai`i John A. Burns School of Medicine, Department of Pediatrics, the Hawai`i chapter of American Academy of Pediatrics, and stakeholders to continue a pilot project to improve young children's social and emotional development through training and technical assistance and, in some locations, mental health/behavioral consultation to child care providers. There are four levels that are addressed through the pilot project, which include preschools that also operate infant and toddler programs on the same site:

1. Developing guidelines and resources to support child care provider's ability to promote children's optimal social and emotional development.

2. Training and technical assistance will be available to licensed and registered childcare providers (those who work with young children) to increase their knowledge and skills to encourage good mental health and social emotional wellness and to manage children's challenging behaviors.

3. Preventing the occurrence or escalation of mental health problems and minimizing children's social emotional development risk will be done through referrals to community based resources and access to a mental health/behavioral health consultant who will work with child care providers (and/or families) to support the child's developmental needs.

4. Children who may have a developmental concern need to be properly identified and referred to treatment to support positive developmental progress. Services are available through: Department of Health's Early Intervention Section (IDEA Part Agency) for those children birth - 3 years old; and through Department of Education's Preschool Special Education (IDEA Part B, 619) for those 3-5 years old. The use of valid screening and assessment procedures to identify concerns and delays is an essential part to supporting and monitoring children's development.

☑ Other.

Describe:

The Hawai`i Department of Human Services includes higher child care subsidy

base payment rates paid for infant and toddler care and for families using accredited child care providers that are registered family child care homes and exempt home-based care providers (including related and unrelated caregivers).

Infant/Toddler rate at Center-Based Care: $1490 Full-time care
Infant/Toddler rate at Licensed Family Child Care: $650 Full-time care
Infant/Toddler rate at License-exempt Relative and Non-Relative Care: $400 Full-time care

The Department is also anticipating creating an Infant/Toddler rate at Accredited Family Child Care when the Department creates an Accredited Family Child Care payment rate.

4.6.2 Describe what method(s) is used to increase supply and to improve quality for the following.

c) Children with disabilities. Check and describe all that apply.

- [ ] Grants and contracts (as discussed in 4.1.3).

  Describe:

- [ ] Family child care networks.

  Describe:

- [ ] Start-up funding.

  Describe:

- [x] Technical assistance support.

  Describe:

  Contracted services with the statewide Child Care Resource and Referral agency provides community resources and information about available professional development opportunities for licensed and registered providers caring for children with special needs. Contracted services with the agency that provides training for early childhood providers statewide also disseminates information about available professional development opportunities for licensed and registered providers caring

for children with special needs and in the recruitment services provide technical assistance to individuals interested in becoming registered family child care home providers. The Department's child care licensing inspectors also provide technical assistance to licensed and registered child care providers during monitoring inspection visits or via telephone consultations.

☐ Recruitment of providers.

Describe:

☐ Tiered payment rates (as discussed in 4.3.2).

Describe:

☐ Support for improving business practices, such as management training, paid sick leave, and shared services.

Describe:

☐ Accreditation supports.

Describe:

☑ Child Care Health Consultation.

Describe:

The Hawai`i Department of Human Services contracts with a service provider to provide health consultation training services, which trains community-based medical professionals so that they can be health consultants for licensed child care facilities statewide, and provides trainings throughout the year to licensed and registered child care providers about current issues or new research-based practices affecting the child care sector, such as emergency preparedness, resiliency, toxic stress, and infectious diseases. As part of the child care licensing or registration application process, the licensing workers provide to applicants a resource listing of available community programs including the health consultation program and community public health offices.

The public health nurses with the Deaprtment of Health also are willing to be health consultants for licensed and registered child care homes and centers if the child

care facility does not have access to a private health consultant connected through the Department's contracted service.

☑ Mental Health Consultation.

Describe:

The Department of Human Services collaborates with Department of Health, including the Early Intervention Services Section, the University of Hawai`i John A. Burns School of Medicine, Department of Pediatrics, the Hawai`i chapter of American Academy of Pediatrics, and stakeholders to continue a pilot project to improve young children's social and emotional development through training and technical assistance and, in some locations, mental health/behavioral consultation to child care providers. There are four levels that are addressed through the pilot project, which include child care centers that may care for children with special needs:

1. Developing guidelines and resources to support child care provider's ability to promote children's optimal social and emotional development.

2. Training and technical assistance will be available to licensed and registered childcare providers (those who work with young children) to increase their knowledge and skills to encourage good mental health and social emotional wellness and to manage children's challenging behaviors.

3. Preventing the occurrence or escalation of mental health problems and minimizing children's social emotional development risk will be done through referrals to community based resources and access to a mental health/behavioral health consultant who will work with child care providers (and/or families) to support the child's developmental needs.

4. Children who may have a developmental concern need to be properly identified and referred to treatment to support positive developmental progress. Services are available through: Department of Health's Early Intervention Section (IDEA Part Agency) for those children birth - 3 years old; and through Department of Education's Preschool Special Education (IDEA Part B, 619) for those 3-5 years old. The use of valid screening and assessment procedures to identify concerns

and delays is an essential part to supporting and monitoring children's development.

☐ Other.

Describe:

4.6.2 Describe what method(s) is used to increase supply and to improve quality for the following.

d) Children who receive care during non-traditional hours.Check and describe all that apply

☐ Grants and contracts (as discussed in 4.1.3).

Describe:

☐ Family child care networks.

Describe:

☐ Start-up funding.

Describe:

☑ Technical assistance support.

Describe:

Contracted services with the statewide Child Care Resource and Referral agency provides community resources and information about available professional development opportunities for licensed and registered providers caring for infants and toddlers. Contracted services with the agency that provides training for early childhood providers statewide also disseminates information about available professional development opportunities for licensed and registered providers caring for infants and toddlers and in the recruitment services provide technical assistance to individuals interested in becoming registered family child care home providers, which primarily are the types of regulated providers that over care during non-traditional hours. The Department's child care licensing inspectors also provide technical assistance to registered family child care homes during monitoring inspection visits or via telephone consultations.

☑ Recruitment of providers.

Describe:

Contracted services with the agency that provides training for early childhood providers statewide to recruit and provide training for individuals interested in becoming registered family child care home providers which provide an important role in offering slots for infants and toddlers throughout the state, especially in rural communities with no regulated child care centers operating.

☐ Tiered payment rates (as discussed in 4.3.2) .

Describe:

☐ Support for improving business practices, such as management training, paid sick leave, and shared services.

Describe:

☐ Accreditation supports.

Describe:

☑ Child Care Health Consultation.

Describe:

The Hawai`i Department of Human Services contracts with a service provider to provide health consultation training services, which trains community-based medical professionals so that they can be health consultants for licensed child care facilities statewide, and provides trainings throughout the year to licensed and registered child care providers about current issues or new research-based practices affecting the child care sector, such as emergency preparedness, resiliency, toxic stress, and infectious diseases. As part of the child care licensing or registration application process, the licensing workers provide to applicants a resource listing of available community programs including the health consultation program and community public health offices.

The public health nurses with the Deaprtment of Health also are willing to be health consultants for licensed and registered child care homes and centers if the child

care facility does not have access to a private health consultant connected through the Department's contracted service.

☐ Mental Health Consultation.

Describe:

☐ Other.

Describe:

4.6.2 Describe what method(s) is used to increase supply and to improve quality for the following.

e) Other. Check and describe all that apply:

☐ Grants and contracts (as discussed in 4.1.3).

Describe:

☐ Family child care networks.

Describe:

☐ Start-up funding.

Describe:

☐ Technical assistance support.

Describe:

☐ Recruitment of providers.

Describe:

☑ Tiered payment rates (as discussed in 4.3.2).

Describe:

The Department provides a higher rate for center-based care providers accredited by the National Association for the Education of Young Children (NAEYC) or the National Early Childhood Program Accreditation (NECPA). The rates took into

consideration the annual Market Rate Studies for accredited center-based rates at the time when the Department revised the child care rates. The Department does not define any variations or levels of quality that providers may have other than the 2 types of accreditations recognized for the tiered subsidy.

☐ Support for improving business practices, such as management training, paid sick leave, and shared services.

Describe:

☐ Accreditation supports.

Describe:

☐ Child Care Health Consultation.

Describe:

☐ Mental Health Consultation.

Describe:

☐ Other.

Describe:

4.6.3 Lead Agencies must prioritize investments for increasing access to high-quality child care and development services for children of families in areas that have significant concentrations of poverty and unemployment and do not currently have sufficient numbers of such programs.

a) How does the Lead Agency define areas with significant concentrations of poverty and unemployment?

The Department identifies the district areas of Title I public schools as areas with significant concentrations of poverty. These Title I public schools have at least 40% of children attending who are receiving Free or Reduced lunch.

b) Describe how the Lead Agency prioritizes increasing access to high-quality child care and development services for children of families in areas that have significant concentrations of poverty and unemployment and that do not have high-quality programs

The Department currently has two types of contracted services for slots. One contracted service targets infant and toddler care in group setting for teen parents on-site or near one Title I public high school on Hawai`i island, operated by a private provider in partnership with the Department of Education (DOE).

The second contracted service is with the DOE to fund slots at after-school care providers at public elementary schools for the children who qualify for free and reduced lunch. The DOE operates the after-school care programs or contracts with private providers to operate the after-school care programs at 180 public elementary school campuses statewide, including charter schools and schools that are Title I schools.

5 Establish Standards and Monitoring Processes To Ensure the Health and Safety of Child Care Settings

Lead Agencies are required to certify that there are in effect licensing requirements applicable to all child care services in the state/territory, which supports the health and safety of all children in child care. States and territories may allow licensing exemptions. Lead Agencies must describe how such licensing exemptions do not endanger the health, safety, and development of CCDF children in license-exempt care (98.16 (u)).

Lead Agencies also must certify that there are in effect health and safety standards and training requirements applicable to providers serving CCDF children, whether they are licensed or license-exempt. These health and safety requirements must be appropriate to the provider setting and age of the children served, must include specific topics and training on those topics, and are subject to monitoring and enforcement procedures.

The organization of this section begins with a description of the licensing system for providers of child care in a state or territory and then moves to focus in on CCDF providers who may be licensed, exempt from licensing, or relative providers. The section then covers the health and

safety requirements and training, and monitoring and enforcement procedures to ensure that CCDF child care providers comply with licensing and health and safety requirements (98.16(n)). Lead Agencies are also asked to describe any exemptions for relative providers (98.16(l)). This section also addresses group size limits; child-staff ratios; and required qualifications for caregivers, teachers, and directors (98.16(m)) serving CCDF children.

Note: When responding to questions in this section, the OCC recognizes that each State/Territory identifies and defines its own categories of care. The OCC does not expect States/Territories to change their definitions to fit the CCDF-defined categories of care. For these questions, provide responses that closely match the CCDF categories of care.

Criminal background check requirements are included in this section (98.16(o)). It is important to note that these requirements are in effect for all child care staff members that are licensed, regulated or registered under state/territory law and all other providers eligible to deliver CCDF services.

5.1 Licensing Requirements

Each state/territory must certify it has in effect licensing requirements applicable to all child care services provided within the state/territory (not restricted to providers receiving CCDF funds) and provide a detailed description of these requirements and how the requirements are effectively enforced (658E(c)(2)(F)). If any types of providers are exempt from licensing requirements, the state/territory must describe those exemptions and describe how these exemptions do not endanger the health, safety, or development of children. The descriptions must also include any exemptions based on provider category, type, or setting; length of day; and providers not subject to licensing because the number of children served falls below a Lead Agency-defined threshold and any other exemption to licensing requirements (658E(c)(2)(F); 98.16(u); 98.40(a)(2)(iv)).

5.1.1 To certify, describe the licensing requirements applicable to child care services provided within the state/territory by identifying the providers in your state/territory that are subject to licensing using the CCDF categories listed below? Check all that apply and provide a citation to the licensing rule.

- [x] Center-based child care.

Describe and Provide the citation:

Hawai`i Revised Statutes (HRS) §346-161 requires that no person shall operate, maintain, or conduct a group child care home or group child care center unless licensed to do so by the Department of Human Services.

Center-based licensing requirements for children ages 2 years and older are found in Hawaii Administrative Rules Chapter 17-892.1 and center-based licensing requirements for children ages 6 weeks to 36 months are found in Hawai`i Administrative Rules Chapter 17-895.

To date, revisions to Chapters 17-892.1 and 17-895 have not been adopted for health and safety training, however, the proposed rules will require that each caregiver complete initial training in health and safety standards prior to being left unsupervised with children and within 45 days of hire.

Initial health and safety training include topics:

1. Prevention and control of infectious diseases;
2. Prevention of sudden infant death syndrome and use of safe sleep practices;
3. Administration of medication, consistent with standards for parental consent;
4. Prevention and response to emergencies due to food and allergic reactions;
5. Building and physical premises safety;
6. Prevention of shaken baby syndrome, abusive head trauma, and child maltreatment;
7. Emergency preparedness and response planning for emergencies resulting from a natural disaster or a man-caused event;
8. Handling and storage of hazardous materials and the appropriate disposal of biocontaminants;
9. Appropriate precautions for transporting children;
10. Pediatric first aid and cardiopulmonary resuscitation; and
11. Recognition and reporting of child abuse and neglect.

Sixteen (16) hours of on-going health and safety training shall be completed on an annual basis by each caregiver, shall be appropriate to the age of children the caregiver works with and shall be in at 2 of the following topics:

1. Physical care of the young child;
2. Care of the sick child;

3. Child nutrition;
4. Child growth and development;
5. Children with special needs;
6. Learning activities and play;
7. Family engagement;
8. Managing challenging behaviors;
9. Community resources;
10. Prevention of child maltreatment and abuse;
11. First aid and child cardiopulmonary resuscitation;
12. Health and safety;
13. Child care business or program management; or
14. Physical environment; and
15. Safe sleep training (if permitted to care for children less than one year of age).

Under the HRS §346-165, the Department shall visit and inspect each group child care home and group child care center as frequently as it deems necessary for the proper operation, sanitation, and safety of the home or center.

Visits and inspections shall be made at least once annually and shall be open to visitation and inspection by representatives of the Department of Human Services, Department of Education, Department of Health and fire departments at all times. All visits are conducted unannounced.

HRS §346-164 states that any license or temporary permit may be suspended or revoked by the department of human services when a determination by the Department is made that conditions exist which constitute an imminent danger to the health, welfare, or safety of the children cared for.

The Hawai`i Department of Human Services has not completed implementation of initial and on-going training requirements for licensed and registered child care providers as well as for legally exempt child care providers caring for CCDF subsidy children. The Department has requested licensed and registered child care providers and providers operating A-Plus programs at 180 public elementary schools statewide to participate in completion of initial and on-going training since August 2017 and 6,400 individuals have

completed initial training as of August 2018. Once the initial and on-going training requirements are implemented, the Department will have training and professional development requirements for licensed and registered child care providers as well as for legally exempt child care providers caring for CCDF subsidy children

Implemented components:

1. The Hawai`i Department of Human Services obtained statutory authority to subject legally exempt child care providers caring for CCDF subsidy children to minimum health and safety requirements, including initial and on-going training. Bill passed and was signed into law on June 21, 2016.

2. Developed data system modification in order to track completion of initial and on-going training requirements in the child care licensing data system for each individual working with children at a licensed or registered or legally exempt child care facility or home.

3. Partnered with the Department's Child Care Provider Registry contractor and the Learning to Grow contractor to receive, review, and enter data into the Department's child care licensing data system for each individual working with children at a licensed or registered or legally exempt child care facility or home of the completion of initial and on-going training requirements.

Pending components and expected completion date:

1. For legally exempt child care providers caring for CCDF subsidy children, develop language for amendments to the Department's six (6) sets of administrative rules for subsidy program and legally exempt centers to be listed with the Department and all licensed and registered child care facilities and homes in consultation with the Department of the Attorney General and complete process of adopting amended administrative rules for requirements for initial and on-going training for individuals who work with children in care.

September 30, 2019

2. Develop outreach materials and engage in public outreach to legally exempt child care

providers caring for subsidy children for home-based, non-relative, providers and center-based exempt providers informing them of the coming health and safety and training requirements and ensuring exempt center-based programs request to be listed with the Department and exempt, non-relative home-based providers implement the health and safety and training requirements.

December 31, 2019.

3. For the Department's child care licensing staff: Review the current process and develop procedures/guidelines/training for consistent application of the health and safety and training requirements for licensed and registered child care providers as well as for legally exempt child care providers caring for CCDF subsidy children.

December 31, 2019.

☑ Family child care.

Describe and Provide the citation:

Hawai`i Revised Statutes (HRS) §346-171 requires that no person shall operate or maintain a family child care home unless registered to do so by the Department of Human Services. Family child care home licensing requirements are found in Hawai`i Administrative Rules Chapter 17-891.1.

To date, revisions to Chapter 17-891.1 have not been adopted for health and safety training, however, rules will require that each caregiver complete initial training in health and safety standards prior to being left unsupervised with children and within 45 days of hire.

Initial health and safety training include topics:
1. Prevention and control of infectious diseases;
2. Prevention of sudden infant death syndrome and use of safe sleep practices;
3. Administration of medication, consistent with standards for parental consent;
4. Prevention and response to emergencies due to food and allergic reactions;
5. Building and physical premises safety;

6. Prevention of shaken baby syndrome, abusive head trauma, and child maltreatment;
7. Emergency preparedness and response planning for emergencies resulting from a natural disaster or a man-caused event;
8. Handling and storage of hazardous materials and the appropriate disposal of biocontaminants;
9. Appropriate precautions for transporting children;
10. Pediatric first aid and cardiopulmonary resuscitation; and
11. Recognition and reporting of child abuse and neglect.

Sixteen (16) hours of on-going health and safety training shall be completed on an annual basis by each caregiver, with the exception of a FCC substitute who shall complete eight (8) hours of on-going health and safety training. Training shall be appropriate to the age of children the caregiver works with and shall be in at 2 of the following topics:

1. Physical care of the young child;
2. Care of the sick child;
3. Child nutrition;
4. Child growth and development;
5. Children with special needs;
6. Learning activities and play;
7. Family engagement;
8. Managing challenging behaviors;
9. Community resources;
10. Prevention of child maltreatment and abuse;
11. First aid and child cardiopulmonary resuscitation;
12. Health and safety;
13. Child care business or program management; or
14. Physical environment; and
15. Safe sleep training (if permitted to care for children less than one year of age).

Under HRS §346-175, the Department shall visit and inspect the premises and operation of a family child care home to determine compliance with the minimum requirements at least once in each calendar year and upon receipt of a complaint. All visits are conducted unannounced.

HRS §346-164 states that any license or temporary permit may be suspended or revoked by the Department of Human Services when a determination by the Department is made that conditions exist which constitute an imminent danger to the health, welfare, or safety of the children cared for.

The Hawai`i Department of Human Services has not completed implementation of initial and on-going training requirements for licensed and registered child care providers as well as for legally exempt child care providers caring for CCDF subsidy children. The Department has requested licensed and registered child care providers and providers operating A-Plus programs at 180 public elementary schools statewide to participate in completion of initial and on-going training since August 2017 and 6,400 individuals have completed initial training as of August 2018. Once the initial and on-going training requirements are implemented, the Department will have training and professional development requirements for licensed and registered child care providers as well as for legally exempt child care providers caring for CCDF subsidy children

Implemented components:

1. The Hawai`i Department of Human Services obtained statutory authority to subject legally exempt child care providers caring for CCDF subsidy children to minimum health and safety requirements, including initial and on-going training. Bill passed and was signed into law on June 21, 2016.

2. Developed data system modification in order to track completion of initial and on-going training requirements in the child care licensing data system for each individual working with children at a licensed or registered or legally exempt child care facility or home.

3. Partnered with the Department's Child Care Provider Registry contractor and the Learning to Grow contractor to receive, review, and enter data into the Department's child care licensing data system for each individual working with children at a licensed or registered or legally exempt child care facility or home of the completion of initial and on-going training requirements.

Pending components and expected completion date:

1. For legally exempt child care providers caring for CCDF subsidy children, develop language for amendments to the Department's six (6) sets of administrative rules for subsidy program and legally exempt centers to be listed with the Department and all licensed and registered child care facilities and homes in consultation with the Department of the Attorney General and complete process of adopting amended administrative rules for requirements for initial and on-going training for individuals who work with children in care.

September 30, 2019

2. Develop outreach materials and engage in public outreach to legally exempt child care providers caring for subsidy children for home-based, non-relative, providers and center-based exempt providers informing them of the coming health and safety and training requirements and ensuring exempt center-based programs request to be listed with the Department and exempt, non-relative home-based providers implement the health and safety and training requirements.

December 31, 2019

3. For the Department's child care licensing staff: Review the current process and develop procedures/guidelines/training for consistent application of the health and safety and training requirements for licensed and registered child care providers as well as for legally exempt child care providers caring for CCDF subsidy children.

December 31, 2019

☐ In-home care (care in the child's own home).
Describe and provide the citation (if applicable):

5.1.2 Describe if any providers are exempted from licensing requirements and how such exemptions do not endanger the health, safety, and development of children (658E (c)(2)(F); 98.40(a)(2)).

Note: Additional information about exemptions related to CCDF providers is required in 5.1.3.
Exemptions for child care homes or centers that:

1. Care for children less than 6 hours per week;

2. Care for two or fewer children who are unrelated to the caregiver by blood, marriage, or adoption;

3. Enter the in a child caring capacity and only cares for children who are of that household;

4. Provides exclusively for a specialized training or skill development for children, including but not limited to programs providing activities such as athletic sports, foreign language, the Hawaiian language, dance, drama, music, or martial arts;

5. Are multi-service organizations or community associations duly incorporated under the laws of the State that operates for the purpose of promoting recreation, health, safety, or social group functions for eligible pupils in public and private schools through seventeen years of age;

6. Are county operated child care programs pursuant to section 302A-408;

7. Are a kindergarten, school or child care program licensed or certified by the Department of Education or the U.S. Department of Defense and located on federal property;

8. Operate for only two consecutive weeks in a 3-month period and are for children four years of age and older; and

9. Are an afterschool, weekend, and summer recess program conducted by the Department of Education pursuant to section 302A-408, HRS; and

10. Are a provider agency operating or managing a homeless facility or any other program for homeless persons authorized under part XVII of HRS chapter 346.

Such exemptions do not endanger the health, safety, and development of children because exempt child care providers are still required to meet minimum health and safety standards to care for children whose families receive child care subsidy payments from the Department, including comprehensive background checks initially and annually, in accordance with Hawai`i Administrative Rules §17-798.2-9.

The Hawai`i Department of Human Services has not completed implementation of monitoring legally exempt child care providers caring for CCDF subsidy children against health and safety requirements. Once monitoring of legally exempt child care providers caring for CCDF subsidy children is implemented, the Department will conduct a complaint investigation for allegations of violation of health and safety requirements and monitoring inspection visits will be conducted to ensure compliance with the law and administrative rules for minimum health and safety requirements.

Implemented components:

1. The Hawai`i Department of Human Services obtained statutory authority to subject legally exempt child care providers caring for CCDF subsidy children to minimum health and safety requirements, including monitoring inspections. Bill passed and was signed into law on June 21, 2016.

2. Developed data system modification in order to track completion of initial and on-going training requirements in the child care licensing data system for each individual working with children at a licensed or registered or legally exempt child care facility or home.

3. Partnered with the Department's Child Care Provider Registry contractor and the Learning to Grow contractor to receive, review, and enter data into the Department's child care licensing data system for each individual working with children at a licensed or registered or legally exempt child care facility or home of the completion of initial and on-going training requirements.

Pending components and expected completion date:

1. For legally exempt child care providers caring for CCDF subsidy children and licensed and registered providers, develop language for amendments to the Department's six (6) sets of administrative rules for subsidy program and legally exempt centers to be listed with the Department and all licensed and registered child care facilities and homes in consultation with the Department of the Attorney General and complete process of adopting amended administrative rules for requirements for initial and on-going training for individuals who work with children in care.

September 30, 2019

2. Develop outreach materials and engage in public outreach to licensed and registered providers and legally exempt child care providers caring for subsidy children for home-based, non-relative, providers and center-based exempt providers informing them of the coming health and safety and training requirements and ensuring that exempt center-based programs request to be listed with the Department and exempt, non-relative home-based providers implement the health and safety and training requirements.

December 31, 2019.

3. For the Department's child care licensing staff: Review the current process and develop procedures/guidelines/training for consistent application of the health and safety standards and training requirements for licensed and registered child care providers as well as for legally exempt child care providers caring for CCDF subsidy children.

December 31, 2019

Group child care centers: For health and safety training, the new administrative rules for exempt center-based programs have not been adopted, however, the proposed rules will require all caregivers in exempt center-based programs to complete initial health and safety training in the following topic areas:

1. Prevention and control of infectious diseases;

2. Prevention of sudden infant death syndrome and use of safe sleep practices;
3. Administration of medication, consistent with standards for parental consent;
4. Prevention and response to emergencies due to food and allergic reactions;
5. Building and physical premises safety;
6. Prevention of shaken baby syndrome, abusive head trauma, and child maltreatment; 7. Emergency preparedness and response planning for emergencies resulting from a natural disaster or a man-caused event;
8. Handling and storage of hazardous materials and the appropriate disposal of biocontaminants;
9. Appropriate precautions for transporting children;
10. Pediatric first aid and cardiopulmonary resuscitation; and
11. Recognition and reporting of child abuse and neglect.

Caregivers in exempt-center based programs will also need to complete a minimum of eight (8) on-going health and safety training hours annually, and training shall be appropriate to the age of children the caregiver works with and shall be in at 2 of the following topics:

1. Physical care of the young child;
2. Care of the sick child;
3. Child nutrition;
4. Child growth and development;
5. Children with special needs;
6. Learning activities and play;
7. Family engagement;
8. Managing challenging behaviors;
9. Community resources;
10. Prevention of child maltreatment and abuse;
11. First aid and child cardiopulmonary resuscitation;
12. Health and safety;
13. Child care business or program management; or
14. Physical environment; and
15. Safe sleep training (if permitted to care for children less than one year of age).

Section 346-152(a), Hawai`i Revised Statutes (HRS), provides a list of exemptions from licensure or registration that can be found at:

http://www.capitol.hawaii.gov/hrscurrent/Vol07_Ch0346-0398/HRS0346/HRS_0346-0152.htm

Family child care: Child care providers caring for children related to themselves by blood, marriage, or adoption and care for up to two children who are unrelated to themselves in their own home.

Hawai`i Administrative Rules §17-798.2-9 require caregivers in exempt home-based programs to undergo background clearance checks annually.

For health and safety standards and training, Hawai`i Administrative Rules for exempt family child care have not been adopted, however, the proposed rules will require all non-relative caregivers in exempt family child care programs to complete initial health and safety training in the following topic areas:

1. Prevention and control of infectious diseases;
2. Prevention of sudden infant death syndrome and use of safe sleep practices;
3. Administration of medication, consistent with standards for parental consent;
4. Prevention and response to emergencies due to food and allergic reactions;
5. Building and physical premises safety;
6. Prevention of shaken baby syndrome, abusive head trauma, and child maltreatment; 7. Emergency preparedness and response planning for emergencies resulting from a natural disaster or a man-caused event;
8. Handling and storage of hazardous materials and the appropriate disposal of biocontaminants;
9. Appropriate precautions for transporting children;
10. Pediatric first aid and cardiopulmonary resuscitation; and
11. Recognition and reporting of child abuse and neglect.

Non-relative caregivers in conducting exempt family child care will also need to complete a minimum of eight (8) on-going health and safety training hours annually and training shall be appropriate to the age of children the caregiver works with and shall be in at 2 of the following topics:

1. Physical care of the young child;

2. Care of the sick child;
3. Child nutrition;
4. Child growth and development;
5. Children with special needs;
6. Learning activities and play;
7. Family engagement;
8. Managing challenging behaviors;
9. Community resources;
10. Prevention of child maltreatment and abuse;
11. First aid and child cardiopulmonary resuscitation;
12. Health and safety;
13. Child care business or program management; or
14. Physical environment; and
15. Safe sleep training (if permitted to care for children less than one year of age).

Also, exempt, non-relative family child care will be subject to minimum standards of a maximum of 6 children and only 2 children under 18 months of age are allowed unless a waiver is approved by the Hawai`i Department of Human Services on a case-by-case basis.

In-home care: In-home child care providers who provide child care services in the child's own home. Hawai`i Administrative Rules §17-798.2-9 require non-relative caregivers in In-home care to undergo background clearance checks annually. Relatives who are the child's grandparents, great grandparent, adult sibling living in a separate home and aunts and uncles are not required to be fingerprinted but are required to undergo all other background checks.

For health and safety training, Hawai`i Administrative Rules for In-home care providers with the exception of the child's grandparents, great grandparents, aunts, uncles, and adult sibling living in a separate home, once the amendments to the administrative rules for in-home child care are adopted, in-home, non-relative child care providers will be required to complete initial heatlh and safety training in the following topic areas:

1. Prevention and control of infectious diseases;
2. Prevention of sudden infant death syndrome and use of safe sleep practices;
3. Administration of medication, consistent with standards for parental consent;

4. Prevention and response to emergencies due to food and allergic reactions;
5. Building and physical premises safety;
6. Prevention of shaken baby syndrome, abusive head trauma, and child maltreatment; 7. Emergency preparedness and response planning for emergencies resulting from a natural disaster or a man-caused event;
8. Handling and storage of hazardous materials and the appropriate disposal of biocontaminants;
9. Appropriate precautions for transporting children;
10. Pediatric first aid and cardiopulmonary resuscitation; and
11. Recognition and reporting of child abuse and neglect.

Non-relative caregivers conducting child care in the child's home shall also complete a minimum of eight (8) on-going health and safety training hours annually, and training shall be appropriate to the age of children the caregiver works with and shall be in at 2 of the following topics:

1. Physical care of the young child;
2. Care of the sick child;
3. Child nutrition;
4. Child growth and development;
5. Children with special needs;
6. Learning activities and play;
7. Family engagement;
8. Managing challenging behaviors;
9. Community resources;
10. Prevention of child maltreatment and abuse;
11. First aid and child cardiopulmonary resuscitation;
12. Health and safety;
13. Child care business or program management; or
14. Physical environment; and
15. Safe sleep training (if permitted to care for children less than one year of age).

5.1.3 Check and describe any CCDF providers in your state/territory who are exempt from licensing (98.40(2)(i) through (iv))? Describe exemptions based on length of day, threshold on the number of children in care, ages of children in care or any other factors applicable to the exemption

☑ Center-based child care.

If checked, describe the exemptions.

Exemptions for child care homes or centers that:

1. Care for children less than 6 hours per week;

2. Care for two or fewer children who are unrelated to the caregiver by blood, marriage, or adoption;

3. Enter the in a child caring capacity and only cares for children who are of that household;

4. Provides exclusively for a specialized training or skill development for children, including but not limited to programs providing activities such as athletic sports, foreign language, the Hawaiian language, dance, drama, music, or martial arts;

5. Are multi-service organizations or community associations duly incorporated under the laws of the State that operates for the purpose of promoting recreation, health, safety, or social group functions for eligible pupils in public and private schools through seventeen years of age;

6. Are county operated child care programs pursuant to section 302A-408;

7. Are a kindergarten, school or child care program licensed or certified by the Department of Education or the U.S. Department of Defense and located on federal property;

8. Operate for only two consecutive weeks in a 3-month period and are for children four years of age and older; and

9. Are an afterschool, weekend, and summer recess program conducted by the Department of Education pursuant to section 302A-408, HRS; and

10. Are a provider agency operating or managing a homeless facility or any other program for homeless persons authorized under part XVII of HRS chapter 346.

Chapter 346-152(a), Hawaii Revised Statutes provides the list of exemptions from licensure or registration that can be found at:
http://www.capitol.hawaii.gov/hrscurrent/Vol07_Ch0346-0398/HRS0346/HRS_0346-0152.html

☑ Family child care.
If checked, describe the exemptions.
Exemptions for child care homes or centers that:

1. Care for children less than 6 hours per week;

2. Care for two or fewer children who are unrelated to the caregiver by blood, marriage, or adoption;

3. Enter the in a child caring capacity and only cares for children who are of that household;

4. Provides exclusively for a specialized training or skill development for children, including but not limited to programs providing activities such as athletic sports, foreign language, the Hawaiian language, dance, drama, music, or martial arts;

5. Are multi-service organizations or community associations duly incorporated under the laws of the State that operates for the purpose of promoting recreation, health, safety, or social group functions for eligible pupils in public and private schools through seventeen years of age;

6. Are county operated child care programs pursuant to section 302A-408;

7. Are a kindergarten, school or child care program licensed or certified by the Department of Education or the U.S. Department of Defense and located on federal property;

8. Operate for only two consecutive weeks in a 3-month period and are for children four years of age and older; and

9. Are an afterschool, weekend, and summer recess program conducted by the Department of Education pursuant to section 302A-408, HRS; and

10. Are a provider agency operating or managing a homeless facility or any other program for homeless persons authorized under part XVII of HRS chapter 346.

Chapter 346-152(a), Hawaii Revised Statutes provides the list of exemptions from licensure or registration that can be found at:
http://www.capitol.hawaii.gov/hrscurrent/Vol07_Ch0346-0398/HRS0346/HRS_0346-0152.html

☑ In-home care.
If checked, describe the exemptions.

Exemptions include:

1. Any person, group of persons, or facility caring for a child less than 6 hours a week;

2. Any person caring for children who are related to the caregiver by blood, marriage or adoption;

3. Any person caring for two or fewer children who are unrelated to the caregiver by blood, marriage, or adoption;

4. Any person who enters a home in a child caring capacity and only cares for children who are of that household.

Chapter 346-152(a), Hawaii Revised Statutes provides the list of exemptions from licensure or registration that can be found at: http://www.capitol.hawaii.gov/hrscurrent/Vol07_Ch0346-0398/HRS0346/HRS_0346-0152.html.

5.2 Health and Safety Standards and Requirements for CCDF Providers

5.2.1 Standards on ratios, group sizes, and qualifications for CCDF providers.

Lead Agencies are required to establish child care standards for providers receiving CCDF funds, appropriate to the type of child care setting involved, that address appropriate ratios between the number of children and number of providers in terms of the age of the children, group size limits for specific age populations, and the required qualifications for providers (658E(c)(2)(H); 98.41(d); 98.16(m)). For ease of responding, this section is organized by CCDF categories of care, licensing status, and age categories. Respondents should map their Lead Agency categories of care to the CCDF categories.

a) Licensed CCDF center-based care

1. Infant

-- How does the State/territory define infant (age range):

6 weeks to 12 months

-- Ratio:

4 children : 1 staff

-- Group size:

8

-- Teacher/caregiver qualifications:

1. Lead caregiver qualifications:
A. A bachelor's degree in Early Childhood Education (ECE) or Child Development (CD) or related fields, e.g., maternal-child health, nursing, or human development, and, twelve months full time experience working with children under thirty six months of age in a licensed group care setting, and, twelve credits approved ECE or CD training courses (may be part of the bachelor's degree) including thirty hours course work in infant and toddler development from and accredited teacher training institute or program; or
B. A high school diploma, or its equivalent and credential in child development associate program, and, twenty-four months full time experience working with children under five years of age in a licensed group care setting of which twelve months shall have been with children under thirty-six months of age, and, twelve credits approved ECE or CD training courses, including thirty hours of course work in infant toddler development from an accredited teacher training institute or program; or
C. Two years of college, preferably in ECE or CD or related fields, and, twenty-four months full time experience working with children under five years of age in a licensed group care setting of which twelve months shall have been with children under thirty-six months of age, and, twelve credits approved ECE or CD training courses including thirty-hour course work in infant and toddler development from an accredited teacher training institute.

2. Caregiver qualifications:
A. A high school diploma or its equivalent, and, twelve months full time experience working with children under thirty-six months of age in a licensed group care setting, and, twelve credits approved ECE or CD training courses including thirty hours of course work in infant and toddler development from an accredited teacher training institute or program; or
B. A high school diploma or its equivalent, and, twenty-four months of full time experience working with children under thirty-six months of age in a licensed group care setting, and, thirty hours of course work in infant and toddler development from an accredited teacher training institute or program; or
C. No high school diploma, and, thirty-six months full time experience working with children under thirty-six months of age in a licensed group setting, and, thirty hours of course work in infant and toddler development from an accredited teacher

training institute or program.

3. Aide qualifications:
A. A high school vocational child-care training course; or
B. An orientation training in the center

2. Toddler

-- How does the State/territory define toddler (age range):

12 months to 36 months

-- Ratio:

4 children ages 12 months to 24 months : 1 staff ; or
6 children ages 18 months to 16 months : 1 staff

-- Group size:

12

-- Teacher/caregiver qualifications:

1. Lead caregiver qualifications:
A. A bachelor's degree in Early Childhood Education (ECE) or Child Development (CD) or related fields, e.g., maternal-child health, nursing, or human development, and, twelve months full time experience working with children under thirty six months of age in a licensed group care setting, and, twelve credits approved ECE or CD training courses (may be part of the bachelor's degree) including thirty hours course work in infant and toddler development from and accredited teacher training institute or program; or
B. A high school diploma, or its equivalent and credential in child development associate program, and, twenty-four months full time experience working with children under five years of age in a licensed group care setting of which twelve months shall have been with children under thirty-six months of age, and, twelve credits approved ECE or CD training courses, including thirty hours of course work in infant toddler development from an accredited teacher training institute or

program; or
C. Two years of college, preferably in ECE or CD or related fields, and, twenty-four months full time experience working with children under five years of age in a licensed group care setting of which twelve months shall have been with children under thirty-six months of age, and, twelve credits approved ECE or CD training courses including thirty-hour course work in infant and toddler development from an accredited teacher training institute.

2. Caregiver qualifications:
A. A high school diploma or its equivalent, and, twelve months full time experience working with children under thirty-six months of age in a licensed group care setting, and, twelve credits approved ECE or CD training courses including thirty hours of course work in infant and toddler development from an accredited teacher training institute or program; or
B. A high school diploma or its equivalent, and, twenty-four months of full time experience working with children under thirty-six months of age in a licensed group care setting, and, thirty hours of course work in infant and toddler development from an accredited teacher training institute or program; or
C. No high school diploma, and, thirty-six months full time experience working with children under thirty-six months of age in a licensed group setting, and, thirty hours of course work in infant and toddler development from an accredited teacher training institute or program.

3. Aide qualifications:
A. A high school vocational child-care training course; or
B. An orientation training in the center.

3. Preschool

-- How does the State/territory define preschool (age range):

2 years to 6 years old

-- Ratio:

for 2-year-old -- 8 children : 1 staff ;
for 3-year-old -- 12 children : 1 staff ; and
for 4-year-old -- 16 children : 1 staff.

-- Group size:
Shall not exceed license capacity, once implemented.

The Hawai`i Department of Human Services has not completed implementation of requirements for a group size for licensed before and after school programs and group child care centers.

Implemented components:

1. The Hawai`i Department of Human Services has statutory authority to subject legally licensed and registered child care providers to minimum health and safety requirements.

2. Developed data system modification in order to track complaint reports from paper-based reports to electronic-based reports with data entered into the child care licensing data system and tracking of each complaint investigation within the data system for all types of licensed and registered child care homes and facilities.

Pending components and expected completion date:

1. For licensed and registered child care homes and centers, develop language for amendments to the Department's two (2) sets of administrative rules for before and after school care centers and group child care centers and homes in consultation with the Department of the Attorney General and complete process of adopting amended administrative rules for group-size requirements.

September 30, 2019

2. Develop outreach materials and engage in public outreach to licensed and registered child care homes and centers informing them of the coming health and safety and requirements including group size.

December 31, 2019

3. For the Department's child care licensing staff: Review the current process and develop procedures/guidelines/training for consistent application on group size maximum standards.

December 31, 2019

-- Teacher/caregiver qualifications:

1. Teacher/caregiver qualifications:
A. A degree in child development or early childhood education from an accredited college or university, and six months working experience in an early childhood program; or
B. Post-secondary credential in child development associate program or organized two-year (sixty credit) college program and certificate in early childhood education, plus one-year supervised teaching experience in an early childhood program; or
C. Baccalaureate (bachelor's degree) in elementary education from an accredited college or university plus six months working in an early childhood program, plus six credits -- semester or equivalent approved child development or early childhood training courses, (may be included as part of Bachelor of Arts or bachelors of science degree); or
D. Baccalaureate (bachelor's degree) in any field from an accredited college or university plus six months working in an early childhood program, plus twelve credits--semester or equivalent approved child development or early childhood training courses, (may be included as part of Bachelor of Arts or bachelor of science degree).

2. Assistant teacher qualifications:
A. Post-secondary credential in child development associate program or associate of arts degree and certificate in early childhood education, and six months experience working in an early childhood program; or

B. Two years (sixty credits) of post-secondary education plus six months working in an early childhood program and nine credits--semesters equivalent approved child development or early childhood training courses.

3. Aide qualifications:
A. A high school vocational child-care training course; or
B. An orientation training in the center.

4. School-age

-- How does the State/territory define school-age (age range):

Hawai`i defines school-age as children aged four years and eight months and older who are enrolled in public or private elementary schools.

-- Ratio:

20 children : 1 staff

-- Group size:

Shall not exceed license capacity, once implemented.

The Hawai`i Department of Human Services has not completed implementation of requirements for a group size for licensed before and after school programs and group child care centers.

Implemented components:

1. The Hawai`i Department of Human Services has statutory authority to subject legally licensed and registered child care providers to minimum health and safety requirements.

2. Developed data system modification in order to track complaint reports from paper-based reports to electronic-based reports with data entered into the child care licensing data system and tracking of each complaint investigation within the data system for all types of licensed and registered child care homes and facilities.

Pending components and expected completion date:

1. For licensed and registered child care homes and centers, develop language for amendments to the Department's two (2) sets of administrative rules for before and after school care centers and group child care centers and homes in consultation with the Department of the Attorney General and complete process of adopting amended administrative rules for group-size requirements.

September 30, 2019

2. Develop outreach materials and engage in public outreach to licensed and registered child care homes and centers informing them of the coming health and safety and requirements including group size.

December 31, 2019

3. For the Department's child care licensing staff: Review the current process and develop procedures/guidelines/training for consistent application on group size maximum standards.

December 31, 2019

-- Teacher/caregiver qualifications:

1. Program leader qualifications:

A. Two years of college education and six months experience in working with school-age children; or

B. Child development associate (CDA) and six months experience in working with school-age children; or

C. Completion of high school and nine months of experience in working with school-age children; and

D. In all cases undergo an orientation training provided by the facility.

2. Assistant program leader qualifications:

A. Must be at least 18 years old, shall always be under the direction of a program

leader, and shall undergo orientation training provided by the facility.

3. Aide qualifications:
A. At least thirteen years old, shall always be under the direction of a program leader or an assistant program leader; or
B. Shall be at least sixteen years old to be counted in the staff-child ratio.
C. In all case undergo an orientation training provided by the facility.

5. If any of the responses above are different for exempt child care centers, describe which requirements apply to exempt centers

No teacher/caregiver educational qualifications or work experience for exempt child care centers caring for infants and toddlers, preschool, and school-age.

6. Describe, if applicable, ratios, group sizes, and qualifications for classrooms with mixed age groups.

Multi-age grouping for children between 6 weeks - 18 months, or 6 months -36 months shall be the ratio and group size of the age of the youngest child in the group. For multi-age groups, the ratio and group size shall not exceed the ratio and group size of one age group higher than the youngest child in the group, and two thirds of the children must be in the oldest age group.

For 2 - 5-year-old children, if the program does not specify mixing the ages, ratio shall be determined by the age of the youngest child.

When an instructional curriculum and classroom environment and teacher training specifically require mixing the ages, the number of children per staff member is determined by the average of the staff-child ratios (2 yrs. old 8 children : 1 staff; 3 yrs. old 12 children : 1 staff; 4 yrs. old 16 children : 1 staff; 5 yrs. old 20 children : 1 staff) and shall not apply to more than 3 hours of mixed instructional time during any operational day for the same child or group of children.

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7. Describe the director qualifications for licensed CCDF center-based care, including any variations based on the ages of children in care.

Infant and Toddler Center: A bachelor's degree in early childhood education, child development, or related field from an accredited college or university, including in all cases 30 hours of coursework in infant and toddler development from an accredited teacher training institute or program; and 12 months full time experience working with children under 36 months of age in a licensed group care setting; or 2 years of college education in early childhood education, child development, or related field, including in all cases, 30 hours of coursework in infant and toddler development from an accredited teacher training institute or program; and 24 months full time experience working with children under 36 months of age in a licensed group care setting.

Preschool: A bachelor's degree from an accredited college or university preferably with courses in early childhood education, child development, or related fields, and 2 years of experience working with children; or
Combination of 2 years of college education or child development associate (CDA) certification and 4 years of experience in work with children; and in either case, at least 1 year of experience shall be with children of the appropriate age for the preschool being directed.

School-Age: A bachelor's degree from an accredited college or university and 12 months of experience working with children; or child development associate (CDA) certification and 12 months of experience in working with children; or 2 years of college education and 24 months of experience in working with children.

b) Licensed CCDF family child care provider

1. Infant

-- How does the State/territory define infant (age range):

6 weeks to 12 months

-- Ratio:

2 children under 18 months : 1 caregiver

-- Group size:

2 under 18 months of a group size limit of 6 children (4 other children must be older than 18 months old).

-- Teacher/caregiver qualifications:

Shall be at least 18 years old and have two written references. FCC caregiver must have first aid and child cardiopulmonary resuscitation certification. No other educational qualifications or work experience required.

The Hawai`i Department of Human Services has not completed implementation of initial and on-going training requirements for licensed and registered child care providers as well as for legally exempt child care providers caring for CCDF subsidy children. The Department has requested licensed and registered child care providers and providers operating A-Plus programs at 180 public elementary schools statewide to participate in completion of initial and on-going training since August 2017 and 6,400 individuals have completed initial training as of August 2018. Once the initial and on-going training requirements are implemented, the Department will have training and professional development requirements for licensed and registered child care providers as well as for legally exempt child care providers caring for CCDF subsidy children.

2. Toddler

-- How does the State/territory define toddler (age range):

12 months to 36 months

-- Ratio:

6 children total in care, including 2 children less than 18 months : 1 caregiver

-- Group size:

6 (including only 2 of which can be younger than 18 months old)

-- Teacher/caregiver qualifications:

Shall be at least 18 years old and have two written references. FCC caregiver must have first aid and child cardiopulmonary resuscitation certification. No other educational qualifications or work experience required.

The Hawai`i Department of Human Services has not completed implementation of initial and on-going training requirements for licensed and registered child care providers as well as for legally exempt child care providers caring for CCDF subsidy children. The Department has requested licensed and registered child care providers and providers operating A-Plus programs at 180 public elementary schools statewide to participate in completion of initial and on-going training since August 2017 and 6,400 individuals have completed initial training as of August 2018. Once the initial and on-going training requirements are implemented, the Department will have training and professional development requirements for licensed and registered child care providers as well as for legally exempt child care providers caring for CCDF subsidy children

3. Preschool

-- How does the State/territory define preschool (age range):

2 years to 6 years

-- Ratio:

6 children total in care, including 2 children less than 18 months : 1 caregiver

-- Group size:

6 (including only 2 of which can be younger than 18 months old)

-- Teacher/caregiver qualifications:

Shall be at least 18 years old and have two written references. FCC caregiver must have first aid and child cardiopulmonary resuscitation certification. No other educational qualifications or work experience required.

The Hawai`i Department of Human Services has not completed implementation of initial and on-going training requirements for licensed and registered child care providers as well as for legally exempt child care providers caring for CCDF subsidy children. The Department has requested licensed and registered child care providers and providers operating A-Plus programs at 180 public elementary schools statewide to participate in completion of initial and on-going training since August 2017 and 6,400 individuals have completed initial training as of August 2018. Once the initial and on-going training requirements are implemented, the Department will have training and professional development requirements for licensed and registered child care providers as well as for legally exempt child care providers caring for CCDF subsidy children.

4. School-age

-- How does the State/territory define school-age (age range):

4 years and 8 months and older who are enrolled in public or private elementary schools.

-- Ratio:

6 children total in care, including 2 children less than 18 months: 1 caregiver

-- Group size:

6 including only 2 of which can be younger than 18 months old)

-- Teacher/caregiver qualifications:

Shall be at least 18 years old and have two written references. FCC caregiver must have first aid and child cardiopulmonary resuscitation certification. No other educational qualifications or work experience required.

The Hawai`i Department of Human Services has not completed implementation of initial and on-going training requirements for licensed and registered child care providers as well as for legally exempt child care providers caring for CCDF subsidy children. The Department has requested licensed and registered child care providers and providers operating A-Plus programs at 180 public elementary schools statewide to participate in completion of initial and on-going training since August 2017 and 6,400 individuals have completed initial training as of August 2018. Once the initial and on-going training requirements are implemented, the Department will have training and professional development requirements for licensed and registered child care providers as well as for legally exempt child care providers caring for CCDF subsidy children.

5. If any of the responses above are different for exempt family child care homes, please describe which requirements apply to exempt homes

Written references are not required.

The Hawai`i Department of Human Services has not completed implementation of initial and on-going training requirements for licensed and registered child care providers as well as for legally exempt child care providers caring for CCDF subsidy children. The Department has requested licensed and registered child care providers and providers operating A-Plus programs at 180 public elementary schools statewide to participate in completion of initial and on-going training since August 2017 and 6,400 individuals have completed initial training as of August 2018. Once the initial and on-going training requirements are implemented, the Department will have training and professional development requirements for licensed and registered child care providers as well as for legally exempt child care providers caring for CCDF subsidy children.

c) In-home CCDF providers:

1. Describe the ratios

The Hawai`i Department of Human Services has not completed implementation of

monitoring legally exempt child care providers caring for CCDF subsidy children, including ratios. Once monitoring of legally exempt child care providers caring for CCDF subsidy children is implemented, the Department will conduct monitoring inspection visits ensure compliance with the law and administrative rules.

Implemented components:

1. The Hawai`i Department of Human Services obtained statutory authority to subject legally exempt child care providers caring for CCDF subsidy children to minimum health and safety requirements, including ratios. Bill passed and was signed into law on June 21, 2016.

2. Developed data system modification in order to track monitoring inspection reports from paper-based reports to electronic-based reports with data entered into the child care licensing data system and tracking of each visits within the data system for all types of licensed and registered child care homes and facilities as well as non-regulated homes and facilities.

Pending components and expected completion date:

1. For legally exempt child care providers caring for CCDF subsidy children, develop language for amendments to the Department's two (2) sets of administrative rules for subsidy program and legally exempt centers to be listed with the Department in consultation with the Department of the Attorney General and complete process of adopting amended administrative rules for requirements for exempt child care providers caring for subsidy children for home-based, non-relative, providers and center-based exempt providers.

September 30, 2019

2. Develop outreach materials and engage in public outreach to legally exempt child care providers caring for subsidy children for home-based, non-relative, providers and center-based exempt providers informing them of the coming health and safety standards and training requirements and ensuring exempt center-based programs request to be listed with the Department and exempt, non-relative home-based

providers comply with the health and safety standards and training requirements.

December 31, 2019

3. For the Department's child care licensing staff: Review the current process and develop procedures/guidelines/training, including ratios, for consistent inspections and complaint investigations for legally exempt providers.

December 31, 2019

2. Describe the group size

The Hawai`i Department of Human Services has not completed implementation of monitoring legally exempt child care providers caring for CCDF subsidy children, including group size limits . Once monitoring of legally exempt child care providers caring for CCDF subsidy children is implemented, the Department will conduct monitoring inspection visits ensure compliance with the law and administrative rules.

Implemented components:

1. The Hawai`i Department of Human Services obtained statutory authority to subject legally exempt child care providers caring for CCDF subsidy children to minimum health and safety requirements, including group size limits. Bill passed and was signed into law on June 21, 2016.

2. Developed data system modification in order to track monitoring inspection reports from paper-based reports to electronic-based reports with data entered into the child care licensing data system and tracking of each visits within the data system for all types of licensed and registered child care homes and facilities as well as non-regulated homes and facilities.

Pending components and expected completion date:

1. For legally exempt child care providers caring for CCDF subsidy children, develop language for amendments to the Department's two (2) sets of administrative rules for subsidy program and legally exempt centers to be listed with the Department in consultation with the Department of the Attorney General and complete process of adopting amended administrative rules for requirements for exempt child care providers caring for subsidy children for home-based, non-relative, providers and center-based exempt providers.

September 30, 2019

2. Develop outreach materials and engage in public outreach to legally exempt child care providers caring for subsidy children for home-based, non-relative, providers and center-based exempt providers informing them of the coming health and safety standards and training requirements and ensuring exempt center-based programs request to be listed with the Department and exempt, non-relative home-based providers comply with the health and safety standards and training requirements.

December 31, 2019

3. For the Department's child care licensing staff: Review the current process and develop procedures/guidelines/training, including group size limits, for consistent inspections and complaint investigations for legally exempt providers.

December 31, 2019

3. Describe the maximum number of children that are allowed in the home at any one time.

The Hawai`i Department of Human Services has not completed implementation of monitoring legally exempt child care providers caring for CCDF subsidy children, including maximum number of children in care. Once monitoring of legally exempt child care providers caring for CCDF subsidy children is implemented, the Department

will conduct monitoring inspection visits ensure compliance with the law and administrative rules.

Implemented components:

1. The Hawai`i Department of Human Services obtained statutory authority to subject legally exempt child care providers caring for CCDF subsidy children to minimum health and safety requirements, including maximum number of children in care. Bill passed and was signed into law on June 21, 2016.

2. Developed data system modification in order to track monitoring inspection reports from paper-based reports to electronic-based reports with data entered into the child care licensing data system and tracking of each visits within the data system for all types of licensed and registered child care homes and facilities as well as non-regulated homes and facilities.

Pending components and expected completion date:

1. For legally exempt child care providers caring for CCDF subsidy children, develop language for amendments to the Department's two (2) sets of administrative rules for subsidy program and legally exempt centers to be listed with the Department in consultation with the Department of the Attorney General and complete process of adopting amended administrative rules for requirements for exempt child care providers caring for subsidy children for home-based, non-relative, providers and center-based exempt providers.

September 30, 2019

2. Develop outreach materials and engage in public outreach to legally exempt child care providers caring for subsidy children for home-based, non-relative, providers and center-based exempt providers informing them of the coming health and safety standards and training requirements and ensuring exempt center-based programs request to be listed with the Department and exempt, non-relative home-based providers comply with the health and safety standards and training requirements.

December 31, 2019

3. For the Department's child care licensing staff: Review the current process and develop procedures/guidelines/training, including maximum number of children in care, for consistent inspections and complaint investigations for legally exempt providers.

December 31, 2019

4. Describe if the state/territory requires related children to be included in the child-to-provider ratio or group size

The Hawai`i Department of Human Services has not completed implementation of monitoring legally exempt child care providers caring for CCDF subsidy children, including if related children are included in the ratio and group size limit. Once monitoring of legally exempt child care providers caring for CCDF subsidy children is implemented, the Department will conduct monitoring inspection visits ensure compliance with the law and administrative rules.

Implemented components:

1. The Hawai`i Department of Human Services obtained statutory authority to subject legally exempt child care providers caring for CCDF subsidy children to minimum health and safety requirements, including if related children are included in the ratio and group size limit. Bill passed and was signed into law on June 21, 2016.

2. Developed data system modification in order to track monitoring inspection reports from paper-based reports to electronic-based reports with data entered into the child care licensing data system and tracking of each visits within the data system for all types of licensed and registered child care homes and facilities as well as non-regulated homes and facilities.

Pending components and expected completion date:

1. For legally exempt child care providers caring for CCDF subsidy children, develop

language for amendments to the Department's two (2) sets of administrative rules for subsidy program and legally exempt centers to be listed with the Department in consultation with the Department of the Attorney General and complete process of adopting amended administrative rules for requirements for exempt child care providers caring for subsidy children for home-based, non-relative, providers and center-based exempt providers.

September 30, 2019

2. Develop outreach materials and engage in public outreach to legally exempt child care providers caring for subsidy children for home-based, non-relative, providers and center-based exempt providers informing them of the coming health and safety standards and training requirements and ensuring exempt center-based programs request to be listed with the Department and exempt, non-relative home-based providers comply with the health and safety standards and training requirements.

December 31, 2019

3. For the Department's child care licensing staff: Review the current process and develop procedures/guidelines/training, including if related children are included in the ratio and group size limit, for consistent inspections and complaint investigations for legally exempt providers.

December 31, 2019

5. Describe any limits on infants and toddlers or additional school-age children that are allowed for part of the day

The Hawai`i Department of Human Services has not completed implementation of monitoring legally exempt child care providers caring for CCDF subsidy children, including any limits on infants and toddlers or additional school-age children for part of the day. Once monitoring of legally exempt child care providers caring for CCDF subsidy children is implemented, the Department will conduct monitoring inspection visits ensure compliance with the law and administrative rules.

Implemented components:

1. The Hawai`i Department of Human Services obtained statutory authority to subject legally exempt child care providers caring for CCDF subsidy children to minimum health and safety requirements, including any limits on infants and toddlers or additional school-age children for part of the day. Bill passed and was signed into law on June 21, 2016.

2. Developed data system modification in order to track monitoring inspection reports from paper-based reports to electronic-based reports with data entered into the child care licensing data system and tracking of each visits within the data system for all types of licensed and registered child care homes and facilities as well as non-regulated homes and facilities.

Pending components and expected completion date:

1. For legally exempt child care providers caring for CCDF subsidy children, develop language for amendments to the Department's two (2) sets of administrative rules for subsidy program and legally exempt centers to be listed with the Department in consultation with the Department of the Attorney General and complete process of adopting amended administrative rules for requirements for exempt child care providers caring for subsidy children for home-based, non-relative, providers and center-based exempt providers.

September 30, 2019

2. Develop outreach materials and engage in public outreach to legally exempt child care providers caring for subsidy children for home-based, non-relative, providers and center-based exempt providers informing them of the coming health and safety standards and training requirements and ensuring exempt center-based programs request to be listed with the Department and exempt, non-relative home-based providers comply with the health and safety standards and training requirements.

December 31, 2019

3. For the Department's child care licensing staff: Review the current process and develop procedures/guidelines/training, including any limits on infants and toddlers or additional school-age children for part of the day, for consistent inspections and complaint investigations for legally exempt providers.

December 31, 2019

5.2 Health and Safety Standards and Requirements for CCDF Providers

5.2.2 Health and safety standards for CCDF providers.

States and territories must establish health and safety standards for programs (e.g., child care centers, family child care homes, etc.) serving children receiving CCDF assistance relating to the topics listed below, as appropriate to the provider setting and age of the children served (98.41(a)). This requirement is applicable to all child care providers receiving CCDF funds regardless of licensing status (i.e., licensed or license-exempt). The only exception to this requirement is for providers who are caring for their own relatives because Lead Agencies have the option of exempting relatives from some or all CCDF health and safety requirements (98.42(c)).

a) To certify, describe how the following health and safety standards for programs serving children receiving CCDF assistance are defined and established on the required topics (98.16(l)). Note: This question is different from the health and safety training requirements, which are addressed in question 5.2.3.

1. Prevention and control of infectious diseases (including immunization)
   -- Provide a brief summary of how this standard is defined (i.e., what is the standard, content covered, practices required, etc.)

1. Materials and equipment shall be kept clean;

2. Clean bedding for each infant and toddler;
3. Each child shall have a health record which provides evidence of a physical clearance (infant/toddler within 2 months of admission to facility), T.B. clearance test, current immunizations;
4. When acutely ill children are admitted, there must be adequate provision for the isolation and adequate personnel to provide individual care;
5. Medical consultation shall be available regarding special care and medication;
6. Staff must have written evidence of a physical exam and tuberculosis clearance which is repeated in compliance with the Hawaii State Department of Health Administrative Rules;
7. Each caregiving staff with an identified health problem shall have a written clearance from a physician to care for children;
8. Providers shall have written policies which have been developed with the assistance of the facility's health consultant which require that staff with fever, other symptoms of illness shall not be allowed to work;
9. Providers shall have health policies for control for the spread of communicable diseases;
10. Staff with visible skin conditions shall not prepare or serve food or handle utensils and feeding equipment;
11. Handling of diapers, training pants, linen and toys: soiled diapers placed in plastic bag;
12. While using disposable plastic gloves, cloth diapers or training pants shall be put in a sealed plastic bag;
13. Sheets, diapers and training pants soiled with blood, bodily fluids, or waste shall be handled as little as possible to prevent contamination;
14. Only washable toys shall be used for infants and toddlers in diapers or training pants;
15. Toys shall be sanitized daily; and
16. The facility shall have a written policy for handwashing which defines the handwashing procedure and when it is required; and
17. A plan for regular cleaning.

-- List all citations for these requirements, including those for licensed and license-exempt programs

Hawai`i Administrative Rules for all licensed and registered providers:
1. 17-891.1-20, 17-891.1-23, 17-895-14, 17-895-20, 17-895-23, 17-895-28, 17-895-29, 17-895-30;
2. 17-892.1-20, 17-892.1-23, 17-891.28, 17-892.1-28;
3. 17-892.1-29, 17-892.1-30;
4. 17-896-19, 17-896-22, 17-896-27, 17-896-28;
5. 17-891.1-36, 17-892.1-38, 17-895-32, 17-896-35

-- Describe any variations by category of care (i.e., center, FCC, in-home) and licensing status (i.e., licensed, license-exempt).

The Hawai`i Department of Human Services has not completed implementation of monitoring legally exempt child care providers caring for CCDF subsidy children, including prevention and control of infectious diseases. Once monitoring of legally exempt child care providers caring for CCDF subsidy children is implemented, the Department will conduct monitoring inspection visits to ensure compliance with the law and administrative rules.

Implemented components:

1. The Hawai`i Department of Human Services obtained statutory authority to subject legally exempt child care providers caring for CCDF subsidy children to minimum health and safety requirements. Bill passed and was signed into law on June 21, 2016.

2. Developed data system modification in order to track monitoring inspection reports from paper-based reports to electronic-based reports with data entered into the child care licensing data system and tracking of each visits within the data system for all types of licensed and registered child care homes and facilities as well as non-regulated homes and facilities.

Pending components and expected completion date:

1. For legally exempt child care providers caring for CCDF subsidy children, develop language for amendments to the Department's two (2) sets of administrative rules for subsidy program and legally exempt centers to be listed with the Department in consultation with the Department of the Attorney General and complete process of adopting amended administrative rules for requirements for exempt child care providers caring for subsidy children for home-based, non-relative, providers and center-based exempt providers.

September 30, 2019

2. Develop outreach materials and engage in public outreach to legally exempt child care providers caring for subsidy children for home-based, non-relative, providers and center-based exempt providers informing them of the coming health and safety standards and training requirements and ensuring exempt center-based programs request to be listed with the Department and exempt, non-relative home-based providers comply with the health and safety standards and training requirements.

December 31, 2019

3. For the Department's child care licensing staff: Review the current process and develop procedures/guidelines/training, including prevention and control of infectious diseases, for consistent inspections and complaint investigations for legally exempt providers.

December 31, 2019

-- Describe any variations based on the age of the children in care

No variations

-- Describe if relatives are exempt from this requirement

Relatives do not undergo annual monitoring inspections for health and safety standards. However, relatives will be subject to the health and safety standards and the Department conducts investigations for complaint reports that a relative is in violation of health and safety standards under the coming administrative rule

amendments. Once the administrative rules are implemented, if the Department finds the relative in violation of the required health and safety standards, the Department may determine that the relative does not meet the conditions to continue to care for a child whose family receives a child care subsidy from the Department.

2. Prevention of sudden infant death syndrome and the use of safe-sleep practices
-- Provide a brief summary of how this standard is defined (i.e., what is the standard, content covered, practices required, etc.)

1. A child care facility shall have a written operation policy regarding safe sleep which shall be reviewed by all employees and volunteers;
2. All employees and volunteers of the child care facility shall complete training in safe sleep practices that is approved by the department, upon hire and on an annual basis, and the child care facility shall maintain a record of policy reviews and trainings completed;
3. Children that are less than one year of age shall be placed on their backs to sleep;
4. Sleeping children are physically monitored and periodically checked; A child who falls asleep in a location or equipment other than a crib or playpen shall be moved to a crib or playpen;
5. Cribs and playpens shall have not been recalled by the United States Consumer Product Safety Commission;
6. Soft bedding, bumper pads, and other objects shall not be placed in the crib or playpen;
7. A clean, tightly fitted crib sheet shall be used to cover the crib or playpen;
8. Sleeping areas shall be kept ventilated and at a safe temperature; and
9. Bed sharing is not allowed.

-- List all citations for these requirements, including those for licensed and license-exempt providers

Hawai`i Administrative Rules for all licensed and registered providers and exempt center and home providers:
1. 17-891.2-15, 17-891.2-41, 17-891.2-42;
2. 17-895-14, 17-895-45, 17-895-46.

-- Describe any variations by category of care (i.e., center, FCC, in-home) and licensing status (i.e., licensed, license-exempt).

The Hawai`i Department of Human Services has not completed implementation of monitoring legally exempt child care providers caring for CCDF subsidy children, including use of safe-sleep practices. Once monitoring of legally exempt child care providers caring for CCDF subsidy children is implemented, the Department will conduct monitoring inspection visits to ensure compliance with the law and administrative rules.

Implemented components:

1. The Hawai`i Department of Human Services obtained statutory authority to subject legally exempt child care providers caring for CCDF subsidy children to minimum health and safety requirements. Bill passed and was signed into law on June 21, 2016.

2. Developed data system modification in order to track monitoring inspection reports from paper-based reports to electronic-based reports with data entered into the child care licensing data system and tracking of each visits within the data system for all types of licensed and registered child care homes and facilities as well as non-regulated homes and facilities.

Pending components and expected completion date:

1. For legally exempt child care providers caring for CCDF subsidy children, develop language for amendments to the Department's two (2) sets of administrative rules for subsidy program and legally exempt centers to be listed with the Department in consultation with the Department of the Attorney General and complete process of adopting amended administrative rules for requirements for exempt child care providers caring for subsidy children for home-based, non-relative, providers and center-based exempt providers.

September 30, 2019

2. Develop outreach materials and engage in public outreach to legally exempt child care providers caring for subsidy children for home-based, non-relative, providers and center-based exempt providers informing them of the coming health and safety standards and training requirements and ensuring exempt center-based programs request to be listed with the Department and exempt, non-relative home-based providers comply with the health and safety standards and training requirements.

December 31, 2019

3. For the Department's child care licensing staff: Review the current process and develop procedures/guidelines/training, including use of safe-sleep practices, for consistent inspections and complaint investigations for legally exempt providers.

December 31, 2019

-- Describe any variations based on the age of the children in care

Safe sleep requirements are not required for licensed and registered child care homes and centers that are not permitted to accept children less than one year of age.

-- Describe if relatives are exempt from this requirement

Relatives do not undergo annual monitoring inspections for health and safety standards. However, relatives will be subject to the health and safety standards and the Department conducts investigations for complaint reports that a relative is in violation of health and safety standards under the coming administrative rule amendments. Once the administrative rules are implemented, if the Department finds the relative in violation of the required health and safety standards, the Department may determine that the relative does not meet the conditions to continue to care for a child whose family receives a child care subsidy from the Department .

3. Administration of medication, consistent with standards for parental consent

-- Provide a brief summary of how this standard is defined (i.e., what is the standard, content covered, practices required, etc.)

When medication prescribed by a physician is administered at the facility:
1. The medication shall be kept in the original container bearing the prescription label which shows a current date, the physician's directions for use, and the child's name; and
2. Medication shall be kept out of the reach of the children and shall be returned to parents or guardians when no longer in use.
3. When over the counter medication is recommended by the child or family's doctor, medication shall be administered at the facility as directed by the doctor or parent or guardian in writing.

Medication shall be stored:
1. In a refrigerator, if refrigeration is required; medication shall be separated from food by being enclosed in a covered container; or
2. In a cool, dry, dark, and secured enclosure, which is inaccessible to the infants and toddlers, if refrigeration is not required.

-- List all citations for these requirements, including those for licensed and license-exempt providers

Hawai`i Administrative Rules for all licensed and registered providers:
1. 17-891.1-23, 17-892.1-23, 17-895-23, 17-896-22

-- Describe any variations by category of care (i.e., center, FCC, in-home) and licensing status (i.e., licensed, license-exempt).
The Hawai`i Department of Human Services has not completed implementation of monitoring legally exempt child care providers caring for CCDF subsidy children, including administration of medication, consistent with standards for parental consent. Once monitoring of legally exempt child care providers caring for CCDF subsidy

children is implemented, the Department will conduct monitoring inspection visits to ensure compliance with the law and administrative rules.

Implemented components:

1. The Hawai`i Department of Human Services obtained statutory authority to subject legally exempt child care providers caring for CCDF subsidy children to minimum health and safety requirements. Bill passed and was signed into law on June 21, 2016.

2. Developed data system modification in order to track monitoring inspection reports from paper-based reports to electronic-based reports with data entered into the child care licensing data system and tracking of each visits within the data system for all types of licensed and registered child care homes and facilities as well as non-regulated homes and facilities.

Pending components and expected completion date:

1. For legally exempt child care providers caring for CCDF subsidy children, develop language for amendments to the Department's two (2) sets of administrative rules for subsidy program and legally exempt centers to be listed with the Department in consultation with the Department of the Attorney General and complete process of adopting amended administrative rules for requirements for exempt child care providers caring for subsidy children for home-based, non-relative, providers and center-based exempt providers.

September 30, 2019

2. Develop outreach materials and engage in public outreach to legally exempt child care providers caring for subsidy children for home-based, non-relative, providers and center-based exempt providers informing them of the coming health and safety standards and training requirements and ensuring exempt center-based programs request to be listed with the Department and exempt, non-relative home-based providers comply with the health and safety standards and training requirements.

December 31, 2019

3. For the Department's child care licensing staff: Review the current process and develop procedures/guidelines/training, including administration of medication, consistent with standards for parental consent, for consistent inspections and complaint investigations for legally exempt providers.

December 31, 2019

The draft of the administrative rules for exempt providers do not have rules that medication shall be stored in a refrigerator, separate from food by being enclosed in a covered container.

-- Describe any variations based on the age of the children in care
No variations

-- Describe if relatives are exempt from this requirement
Relatives do not undergo annual monitoring inspections for health and safety standards. However, relatives will be subject to the health and safety standards and the Department conducts investigations for complaint reports that a relative is in violation of health and safety standards under the coming administrative rule amendments. Once the administrative rules are implemented, if the Department finds the relative in violation of the required health and safety standards, the Department may determine that the relative does not meet the conditions to continue to care for a child whose family receives a child care subsidy from the Department.

4. Prevention of and response to emergencies due to food and allergic reactions
-- Provide a brief summary of how this standard is defined (i.e., what is the standard, content covered, practices required, etc.)

1. Children shall not be offered foods to which they are allergic. Provision shall be

made to secure such information from the parent or guardian, and the parent or guardian of the child shall arrange for nutritious substitute foods.
2. The facility shall have a written policy and plan for emergency medical care
3. The provider or responsible adult shall always be within sight or hearing distance to respond to an emergency.
4. Every facility shall have the following provisions for emergency care of children requiring treatment at a hospital or clinic away from the child care setting and for care of children who become ill after arrival:
A. The provider shall obtain the name of a physician or nearest hospital or clinic where care can be provided to the child;
B. The provider shall obtain written permission from the parents or guardians to allow the child to receive emergency care;
C. An adult shall accompany a child to the source of emergency care. The adult shall stay with the child until the parent or parent's designee
assumes responsibility for the child's care. The selection of the adult shall not compromise the supervision of the other children in the
program.

-- List all citations for these requirements, including those for licensed and license-exempt providers

Hawai`i Administrative Rules for all licensed and registered providers and exempt center and home providers:

1. 17-891.1-6, 17-892.1-6, 17-895-6, 17-896-6;
2. 17-891.2-13;
3. 17-891.2-21, 17-892.1-21,17-895-21, 17-896-20;
4. 17-891.2-25, 17-892.1-26, 17-895-25 and 17-896-24.

-- Describe any variations by category of care (i.e., center, FCC, in-home) and licensing status (i.e., licensed, license-exempt).
The Hawai`i Department of Human Services has not completed implementation of monitoring legally exempt child care providers caring for CCDF subsidy children,

including prevention of and response to emergencies due to food and allergic reactions. Once monitoring of legally exempt child care providers caring for CCDF subsidy children is implemented, the Department will conduct monitoring inspection visits to ensure compliance with the law and administrative rules.

Implemented components:

1. The Hawai`i Department of Human Services obtained statutory authority to subject legally exempt child care providers caring for CCDF subsidy children to minimum health and safety requirements. Bill passed and was signed into law on June 21, 2016.

2. Developed data system modification in order to track monitoring inspection reports from paper-based reports to electronic-based reports with data entered into the child care licensing data system and tracking of each visits within the data system for all types of licensed and registered child care homes and facilities as well as non-regulated homes and facilities.

Pending components and expected completion date:

1. For legally exempt child care providers caring for CCDF subsidy children, develop language for amendments to the Department's two (2) sets of administrative rules for subsidy program and legally exempt centers to be listed with the Department in consultation with the Department of the Attorney General and complete process of adopting amended administrative rules for requirements for exempt child care providers caring for subsidy children for home-based, non-relative, providers and center-based exempt providers.

September 30, 2019

2. Develop outreach materials and engage in public outreach to legally exempt child care providers caring for subsidy children for home-based, non-relative, providers and center-based exempt providers informing them of the coming health and safety standards and training requirements and ensuring exempt center-based programs request to be listed with the Department and exempt, non-relative home-based

providers comply with the health and safety standards and training requirements.

December 31, 2019.

3. For the Department's child care licensing staff: Review the current process and develop procedures/guidelines/training, including prevention of and response to emergencies due to food and allergic reactions, for consistent inspections and complaint investigations for legally exempt providers.

December 31, 2019.

The draft of the administrative rules for exempt providers do not have rules that require an adult to accompany a child to the source of emergency care.

-- Describe any variations based on the age of the children in care

No variations

-- Describe if relatives are exempt from this requirement

Relatives do not undergo annual monitoring inspections for health and safety standards. However, relatives will be subject to the health and safety standards and the Department conducts investigations for complaint reports that a relative is in violation of health and safety standards under the coming administrative rule amendments. Once the administrative rules are implemented, if the Department finds the relative in violation of the required health and safety standards, the Department may determine that the relative does not meet the conditions to continue to care for a child whose family receives a child care subsidy from the Department.

5. Building and physical premises safety, including the identification of and protection from hazards that can cause bodily injury, such as electrical hazards, bodies of water, and vehicular traffic

-- Provide a brief summary of how this standard is defined (i.e., what is the standard, content covered, practices required, etc.)

The premises, both indoor and outdoor, in which a child care program is carried out shall be free of environmental hazards, shall be clean and comfortable, and shall provide for adequate space to meet the needs of the children as follows:

1. The provider shall control rodents and insects;

2. The outdoor space shall be fenced or shall have natural barriers or other protective conditions to deter children from getting into unsafe areas;

3. There shall be no open drainage ditches, wells, or holes into which children may fall;

4. Drainage shall be adequate to prevent stagnant pools of water from accumulating;

5. Garbage and trash shall be stored in covered containers out of reach of the children and shall be removed frequently enough to avoid creating a health hazard or nuisances;

6. Poisons, drugs, harmful chemicals, and other dangerous articles such as cleaning fluid, matches, firearms, and tools shall be kept in a safe location, out of reach of children;

7. All rooms used for child care shall be lighted and ventilated;

8. Open fireplaces shall not be used. Floor heaters and all heating elements including hot water pipes shall be insulated or installed in a manner which makes the pipes inaccessible to children;

9. Floor space shall be arranged to provide areas for active play, quiet rest, and individual activities;

10. Furniture, equipment, and toys shall be sturdily constructed, without sharp edges, and shall present minimal hazards to children;

11. Lead based paint shall not be used on surfaces accessible to children;

12. Provision shall be made to eliminate the hazard of electrical outlets;

13. Poisonous plants shall be kept out of the reach of children;

14. Pets, animals, and fowl shall be maintained in a safe and sanitary manner at all times;

15. If a lodging house, boarding house, or other business conflicts with child care hours and responsibilities, the lodging house, the boarding house, or other business shall not be operated on the premises of the child care home;

16. Firearms, hunting knives, bows and arrows, or other weapons kept on the premises of a child-care home must remain in a locked cabinet inaccessible to children during all hours of operation, with the exception of law enforcement officials, who are trained and certified to carry a firearm and ammunition, for the official's agency-issued firearm; and

17. Ammunition must be kept in a separate locked cabinet and inaccessible to children during all hours of operation.

18. Swimming pools shall be constructed, maintained, and operated in accordance with building and health rules;

19. A certified lifeguard shall be on duty at all times when swimming pools are in use;

20. Wading pools less than 24 inches at the deepest part shall be emptied immediately after each use; and

21. Legible safety ruels for the use of all types of pools shall be posted in a conspicuous location and read and reviewed at regular intervals by the provider responsible for the care of children.

-- List all citations for these requirements, including those for licensed and license-exempt providers

Hawai`i Administrative Rules for all licensed and registered providers and exempt center and home providers:

1. 17-891.1-32, 17-892.1-33, 17-895-35, 17-896-31.
2. 17-891.1-37, 17-892.1-39, 17-895-40, 17-896-36.

-- Describe any variations by category of care (i.e., center, FCC, in-home) and licensing status (i.e., licensed, license-exempt).

The Hawai`i Department of Human Services has not completed implementation of monitoring legally exempt child care providers caring for CCDF subsidy children, including building and physical premises safety. Once monitoring of legally exempt child care providers caring for CCDF subsidy children is implemented, the Department will conduct monitoring inspection visits to ensure compliance with the law and administrative rules.

Implemented components:

1. The Hawai`i Department of Human Services obtained statutory authority to subject legally exempt child care providers caring for CCDF subsidy children to minimum health and safety requirements. Bill passed and was signed into law on June 21, 2016.

2. Developed data system modification in order to track monitoring inspection reports from paper-based reports to electronic-based reports with data entered into the child care licensing data system and tracking of each visits within the data system for all types of licensed and registered child care homes and facilities as well as non-regulated homes and facilities.

Pending components and expected completion date:

1. For legally exempt child care providers caring for CCDF subsidy children, develop

language for amendments to the Department's two (2) sets of administrative rules for subsidy program and legally exempt centers to be listed with the Department in consultation with the Department of the Attorney General and complete process of adopting amended administrative rules for requirements for exempt child care providers caring for subsidy children for home-based, non-relative, providers and center-based exempt providers.

September 30, 2019

2. Develop outreach materials and engage in public outreach to legally exempt child care providers caring for subsidy children for home-based, non-relative, providers and center-based exempt providers informing them of the coming health and safety standards and training requirements and ensuring exempt center-based programs request to be listed with the Department and exempt, non-relative home-based providers comply with the health and safety standards and training requirements.

December 31, 2019

3. For the Department's child care licensing staff: Review the current process and develop procedures/guidelines/training, including building and physical premises safety, for consistent inspections and complaint investigations for legally exempt providers.

December 31, 2019

The draft of the administrative rules for exempt providers do not have rules that have specific swimming and wading pool requirements as such measures will fall under general environmental hazards standards.

-- Describe any variations based on the age of the children in care

For swimming or wading activities, infants and toddler children shall be personally attended by a responsible adult at all times.

-- Describe if relatives are exempt from this requirement

Relatives do not undergo annual monitoring inspections for health and safety standards. However, relatives will be subject to the health and safety standards and the Department conducts investigations for complaint reports that a relative is in violation of health and safety standards under the coming administrative rule amendments. Once the administrative rules are implemented, if the Department finds the relative in violation of the required health and safety standards, the Department may determine that the relative does not meet the conditions to continue to care for a child whose family receives a child care subsidy from the Department.

6. Prevention of shaken baby syndrome, abusive head trauma, and child maltreatment

-- Provide a brief summary of how this standard is defined (i.e., what is the standard, content covered, practices required, etc.)

Providers shall not use physical punishment and methods of influencing behavior which are frightening, humiliating, damaging, or injurious to the child's self-esteem.

-- List all citations for these requirements, including those for licensed and license-exempt providers

Hawai`i Administrative Rules 17-891.2-13, 17-892.1-13, 17-895.1-12, 17-896-13, Hawai`i Revised Statutes Chapter 350.

-- Describe any variations by category of care (i.e., center, FCC, in-home) and licensing status (i.e., licensed, license-exempt).

The Hawai`i Department of Human Services has not completed implementation of monitoring legally exempt child care providers caring for CCDF subsidy children, including prevention of shaken baby syndrome, abusive head trauma, and child maltreatment. Once monitoring of legally exempt child care providers caring for CCDF subsidy children is implemented, the Department will conduct monitoring inspection visits to ensure compliance with the law and administrative rules.

Implemented components:

1. The Hawai`i Department of Human Services obtained statutory authority to subject legally exempt child care providers caring for CCDF subsidy children to minimum health and safety requirements. Bill passed and was signed into law on June 21, 2016.

2. Developed data system modification in order to track monitoring inspection reports from paper-based reports to electronic-based reports with data entered into the child care licensing data system and tracking of each visits within the data system for all types of licensed and registered child care homes and facilities as well as non-regulated homes and facilities.

Pending components and expected completion date:

1. For legally exempt child care providers caring for CCDF subsidy children, develop language for amendments to the Department's two (2) sets of administrative rules for subsidy program and legally exempt centers to be listed with the Department in consultation with the Department of the Attorney General and complete process of adopting amended administrative rules for requirements for exempt child care providers caring for subsidy children for home-based, non-relative, providers and center-based exempt providers.

September 30, 2019

2. Develop outreach materials and engage in public outreach to legally exempt child care providers caring for subsidy children for home-based, non-relative, providers and center-based exempt providers informing them of the coming health and safety standards and training requirements and ensuring exempt center-based programs request to be listed with the Department and exempt, non-relative home-based providers comply with the health and safety standards and training requirements.

December 31, 2019

3. For the Department's child care licensing staff: Review the current process and develop procedures/guidelines/training, including prevention of shaken baby syndrome, abusive head trauma, and child maltreatment, for consistent inspections

and complaint investigations for legally exempt providers.

December 31, 2019

-- Describe any variations based on the age of the children in care

No variations

-- Describe if relatives are exempt from this requirement

Relatives do not undergo annual monitoring inspections for health and safety standards. However, relatives will be subject to the health and safety standards and the Department conducts investigations for complaint reports that a relative is in violation of health and safety standards under the coming administrative rule amendments. Once the administrative rules are implemented, if the Department finds the relative in violation of the required health and safety standards, the Department may determine that the relative does not meet the conditions to continue to care for a child whose family receives a child care subsidy from the Department.

7. Emergency preparedness and response planning for emergencies resulting from a natural disaster or a human-caused event (such as violence at a child care facility), within the meaning of those terms under section 602(a)(1) of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5195a(a)(1)). Emergency preparedness and response planning (at the child care provider level) must also include procedures for evacuation; relocation; shelter-in-place and lockdown; staff and volunteer training and practice drills; communications and reunification with families; continuity of operations; and accommodations for infants and toddlers, children with disabilities, and children with chronic medical conditions.

-- Provide a brief summary of how this standard is defined (i.e., what is the standard, content covered, practices required, etc.)

Each facility shall have a written disaster plan to cover emergencies such as fire, flood, or natural disaster and shall be posted in a prominent place in the facility.

The plan shall be practiced at regular intervals and include written procedures for:

1. Evacuation;

2. Relocation of the child care facility if facility becomes uninhabitable or if ordered to evacuate;

3. Shelter in place at the child care facility;

4. Lock-down of the child care facility;

5. Communication and reunification with families during and after an emergency;

6. Continuity of operations during and after an emergency;

7. Providing for the needs of infants and toddlers during an emergency;
8. Providing for the needs of children with disabilities and children with special needs during an emergency;

9. Providing for the needs of children with chronic medical conditions during an emergency;

10. Each facility shall provide emergency preparedness training to staff, employees, and volunteers; and

11. Each facility shall conduct practice drills on emergency preparedness every six months or whenever any new procedures that affect practice have been added.

-- List all citations for these requirements, including those for licensed and license-exempt providers
Hawai`i Administrative Rules for all licensed and registered providers:
17-891.1-30, 17-892.1-31, 17-895.1-33, 17-896-29.

-- Describe any variations by category of care (i.e., center, FCC, in-home) and licensing status (i.e., licensed, license-exempt).

The Hawai`i Department of Human Services has not completed implementation of monitoring legally exempt child care providers caring for CCDF subsidy children, including emergency preparedness and response planning for emergencies. Once monitoring of legally exempt child care providers caring for CCDF subsidy children is implemented, the Department will conduct monitoring inspection visits to ensure compliance with the law and administrative rules.

Implemented components:

1. The Hawai`i Department of Human Services obtained statutory authority to subject legally exempt child care providers caring for CCDF subsidy children to minimum health and safety requirements. Bill passed and was signed into law on June 21, 2016.

2. Developed data system modification in order to track monitoring inspection reports from paper-based reports to electronic-based reports with data entered into the child care licensing data system and tracking of each visits within the data system for all types of licensed and registered child care homes and facilities as well as non-regulated homes and facilities.

Pending components and expected completion date:

1. For legally exempt child care providers caring for CCDF subsidy children, develop language for amendments to the Department's two (2) sets of administrative rules for subsidy program and legally exempt centers to be listed with the Department in consultation with the Department of the Attorney General and complete process of adopting amended administrative rules for requirements for exempt child care providers caring for subsidy children for home-based, non-relative, providers and center-based exempt providers.

September 30, 2019

2. Develop outreach materials and engage in public outreach to legally exempt child care providers caring for subsidy children for home-based, non-relative, providers and center-based exempt providers informing them of the coming health and safety

standards and training requirements and ensuring exempt center-based programs request to be listed with the Department and exempt, non-relative home-based providers comply with the health and safety standards and training requirements.

December 31, 2019.

3. For the Department's child care licensing staff: Review the current process and develop procedures/guidelines/training, including emergency preparedness and response planning for emergencies, for consistent inspections and complaint investigations for legally exempt providers.

December 31, 2019.

-- Describe any variations based on the age of the children in care

No variations

-- Describe if relatives are exempt from this requirement

Relatives do not undergo annual monitoring inspections for health and safety standards. However, relatives will be subject to the health and safety standards and the Department conducts investigations for complaint reports that a relative is in violation of health and safety standards under the coming administrative rule amendments. Once the administrative rules are implemented, if the Department finds the relative in violation of the required health and safety standards, the Department may determine that the relative does not meet the conditions to continue to care for a child whose family receives a child care subsidy from the Department.

8. Handling and storage of hazardous materials and the appropriate disposal of bio-contaminants

-- Provide a brief summary of how this standard is defined (i.e., what is the standard, content covered, practices required, etc.)

1. Following procedures for infection control, to use in all situations to prevent the transmission of blood-borne germs that may be spread through blood and body fluids that might contain blood.

2. Facilities shall have written policies for the routine cleaning and maintenance of the facility. These policies shall specify the type of disinfectant and cleaning agent used, method for cleaning, schedule for cleaning, storage of cleaning material and utensils, disposal of soiled items or spilled body fluids, and cleaning of equipment.

3. Storage of cleaning material shall be in a secured area which is inaccessible to the infants and toddlers.

4. All necessary cleaning equipment shall be available on the premises and a plan for regular cleaning shall be established to protect the health of the children and provider.

-- List all citations for these requirements, including those for licensed and license-exempt providers

Hawai`i Administrative Rules for all licensed and registered providers and exempt center and home providers:
1. 17-891.1-31, 17-895-32;
2. 17-891.1-36, 17-892.1-36, 17-895-32, 17-896-35.

-- Describe any variations by category of care (i.e., center, FCC, in-home) and licensing status (i.e., licensed, license-exempt).

The Hawai`i Department of Human Services has not completed implementation of monitoring legally exempt child care providers caring for CCDF subsidy children, including handling and storage of hazardous materials and the appropriate disposal of bio-contaminants. Once monitoring of legally exempt child care providers caring for CCDF subsidy children is implemented, the Department will conduct monitoring inspection visits to ensure compliance with the law and administrative rules.

Implemented components:

1. The Hawai`i Department of Human Services obtained statutory authority to subject legally exempt child care providers caring for CCDF subsidy children to minimum health and safety requirements. Bill passed and was signed into law on June 21, 2016.

2. Developed data system modification in order to track monitoring inspection reports from paper-based reports to electronic-based reports with data entered into the child care licensing data system and tracking of each visits within the data system for all types of licensed and registered child care homes and facilities as well as non-regulated homes and facilities.

Pending components and expected completion date:

1. For legally exempt child care providers caring for CCDF subsidy children, develop language for amendments to the Department's two (2) sets of administrative rules for subsidy program and legally exempt centers to be listed with the Department in consultation with the Department of the Attorney General and complete process of adopting amended administrative rules for requirements for exempt child care providers caring for subsidy children for home-based, non-relative, providers and center-based exempt providers.

September 30, 2019

2. Develop outreach materials and engage in public outreach to legally exempt child care providers caring for subsidy children for home-based, non-relative, providers and center-based exempt providers informing them of the coming health and safety standards and training requirements and ensuring exempt center-based programs request to be listed with the Department and exempt, non-relative home-based providers comply with the health and safety standards and training requirements.

December 31, 2019.

3. For the Department's child care licensing staff: Review the current process and develop procedures/guidelines/training, including handling and storage of hazardous

materials and the appropriate disposal of bio-contaminants, for consistent inspections and complaint investigations for legally exempt providers.

December 31, 2019.

The draft of the administrative rules for exempt providers do not have rules for exempt providers to have written policies for routine cleaning.

-- Describe any variations based on the age of the children in care

No variations

-- Describe if relatives are exempt from this requirement

Relatives do not undergo annual monitoring inspections for health and safety standards. However, relatives will be subject to the health and safety standards and the Department conducts investigations for complaint reports that a relative is in violation of health and safety standards under the coming administrative rule amendments. Once the administrative rules are implemented, if the Department finds the relative in violation of the required health and safety standards, the Department may determine that the relative does not meet the conditions to continue to care for a child whose family receives a child care subsidy from the Department.

9. Precautions in transporting children (if applicable)

-- Provide a brief summary of how this standard is defined (i.e., what is the standard, content covered, practices required, etc.)

1. The vehicle and driver providing transportation shall be in compliance with all relevant motor vehicle laws of the State;

2. No more than six children under the age of six years shall be transported when only one adult is in the vehicle;

3. Children shall be instructed in safe transportation conduct as appropriate for age and stage of development;

4. All children under three years of age shall be in federally approved child safety seats. All other children and adults shall be secured by seat belts;

5. Children are secured in the back seat of the vehicle.

-- List all citations for these requirements, including those for licensed and license-exempt providers

Hawai`i Administrative Rules for all licensed and registered providers:
1. 17-891.1-12, 17-892.1-12, 17-895-11, 17-896-12.

-- Describe any variations by category of care (i.e., center, FCC, in-home) and licensing status (i.e., licensed, license-exempt).
The Hawai`i Department of Human Services has not completed implementation of monitoring legally exempt child care providers caring for CCDF subsidy children, including precautions in transporting children when applicable. Once monitoring of legally exempt child care providers caring for CCDF subsidy children is implemented, the Department will conduct monitoring inspection visits to ensure compliance with the law and administrative rules.

Implemented components:

1. The Hawai`i Department of Human Services obtained statutory authority to subject legally exempt child care providers caring for CCDF subsidy children to minimum health and safety requirements. Bill passed and was signed into law on June 21, 2016.

2. Developed data system modification in order to track monitoring inspection reports from paper-based reports to electronic-based reports with data entered into the child care licensing data system and tracking of each visits within the data system for all types of licensed and registered child care homes and facilities as well as non-regulated homes and facilities.

Pending components and expected completion date:

1. For legally exempt child care providers caring for CCDF subsidy children, develop language for amendments to the Department's two (2) sets of administrative rules for subsidy program and legally exempt centers to be listed with the Department in consultation with the Department of the Attorney General and complete process of adopting amended administrative rules for requirements for exempt child care providers caring for subsidy children for home-based, non-relative, providers and center-based exempt providers.

September 30, 2019

2. Develop outreach materials and engage in public outreach to legally exempt child care providers caring for subsidy children for home-based, non-relative, providers and center-based exempt providers informing them of the coming health and safety standards and training requirements and ensuring exempt center-based programs request to be listed with the Department and exempt, non-relative home-based providers comply with the health and safety standards and training requirements.

December 31, 2019.

3. For the Department's child care licensing staff: Review the current process and develop procedures/guidelines/training, including precautions in transporting children when applicable, for consistent inspections and complaint investigations for legally exempt providers.

December 31, 2019.

The draft of the administrative rules for exempt providers do not have rules for exempt providers to require that a head count of children is taken on field trips, which will be required for licensed and registered providers.

-- Describe any variations based on the age of the children in care

No variations

-- Describe if relatives are exempt from this requirement

Relatives do not undergo annual monitoring inspections for health and safety standards. However, relatives will be subject to the health and safety standards and the Department conducts investigations for complaint reports that a relative is in violation of health and safety standards under the coming administrative rule amendments. Once the administrative rules are implemented, if the Department finds the relative in violation of the required health and safety standards, the Department may determine that the relative does not meet the conditions to continue to care for a child whose family receives a child care subsidy from the Department.

10. Pediatric first aid and cardiopulmonary resuscitation (CPR) certification

-- Provide a brief summary of how this standard is defined (i.e., what is the standard, content covered, practices required, etc.)

1. There shall be at least one adult caregiver with a current certificate in first aid at the facility when children are present.

2. The child CPR requirement shall be as follows:

A. There shall be at least one adult caregiver with a current certificate in child CPR at the facility when children are present.

B. The child CPR course must be provided by the American Red Cross, American Heart Association, or any organization whose child CPR certification standards are equivalent to the American Red Cross or American Heart association standards.

-- List all citations for these requirements, including those for licensed and license-exempt providers

Hawai`i Administrative Rules for all licensed and registered providers:
17-891.1-22, 17-892.1-22, 17-895-22, 17-896-21.

-- Describe any variations by category of care (i.e., center, FCC, in-home) and licensing status (i.e., licensed, license-exempt).

The Hawai`i Department of Human Services has not completed implementation of monitoring legally exempt child care providers caring for CCDF subsidy children. Once monitoring of legally exempt child care providers caring for CCDF subsidy children is implemented, the Department will conduct monitoring inspection visits to ensure compliance with the law and administrative rules.

Implemented components:

1. The Hawai`i Department of Human Services obtained statutory authority to subject legally exempt child care providers caring for CCDF subsidy children to minimum health and safety requirements. Bill passed and was signed into law on June 21, 2016.

2. Developed data system modification in order to track monitoring inspection reports from paper-based reports to electronic-based reports with data entered into the child care licensing data system and tracking of each visits within the data system for all types of licensed and registered child care homes and facilities as well as non-regulated homes and facilities.

Pending components and expected completion date:

1. For legally exempt child care providers caring for CCDF subsidy children, develop language for amendments to the Department's two (2) sets of administrative rules for subsidy program and legally exempt centers to be listed with the Department in consultation with the Department of the Attorney General and complete process of adopting amended administrative rules for requirements for exempt child care

providers caring for subsidy children for home-based, non-relative, providers and center-based exempt providers.

September 30, 2019

2. Develop outreach materials and engage in public outreach to legally exempt child care providers caring for subsidy children for home-based, non-relative, providers and center-based exempt providers informing them of the coming health and safety standards and training requirements and ensuring exempt center-based programs request to be listed with the Department and exempt, non-relative home-based providers comply with the health and safety standards and training requirements.

December 31, 2019

3. For the Department's child care licensing staff: Review the current process and develop procedures/guidelines/training, including pediatric first aid and cardiopulmonary resuscitation (CPR) certification for at least one staff on-site at all times at exempt center-based providers, for consistent inspections and complaint investigations for legally exempt providers.

December 31, 2019

The draft of the administrative rules for exempt home-based providers do not have rules for exempt home-based providers to have pediatric first aid and cardiopulmonary resuscitation (CPR) certification.

-- Describe any variations based on the age of the children in care

No variations

-- Describe if relatives are exempt from this requirement

Relatives do not undergo annual monitoring inspections for health and safety standards. However, relatives will be subject to the health and safety standards and

the Department conducts investigations for complaint reports that a relative is in violation of health and safety standards under the coming administrative rule amendments. Once the administrative rules are implemented, if the Department finds the relative in violation of the required health and safety standards, the Department may determine that the relative does not meet the conditions to continue to care for a child whose family receives a child care subsidy from the Department.

11. Recognition and reporting of child abuse and neglect

-- Provide a brief summary of how this standard is defined (i.e., what is the standard, content covered, practices required, etc.)

Individual providers of child care, or employees or officers of any licensed or registered child care facility, foster home or similar institution is mandated to report suspect child abuse or neglect.

-- List all citations for these requirements, including those for licensed and license-exempt providers

Section 350-1.1, Hawai`i Revised Statutes

-- Describe any variations by category of care (i.e., center, FCC, in-home) and licensing status (i.e., licensed, license-exempt).

The Hawai`i Department of Human Services has not completed implementation of monitoring legally exempt child care providers caring for CCDF subsidy children, including recognition and reporting of child abuse and neglect. Once monitoring of legally exempt child care providers caring for CCDF subsidy children is implemented, the Department will conduct monitoring inspection visits to ensure compliance with the law and administrative rules.

Implemented components:

1. The Hawai`i Department of Human Services obtained statutory authority to subject legally exempt child care providers caring for CCDF subsidy children to minimum health and safety requirements. Bill passed and was signed into law on June 21,

2016.

2. Developed data system modification in order to track monitoring inspection reports from paper-based reports to electronic-based reports with data entered into the child care licensing data system and tracking of each visits within the data system for all types of licensed and registered child care homes and facilities as well as non-regulated homes and facilities.

Pending components and expected completion date:

1. For legally exempt child care providers caring for CCDF subsidy children, develop language for amendments to the Department's two (2) sets of administrative rules for subsidy program and legally exempt centers to be listed with the Department in consultation with the Department of the Attorney General and complete process of adopting amended administrative rules for requirements for exempt child care providers caring for subsidy children for home-based, non-relative, providers and center-based exempt providers.

September 30, 2019

2. Develop outreach materials and engage in public outreach to legally exempt child care providers caring for subsidy children for home-based, non-relative, providers and center-based exempt providers informing them of the coming health and safety standards and training requirements and ensuring exempt center-based programs request to be listed with the Department and exempt, non-relative home-based providers comply with the health and safety standards and training requirements.

December 31, 2019

3. For the Department's child care licensing staff: Review the current process and develop procedures/guidelines/training, including recognition and reporting of child abuse and neglect, for consistent inspections and complaint investigations for legally exempt providers.

December 31, 2019

-- Describe any variations based on the age of the children in care

No variations

-- Describe if relatives are exempt from this requirement

Relatives do not undergo annual monitoring inspections for health and safety standards. However, relatives will be subject to the health and safety standards and the Department conducts investigations for complaint reports that a relative is in violation of health and safety standards under the coming administrative rule amendments. Once the administrative rules are implemented, if the Department finds the relative in violation of the required health and safety standards, the Department may determine that the relative does not meet the conditions to continue to care for a child whose family receives a child care subsidy from the Department.

b) Does the Lead Agency include any of the following optional standards?

☐ No, if no, skip to 5.2.3.

☑ Yes, if yes provide the information related to the optional standards addressed.

1. Nutrition

--Provide a brief summary of how this standard is defined (i.e., what is the standard, content covered, practices required, etc.)

1. In a home providing meal service, the minimum meal components and food amounts required by the United States Department of Agriculture (USDA) child care food program shall be met.

2. The home shall offer and provide the following combination of meals and snacks for children in care:

A. Two to four hours - - - - one snack;

B. Four to eight hours - - - one snack or breakfast and lunch or supper;

C. Eight hours or more - - - one snack or breakfast and lunch or supper and one additional snack (unless the eight hours or more extend into the evening hours when

the child may be asleep);
D. When two snacks are required as in (c) above, at least one of those snacks shall include the provision and offering of milk or its calcium equivalent;

3. In a home where parents or guardians are allowed to provide food (i.e. sack lunches or snacks) the home, in addition to food the child brings, shall meet the minimum amounts required by the USDA child care food program by offering and providing children in care: A. Four to eight hours - - - morning snack or breakfast or afternoon snack;
B. Eight hours or more - - - morning snack or breakfast and afternoon snack. (Unless the eight hours or more extend into the evening hours when the child may be asleep);
C. When two snacks are required as in (B) above, at least one of those snacks shall include the provision and offering of milk or its calcium equivalent;

4. School aged children in before or after school care for two or more hours shall be offered a nutritious snack which may be provided by the facility or brought from home.

-- List all citations for these requirements, including those for licensed and license-exempt providers
Hawai`i Administrative Rules for all licensed and registered providers:
17-891.2-25, 17-892.1-26, 17-895-25, 17-896-24.

--Describe any variations by category of care (i.e., center, FCC, in-home) and licensing status (i.e., licensed, license-exempt).
The draft of the administrative rules for exempt providers do not have rules for exempt home-based providers to have specific nutrition requirements.

-- Describe any variations based on the age of the children in care.
No variations

--Describe if relatives are exempt from this requirement
Relatives do not undergo annual monitoring inspections for health and safety standards. However, relatives will be subject to the health and safety standards and

the Department conducts investigations for complaint reports that a relative is in violation of health and safety standards under the coming administrative rule amendments. Once the administrative rules are implemented, if the Department finds the relative in violation of the required health and safety standards, the Department may determine that the relative does not meet the conditions to continue to care for a child whose family receives a child care subsidy from the Department.

2. Access to physical activity

--Provide a brief summary of how this standard is defined (i.e., what is the standard, content covered, practices required, etc.)

1. Activities which promote physical development shall include:
A. Daily opportunities for running, climbing, and other vigorous and varied physical activities; and
B. Opportunities for children to learn about the health, development, and care of the children's bodies, including exercise, nutrition, and hygiene;

2. At least twenty-five percent of the program time shall be spent in gross motor activities, such as running, climbing and other vigorous activities, to promote physical development.

-- List all citations for these requirements, including those for licensed and license-exempt providers

Hawai`i Administrative Rules for all licensed and registered providers and exempt center and home providers:
1. 17-891.1-13, 17-892.1-13, 17-895-12, 17-896-13.

-Describe any variations by category of care (i.e., center, FCC, in-home) and licensing status (i.e., licensed, license-exempt).
The draft of the administrative rules for exempt providers do not have rules for exempt

providers to have specific physical activity requirements.

-- Describe any variations based on the age of the children in care.

School-age care requires that at least 25% of the program time shall be spent in gross motor activities, such as running, climbing and other vigorous activities.

--Describe if relatives are exempt from this requirement

Relatives do not undergo annual monitoring inspections for health and safety standards. However, relatives will be subject to the health and safety standards and the Department conducts investigations for complaint reports that a relative is in violation of health and safety standards under the coming administrative rule amendments. Once the administrative rules are implemented, if the Department finds the relative in violation of the required health and safety standards, the Department may determine that the relative does not meet the conditions to continue to care for a child whose family receives a child care subsidy from the Department.

3. Caring for children with special needs

--Provide a brief summary of how this standard is defined (i.e., what is the standard, content covered, practices required, etc.)

1. When infants and toddlers with special needs are admitted to a facility, the facility shall provide for the special needs of each infant or toddler.

2. The infant or toddler with special needs shall be admitted only after consultation between the infant's or toddler's source of health care and the program's health consultant. The consultation shall include written recommendations to accommodate the child's special needs or to define the child's participation in the program.

3. If the infant's or toddler's health care source considers it advisable, the staff of the program shall receive training related to the nature of the child's disability before the infant or toddler is admitted to the facility.

4. Where the nature of the infant's or toddler's special needs or the number of children

with special needs in the program necessitates added care, staff and equipment shall be available to cover these requirements.

-- List all citations for these requirements, including those for licensed and license-exempt providers

Hawai`i Administrative Rules for all licensed and registered providers:
1. 17-891.2-24, 17-892.1-25, 17-895-24, 17-896-23.

--Describe any variations by category of care (i.e., center, FCC, in-home) and licensing status (i.e., licensed, license-exempt).
The draft of the administrative rules for exempt providers do not have rules for exempt providers to have specific requirements for the care of children with special needs.

-- Describe any variations based on the age of the children in care.
No variations

--Describe if relatives are exempt from this requirement

Relatives do not undergo annual monitoring inspections for health and safety standards. However, relatives will be subject to the health and safety standards and the Department conducts investigations for complaint reports that a relative is in violation of health and safety standards under the coming administrative rule amendments. Once the administrative rules are implemented, if the Department finds the relative in violation of the required health and safety standards, the Department may determine that the relative does not meet the conditions to continue to care for a child whose family receives a child care subsidy from the Department.

4. Any other areas determined necessary to promote child development or to protect children's health and safety (98.44(b)(1)(iii)).

Describe:

N/A

--Provide a brief summary of how this standard is defined (i.e., what is the standard, content covered, practices required, etc.)

N/A

-- List all citations for these requirements, including those for licensed and license-exempt providers

N/A

--Describe any variations by category of care (i.e., center, FCC, in-home) and licensing status (i.e., licensed, license-exempt).

N/A

-- Describe any variations based on the age of the children in care.

N/A

--Describe if relatives are exempt from this requirement

N/A

5.2.3 Health and safety training for CCDF providers on required topics.

Lead Agencies are required to have minimum pre-service or orientation training requirements (to be completed within 3 months), as appropriate to the provider setting and the age of children served, that address the health and safety topics described in 5.2.2, and child development. Lead Agencies must also have ongoing training requirements on the health and safety topics for caregivers, teachers, and directors of children receiving CCDF funds (658E(c)(2)(I)(i); 98.44(b)(1)(iii)). The state/territory must describe its requirements for pre-service or orientation training and ongoing training. These trainings should be part of a broader systematic approach and progression of professional development (as described in section 6) within a state/territory. Lead Agencies have flexibility in determining the number of training hours to require, but they may consult with Caring for our Children Basics for best practices and the recommended time needed to address these training requirements.

Pre-Service or Orientation Training Requirements

a) Provide the minimum number of pre-service or orientation training hours on health and safety topics for caregivers, teachers, and directors required for the following:

1. Licensed child care centers:

The Hawai`i Administrative Rules have not been adopted to date, however, the Department will require that all caregivers at licensed and registered child care providers complete the pre-service training prior to the issuance of a license. Thereafter, any new employees shall complete pre-service training within 45 days of hire and be under direct supervision until completion of the pre-service training and cleared for the fingerprint-based criminal background checks.

The Hawai`i Department of Human Services has not completed implementation of initial and on-going training requirements for licensed and registered child care providers as well as for legally exempt child care providers caring for CCDF subsidy children. The Department has requested licensed and registered child care providers and providers operating A-Plus programs at 180 public elementary schools statewide to participate in completion of initial and on-going training since August 2017 and 6,400 individuals have completed initial training as of August 2018. Once the initial and on-going training requirements are implemented, the Department will have training and professional development requirements for licensed and registered child care providers as well as for legally exempt child care providers caring for CCDF subsidy children

Once the administrative rules are implemented, staff will be required to review the "Basic Health and Safety Practices: Child Care Provider's Guide" and successfully complete an Assessment to satisfy the pre-service training requirement.

2. Licensed FCC homes:

The Hawaii Administrative Rules have not been adopted to date, however, the Department will require that all caregivers at licensed and registered child care providers complete the pre-service training prior to the issuance of a license. Thereafter, any new employees shall complete pre-service training within 45 days of

hire and be under direct supervision until completion of the pre-service training and cleared for the fingerprint-based criminal background checks.

The Hawai`i Department of Human Services has not completed implementation of initial and on-going training requirements for licensed and registered child care providers as well as for legally exempt child care providers caring for CCDF subsidy children. The Department has requested licensed and registered child care providers and providers operating A-Plus programs at 180 public elementary schools statewide to participate in completion of initial and on-going training since August 2017 and 6,400 individuals have completed initial training as of August 2018. Once the initial and on-going training requirements are implemented, the Department will have training and professional development requirements for licensed and registered child care providers as well as for legally exempt child care providers caring for CCDF subsidy children

Once the administrative rules are implemented, staff will be required to review the "Basic Health and Safety Practices: Child Care Provider's Guide" and successfully complete an Assessment to satisfy the pre-service training requirement.

3. In-home care:

The Hawaii Administrative Rules have not been adopted to date, however, the Department will require that all exempt, non-relative caregivers providing care to children whose families receive child care subsidy payments from the Department to complete the pre-service training and bakcground checks prior to the issuance of a child care subsidy payment.

The Hawai`i Department of Human Services has not completed implementation of initial and on-going training requirements for licensed and registered child care providers as well as for legally exempt, non-relative child care providers caring for CCDF subsidy children. The Department has requested licensed and registered child care providers and providers operating A-Plus programs at 180 public elementary schools statewide to participate in completion of initial and on-going training since August 2017 and 6,400 individuals have completed initial training as of August 2018. Once the initial and on-going training requirements are implemented, the Department

will have training and professional development requirements for licensed and registered child care providers as well as for legally exempt, non-relative child care providers caring for CCDF subsidy children

Once the administrative rules are implemented, staff will be required to review the "Basic Health and Safety Practices: Child Care Provider's Guide" and successfully complete an Assessment to satisfy the pre-service training requirement.

4. Variations for exempt provider settings:

The Hawaii Administrative Rules have not been adopted to date, however, the Department will require that all caregivers at exempt, non-relative child care providers complete the pre-service training prior to being listed with the Department for exempt centers or prior to starting care of a subsidy child. Thereafter, any new employees at an exempt center shall complete pre-service training within 45 days of hire and be under direct supervision until completion of the pre-service training and cleared for the fingerprint-based criminal background checks.

The Hawai`i Department of Human Services has not completed implementation of initial and on-going training requirements for licensed and registered child care providers as well as for legally exempt child care providers caring for CCDF subsidy children. The Department has requested licensed and registered child care providers and providers operating A-Plus programs at 180 public elementary schools statewide to participate in completion of initial and on-going training since August 2017 and 6,400 individuals have completed initial training as of August 2018. Once the initial and on-going training requirements are implemented, the Department will have training and professional development requirements for licensed and registered child care providers as well as for legally exempt, non-relative child care providers caring for CCDF subsidy children

Once the administrative rules are implemented, exempt center-based and exempt non-relative family child care will be required to review the "Basic Health and Safety Practices: Child Care Provider's Guide" and successfully complete an Assessment to satisfy the pre-service training requirement. Relative care providers are exempt from the pre-service training requirement.

b) Provide the length of time that providers have to complete trainings subsequent to being hired (must be 3 months or fewer)

The Hawai`i Administrative Rules have not been adopted to date, however, the Department will require that all caregivers at licensed and registered child care providers complete the pre-service training prior to the issuance of a license. Thereafter, any new employees shall complete pre-service training within 45 days of hire and be under direct supervision until completion of the pre-service training and cleared for the fingerprint-based criminal background checks.

c) Explain any differences in pre-service or orientation training requirements based on the ages of the children served

No variations

d) Describe how the training is offered, including any variations in delivery (e.g. across standards, in rural areas, etc.) Note: There is no federal requirement on how a training must be delivered

The Hawai`i Administrative Rules have not been adopted to date, however, the Department will require that all caregivers at licensed and registered child care providers complete the pre-service training prior to the issuance of a license. Thereafter, any new employees shall complete pre-service training within 45 days of hire and be under direct supervision until completion of the pre-service training and cleared for the fingerprint-based criminal background checks.

The pre-service training information is provided through a written handbook, "Basic Health & Safety Practices: Child Care Provider's Guide" that all child care providers and caregivers must review. The Guide has information on all of the required topic areas. Then, each individual completes a written assessment form with 100% accuracy that measures their understanding of the multiple health and safety information covered in the Guide. Child care centers may choose to review the information with staff in a group session or may review the information individually with each staff.

e) Identify below the pre-service or orientation training requirements for each topic

(98.41(a)(1)(i through xi)).

1. Prevention and control of infectious diseases (including immunizations)
   Provide the citation for this training requirement, including citations for both licensed and license-exempt providers
   The Hawai`i Administrative Rules have not been adopted to date, however, the Department will require that all caregivers at licensed and registered child care providers complete the pre-service training prior to the issuance of a license. Thereafter, any new employees shall complete pre-service training within 45 days of hire and be under direct supervision until completion of the pre-service training and cleared for the fingerprint-based criminal background checks.

   The Hawai`i Administrative Rules have not been adopted to date, however, the Department will require that all caregivers at exempt, non-relative child care providers complete the pre-service training prior to being listed with the Department for exempt centers or prior to starting care of a subsidy child. Thereafter, any new employees at an exempt center shall complete pre-service training within 45 days of hire and be under direct supervision until completion of the pre-service training and cleared for the fingerprint-based criminal background checks.

   The Hawai`i Department of Human Services has not completed implementation of initial and on-going training requirements for licensed and registered child care providers as well as for legally exempt child care providers caring for CCDF subsidy children. The Department has requested licensed and registered child care providers and providers operating A-Plus programs at 180 public elementary schools statewide to participate in completion of initial and on-going training since August 2017 and 6,400 individuals have completed initial training as of August 2018. Once the initial and on-going training requirements are implemented, the Department will have training and professional development requirements for licensed and registered child care providers as well as for legally exempt child care providers caring for CCDF subsidy children.

   Implemented components:

   1. The Hawai`i Department of Human Services obtained statutory authority to

subject legally exempt child care providers caring for CCDF subsidy children to minimum health and safety requirements, including initial and on-going training. Bill passed and was signed into law on June 21, 2016.

2. Developed data system modification in order to track completion of initial and on-going training requirements in the child care licensing data system for each individual working with children at a licensed or registered or legally exempt child care facility or home.

3. Partnered with the Department's Child Care Provider Registry contractor and the Learning to Grow contractor to receive, review, and enter data into the Department's child care licensing data system for each individual working with children at a licensed or registered or legally exempt child care facility or home of the completion of initial and on-going training requirements.

Pending components and expected completion date:

1. Develop language for amendments to the Department's six (6) sets of administrative rules for subsidy program and legally exempt centers to be listed with the Department and all licensed and registered child care facilities and homes in consultation with the Department of the Attorney General and complete process of adopting amended administrative rules for requirements for initial and on-going training for individuals who work with children in care.

September 30, 2019

2. Develop outreach materials and engage in public outreach to licensed and registered child care providers and legally exempt child care providers caring for subsidy children for home-based, non-relative, providers and center-based exempt providers informing them of the coming health and safety and training requirements and ensuring exempt center-based programs request to be listed with the Department and exempt, non-relative home-based providers comply with the health and safety standards and training requirements.

December 31, 2019

3. For the Department's child care licensing staff: Review the current process and develop procedures/guidelines/training for consistent application of the health and safety standards and training requirements, prevention and control of infectious diseases, for licensed and registered child care providers as well as for legally exempt child care providers caring for CCDF subsidy children.

December 31, 2019

Does the state/territory require that this training topic be completed before caregivers, teachers, and directors in licensed CCDF programs are allowed to care for children unsupervised?

- [ ] Yes
- [x] No

Does the state/territory require that this training topic be completed before caregivers, teachers, and directors in license-exempt CCDF programs are allowed to care for children unsupervised?

- [ ] Yes
- [x] No

Describe if relatives are exempt from this requirement

Relatives are not required to complete initial or on-going training requirements or undergo annual monitoring inspections for health and safety standards. However, relatives will be subject to the health and safety standards and the Department conducts investigations for complaint reports that a relative is in violation of health and safety standards under the coming administrative rule amendments. Once the administrative rules are implemented, if the Department finds the relative in violation of the required health and safety standards, the Department may determine that the relative does not meet the conditions to continue to care for a child whose family receives a child care subsidy from the Department.

5.2.3e 2. Prevention of sudden infant death syndrome and the use of safe-sleep

practices

Provide the citation for this training requirement, including citations for both licensed and license-exempt providers

Hawai`i Administrative Rules for registered family child care homes and infant and toddler centers:
§§17-891.2-15, 17-891.2-41, 17-891.2-42 and 17-895-14, 17-895-45, 17-895-46.

The Hawai`i Department of Human Services has not completed implementation of initial and on-going training requirements for legally exempt child care providers caring for CCDF subsidy children. The Department has requested licensed and registered child care providers and providers operating A-Plus programs at 180 public elementary schools statewide to participate in completion of initial and on-going training since August 2017 and 6,400 individuals have completed initial training as of August 2018. Once the initial and on-going training requirements are implemented, the Department will have training and professional development requirements for legally exempt child care providers caring for CCDF subsidy children.

Implemented components:

1. The Hawai`i Department of Human Services obtained statutory authority to subject legally exempt child care providers caring for CCDF subsidy children to minimum health and safety requirements, including initial and on-going training. Bill passed and was signed into law on June 21, 2016.

2. The Department obtained statutory authority to subject licensed and registered child care providers to safe sleep requirements with any rules adopted by the Department. Bill was signed into law on April 30, 2013.

3. The Department adopted administrative rule amendments effective February 24, 2017 with requirements for registered family child care homes and infant and toddler centers for all staff, employees, and household members to complete initial and on-going safe sleep training.

4. Developed data system modification in order to track completion of initial and on-going training requirements in the child care licensing data system for each individual working with children at a licensed or registered or legally exempt child care facility or home.

5. Partnered with the Department's Child Care Provider Registry contractor and the Learning to Grow contractor to receive, review, and enter data into the Department's child care licensing data system for each individual working with children at a licensed or registered or legally exempt child care facility or home of the completion of initial and on-going training requirements.

Pending components and expected completion date:

1. Develop language for amendments to the Department's two (2) sets of administrative rules for subsidy program and legally exempt centers to be listed with the Department and all licensed group child care facilities in consultation with the Department of the Attorney General and complete process of adopting amended administrative rules for requirements for initial and on-going training for individuals who work with children in care.

September 30, 2019

2. Develop outreach materials and engage in public outreach to legally exempt child care providers caring for subsidy children for home-based, non-relative, providers and center-based exempt providers informing them of the coming health and safety standards and training requirements and ensuring exempt center-based programs request to be listed with the Department and exempt, non-relative home-based providers comply with the health and safety standards and training requirements.

December 31, 2019

3. For the Department's child care licensing staff: Review the current process and develop procedures/guidelines/training for consistent application of the health and safety standards and training requirements, including safe sleep, for legally exempt

child care providers caring for CCDF subsidy children less than one year of age.

December 31, 2019

Does the state/territory require that this training topic be completed before caregivers, teachers, and directors in licensed CCDF are allowed to care for children unsupervised?

- [x] Yes
- [ ] No

Does the state/territory require that this training topic be completed before caregivers, teachers, and directors in license-exempt CCDF programs are allowed to care for children unsupervised?

- [ ] Yes
- [x] No

Describe if relatives are exempt from this requirement

Relatives are not required to complete initial or on-going training requirements or undergo annual monitoring inspections for health and safety standards. However, relatives will be subject to the health and safety standards and the Department conducts investigations for complaint reports that a relative is in violation of health and safety standards under the coming administrative rule amendments. Once the administrative rules are implemented, if the Department finds the relative in violation of the required health and safety standards, the Department may determine that the relative does not meet the conditions to continue to care for a child whose family receives a child care subsidy from the Department.

5.2.3e 3. Administration of medication, consistent with standards for parental consent

Provide the citation for this training requirement, including citations for both licensed and license-exempt providers

The Hawaii Administrative Rules have not been adopted to date, however, the Department will require that all caregivers at licensed and registered child care providers complete the pre-service training prior to the issuance of a license. Thereafter, any new employees shall complete pre-service training within 45 days of hire and be under direct supervision until completion of the pre-service training and cleared for the fingerprint-based criminal background checks.

The Hawai`i Administrative Rules have not been adopted to date, however, the Department will require that all caregivers at exempt, non-relative child care providers complete the pre-service training prior to being listed with the Department for exempt centers or prior to starting care of a subsidy child. Thereafter, any new employees at an exempt center shall complete pre-service training within 45 days of hire and be under direct supervision until completion of the pre-service training and cleared for the fingerprint-based criminal background checks.

The Hawai`i Department of Human Services has not completed implementation of initial and on-going training requirements for licensed and registered child care providers as well as for legally exempt child care providers caring for CCDF subsidy children. The Department has requested licensed and registered child care providers and providers operating A-Plus programs at 180 public elementary schools statewide to participate in completion of initial and on-going training since August 2017 and 6,400 individuals have completed initial training as of August 2018. Once the initial and on-going training requirements are implemented, the Department will have training and professional development requirements for licensed and registered child care providers as well as for legally exempt child care providers caring for CCDF subsidy children.

Implemented components:

1. The Hawai`i Department of Human Services obtained statutory authority to subject legally exempt child care providers caring for CCDF subsidy children to minimum health and safety requirements, including initial and on-going training. Bill passed and was signed into law on June 21, 2016.

2. Developed data system modification in order to track completion of initial and on-

going training requirements in the child care licensing data system for each individual working with children at a licensed or registered or legally exempt child care facility or home.

3. Partnered with the Department's Child Care Provider Registry contractor and the Learning to Grow contractor to receive, review, and enter data into the Department's child care licensing data system for each individual working with children at a licensed or registered or legally exempt child care facility or home of the completion of initial and on-going training requirements.

Pending components and expected completion date:

1. Develop language for amendments to the Department's six (6) sets of administrative rules for subsidy program and legally exempt centers to be listed with the Department and all licensed and registered child care facilities and homes in consultation with the Department of the Attorney General and complete process of adopting amended administrative rules for requirements for initial and on-going training for individuals who work with children in care.

September 30, 2019

2. Develop outreach materials and engage in public outreach to licensed and registered child care providers and legally exempt child care providers caring for subsidy children for home-based, non-relative, providers and center-based exempt providers informing them of the coming health and safety standards and training requirements and ensuring exempt center-based programs request to be listed with the Department and exempt, non-relative home-based providers comply with the health and safety standards and training requirements.

December 31, 2019

3. For the Department's child care licensing staff: Review the current process and develop procedures/guidelines/training for consistent application of the health and safety standards and training requirements, including administration of medication, consistent with standards for parental consent, for licensed and registered child

care providers as well as for legally exempt child care providers caring for CCDF subsidy children.

December 31, 2019

Does the state/territory require that this training topic be completed before caregivers, teachers, and directors in licensed CCDF programs are allowed to care for children unsupervised?

- [ ] Yes
- [x] No

Does the state/territory require that this training topic be completed before caregivers, teachers, and directors in license-exempt CCDF programs are allowed to care for children unsupervised?

- [ ] Yes
- [x] No

Describe if relatives are exempt from this requirement

Relatives are not required to complete initial or on-going training requirements or undergo annual monitoring inspections for health and safety standards. However, relatives will be subject to the health and safety standards and the Department conducts investigations for complaint reports that a relative is in violation of health and safety standards under the coming administrative rule amendments. Once the administrative rules are implemented, if the Department finds the relative in violation of the required health and safety standards, the Department may determine that the relative does not meet the conditions to continue to care for a child whose family receives a child care subsidy from the Department.

5.2.3e 4. Prevention and response to emergencies due to food and allergic reactions

Provide the citation for this training requirement, including citations for both licensed and license-exempt providers

The Hawaii Administrative Rules have not been adopted to date, however, the Department will require that all caregivers at licensed and registered child care

providers complete the pre-service training prior to the issuance of a license. Thereafter, any new employees shall complete pre-service training within 45 days of hire and be under direct supervision until completion of the pre-service training and cleared for the fingerprint-based criminal background checks.

The Hawai`i Administrative Rules have not been adopted to date, however, the Department will require that all caregivers at exempt, non-relative child care providers complete the pre-service training prior to being listed with the Department for exempt centers or prior to starting care of a subsidy child. Thereafter, any new employees at an exempt center shall complete pre-service training within 45 days of hire and be under direct supervision until completion of the pre-service training and cleared for the fingerprint-based criminal background checks.

The Hawai`i Department of Human Services has not completed implementation of initial and on-going training requirements for licensed and registered child care providers as well as for legally exempt child care providers caring for CCDF subsidy children. The Department has requested licensed and registered child care providers and providers operating A-Plus programs at 180 public elementary schools statewide to participate in completion of initial and on-going training since August 2017 and 6,400 individuals have completed initial training as of August 2018. Once the initial and on-going training requirements are implemented, the Department will have training and professional development requirements for licensed and registered child care providers as well as for legally exempt child care providers caring for CCDF subsidy children.

Implemented components:

1. The Hawai`i Department of Human Services obtained statutory authority to subject legally exempt child care providers caring for CCDF subsidy children to minimum health and safety requirements, including initial and on-going training. Bill passed and was signed into law on June 21, 2016.

2. Developed data system modification in order to track completion of initial and on-going training requirements in the child care licensing data system for each individual working with children at a licensed or registered or legally exempt child

care facility or home.

3. Partnered with the Department's Child Care Provider Registry contractor and the Learning to Grow contractor to receive, review, and enter data into the Department's child care licensing data system for each individual working with children at a licensed or registered or legally exempt child care facility or home of the completion of initial and on-going training requirements.

Pending components and expected completion date:

1. Develop language for amendments to the Department's six (6) sets of administrative rules for subsidy program and legally exempt centers to be listed with the Department and all licensed and registered child care facilities and homes in consultation with the Department of the Attorney General and complete process of adopting amended administrative rules for requirements for initial and on-going training for individuals who work with children in care.

September 30, 2019

2. Develop outreach materials and engage in public outreach to licensed and registered child care providers and legally exempt child care providers caring for subsidy children for home-based, non-relative, providers and center-based exempt providers informing them of the coming health and safety standards and training requirements and ensuring exempt center-based programs request to be listed with the Department and exempt, non-relative home-based providers comply with the health and safety standards and training requirements.

December 31, 2019

3. For the Department's child care licensing staff: Review the current process and develop procedures/guidelines/training for consistent application of the health and safety standards and training requirements, including prevention and response to emergencies due to food and allergic reactions, for licensed and registered child care providers as well as for legally exempt child care providers caring for CCDF subsidy children.

Does the state/territory require that this training topic be completed before caregivers, teachers, and directors in licensed CCDF programs are allowed to care for children unsupervised?

- [ ] Yes
- [x] No

Does the state/territory require that this training topic be completed before caregivers, teachers, and directors in license-exempt CCDF programs are allowed to care for children unsupervised?

- [ ] Yes
- [x] No

Describe if relatives are exempt from this requirement

Relatives are not required to complete initial or on-going training requirements or undergo annual monitoring inspections for health and safety standards. However, relatives will be subject to the health and safety standards and the Department conducts investigations for complaint reports that a relative is in violation of health and safety standards under the coming administrative rule amendments. Once the administrative rules are implemented, if the Department finds the relative in violation of the required health and safety standards, the Department may determine that the relative does not meet the conditions to continue to care for a child whose family receives a child care subsidy from the Department.

5.2.3e 5. Building and physical premises safety, including the identification of and protection from hazards, bodies of water, and vehicular traffic

Provide the citation for this training requirement, including citations for both licensed and license-exempt providers

The Hawaii Administrative Rules have not been adopted to date, however, the Department will require that all caregivers at licensed and registered child care providers complete the pre-service training prior to the issuance of a license.

Thereafter, any new employees shall complete pre-service training within 45 days of hire and be under direct supervision until completion of the pre-service training and cleared for the fingerprint-based criminal background checks.

The Hawai`i Administrative Rules have not been adopted to date, however, the Department will require that all caregivers at exempt, non-relative child care providers complete the pre-service training prior to being listed with the Department for exempt centers or prior to starting care of a subsidy child. Thereafter, any new employees at an exempt center shall complete pre-service training within 45 days of hire and be under direct supervision until completion of the pre-service training and cleared for the fingerprint-based criminal background checks.

The Hawai`i Department of Human Services has not completed implementation of initial and on-going training requirements for licensed and registered child care providers as well as for legally exempt child care providers caring for CCDF subsidy children. The Department has requested licensed and registered child care providers and providers operating A-Plus programs at 180 public elementary schools statewide to participate in completion of initial and on-going training since August 2017 and 6,400 individuals have completed initial training as of August 2018. Once the initial and on-going training requirements are implemented, the Department will have training and professional development requirements for licensed and registered child care providers as well as for legally exempt child care providers caring for CCDF subsidy children.

Implemented components:

1. The Hawai`i Department of Human Services obtained statutory authority to subject legally exempt child care providers caring for CCDF subsidy children to minimum health and safety requirements, including initial and on-going training. Bill passed and was signed into law on June 21, 2016.

2. Developed data system modification in order to track completion of initial and on-going training requirements in the child care licensing data system for each individual working with children at a licensed or registered or legally exempt child care facility or home.

3. Partnered with the Department's Child Care Provider Registry contractor and the Learning to Grow contractor to receive, review, and enter data into the Department's child care licensing data system for each individual working with children at a licensed or registered or legally exempt child care facility or home of the completion of initial and on-going training requirements.

Pending components and expected completion date:

1. Develop language for amendments to the Department's six (6) sets of administrative rules for subsidy program and legally exempt centers to be listed with the Department and all licensed and registered child care facilities and homes in consultation with the Department of the Attorney General and complete process of adopting amended administrative rules for requirements for initial and on-going training for individuals who work with children in care.

September 30, 2019

2. Develop outreach materials and engage in public outreach to licensed and registered child care providers and legally exempt child care providers caring for subsidy children for home-based, non-relative, providers and center-based exempt providers informing them of the coming health and safety standards and training requirements and ensuring exempt center-based programs request to be listed with the Department and exempt, non-relative home-based providers comply with the health and safety standards and training requirements.

December 31, 2019

3. For the Department's child care licensing staff: Review the current process and develop procedures/guidelines/training for consistent application of the health and safety standards and training requirements, including building and physical premises safety, for licensed and registered child care providers as well as for legally exempt child care providers caring for CCDF subsidy children.

December 31, 2019

Does the state/territory require that this training topic be completed before caregivers, teachers, and directors in licensed CCDF programs are allowed to care for children unsupervised?

- [ ] Yes
- [x] No

Does the state/territory require that this training topic be completed before caregivers, teachers, and directors in license-exempt CCDF programs are allowed to care for children unsupervised?

- [ ] Yes
- [x] No

Describe if relatives are exempt from this requirement

Relatives are not required to complete initial or on-going training requirements or undergo annual monitoring inspections for health and safety standards. However, relatives will be subject to the health and safety standards and the Department conducts investigations for complaint reports that a relative is in violation of health and safety standards under the coming administrative rule amendments. Once the administrative rules are implemented, if the Department finds the relative in violation of the required health and safety standards, the Department may determine that the relative does not meet the conditions to continue to care for a child whose family receives a child care subsidy from the Department.

5.2.3e 6. Prevention of shaken baby syndrome, abusive head trauma, and child maltreatment

Provide the citation for this training requirement, including citations for both licensed and license-exempt providers

The Hawaii Administrative Rules have not been adopted to date, however, the Department will require that all caregivers at licensed and registered child care providers complete the pre-service training prior to the issuance of a license. Thereafter, any new employees shall complete pre-service training within 45 days of hire and be under direct supervision until completion of the pre-service training

and cleared for the fingerprint-based criminal background checks.

The Hawai`i Administrative Rules have not been adopted to date, however, the Department will require that all caregivers at exempt, non-relative child care providers complete the pre-service training prior to being listed with the Department for exempt centers or prior to starting care of a subsidy child. Thereafter, any new employees at an exempt center shall complete pre-service training within 45 days of hire and be under direct supervision until completion of the pre-service training and cleared for the fingerprint-based criminal background checks.

The Hawai`i Department of Human Services has not completed implementation of initial and on-going training requirements for licensed and registered child care providers as well as for legally exempt child care providers caring for CCDF subsidy children. The Department has requested licensed and registered child care providers and providers operating A-Plus programs at 180 public elementary schools statewide to participate in completion of initial and on-going training since August 2017 and 6,400 individuals have completed initial training as of August 2018. Once the initial and on-going training requirements are implemented, the Department will have training and professional development requirements for licensed and registered child care providers as well as for legally exempt child care providers caring for CCDF subsidy children.

Implemented components:

1. The Hawai`i Department of Human Services obtained statutory authority to subject legally exempt child care providers caring for CCDF subsidy children to minimum health and safety requirements, including initial and on-going training. Bill passed and was signed into law on June 21, 2016.

2. Developed data system modification in order to track completion of initial and on-going training requirements in the child care licensing data system for each individual working with children at a licensed or registered or legally exempt child care facility or home.

3. Partnered with the Department's Child Care Provider Registry contractor and the

Learning to Grow contractor to receive, review, and enter data into the Department's child care licensing data system for each individual working with children at a licensed or registered or legally exempt child care facility or home of the completion of initial and on-going training requirements.

Pending components and expected completion date:

1. Develop language for amendments to the Department's six (6) sets of administrative rules for subsidy program and legally exempt centers to be listed with the Department and all licensed and registered child care facilities and homes in consultation with the Department of the Attorney General and complete process of adopting amended administrative rules for requirements for initial and on-going training for individuals who work with children in care.

September 30, 2019

2. Develop outreach materials and engage in public outreach to licensed and registered child care providers and legally exempt child care providers caring for subsidy children for home-based, non-relative, providers and center-based exempt providers informing them of the coming health and safety standards and training requirements and ensuring exempt center-based programs request to be listed with the Department and exempt, non-relative home-based providers comply with the health and safety standards and training requirements.

December 31, 2019

3. For the Department's child care licensing staff: Review the current process and develop procedures/guidelines/training for consistent application of the health and safety standards and training requirements, including prevention of shaken baby syndrome, abusive head trauma, and child maltreatment, for licensed and registered child care providers as well as for legally exempt child care providers caring for CCDF subsidy children.

December 31, 2019

Does the state/territory require that this training topic be completed before caregivers, teachers, and directors in licensed CCDF programs are allowed to care for children unsupervised?

- [ ] Yes
- [x] No

Does the state/territory require that this training topic be completed before caregivers, teachers, and directors in license-exempt CCDF programs are allowed to care for children unsupervised?

- [ ] Yes
- [x] No

Describe if relatives are exempt from this requirement

Relatives are not required to complete initial or on-going training requirements or undergo annual monitoring inspections for health and safety standards. However, relatives will be subject to the health and safety standards and the Department conducts investigations for complaint reports that a relative is in violation of health and safety standards under the coming administrative rule amendments. Once the administrative rules are implemented, if the Department finds the relative in violation of the required health and safety standards, the Department may determine that the relative does not meet the conditions to continue to care for a child whose family receives a child care subsidy from the Department.

5.2.3e 7. Emergency preparedness and response planning for emergencies resulting from a natural disaster or a human-caused event

Provide the citation for this training requirement, including citations for both licensed and license-exempt providers

The Hawaii Administrative Rules have not been adopted to date, however, the Department will require that all caregivers at licensed and registered child care providers complete the pre-service training prior to the issuance of a license. Thereafter, any new employees shall complete pre-service training within 45 days

of hire and be under direct supervision until completion of the pre-service training and cleared for the fingerprint-based criminal background checks.

The Hawai`i Administrative Rules have not been adopted to date, however, the Department will require that all caregivers at exempt, non-relative child care providers complete the pre-service training prior to being listed with the Department for exempt centers or prior to starting care of a subsidy child. Thereafter, any new employees at an exempt center shall complete pre-service training within 45 days of hire and be under direct supervision until completion of the pre-service training and cleared for the fingerprint-based criminal background checks.

The Hawai`i Department of Human Services has not completed implementation of initial and on-going training requirements for licensed and registered child care providers as well as for legally exempt child care providers caring for CCDF subsidy children. The Department has requested licensed and registered child care providers and providers operating A-Plus programs at 180 public elementary schools statewide to participate in completion of initial and on-going training since August 2017 and 6,400 individuals have completed initial training as of August 2018. Once the initial and on-going training requirements are implemented, the Department will have training and professional development requirements for licensed and registered child care providers as well as for legally exempt child care providers caring for CCDF subsidy children.

Implemented components:

1. The Hawai`i Department of Human Services obtained statutory authority to subject legally exempt child care providers caring for CCDF subsidy children to minimum health and safety requirements, including initial and on-going training. Bill passed and was signed into law on June 21, 2016.

2. Developed data system modification in order to track completion of initial and on-going training requirements in the child care licensing data system for each individual working with children at a licensed or registered or legally exempt child care facility or home.

3. Partnered with the Department's Child Care Provider Registry contractor and the Learning to Grow contractor to receive, review, and enter data into the Department's child care licensing data system for each individual working with children at a licensed or registered or legally exempt child care facility or home of the completion of initial and on-going training requirements.

Pending components and expected completion date:

1. Develop language for amendments to the Department's six (6) sets of administrative rules for subsidy program and legally exempt centers to be listed with the Department and all licensed and registered child care facilities and homes in consultation with the Department of the Attorney General and complete process of adopting amended administrative rules for requirements for initial and on-going training for individuals who work with children in care.

September 30, 2019

2. Develop outreach materials and engage in public outreach to licensed and registered child care providers and legally exempt child care providers caring for subsidy children for home-based, non-relative, providers and center-based exempt providers informing them of the coming health and safety standards and training requirements and ensuring exempt center-based programs request to be listed with the Department and exempt, non-relative home-based providers comply with the health and safety standards and training requirements.

December 31, 2019

3. For the Department's child care licensing staff: Review the current process and develop procedures/guidelines/training for consistent application of the health and safety standards and training requirements, including emergency preparedness and response planning for emergencies resulting from a natural disaster or a human-caused event, for licensed and registered child care providers as well as for legally exempt child care providers caring for CCDF subsidy children.

December 31, 2019

Does the state/territory require that this training topic be completed before caregivers, teachers, and directors in licensed CCDF programs are allowed to care for children unsupervised?

- [ ] Yes
- [x] No

Does the state/territory require that this training topic be completed before caregivers, teachers, and directors in license-exempt CCDF programs are allowed to care for children unsupervised?

- [ ] Yes
- [x] No

Describe if relatives are exempt from this requirement

Relatives are not required to complete initial or on-going training requirements or undergo annual monitoring inspections for health and safety standards. However, relatives will be subject to the health and safety standards and the Department conducts investigations for complaint reports that a relative is in violation of health and safety standards under the coming administrative rule amendments. Once the administrative rules are implemented, if the Department finds the relative in violation of the required health and safety standards, the Department may determine that the relative does not meet the conditions to continue to care for a child whose family receives a child care subsidy from the Department.

5.2.3e 8. Handling and storage of hazardous materials and the appropriate disposal of bio contaminants

Provide the citation for this training requirement, including citations for both licensed and license-exempt providers

The Hawai`i Administrative Rules have not been adopted to date, however, the Department will require that all caregivers at licensed and registered child care providers complete the pre-service training prior to the issuance of a license. Thereafter, any new employees shall complete pre-service training within 45 days of hire and be under direct supervision until completion of the pre-service training and cleared for the fingerprint-based criminal background checks.

The Hawai`i Administrative Rules have not been adopted to date, however, the Department will require that all caregivers at exempt, non-relative child care providers complete the pre-service training prior to being listed with the Department for exempt centers or prior to starting care of a subsidy child. Thereafter, any new employees at an exempt center shall complete pre-service training within 45 days of hire and be under direct supervision until completion of the pre-service training and cleared for the fingerprint-based criminal background checks.

The Hawai`i Department of Human Services has not completed implementation of initial and on-going training requirements for licensed and registered child care providers as well as for legally exempt child care providers caring for CCDF subsidy children. The Department has requested licensed and registered child care providers and providers operating A-Plus programs at 180 public elementary schools statewide to participate in completion of initial and on-going training since August 2017 and 6,400 individuals have completed initial training as of August 2018. Once the initial and on-going training requirements are implemented, the Department will have training and professional development requirements for licensed and registered child care providers as well as for legally exempt child care providers caring for CCDF subsidy children.

Implemented components:

1. The Hawai`i Department of Human Services obtained statutory authority to subject legally exempt child care providers caring for CCDF subsidy children to minimum health and safety requirements, including initial and on-going training. Bill passed and was signed into law on June 21, 2016.

2. Developed data system modification in order to track completion of initial and on-going training requirements in the child care licensing data system for each individual working with children at a licensed or registered or legally exempt child care facility or home.

3. Partnered with the Department's Child Care Provider Registry contractor and the Learning to Grow contractor to receive, review, and enter data into the

Department's child care licensing data system for each individual working with children at a licensed or registered or legally exempt child care facility or home of the completion of initial and on-going training requirements.

Pending components and expected completion date:

1. Develop language for amendments to the Department's six (6) sets of administrative rules for subsidy program and legally exempt centers to be listed with the Department and all licensed and registered child care facilities and homes in consultation with the Department of the Attorney General and complete process of adopting amended administrative rules for requirements for initial and on-going training for individuals who work with children in care.

September 30, 2019

2. Develop outreach materials and engage in public outreach to licensed and registered child care providers and legally exempt child care providers caring for subsidy children for home-based, non-relative, providers and center-based exempt providers informing them of the coming health and safety standards and training requirements and ensuring exempt center-based programs request to be listed with the Department and exempt, non-relative home-based providers comply with the health and safety standards and training requirements.

December 31, 2019

3. For the Department's child care licensing staff: Review the current process and develop procedures/guidelines/training for consistent application of the health and safety standards and training requirements, including handling and storage of hazardous materials and the appropriate disposal of bio-contaminants, for licensed and registered child care providers as well as for legally exempt child care providers caring for CCDF subsidy children.

December 31, 2019

Does the state/territory require that this training topic be completed before caregivers, teachers, and directors in licensed CCDF programs are allowed to care for children unsupervised?

- [ ] Yes
- [x] No

Does the state/territory require that this training topic be completed before caregivers, teachers, and directors in license-exempt CCDF programs are allowed to care for children unsupervised?

- [ ] Yes
- [x] No

Describe if relatives are exempt from this requirement

Relatives are not required to complete initial or on-going training requirements or undergo annual monitoring inspections for health and safety standards. However, relatives will be subject to the health and safety standards and the Department conducts investigations for complaint reports that a relative is in violation of health and safety standards under the coming administrative rule amendments. Once the administrative rules are implemented, if the Department finds the relative in violation of the required health and safety standards, the Department may determine that the relative does not meet the conditions to continue to care for a child whose family receives a child care subsidy from the Department.

5.2.3e 9. Appropriate precautions in transporting children (if applicable)

Provide the citation for this training requirement, including citations for both licensed and license-exempt providers

The Hawaii Administrative Rules have not been adopted to date, however, the rules will require that all caregivers at licensed and registered child care providers complete the pre-service training prior to the issuance of a license. Thereafter, any new employees shall complete pre-service training within 45 days of hire and be under direct supervision until completion of the pre-service training and cleared for the fingerprint-based criminal background checks.

The Hawai`i Administrative Rules have not been adopted to date, however, the Department will require that all caregivers at exempt, non-relative child care providers complete the pre-service training prior to being listed with the Department for exempt centers or prior to starting care of a subsidy child. Thereafter, any new employees at an exempt center shall complete pre-service training within 45 days of hire and be under direct supervision until completion of the pre-service training and cleared for the fingerprint-based criminal background checks.

The Hawai`i Department of Human Services has not completed implementation of initial and on-going training requirements for licensed and registered child care providers as well as for legally exempt child care providers caring for CCDF subsidy children. The Department has requested licensed and registered child care providers and providers operating A-Plus programs at 180 public elementary schools statewide to participate in completion of initial and on-going training since August 2017 and 6,400 individuals have completed initial training as of August 2018. Once the initial and on-going training requirements are implemented, the Department will have training and professional development requirements for licensed and registered child care providers as well as for legally exempt child care providers caring for CCDF subsidy children.

Implemented components:

1. The Hawai`i Department of Human Services obtained statutory authority to subject legally exempt child care providers caring for CCDF subsidy children to minimum health and safety requirements, including initial and on-going training. Bill passed and was signed into law on June 21, 2016.

2. Developed data system modification in order to track completion of initial and on-going training requirements in the child care licensing data system for each individual working with children at a licensed or registered or legally exempt child care facility or home.

3. Partnered with the Department's Child Care Provider Registry contractor and the Learning to Grow contractor to receive, review, and enter data into the Department's child care licensing data system for each individual working with

children at a licensed or registered or legally exempt child care facility or home of the completion of initial and on-going training requirements.

Pending components and expected completion date:

1. Develop language for amendments to the Department's six (6) sets of administrative rules for subsidy program and legally exempt centers to be listed with the Department and all licensed and registered child care facilities and homes in consultation with the Department of the Attorney General and complete process of adopting amended administrative rules for requirements for initial and on-going training for individuals who work with children in care.

September 30, 2019

2. Develop outreach materials and engage in public outreach to licensed and registered child care providers and legally exempt child care providers caring for subsidy children for home-based, non-relative, providers and center-based exempt providers informing them of the coming health and safety standards and training requirements and ensuring exempt center-based programs request to be listed with the Department and exempt, non-relative home-based providers comply with the health and safety standards and training requirements.

December 31, 2019

3. For the Department's child care licensing staff: Review the current process and develop procedures/guidelines/training for consistent application of the health and safety standards and training requirements, including appropriate precautions in transporting children when applicable, for licensed and registered child care providers as well as for legally exempt child care providers caring for CCDF subsidy children.

December 31, 2019

Does the state/territory require that this training topic be completed before caregivers, teachers, and directors in licensed CCDF programs are allowed to care for children unsupervised?

- [ ] Yes
- [x] No

Does the state/territory require that this training topic be completed before caregivers, teachers, and directors in license-exempt CCDF programs are allowed to care for children unsupervised?

- [ ] Yes
- [x] No

Describe if relatives are exempt from this requirement

Relatives are not required to complete initial or on-going training requirements or undergo annual monitoring inspections for health and safety standards. However, relatives will be subject to the health and safety standards and the Department conducts investigations for complaint reports that a relative is in violation of health and safety standards under the coming administrative rule amendments. Once the administrative rules are implemented, if the Department finds the relative in violation of the required health and safety standards, the Department may determine that the relative does not meet the conditions to continue to care for a child whose family receives a child care subsidy from the Department.

5.2.3e 10. Pediatric first aid and CPR certification

Provide the citation for this training requirement, including citations for both licensed and license-exempt providers

Hawai`i Administrative Rules for all licensed and registered providers:
1. §§17-891.2-22, 17-892.1-22, 17-895-22, 17-896-21

The rules require that at least one caregiver is on-site at all times at licensed and registered child care providers who has first-aid and child CPR certification.

The Hawai`i Department of Human Services has not completed implementation of

initial and on-going training requirements for legally exempt child care providers caring for CCDF subsidy children. The Department has requested licensed and registered child care providers and providers operating A-Plus programs at 180 public elementary schools statewide to participate in completion of initial and on-going training since August 2017 and 6,400 individuals have completed initial training as of August 2018. Once the initial and on-going training requirements are implemented, the Department will have training and professional development requirements for licensed and registered child care providers as well as for legally exempt child care providers caring for CCDF subsidy children.

Implemented components:

1. The Hawai`i Department of Human Services obtained statutory authority to subject legally exempt child care providers caring for CCDF subsidy children to minimum health and safety requirements, including initial and on-going training. Bill passed and was signed into law on June 21, 2016.

2. Developed data system modification in order to track completion of initial and on-going training requirements in the child care licensing data system for each individual working with children at a licensed or registered or legally exempt child care facility or home.

3. Partnered with the Department's Child Care Provider Registry contractor and the Learning to Grow contractor to receive, review, and enter data into the Department's child care licensing data system for each individual working with children at a licensed or registered or legally exempt child care facility or home of the completion of initial and on-going training requirements.

Pending components and expected completion date:

1. Develop language for amendments to the Department's one (1) set of administrative rules for legally exempt centers to be listed with the Department in consultation with the Department of the Attorney General and complete process of adopting amended administrative rules for requirements for initial and on-going training for individuals who work with children in care.

September 30, 2019

2. Develop outreach materials and engage in public outreach to legally exempt child care providers caring for subsidy children for center-based exempt providers informing them of the coming health and safety standards and training requirements and ensuring exempt center-based programs request to be listed with the Department comply with the health and safety standards and training requirements.

December 31, 2019

3. For the Department's child care licensing staff: Review the current process and develop procedures/guidelines/training for consistent application of the health and safety standards and training requirements, including first-aid and child CPR certification for at least one caregiver on site at all times, legally exempt child care centers caring for CCDF subsidy children.

December 31, 2019

Does the state/territory require that this training topic be completed before caregivers, teachers, and directors in licensed CCDF programs are allowed to care for children unsupervised?

- [ ] Yes
- [x] No

Does the state/territory require that this training topic be completed before caregivers, teachers, and directors in license-exempt CCDF programs are allowed to care for children unsupervised?

- [ ] Yes
- [x] No

Describe if relatives are exempt from this requirement

Relatives are not required to complete initial or on-going training requirements or undergo annual monitoring inspections for health and safety standards.

However, relatives will be subject to the health and safety standards and the Department conducts investigations for complaint reports that a relative is in violation of health and safety standards under the coming administrative rule amendments. Once the administrative rules are implemented, if the Department finds the relative in violation of the required health and safety standards, the Department may determine that the relative does not meet the conditions to continue to care for a child whose family receives a child care subsidy from the Department. Relative and exempt home-based providers will not be required to obtain first aid and child CPR certification.

5.2.3e 11. Recognition and reporting of child abuse and neglect

Provide the citation for this training requirement, including citations for both licensed and license-exempt providers

The Hawaii Administrative Rules have not been adopted to date, however, the rules will require that all caregivers at licensed and registered child care providers complete the pre-service training prior to the issuance of a license. Thereafter, any new employees shall complete pre-service training within 45 days of hire and be under direct supervision until completion of the pre-service training and cleared for the fingerprint-based criminal background checks.

The Hawai`i Department of Human Services has not completed implementation of initial and on-going training requirements for legally exempt child care providers caring for CCDF subsidy children. The Department has requested licensed and registered child care providers and providers operating A-Plus programs at 180 public elementary schools statewide to participate in completion of initial and on-going training since August 2017 and 6,400 individuals have completed initial training as of August 2018. Once the initial and on-going training requirements are implemented, the Department will have training and professional development requirements for licensed and registered child care providers as well as for legally exempt child care providers caring for CCDF subsidy children.

Implemented components:

1. The Hawai`i Department of Human Services obtained statutory authority to

subject legally exempt child care providers caring for CCDF subsidy children to minimum health and safety requirements, including initial and on-going training. Bill passed and was signed into law on June 21, 2016.

2. Developed data system modification in order to track completion of initial and on-going training requirements in the child care licensing data system for each individual working with children at a licensed or registered or legally exempt child care facility or home.

3. Partnered with the Department's Child Care Provider Registry contractor and the Learning to Grow contractor to receive, review, and enter data into the Department's child care licensing data system for each individual working with children at a licensed or registered or legally exempt child care facility or home of the completion of initial and on-going training requirements.

Pending components and expected completion date:

1. Develop language for amendments to the Department'six (6) sets of administrative rules for the subsidy program, legally exempt centers to be listed with the Department, and all licensed and registered child care facilities and homes in consultation with the Department of the Attorney General and complete process of adopting amended administrative rules for requirements for initial and on-going training for individuals who work with children in care.

September 30, 2019

2. Develop outreach materials and engage in public outreach to licensed and registered child care providers and legally exempt child care providers caring for subsidy children for home-based, non-relative, providers and center-based exempt providers informing them of the coming health and safety standards and training requirements and ensuring exempt center-based programs request to be listed with the Department and exempt, non-relative home-based providers comply with the health and safety standards and training requirements.

December 31, 2019

3. For the Department's child care licensing staff: Review the current process and develop procedures/guidelines/training for consistent application of the health and safety standards and training requirements, including recognition and reporting of child abuse and neglect, for licensed and registered child care providers as well as for legally exempt child care providers caring for CCDF subsidy children.

December 31, 2019

Does the state/territory require that this training topic be completed before caregivers, teachers, and directors in licensed CCDF programs are allowed to care for children unsupervised?

- [ ] Yes
- [x] No

Does the state/territory require that this training topic be completed before caregivers, teachers, and directors in license-exempt CCDF programs are allowed to care for children unsupervised?

- [ ] Yes
- [x] No

Describe if relatives are exempt from this requirement

Relatives are not required to complete initial or on-going training requirements or undergo annual monitoring inspections for health and safety standards. However, relatives will be subject to the health and safety standards and the Department conducts investigations for complaint reports that a relative is in violation of health and safety standards under the coming administrative rule amendments. Once the administrative rules are implemented, if the Department finds the relative in violation of the required health and safety standards, the Department may determine that the relative does not meet the conditions to continue to care for a child whose family receives a child care subsidy from the Department.

5.2.3e 12. Child development (98.44(b)(1)(iii))

Provide the citation for this training requirement, including citations for both licensed and license-exempt providers

The Hawai`i Administrative Rules have not been adopted to date, however, the rules will require that all caregivers at licensed and registered child care providers complete the pre-service training prior to the issuance of a license. Thereafter, any new employees shall complete pre-service training within 45 days of hire and be under direct supervision until completion of the pre-service training and cleared for the fingerprint-based criminal background checks.

The Hawai`i Administrative Rules have not been adopted to date, however, the Department will require that all caregivers at exempt, non-relative child care providers complete the pre-service training prior to being listed with the Department for exempt centers or prior to starting care of a subsidy child. Thereafter, any new employees at an exempt center shall complete pre-service training within 45 days of hire and be under direct supervision until completion of the pre-service training and cleared for the fingerprint-based criminal background checks.

The Hawai`i Department of Human Services has not completed implementation of initial and on-going training requirements for legally exempt child care providers caring for CCDF subsidy children. The Department has requested licensed and registered child care providers and providers operating A-Plus programs at 180 public elementary schools statewide to participate in completion of initial and on-going training since August 2017 and 6,400 individuals have completed initial training as of August 2018. Once the initial and on-going training requirements are implemented, the Department will have training and professional development requirements for licensed and registered child care providers as well as for legally exempt child care providers caring for CCDF subsidy children.

Implemented components:

1. The Hawai`i Department of Human Services obtained statutory authority to subject legally exempt child care providers caring for CCDF subsidy children to minimum health and safety requirements, including initial and on-going training. Bill passed and was signed into law on June 21, 2016.

2. Developed data system modification in order to track completion of initial and on-going training requirements in the child care licensing data system for each individual working with children at a licensed or registered or legally exempt child care facility or home.

3. Partnered with the Department's Child Care Provider Registry contractor and the Learning to Grow contractor to receive, review, and enter data into the Department's child care licensing data system for each individual working with children at a licensed or registered or legally exempt child care facility or home of the completion of initial and on-going training requirements.

Pending components and expected completion date:

1. Develop language for amendments to the Department's six (6) sets of administrative rules for the subsidy program, legally exempt centers to be listed with the Department, and all licensed and registered child care facilities and homes in consultation with the Department of the Attorney General and complete process of adopting amended administrative rules for requirements for initial and on-going training for individuals who work with children in care.

September 30, 2019

2. Develop outreach materials and engage in public outreach to licensed and registered child care providers and legally exempt child care providers caring for subsidy children for center-based exempt providers informing them of the coming health and safety standards and training requirements and ensuring exempt center-based programs request to be listed with the Department comply with the health and safety standards and training requirements.

December 31, 2019.

3. For the Department's child care licensing staff: Review the current process and develop procedures/guidelines/training for consistent application of the health and safety standards and training requirements, including child development, for licensed and registered child care providers as well as for legally exempt child care

providers caring for CCDF subsidy children.

December 31, 2019.

Does the state/territory require that this training topic be completed before caregivers, teachers, and directors in licensed CCDF programs are allowed to care for children unsupervised?

- [ ] Yes
- [x] No

Does the state/territory require that this training topic be completed before caregivers, teachers, and directors in license-exempt CCDF programs are allowed to care for children unsupervised?

- [ ] Yes
- [x] No

Describe if relatives are exempt from this requirement

Relatives are not required to complete initial or on-going training requirements or undergo annual monitoring inspections for health and safety standards. However, relatives will be subject to the health and safety standards and the Department conducts investigations for complaint reports that a relative is in violation of health and safety standards under the coming administrative rule amendments. Once the administrative rules are implemented, if the Department finds the relative in violation of the required health and safety standards, the Department may determine that the relative does not meet the conditions to continue to care for a child whose family receives a child care subsidy from the Department.

5.2.3e 13.

Describe other training requirements, such as nutrition, physical activities, caring for children with special needs, etc..

N/A

Provide the citation for this training requirement, including citations for both licensed and license-exempt providers

N/A

Does the state/territory require that this training topic be completed before caregivers, teachers, and directors in licensed CCDF programs are allowed to care for children unsupervised?

☐ Yes

☐ No

Does the state/territory require that this training topic be completed before caregivers, teachers, and directors in license-exempt CCDF programs are allowed to care for children unsupervised?

☐ Yes

☐ No

Describe if relatives are exempt from this requirement

N/A

Ongoing Training Requirements

5.2.4 Provide the minimum number of annual training hours on health and safety topics for caregivers, teachers, and directors required for the following.

a) Licensed child care centers:

16 hours

b) Licensed FCC homes:

16 hours and 8 hours for substitutes at FCCs

c) In-home care:

8 hours

d) Variations for exempt provider settings:

8 hours for exempt center-based staff;
relative care providers are exempt from the on-going training requirement.

5.2.5 Describe the ongoing health and safety training for CCDF providers by category of care (i.e., center, FCC, in-home) and licensing status (i.e., licensed, license-exempt).

1. Prevention and control of infectious diseases (including immunizations)
   -- Provide the citation for this training requirement, including citations for both licensed and license-exempt providers
   The Hawai`i Department of Human Services has not completed implementation of initial and on-going training requirements for licensed and registered child care providers as well as for legally exempt child care providers caring for CCDF subsidy children. The Department has requested licensed and registered child care providers and providers operating A-Plus programs at 180 public elementary schools statewide to participate in completion of initial and on-going training since August 2017 and 6,400 individuals have completed initial training as of August 2018. Once the initial and on-going training requirements are implemented, the Department will have training and professional development requirements for licensed and registered child care providers as well as for legally exempt child care providers caring for CCDF subsidy children.

   Implemented components:

   1. The Hawai`i Department of Human Services obtained statutory authority to subject legally exempt child care providers caring for CCDF subsidy children to minimum health and safety requirements, including initial and on-going training. Bill passed and was signed into law on June 21, 2016.

   2. Developed data system modification in order to track completion of initial and on-

going training requirements in the child care licensing data system for each individual working with children at a licensed or registered or legally exempt child care facility or home.

3. Partnered with the Department's Child Care Provider Registry contractor and the Learning to Grow contractor to receive, review, and enter data into the Department's child care licensing data system for each individual working with children at a licensed or registered or legally exempt child care facility or home of the completion of initial and on-going training requirements.

Pending components and expected completion date:

1. Develop language for amendments to the Department's six (6) sets of administrative rules for subsidy program and legally exempt centers to be listed with the Department and all licensed and registered child care facilities and homes in consultation with the Department of the Attorney General and complete process of adopting amended administrative rules for requirements for initial and on-going training for individuals who work with children in care.

September 30, 2019

2. Develop outreach materials and engage in public outreach to licensed and registered child care providers and legally exempt child care providers caring for subsidy children for home-based, non-relative, providers and center-based exempt providers informing them of the coming health and safety and training requirements and ensuring exempt center-based programs request to be listed with the Department and exempt, non-relative home-based providers comply with the health and safety standards and training requirements.

December 31, 2019.

3. For the Department's child care licensing staff: Review the current process and develop procedures/guidelines/training for consistent application of the health and safety standards and training requirements, including prevention and control of infectious diseases, for licensed and registered child care providers as well as for

legally exempt child care providers caring for CCDF subsidy children.

December 31, 2019.

-- How often does the state/territory require that this training topic be completed by caregivers, teachers, and directors in licensed CCDF programs?

- [ ] Annually
- [x] Other

Describe:

The Hawai`i Administrative Rules have not been adopted yet, however, the Department intends to require that all caregivers at licensed and registered child care providers and exempt providers caring for a subsidy child complete on-going training in at least 2 of 15 topics of health and safety standards to meet the on-going training hours requirement annually:

1. Physical care of the young child;
2. Care of the sick child;
3. Child nutrition;
4. Child growth and development;
5. Children with special needs;
6. Learning activities and play;
7. Family engagement;
8. Managing challenging behaviors;
9. Community resources;
10. Prevention of child maltreatment and abuse;
11. First aid and child cardiopulmonary resuscitation;
12. Health and safety;
13. Child care business or program management; or
14. Physical environment; and
15. Safe sleep training (if permitted to care for children less than one year of age).

Prevention and control of infectious diseases (including immunizations) falls within the "health and safety" topic area.

-- How often does the state/territory require that this training topic be completed by caregivers, teachers, and directors in licensed-exempt CCDF programs?

☐ Annually

☑ Other

Describe:

The Hawai`i Administrative Rules have not been adopted yet, however, the Department intends to require that all caregivers at licensed and registered child care providers and exempt providers caring for a subsidy child complete on-going training in at least 2 of 15 topics of health and safety standards to meet the on-going training hours requirement annually:

1. Physical care of the young child;
2. Care of the sick child;
3. Child nutrition;
4. Child growth and development;
5. Children with special needs;
6. Learning activities and play;
7. Family engagement;
8. Managing challenging behaviors;
9. Community resources;
10. Prevention of child maltreatment and abuse;
11. First aid and child cardiopulmonary resuscitation;
12. Health and safety;
13. Child care business or program management; or
14. Physical environment; and
15. Safe sleep training (if permitted to care for children less than one year of age).

Prevention and control of infectious diseases (including immunizations) falls within the "health and safety" topic area.

2. Prevention of sudden infant death syndrome and the use of safe-sleep practices

-- Provide the citation for this training requirement, including citations for both licensed and license-exempt providers

Hawai`i Administrative Rules for registered family child care homes and licensed infant and toddler centers:

1. 17-891.1-15, 17-891.2-41, 17-891.1-41;
2. 17-895-14, 17-895-45, 17-895-46.

Safe sleep training is required annually for all employees, household members, and volunteers at licensed and registered centers and homes that are permitted to care for children less than one year of age.

The Hawai`i Department of Human Services has not completed implementation of initial and on-going training requirements for legally exempt child care providers caring for CCDF subsidy children. The Department has requested licensed and registered child care providers and providers operating A-Plus programs at 180 public elementary schools statewide to participate in completion of initial and on-going training since August 2017 and 6,400 individuals have completed initial training as of August 2018. Once the initial and on-going training requirements are implemented, the Department will have training and professional development requirements for legally exempt child care providers caring for CCDF subsidy children.

Implemented components:

The Hawai`i Department of Human Services obtained statutory authority to subject legally exempt child care providers caring for CCDF subsidy children to minimum health and safety requirements, including initial and on-going training. Bill passed and was signed into law on June 21, 2016.

The Department obtained statutory authority to subject licensed and registered child care providers to safe sleep requirements with any rules adopted by the Department. Bill was signed into law on April 30, 2013.

1. The Department adopted administrative rule amendments effective February 24, 2017 with requirements for registered family child care homes and infant and toddler centers for all staff, employees, volunteers, and household members to complete initial and on-going safe sleep training.

2. Developed data system modification in order to track completion of initial and on-going training requirements in the child care licensing data system for each individual working with children at a licensed or registered or legally exempt child care facility or home.

3. Partnered with the Department's Child Care Provider Registry contractor and the Learning to Grow contractor to receive, review, and enter data into the Department's child care licensing data system for each individual working with children at a licensed or registered or legally exempt child care facility or home of the completion of initial and on-going training requirements.

Pending components and expected completion date:

1. Develop language for amendments to the Department's two (2) sets of administrative rules for subsidy program and legally exempt centers to be listed with the Department and all licensed group child care facilities in consultation with the Department of the Attorney General and complete process of adopting amended administrative rules for requirements for initial and on-going training for individuals who work with children in care.

September 30, 2019

2. Develop outreach materials and engage in public outreach to legally exempt child care providers caring for subsidy children for home-based, non-relative, providers and center-based exempt providers informing them of the coming health and safety standards and training requirements and ensuring exempt center-based programs request to be listed with the Department and exempt, non-relative home-based providers comply with the health and safety standards and training requirements.

December 31, 2019

3. For the Department's child care licensing staff: Review the current process and develop procedures/guidelines/training for consistent application of the health and safety standards and training requirements, including safe sleep, for legally exempt child care providers caring for CCDF subsidy children less than one year of age.

December 31, 2019

-- How often does the state/territory require that this training topic be completed by caregivers, teachers, and directors in licensed CCDF programs?

- [x] Annually
- [ ] Other

Describe:

-- How often does the state/territory require that this training topic be completed by caregivers, teachers, and directors in licensed-exempt CCDF programs?

- [ ] Annually
- [x] Other

Describe:

The Hawaii Administrative Rules have not been adopted yet, however, the Department intends to require that all exempt caregivers and exempt providers caring for a subsidy child less than one year of age complete on-going training in safe sleep practices annually if the center or home is allowed to care for children less than one year of age.

3. Administration of medication, consistent with standards for parental consent

-- Provide the citation for this training requirement, including citations for both licensed and license-exempt providers

The Hawai`i Department of Human Services has not completed implementation of initial and on-going training requirements for licensed and registered child care providers as well as for legally exempt child care providers caring for CCDF subsidy children. The Department has requested licensed and registered child care providers

and providers operating A-Plus programs at 180 public elementary schools statewide to participate in completion of initial and on-going training since August 2017 and 6,400 individuals have completed initial training as of August 2018. Once the initial and on-going training requirements are implemented, the Department will have training and professional development requirements for licensed and registered child care providers as well as for legally exempt child care providers caring for CCDF subsidy children.

Implemented components:

1. The Hawai`i Department of Human Services obtained statutory authority to subject legally exempt child care providers caring for CCDF subsidy children to minimum health and safety requirements, including initial and on-going training. Bill passed and was signed into law on June 21, 2016.

2. Developed data system modification in order to track completion of initial and on-going training requirements in the child care licensing data system for each individual working with children at a licensed or registered or legally exempt child care facility or home.

3. Partnered with the Department's Child Care Provider Registry contractor and the Learning to Grow contractor to receive, review, and enter data into the Department's child care licensing data system for each individual working with children at a licensed or registered or legally exempt child care facility or home of the completion of initial and on-going training requirements.

Pending components and expected completion date:

1. Develop language for amendments to the Department's six (6) sets of administrative rules for subsidy program and legally exempt centers to be listed with the Department and all licensed and registered child care facilities and homes in consultation with the Department of the Attorney General and complete process of adopting amended administrative rules for requirements for initial and on-going training for individuals who work with children in care.

September 30, 2019

2. Develop outreach materials and engage in public outreach to licensed and registered child care providers and legally exempt child care providers caring for subsidy children for home-based, non-relative, providers and center-based exempt providers informing them of the coming health and safety and training requirements and ensuring exempt center-based programs request to be listed with the Department and exempt, non-relative home-based providers comply with the health and safety standards and training requirements.

December 31, 2019

3. For the Department's child care licensing staff: Review the current process and develop procedures/guidelines/training for consistent application of the health and safety standards and training requirements, including administration of medication, consistent with standards for parental consent, for licensed and registered child care providers as well as for legally exempt child care providers caring for CCDF subsidy children.

December 31, 2019

-- How often does the state/territory require that this training topic be completed by caregivers, teachers, and directors in licensed CCDF programs?

- [ ] Annually
- [x] Other

Describe:

The Hawai`i Administrative Rules have not been adopted yet, however, the Department intends to require that all caregivers at licensed and registered child care providers and exempt providers caring for a subsidy child complete on-going training in at least 2 of 15 topics of health and safety standards to meet the on-going training hours requirement annually:

1. Physical care of the young child;

2. Care of the sick child;
3. Child nutrition;
4. Child growth and development;
5. Children with special needs;
6. Learning activities and play;
7. Family engagement;
8. Managing challenging behaviors;
9. Community resources;
10. Prevention of child maltreatment and abuse;
11. First aid and child cardiopulmonary resuscitation;
12. Health and safety;
13. Child care business or program management; or
14. Physical environment; and
15. Safe sleep training (if permitted to care for children less than one year of age).

Administration of medication, consistent with standards for parental consent falls within the "health and safety" topic area.

-- How often does the state/territory require that this training topic be completed by caregivers, teachers, and directors in licensed-exempt CCDF programs?

☐ Annually

☑ Other

Describe:

The Hawai`i Administrative Rules have not been adopted yet, however, the Department intends to require that all caregivers at licensed and registered child care providers and exempt providers caring for a subsidy child complete on-going training in at least 2 of 15 topics of health and safety standards to meet the on-going training hours requirement annually:

1. Physical care of the young child;
2. Care of the sick child;
3. Child nutrition;
4. Child growth and development;

5. Children with special needs;
6. Learning activities and play;
7. Family engagement;
8. Managing challenging behaviors;
9. Community resources;
10. Prevention of child maltreatment and abuse;
11. First aid and child cardiopulmonary resuscitation;
12. Health and safety;
13. Child care business or program management; or
14. Physical environment; and
15. Safe sleep training (if permitted to care for children less than one year of age).

Administration of medication, consistent with standards for parental consent falls within the "health and safety" topic area.

4. Prevention and response to emergencies due to food and allergic reactions
-- Provide the citation for this training requirement, including citations for both licensed and license-exempt providers

The Hawai`i Department of Human Services has not completed implementation of initial and on-going training requirements for licensed and registered child care providers as well as for legally exempt child care providers caring for CCDF subsidy children. The Department has requested licensed and registered child care providers and providers operating A-Plus programs at 180 public elementary schools statewide to participate in completion of initial and on-going training since August 2017 and 6,400 individuals have completed initial training as of August 2018. Once the initial and on-going training requirements are implemented, the Department will have training and professional development requirements for licensed and registered child care providers as well as for legally exempt child care providers caring for CCDF subsidy children.

Implemented components:

1. The Hawai`i Department of Human Services obtained statutory authority to subject

legally exempt child care providers caring for CCDF subsidy children to minimum health and safety requirements, including initial and on-going training. Bill passed and was signed into law on June 21, 2016.

2. Developed data system modification in order to track completion of initial and on-going training requirements in the child care licensing data system for each individual working with children at a licensed or registered or legally exempt child care facility or home.

3. Partnered with the Department's Child Care Provider Registry contractor and the Learning to Grow contractor to receive, review, and enter data into the Department's child care licensing data system for each individual working with children at a licensed or registered or legally exempt child care facility or home of the completion of initial and on-going training requirements.

Pending components and expected completion date:

1. Develop language for amendments to the Department's six (6) sets of administrative rules for subsidy program and legally exempt centers to be listed with the Department and all licensed and registered child care facilities and homes in consultation with the Department of the Attorney General and complete process of adopting amended administrative rules for requirements for initial and on-going training for individuals who work with children in care.

September 30, 2019

2. Develop outreach materials and engage in public outreach to licensed and registered child care providers and legally exempt child care providers caring for subsidy children for home-based, non-relative, providers and center-based exempt providers informing them of the coming health and safety and training requirements and ensuring exempt center-based programs request to be listed with the Department and exempt, non-relative home-based providers comply with the health and safety standards and training requirements.

December 31, 2019

3. For the Department's child care licensing staff: Review the current process and develop procedures/guidelines/training for consistent application of the health and safety standards and training requirements, including prevention and response to emergencies due to food and allergic reactions, for licensed and registered child care providers as well as for legally exempt child care providers caring for CCDF subsidy children.

December 31, 2019

-- How often does the state/territory require that this training topic be completed by caregivers, teachers, and directors in licensed CCDF programs?

☐ Annually

☑ Other

Describe:

The Hawai`i Administrative Rules have not been adopted yet, however, the Department intends to require that all caregivers at licensed and registered child care providers and exempt providers caring for a subsidy child complete on-going training in at least 2 of 15 topics of health and safety standards to meet the on-going training hours requirement annually:

1. Physical care of the young child;
2. Care of the sick child;
3. Child nutrition;
4. Child growth and development;
5. Children with special needs;
6. Learning activities and play;
7. Family engagement;
8. Managing challenging behaviors;
9. Community resources;
10. Prevention of child maltreatment and abuse;
11. First aid and child cardiopulmonary resuscitation;
12. Health and safety;

13. Child care business or program management; or
14. Physical environment; and
15. Safe sleep training (if permitted to care for children less than one year of age).

Prevention and response to emergencies due to food and allergic reactions falls within the "health and safety" topic area.

-- How often does the state/territory require that this training topic be completed by caregivers, teachers, and directors in licensed-exempt CCDF programs?

☐ Annually

☑ Other

Describe:

The Hawai`i Administrative Rules have not been adopted yet, however, the Department intends to require that all caregivers at licensed and registered child care providers and exempt providers caring for a subsidy child complete on-going training in at least 2 of 15 topics of health and safety standards to meet the on-going training hours requirement annually:

1. Physical care of the young child;
2. Care of the sick child;
3. Child nutrition;
4. Child growth and development;
5. Children with special needs;
6. Learning activities and play;
7. Family engagement;
8. Managing challenging behaviors;
9. Community resources;
10. Prevention of child maltreatment and abuse;
11. First aid and child cardiopulmonary resuscitation;
12. Health and safety;
13. Child care business or program management; or
14. Physical environment; and
15. Safe sleep training (if permitted to care for children less than one year of age).

Prevention and response to emergencies due to food and allergic reactions falls within the "health and safety" topic area.

5. Building and physical premises safety, including the identification of and protection from hazards, bodies of water, and vehicular traffic

-- Provide the citation for this training requirement, including citations for both licensed and license-exempt providers

The Hawai`i Department of Human Services has not completed implementation of initial and on-going training requirements for licensed and registered child care providers as well as for legally exempt child care providers caring for CCDF subsidy children. The Department has requested licensed and registered child care providers and providers operating A-Plus programs at 180 public elementary schools statewide to participate in completion of initial and on-going training since August 2017 and 6,400 individuals have completed initial training as of August 2018. Once the initial and on-going training requirements are implemented, the Department will have training and professional development requirements for licensed and registered child care providers as well as for legally exempt child care providers caring for CCDF subsidy children.

Implemented components:

The Hawai`i Department of Human Services obtained statutory authority to subject legally exempt child care providers caring for CCDF subsidy children to minimum health and safety requirements, including initial and on-going training. Bill passed and was signed into law on June 21, 2016.

Developed data system modification in order to track completion of initial and on-going training requirements in the child care licensing data system for each individual working with children at a licensed or registered or legally exempt child care facility or home.

Partnered with the Department's Child Care Provider Registry contractor and the Learning to Grow contractor to receive, review, and enter data into the Department's child care licensing data system for each individual working with children at a licensed

or registered or legally exempt child care facility or home of the completion of initial and on-going training requirements.

Pending components and expected completion date:

Develop language for amendments to the Department's six (6) sets of administrative rules for subsidy program and legally exempt centers to be listed with the Department and all licensed and registered child care facilities and homes in consultation with the Department of the Attorney General and complete process of adopting amended administrative rules for requirements for initial and on-going training for individuals who work with children in care.

September 30, 2019

Develop outreach materials and engage in public outreach to licensed and registered child care providers and legally exempt child care providers caring for subsidy children for home-based, non-relative, providers and center-based exempt providers informing them of the coming health and safety and training requirements and ensuring exempt center-based programs request to be listed with the Department and exempt, non-relative home-based providers comply with the health and safety standards and training requirements.

December 31, 2019

For the Department's child care licensing staff: Review the current process and develop procedures/guidelines/training for consistent application of the health and safety standards and training requirements, including building and physical premises safety, for licensed and registered child care providers as well as for legally exempt child care providers caring for CCDF subsidy children.

December 31, 2019

-- How often does the state/territory require that this training topic be completed by caregivers, teachers, and directors in licensed CCDF programs?

☐ Annually

☑ Other

Describe:

The Hawai`i Administrative Rules have not been adopted yet, however, the Department intends to require that all caregivers at licensed and registered child care providers and exempt providers caring for a subsidy child complete on-going training in at least 2 of 15 topics of health and safety standards to meet the on-going training hours requirement annually:

1. Physical care of the young child;
2. Care of the sick child;
3. Child nutrition;
4. Child growth and development;
5. Children with special needs;
6. Learning activities and play;
7. Family engagement;
8. Managing challenging behaviors;
9. Community resources;
10. Prevention of child maltreatment and abuse;
11. First aid and child cardiopulmonary resuscitation;
12. Health and safety;
13. Child care business or program management; or
14. Physical environment; and
15. Safe sleep training (if permitted to care for children less than one year of age).

Building and physical premises safety falls within the "health and safety" topic area.

-- How often does the state/territory require that this training topic be completed by caregivers, teachers, and directors in licensed-exempt CCDF programs?

☐ Annually

☑ Other

Describe:

The Hawai`i Administrative Rules have not been adopted yet, however, the Department intends to require that all caregivers at licensed and registered child care providers and exempt providers caring for a subsidy child complete on-going training in at least 2 of 15 topics of health and safety standards to meet the on-going training hours requirement annually:

1. Physical care of the young child;
2. Care of the sick child;
3. Child nutrition;
4. Child growth and development;
5. Children with special needs;
6. Learning activities and play;
7. Family engagement;
8. Managing challenging behaviors;
9. Community resources;
10. Prevention of child maltreatment and abuse;
11. First aid and child cardiopulmonary resuscitation;
12. Health and safety;
13. Child care business or program management; or
14. Physical environment; and
15. Safe sleep training (if permitted to care for children less than one year of age).

Building and physical premises safety falls within the "health and safety" topic area.

6. Prevention of shaken baby syndrome, abusive head trauma, and child maltreatment -- Provide the citation for this training requirement, including citations for both licensed and license-exempt providers

The Hawai`i Department of Human Services has not completed implementation of initial and on-going training requirements for licensed and registered child care providers as well as for legally exempt child care providers caring for CCDF subsidy children. The Department has requested licensed and registered child care providers

and providers operating A-Plus programs at 180 public elementary schools statewide to participate in completion of initial and on-going training since August 2017 and 6,400 individuals have completed initial training as of August 2018. Once the initial and on-going training requirements are implemented, the Department will have training and professional development requirements for licensed and registered child care providers as well as for legally exempt child care providers caring for CCDF subsidy children.

Implemented components:

1. The Hawai`i Department of Human Services obtained statutory authority to subject legally exempt child care providers caring for CCDF subsidy children to minimum health and safety requirements, including initial and on-going training. Bill passed and was signed into law on June 21, 2016.

2. Developed data system modification in order to track completion of initial and on-going training requirements in the child care licensing data system for each individual working with children at a licensed or registered or legally exempt child care facility or home.

3. Partnered with the Department's Child Care Provider Registry contractor and the Learning to Grow contractor to receive, review, and enter data into the Department's child care licensing data system for each individual working with children at a licensed or registered or legally exempt child care facility or home of the completion of initial and on-going training requirements.

Pending components and expected completion date:

1. Develop language for amendments to the Department's six (6) sets of administrative rules for subsidy program and legally exempt centers to be listed with the Department and all licensed and registered child care facilities and homes in consultation with the Department of the Attorney General and complete process of adopting amended administrative rules for requirements for initial and on-going training for individuals who work with children in care.

September 30, 2019

2. Develop outreach materials and engage in public outreach to licensed and registered child care providers and legally exempt child care providers caring for subsidy children for home-based, non-relative, providers and center-based exempt providers informing them of the coming health and safety standards and training requirements and ensuring exempt center-based programs request to be listed with the Department and exempt, non-relative home-based providers comply with the health and safety standards and training requirements.

December 31, 2019

3. For the Department's child care licensing staff: Review the current process and develop procedures/guidelines/training for consistent application of the health and safety standards and training requirements, including prevention of shaken baby syndrome, abusive head trauma, and child maltreatment, for licensed and registered child care providers as well as for legally exempt child care providers caring for CCDF subsidy children.

December 31, 2019

-- How often does the state/territory require that this training topic be completed by caregivers, teachers, and directors in licensed CCDF programs?

- [ ] Annually
- [x] Other

Describe:

The Hawai`i Administrative Rules have not been adopted yet, however, the Department intends to require that all caregivers at licensed and registered child care providers and exempt providers caring for a subsidy child complete on-going training in at least 2 of 15 topics of health and safety standards to meet the on-going training hours requirement annually:

1. Physical care of the young child;
2. Care of the sick child;
3. Child nutrition;
4. Child growth and development;
5. Children with special needs;
6. Learning activities and play;
7. Family engagement;
8. Managing challenging behaviors;
9. Community resources;
10. Prevention of child maltreatment and abuse;
11. First aid and child cardiopulmonary resuscitation;
12. Health and safety;
13. Child care business or program management; or
14. Physical environment; and
15. Safe sleep training (if permitted to care for children less than one year of age).

Prevention of shaken baby syndrome, abusive head trauma, and child maltreatment falls within the " prevention of child maltreatment and abuse" topic area.

-- How often does the state/territory require that this training topic be completed by caregivers, teachers, and directors in licensed-exempt CCDF programs?

☐ Annually

☑ Other

Describe:

The Hawai`i Administrative Rules have not been adopted yet, however, the Department intends to require that all caregivers at licensed and registered child care providers and exempt providers caring for a subsidy child complete on-going training in at least 2 of 15 topics of health and safety standards to meet the on-going training hours requirement annually:

1. Physical care of the young child;

2. Care of the sick child;
3. Child nutrition;
4. Child growth and development;
5. Children with special needs;
6. Learning activities and play;
7. Family engagement;
8. Managing challenging behaviors;
9. Community resources;
10. Prevention of child maltreatment and abuse;
11. First aid and child cardiopulmonary resuscitation;
12. Health and safety;
13. Child care business or program management; or
14. Physical environment; and
15. Safe sleep training (if permitted to care for children less than one year of age).

Prevention of shaken baby syndrome, abusive head trauma, and child maltreatment falls within the " prevention of child maltreatment and abuse" topic area.

7. Emergency preparedness and response planning for emergencies resulting from a natural disaster or a human-caused event

-- Provide the citation for this training requirement, including citations for both licensed and license-exempt providers

The Hawai`i Department of Human Services has not completed implementation of initial and on-going training requirements for licensed and registered child care providers as well as for legally exempt child care providers caring for CCDF subsidy children. The Department has requested licensed and registered child care providers and providers operating A-Plus programs at 180 public elementary schools statewide to participate in completion of initial and on-going training since August 2017 and 6,400 individuals have completed initial training as of August 2018. Once the initial and on-going training requirements are implemented, the Department will have training and professional development requirements for licensed and registered child

care providers as well as for legally exempt child care providers caring for CCDF subsidy children.

Implemented components:

1. The Hawai`i Department of Human Services obtained statutory authority to subject legally exempt child care providers caring for CCDF subsidy children to minimum health and safety requirements, including initial and on-going training. Bill passed and was signed into law on June 21, 2016.

2. Developed data system modification in order to track completion of initial and on-going training requirements in the child care licensing data system for each individual working with children at a licensed or registered or legally exempt child care facility or home.

3. Partnered with the Department's Child Care Provider Registry contractor and the Learning to Grow contractor to receive, review, and enter data into the Department's child care licensing data system for each individual working with children at a licensed or registered or legally exempt child care facility or home of the completion of initial and on-going training requirements.

Pending components and expected completion date:

1. Develop language for amendments to the Department's six (6) sets of administrative rules for subsidy program and legally exempt centers to be listed with the Department and all licensed and registered child care facilities and homes in consultation with the Department of the Attorney General and complete process of adopting amended administrative rules for requirements for initial and on-going training for individuals who work with children in care.

September 30, 2019

2. Develop outreach materials and engage in public outreach to licensed and registered child care providers and legally exempt child care providers caring for subsidy children for home-based, non-relative, providers and center-based exempt

providers informing them of the coming health and safety standards and training requirements and ensuring exempt center-based programs request to be listed with the Department and exempt, non-relative home-based providers comply with the health and safety standards and training requirements.

December 31, 2019

3. For the Department's child care licensing staff: Review the current process and develop procedures/guidelines/training for consistent application of the health and safety standards and training requirements, including emergency preparedness and response planning for emergencies resulting from a natural disaster or a human-caused event, for licensed and registered child care providers as well as for legally exempt child care providers caring for CCDF subsidy children.

December 31, 2019

-- How often does the state/territory require that this training topic be completed by caregivers, teachers, and directors in licensed CCDF programs?

- [ ] Annually
- [x] Other

Describe:

The Hawai`i Administrative Rules have not been adopted yet, however, the Department intends to require that all caregivers at licensed and registered child care providers and exempt providers caring for a subsidy child complete on-going training in at least 2 of 15 topics of health and safety standards to meet the on-going training hours requirement annually:

1. Physical care of the young child;
2. Care of the sick child;
3. Child nutrition;
4. Child growth and development;
5. Children with special needs;
6. Learning activities and play;
7. Family engagement;

8. Managing challenging behaviors;
9. Community resources;
10. Prevention of child maltreatment and abuse;
11. First aid and child cardiopulmonary resuscitation;
12. Health and safety;
13. Child care business or program management; or
14. Physical environment; and
15. Safe sleep training (if permitted to care for children less than one year of age).

Emergency preparedness and response planning for emergencies resulting from a natural disaster or a human-caused event falls within the "health and safety" topic area.

-- How often does the state/territory require that this training topic be completed by caregivers, teachers, and directors in licensed-exempt CCDF programs?

☐ Annually

☑ Other

Describe:

The Hawai`i Administrative Rules have not been adopted yet, however, the Department intends to require that all caregivers at licensed and registered child care providers and exempt providers caring for a subsidy child complete on-going training in at least 2 of 15 topics of health and safety standards to meet the on-going training hours requirement annually:

1. Physical care of the young child;
2. Care of the sick child;
3. Child nutrition;
4. Child growth and development;
5. Children with special needs;
6. Learning activities and play;
7. Family engagement;
8. Managing challenging behaviors;
9. Community resources;

10. Prevention of child maltreatment and abuse;
11. First aid and child cardiopulmonary resuscitation;
12. Health and safety;
13. Child care business or program management; or
14. Physical environment; and
15. Safe sleep training (if permitted to care for children less than one year of age).

Emergency preparedness and response planning for emergencies resulting from a natural disaster or a human-caused event falls within the " health and safety" topic area.

8. Handling and storage of hazardous materials and the appropriate disposal of bio-contaminants

-- Provide the citation for this training requirement, including citations for both licensed and license-exempt providers

The Hawai`i Department of Human Services has not completed implementation of initial and on-going training requirements for licensed and registered child care providers as well as for legally exempt child care providers caring for CCDF subsidy children. The Department has requested licensed and registered child care providers and providers operating A-Plus programs at 180 public elementary schools statewide to participate in completion of initial and on-going training since August 2017 and 6,400 individuals have completed initial training as of August 2018. Once the initial and on-going training requirements are implemented, the Department will have training and professional development requirements for licensed and registered child care providers as well as for legally exempt child care providers caring for CCDF subsidy children.

Implemented components:

1. The Hawai`i Department of Human Services obtained statutory authority to subject legally exempt child care providers caring for CCDF subsidy children to minimum health and safety requirements, including initial and on-going training. Bill passed and was signed into law on June 21, 2016.

2. Developed data system modification in order to track completion of initial and on-going training requirements in the child care licensing data system for each individual working with children at a licensed or registered or legally exempt child care facility or home.

3. Partnered with the Department's Child Care Provider Registry contractor and the Learning to Grow contractor to receive, review, and enter data into the Department's child care licensing data system for each individual working with children at a licensed or registered or legally exempt child care facility or home of the completion of initial and on-going training requirements.

Pending components and expected completion date:

1. Develop language for amendments to the Department's six (6) sets of administrative rules for subsidy program and legally exempt centers to be listed with the Department and all licensed and registered child care facilities and homes in consultation with the Department of the Attorney General and complete process of adopting amended administrative rules for requirements for initial and on-going training for individuals who work with children in care.

September 30, 2019

2. Develop outreach materials and engage in public outreach to licensed and registered child care providers and legally exempt child care providers caring for subsidy children for home-based, non-relative, providers and center-based exempt providers informing them of the coming health and safety standards and training requirements and ensuring exempt center-based programs request to be listed with the Department and exempt, non-relative home-based providers complywiththe health and safety standards and training requirements.

December 31, 2019

3. For the Department's child care licensing staff: Review the current process and develop procedures/guidelines/training for consistent application of the health and

safety standards and training requirements, including handling and storage of hazardous materials and the appropriate disposal of bio contaminants, for licensed and registered child care providers as well as for legally exempt child care providers caring for CCDF subsidy children.

December 31, 2019

-- How often does the state/territory require that this training topic be completed by caregivers, teachers, and directors in licensed CCDF programs?

☐ Annually

☑ Other

Describe:

The Hawai`i Administrative Rules have not been adopted yet, however, the Department intends to require that all caregivers at licensed and registered child care providers and exempt providers caring for a subsidy child complete on-going training in at least 2 of 15 topics of health and safety standards to meet the on-going training hours requirement annually:

1. Physical care of the young child;
2. Care of the sick child;
3. Child nutrition;
4. Child growth and development;
5. Children with special needs;
6. Learning activities and play;
7. Family engagement;
8. Managing challenging behaviors;
9. Community resources;
10. Prevention of child maltreatment and abuse;
11. First aid and child cardiopulmonary resuscitation;
12. Health and safety;
13. Child care business or program management; or
14. Physical environment; and
15. Safe sleep training (if permitted to care for children less than one year of age).

Handling and storage of hazardous materials and the appropriate disposal of bio-contaminants falls within the "health and safety" topic area.

-- How often does the state/territory require that this training topic be completed by caregivers, teachers, and directors in licensed-exempt CCDF programs?

☐ Annually

☑ Other

Describe:

The Hawai`i Administrative Rules have not been adopted yet, however, the Department intends to require that all caregivers at licensed and registered child care providers and exempt providers caring for a subsidy child complete on-going training in at least 2 of 15 topics of health and safety standards to meet the on-going training hours requirement annually:

1. Physical care of the young child;
2. Care of the sick child;
3. Child nutrition;
4. Child growth and development;
5. Children with special needs;
6. Learning activities and play;
7. Family engagement;
8. Managing challenging behaviors;
9. Community resources;
10. Prevention of child maltreatment and abuse;
11. First aid and child cardiopulmonary resuscitation;
12. Health and safety;
13. Child care business or program management; or
14. Physical environment; and
15. Safe sleep training (if permitted to care for children less than one year of age).

Handling and storage of hazardous materials and the appropriate disposal of bio-contaminants falls within the "health and safety" topic area.

9. Appropriate precautions in transporting children (if applicable)

-- Provide the citation for this training requirement, including citations for both licensed and license-exempt providers

The Hawai`i Department of Human Services has not completed implementation of initial and on-going training requirements for licensed and registered child care providers as well as for legally exempt child care providers caring for CCDF subsidy children. The Department has requested licensed and registered child care providers and providers operating A-Plus programs at 180 public elementary schools statewide to participate in completion of initial and on-going training since August 2017 and 6,400 individuals have completed initial training as of August 2018. Once the initial and on-going training requirements are implemented, the Department will have training and professional development requirements for licensed and registered child care providers as well as for legally exempt child care providers caring for CCDF subsidy children.

Implemented components:

1. The Hawai`i Department of Human Services obtained statutory authority to subject legally exempt child care providers caring for CCDF subsidy children to minimum health and safety requirements, including initial and on-going training. Bill passed and was signed into law on June 21, 2016.

2. Developed data system modification in order to track completion of initial and on-going training requirements in the child care licensing data system for each individual working with children at a licensed or registered or legally exempt child care facility or home.

3. Partnered with the Department's Child Care Provider Registry contractor and the Learning to Grow contractor to receive, review, and enter data into the Department's child care licensing data system for each individual working with children at a licensed or registered or legally exempt child care facility or home of the completion of initial and on-going training requirements.

Pending components and expected completion date:

1. Develop language for amendments to the Department's six (6) sets of administrative rules for subsidy program and legally exempt centers to be listed with the Department and all licensed and registered child care facilities and homes in consultation with the Department of the Attorney General and complete process of adopting amended administrative rules for requirements for initial and on-going training for individuals who work with children in care.

September 30, 2019

2. Develop outreach materials and engage in public outreach to licensed and registered child care providers and legally exempt child care providers caring for subsidy children for home-based, non-relative, providers and center-based exempt providers informing them of the coming health and safety standards and training requirements and ensuring exempt center-based programs request to be listed with the Department and exempt, non-relative home-based providers comply with the health and safety standards and training requirements.

December 31, 2019

3. For the Department's child care licensing staff: Review the current process and develop procedures/guidelines/training for consistent application of the health and safety standards and training requirements, including appropriate precautions in transporting children when applicable, for licensed and registered child care providers as well as for legally exempt child care providers caring for CCDF subsidy children.

December 31, 2019

-- How often does the state/territory require that this training topic be completed by caregivers, teachers, and directors in licensed CCDF programs?

- [ ] Annually
- [x] Other

Describe:

The Hawai`i Administrative Rules have not been adopted yet, however, the Department intends to require that all caregivers at licensed and registered child care providers and exempt providers caring for a subsidy child complete on-going training in at least 2 of 15 topics of health and safety standards to meet the on-going training hours requirement annually:

1. Physical care of the young child;
2. Care of the sick child;
3. Child nutrition;
4. Child growth and development;
5. Children with special needs;
6. Learning activities and play;
7. Family engagement;
8. Managing challenging behaviors;
9. Community resources;
10. Prevention of child maltreatment and abuse;
11. First aid and child cardiopulmonary resuscitation;
12. Health and safety;
13. Child care business or program management; or
14. Physical environment; and
15. Safe sleep training (if permitted to care for children less than one year of age).

Appropriate precautions in transporting children falls within the "health and safety" topic area.

-- How often does the state/territory require that this training topic be completed by caregivers, teachers, and directors in licensed-exempt CCDF programs?

☐ Annually

☑ Other

Describe:

The Hawai`i Administrative Rules have not been adopted yet, however, the Department intends to require that all caregivers at licensed and registered child care providers and exempt providers caring for a subsidy child complete on-going

training in at least 2 of 15 topics of health and safety standards to meet the on-going training hours requirement annually:

1. Physical care of the young child;
2. Care of the sick child;
3. Child nutrition;
4. Child growth and development;
5. Children with special needs;
6. Learning activities and play;
7. Family engagement;
8. Managing challenging behaviors;
9. Community resources;
10. Prevention of child maltreatment and abuse;
11. First aid and child cardiopulmonary resuscitation;
12. Health and safety;
13. Child care business or program management; or
14. Physical environment; and
15. Safe sleep training (if permitted to care for children less than one year of age).

Appropriate precautions in transporting children falls within the "health and safety" topic area.

10. Pediatric first aid and CPR certification

-- Provide the citation for this training requirement, including citations for both licensed and license-exempt providers

Hawai`i Administrative Rules for all licensed and registered providers:
17-891.2-22, 17-892.1-22, 17-895-22, 17-896-21.

The rules require that at least one caregiver is on-site at all times at licensed and registered child care providers who has first-aid and child CPR certification.

The Hawai`i Department of Human Services has not completed implementation of initial and on-going training requirements for legally exempt child care providers caring

for CCDF subsidy children. The Department has requested licensed and registered child care providers and providers operating A-Plus programs at 180 public elementary schools statewide to participate in completion of initial and on-going training since August 2017 and 6,400 individuals have completed initial training as of August 2018. Once the initial and on-going training requirements are implemented, the Department will have training and professional development requirements for licensed and registered child care providers as well as for legally exempt child care providers caring for CCDF subsidy children.

Implemented components:

1. The Hawai`i Department of Human Services obtained statutory authority to subject legally exempt child care providers caring for CCDF subsidy children to minimum health and safety requirements, including initial and on-going training. Bill passed and was signed into law on June 21, 2016.

2. Developed data system modification in order to track completion of initial and on-going training requirements in the child care licensing data system for each individual working with children at a licensed or registered or legally exempt child care facility or home.

3. Partnered with the Department's Child Care Provider Registry contractor and the Learning to Grow contractor to receive, review, and enter data into the Department's child care licensing data system for each individual working with children at a licensed or registered or legally exempt child care facility or home of the completion of initial and on-going training requirements.

Pending components and expected completion date:

1. Develop language for amendments to the Department's one (1) set of administrative rules for legally exempt centers to be listed with the Department in consultation with the Department of the Attorney General and complete process of adopting amended administrative rules for requirements for initial and on-going training for individuals who work with children in care.

September 30, 2019

2. Develop outreach materials and engage in public outreach to legally exempt child care providers caring for subsidy children for center-based exempt providers informing them of the coming health and safety standards and training requirements and ensuring exempt center-based programs request to be listed with the Department comply with the health and safety standards and training requirements.

December 31, 2019

3. For the Department's child care licensing staff: Review the current process and develop procedures/guidelines/training for consistent application of the health and safety standards and training requirements, including first-aid and child CPR certification for at least one caregiver on site at all times, legally exempt child care centers caring for CCDF subsidy children.

December 31, 2019

-- How often does the state/territory require that this training topic be completed by caregivers, teachers, and directors in licensed CCDF programs?

- [ ] Annually
- [x] Other

Describe:

The Hawai`i Administrative Rules have not been adopted yet, however, the Department intends to require that all caregivers at licensed and registered child care providers and exempt providers caring for a subsidy child complete on-going training in at least 2 of 15 topics of health and safety standards to meet the on-going training hours requirement annually:

1. Physical care of the young child;
2. Care of the sick child;
3. Child nutrition;

4. Child growth and development;
5. Children with special needs;
6. Learning activities and play;
7. Family engagement;
8. Managing challenging behaviors;
9. Community resources;
10. Prevention of child maltreatment and abuse;
11. First aid and child cardiopulmonary resuscitation;
12. Health and safety;
13. Child care business or program management; or
14. Physical environment; and
15. Safe sleep training (if permitted to care for children less than one year of age).

-- How often does the state/territory require that this training topic be completed by caregivers, teachers, and directors in licensed-exempt CCDF programs?

☐ Annually

☑ Other

Describe:

The Hawai`i Administrative Rules have not been adopted yet, however, the Department intends to require that all caregivers at licensed and registered child care providers and exempt providers caring for a subsidy child complete on-going training in at least 2 of 15 topics of health and safety standards to meet the on-going training hours requirement annually:

1. Physical care of the young child;
2. Care of the sick child;
3. Child nutrition;
4. Child growth and development;
5. Children with special needs;
6. Learning activities and play;
7. Family engagement;
8. Managing challenging behaviors;
9. Community resources;

10. Prevention of child maltreatment and abuse;
11. First aid and child cardiopulmonary resuscitation;
12. Health and safety;
13. Child care business or program management; or
14. Physical environment; and
15. Safe sleep training (if permitted to care for children less than one year of age).

11. Recognition and reporting of child abuse and neglect

-- Provide the citation for this training requirement, including citations for both licensed and license-exempt providers

The Hawai`i Department of Human Services has not completed implementation of initial and on-going training requirements for legally exempt child care providers caring for CCDF subsidy children. The Department has requested licensed and registered child care providers and providers operating A-Plus programs at 180 public elementary schools statewide to participate in completion of initial and on-going training since August 2017 and 6,400 individuals have completed initial training as of August 2018. Once the initial and on-going training requirements are implemented, the Department will have training and professional development requirements for licensed and registered child care providers as well as for legally exempt child care providers caring for CCDF subsidy children.

Implemented components:

1. The Hawai`i Department of Human Services obtained statutory authority to subject legally exempt child care providers caring for CCDF subsidy children to minimum health and safety requirements, including initial and on-going training. Bill passed and was signed into law on June 21, 2016.

2. Developed data system modification in order to track completion of initial and on-going training requirements in the child care licensing data system for each individual working with children at a licensed or registered or legally exempt child care facility or home.

3. Partnered with the Department's Child Care Provider Registry contractor and the Learning to Grow contractor to receive, review, and enter data into the Department's child care licensing data system for each individual working with children at a licensed or registered or legally exempt child care facility or home of the completion of initial and on-going training requirements.

Pending components and expected completion date:

1. Develop language for amendments to the Department's six(6) sets of administrative rules for legally exempt centers to be listed with the Department and all licensed and registered child care facilities and homes in consultation with the Department of the Attorney General and complete process of adopting amended administrative rules for requirements for initial and on-going training for individuals who work with children in care.

September 30, 2019

2. Develop outreach materials and engage in public outreach to licensed and registered child care providers and legally exempt child care providers caring for subsidy children for center-based exempt providers informing them of the coming health and safety standards and training requirements and ensuring exempt center-based programs request to be listed with the Department comply with the health and safety standards and training requirements.

December 31, 2019

3. For the Department's child care licensing staff: Review the current process and develop procedures/guidelines/training for consistent application of the health and safety standards and training requirements, including recognition and reporting of child abuse and neglect, for licensed and registered child care providers as well as for legally exempt child care providers caring for CCDF subsidy children.

December 31, 2019

-- How often does the state/territory require that this training topic be completed by caregivers, teachers, and directors in licensed CCDF programs?

☐ Annually

☑ Other

Describe:

The Hawai`i Administrative Rules have not been adopted yet, however, the Department intends to require that all caregivers at licensed and registered child care providers and exempt providers caring for a subsidy child complete on-going training in at least 2 of 15 topics of health and safety standards to meet the on-going training hours requirement annually:

1. Physical care of the young child;
2. Care of the sick child;
3. Child nutrition;
4. Child growth and development;
5. Children with special needs;
6. Learning activities and play;
7. Family engagement;
8. Managing challenging behaviors;
9. Community resources;
10. Prevention of child maltreatment and abuse;
11. First aid and child cardiopulmonary resuscitation;
12. Health and safety;
13. Child care business or program management; or
14. Physical environment; and
15. Safe sleep training (if permitted to care for children less than one year of age).

Recognition and reporting of child abuse and neglect falls within "prevention of child maltreatment and abuse" topic area.

-- How often does the state/territory require that this training topic be completed by caregivers, teachers, and directors in licensed-exempt CCDF programs?

☐ Annually

☑ Other

Describe:

The Hawai`i Administrative Rules have not been adopted yet, however, the Department intends to require that all caregivers at licensed and registered child care providers and exempt providers caring for a subsidy child complete on-going training in at least 2 of 15 topics of health and safety standards to meet the on-going training hours requirement annually:

1. Physical care of the young child;
2. Care of the sick child;
3. Child nutrition;
4. Child growth and development;
5. Children with special needs;
6. Learning activities and play;
7. Family engagement;
8. Managing challenging behaviors;
9. Community resources;
10. Prevention of child maltreatment and abuse;
11. First aid and child cardiopulmonary resuscitation;
12. Health and safety;
13. Child care business or program management; or
14. Physical environment; and
15. Safe sleep training (if permitted to care for children less than one year of age).

Recognition and reporting of child abuse and neglect falls within "prevention of child maltreatment and abuse" topic area.

12. Child development (98.44(b)(1)(iii))

Provide the citation for this training requirement, including citations for both licensed and license-exempt providers

The Hawai`i Department of Human Services has not completed implementation of initial and on-going training requirements for legally exempt child care providers caring for CCDF subsidy children. The Department has requested licensed and registered

child care providers and providers operating A-Plus programs at 180 public elementary schools statewide to participate in completion of initial and on-going training since August 2017 and 6,400 individuals have completed initial training as of August 2018. Once the initial and on-going training requirements are implemented, the Department will have training and professional development requirements for licensed and registered child care providers as well as for legally exempt child care providers caring for CCDF subsidy children.

Implemented components:

1. The Hawai`i Department of Human Services obtained statutory authority to subject legally exempt child care providers caring for CCDF subsidy children to minimum health and safety requirements, including initial and on-going training. Bill passed and was signed into law on June 21, 2016.

2. Developed data system modification in order to track completion of initial and on-going training requirements in the child care licensing data system for each individual working with children at a licensed or registered or legally exempt child care facility or home.

3. Partnered with the Department's Child Care Provider Registry contractor and the Learning to Grow contractor to receive, review, and enter data into the Department's child care licensing data system for each individual working with children at a licensed or registered or legally exempt child care facility or home of the completion of initial and on-going training requirements.

Pending components and expected completion date:

1. Develop language for amendments to the Department's six (6) sets of administrative rules for legally exempt centers to be listed with the Department and all licensed and registered child care facilities and homes in consultation with the Department of the Attorney General and complete process of adopting amended administrative rules for requirements for initial and on-going training for individuals who work with children in care.

September 30, 2019

2. Develop outreach materials and engage in public outreach to licensed and registered child care providers and legally exempt child care providers caring for subsidy children for center-based exempt providers informing them of the coming health and safety standards and training requirements and ensuring exempt center-based programs request to be listed with the Department comply with the health and safety standards and training requirements.

December 31, 2019

3. For the Department's child care licensing staff: Review the current process and develop procedures/guidelines/training for consistent application of the health and safety standards and training requirements, including child development, for licensed and registered child care providers as well as for legally exempt child care providers caring for CCDF subsidy children.

December 31, 2019

How often does the state/territory require that this training topic be completed by caregivers, teachers, and directors in licensed CCDF programs?

- [ ] Annually
- [x] Other

Describe:

The Hawai`i Administrative Rules have not been adopted yet, however, the Department intends to require that all caregivers at licensed and registered child care providers and exempt providers caring for a subsidy child complete on-going training in at least 2 of 15 topics of health and safety standards to meet the on-going training hours requirement annually:

1. Physical care of the young child;
2. Care of the sick child;
3. Child nutrition;

4. Child growth and development;
5. Children with special needs;
6. Learning activities and play;
7. Family engagement;
8. Managing challenging behaviors;
9. Community resources;
10. Prevention of child maltreatment and abuse;
11. First aid and child cardiopulmonary resuscitation;
12. Health and safety;
13. Child care business or program management; or
14. Physical environment; and
15. Safe sleep training (if permitted to care for children less than one year of age).

Child development falls within "child growth and development" topic area.

How often does the state/territory require that this training topic be completed by caregivers, teachers, and directors in licensed-exempt CCDF programs?

- [ ] Annually
- [x] Other

Describe:

The Hawai`i Administrative Rules have not been adopted yet, however, the Department intends to require that all caregivers at licensed and registered child care providers and exempt providers caring for a subsidy child complete on-going training in at least 2 of 15 topics of health and safety standards to meet the on-going training hours requirement annually:

1. Physical care of the young child;
2. Care of the sick child;
3. Child nutrition;
4. Child growth and development;
5. Children with special needs;
6. Learning activities and play;
7. Family engagement;
8. Managing challenging behaviors;

9. Community resources;
10. Prevention of child maltreatment and abuse;
11. First aid and child cardiopulmonary resuscitation;
12. Health and safety;
13. Child care business or program management; or
14. Physical environment; and
15. Safe sleep training (if permitted to care for children less than one year of age).

Child development falls within "child growth and development" topic area.

13. Describe other requirements such as nutrition, physical activities, caring for children with special needs, etc..

The Hawai`i Administrative Rules have not been adopted yet, however, the Department intends to require that all caregivers at licensed and registered child care providers and exempt providers caring for a subsidy child complete on-going training in at least 2 of 15 topics of health and safety standards to meet the on-going training hours requirement annually:

1. Physical care of the young child;
2. Care of the sick child;
3. Child nutrition;
4. Child growth and development;
5. Children with special needs;
6. Learning activities and play;
7. Family engagement;
8. Managing challenging behaviors;
9. Community resources;
10. Prevention of child maltreatment and abuse;
11. First aid and child cardiopulmonary resuscitation;
12. Health and safety;
13. Child care business or program management; or
14. Physical environment; and
15. Safe sleep training (if permitted to care for children less than one year of age).

Provide the citation for other training requirements, including citations for both licensed and license-exempt providers

The Hawai`i Administrative Rules have not been adopted yet, however, the Department intends to require that all caregivers at licensed and registered child care providers and exempt providers caring for a subsidy child complete on-going training in at least 2 of 15 topics of health and safety standards to meet the on-going training hours requirement annually:

1. Physical care of the young child;
2. Care of the sick child;
3. Child nutrition;
4. Child growth and development;
5. Children with special needs;
6. Learning activities and play;
7. Family engagement;
8. Managing challenging behaviors;
9. Community resources;
10. Prevention of child maltreatment and abuse;
11. First aid and child cardiopulmonary resuscitation;
12. Health and safety;
13. Child care business or program management; or
14. Physical environment; and
15. Safe sleep training (if permitted to care for children less than one year of age).

How often does the state/territory require that this training topic be completed by caregivers, teachers, and directors in licensed CCDF programs?

☐ Annually

☑ Other

Describe:

The Hawai`i Administrative Rules have not been adopted yet, however, the Department intends to require that all caregivers at licensed and registered child care providers and exempt providers caring for a subsidy child complete on-going training in at least 2 of 15 topics of health and safety standards to meet the on-going training hours requirement annually:

1. Physical care of the young child;
2. Care of the sick child;
3. Child nutrition;
4. Child growth and development;
5. Children with special needs;
6. Learning activities and play;
7. Family engagement;
8. Managing challenging behaviors;
9. Community resources;
10. Prevention of child maltreatment and abuse;
11. First aid and child cardiopulmonary resuscitation;
12. Health and safety;
13. Child care business or program management; or
14. Physical environment; and
15. Safe sleep training (if permitted to care for children less than one year of age).

How often does the state/territory require that this training topic be completed by caregivers, teachers, and directors in licensed-exempt CCDF programs?

☐ Annually

☑ Other

Describe:

The Hawai`i Administrative Rules have not been adopted yet, however, the Department intends to require that all caregivers at licensed and registered child

care providers and exempt providers caring for a subsidy child complete on-going training in at least 2 of 15 topics of health and safety standards to meet the on-going training hours requirement annually:

1. Physical care of the young child;
2. Care of the sick child;
3. Child nutrition;
4. Child growth and development;
5. Children with special needs;
6. Learning activities and play;
7. Family engagement;
8. Managing challenging behaviors;
9. Community resources;
10. Prevention of child maltreatment and abuse;
11. First aid and child cardiopulmonary resuscitation;
12. Health and safety;
13. Child care business or program management; or
14. Physical environment; and
15. Safe sleep training (if permitted to care for children less than one year of age).

5.3 Monitoring and Enforcement Policies and Practices for CCDF Providers

5.3.1 Enforcement of licensing and health and safety requirements

Lead agencies must certify that procedures are in effect to ensure that child care providers caring for children receiving CCDF services comply with all applicable State and local health and safety requirements, including those described in 98.41 (98.42(a)). This may include, but is not limited to, any systems used to ensure that providers complete health and safety trainings, any documentation required to be maintained by child care providers or any other monitoring procedures to ensure compliance. Note: Inspection requirements are described starting in 5.3.2.

To certify, describe the procedures to ensure that CCDF providers comply with all applicable

State and local health and safety requirements

Hawai`i Administrative Rules for all licensed and registered providers and exempt center and home providers: 17-891.2, 17-892.1, 17-895.1, 17-896 and 17-798.2.Hawai`i Administrative Rules require that all licensed and registered providers comply with all applicable State and local health and safety requirements, complete health and safety trainings, and are subject to annual, unannounced monitoring visits and complaint investigations.

The Hawai`i Department of Human Services has not completed implementation of monitoring legally exempt child care providers caring for CCDF subsidy children against health and safety requirements. Once monitoring of legally exempt child care providers caring for CCDF subsidy children is implemented, the Department will conduct a complaint investigation for allegations of violation of health and safety requirements and monitoring inspection visits will be conducted to ensure compliance with the law and administrative rules for minimum health and safety requirements.

Implemented components:

1. The Hawai`i Department of Human Services obtained statutory authority to subject legally exempt child care providers caring for CCDF subsidy children to minimum health and safety requirements, including monitoring inspections. Bill passed and was signed into law on June 21, 2016.

2. Developed data system modification in order to track monitoring inspection visits from paper-based reports to electronic-based reports with data entered into the child care licensing data system and tracking of each visit completed within the data system for all types of licensed and registered child care homes and facilities and exempt child care providers caring for subsidy children.

3. Partnered with the Department’s Child Care Provider Registry contractor and the Learning to Grow contractor to receive, review, and enter data into the Department’s child care licensing data system for each individual working with children at a licensed or registered or legally exempt child care facility or home of the completion of initial and on-going training requirements.

Pending components and expected completion date:

1. For legally exempt child care providers caring for CCDF subsidy children and licensed and registered providers, develop language for amendments to the Department's six (6) sets of administrative rules for subsidy programs and legally exempt centers to be listed with the Department and all licensed and registered child care facilities and homes in consultation with the Department of the Attorney General and complete process of adopting amended administrative rules for requirements for initial and on-going training for individuals who work with children in care.

September 30, 2019

2. Develop data system modification in order to track monitoring visit inspections from paper-based reports to electronic-based reports with data entered into the child care licensing data system and tracking of each complaint investigation within the data system for all exempt child care providers caring for subsidy children

August 31, 2019

3. Develop outreach materials and engage in public outreach to licensed and registered providers and legally exempt child care providers caring for subsidy children for home-based, non-relative, providers and center-based exempt providers informing them of the coming health and safety and training requirements and ensuring that exempt center-based programs request to be listed with the Department and exempt, non-relative home-based providers implement the health and safety and training requirements.

December 31, 2019

4. For the Department's child care licensing staff: Review the current process and develop procedures/guidelines/training for consistent application of the health and safety standards and training requirements for licensed and registered child care providers as well as for legally exempt child care providers caring for CCDF subsidy children.

December 31, 2019

5.3.2 Inspections for licensed CCDF providers.

Lead agencies must require licensing inspectors to perform inspections-with no fewer than one pre-licensure inspection for compliance with health, safety, and fire standards-of each child care provider and facility in the state/territory. Licensing inspectors are required to perform no fewer than one annual, unannounced inspection of each licensed CCDF provider for compliance with all child care licensing standards; it shall include an inspection for compliance with health and safety (including, but not limited to, those requirements described in 98.41) and fire standards; inspectors may inspect for compliance with all three standards - health, safety, and fire - at the same time (658E(c)(2)(K)(i)(II); 98.16 (n); 98.42(b)(2)(i)). Certify by responding to the questions below to describe your state/territory's monitoring and enforcement procedures to ensure that licensed child care providers comply with licensing standards, including compliance with health and safety (including, but not limited to, those requirements described in 98.41) and fire standards.

a) Licensed CCDF center-based child care

1. Describe your state/territory's requirements for *pre-licensure inspections* of licensed child care center providers for compliance with health, safety, and fire standards

Pre-licensure or pre-registration inspections are conducted by the Department's licensing inspectors for compliance with health, safety, and fire standards prior to issuing a license or registration to operate a licensed or registered child care home or center.

2. Describe your state/territory's requirements for annual, unannounced inspections of licensed CCDF child care center providers

Unannounced annual inspections are conducted by the Department's licensing inspectors for compliance with health and safety for licensed and registered child care centers and homes.

Off-year visits during a biennial license may be conducted reviewing abbreviated

health and safety requirements rather than the all of the requirements, unless thelicensing inspector finds violations during the off-year visit which may result in a full review of all of the requirements, additional monitoring visits, and possibly issuance of a temporary permit.

3. Identify the frequency of unannounced inspections:

- [x] Once a year
- [ ] More than once a year

Describe:

4. Describe the monitoring procedures (including differential monitoring, if applicable) and how the inspections ensure that child care center providers comply with the applicable licensing standards, including health, safety, and fire standards.

Pre-licensure inspections are conducted by the Department's licensing inspectors for compliance with health, safety, and fire standards prior to issuing a license to operate a child care center.

Unannounced inspections and off-year visits during a biennial license are completed annually, along with possibly drop-in visits or additional monitoring visits, are conducted by the Department's licensing inspectors for compliance with health and safety for licensed centers.

Off-year visits during a biennial license may be conducted reviewing abbreviated health and safety requirements rather than the all of the requirements, unless thelicensing inspector finds violations during the off-year visit which may result in a full review of all of the requirements, additional monitoring visits, and possibly issuance of a temporary permit.

5. List the citation(s) for your state/territory's policies regarding inspections for licensed CCDF center providers

Hawai`i Administrative Rules §§17-892.1-3, 17-892.1-3, 17-895.1-3, 17-896-3.

b) Licensed CCDF family child care home

1. Describe your state/territory's requirements for *pre-licensure inspections* of licensed family child care providers for compliance with health, safety, and fire standards

Pre-licensure or pre-registration inspections are conducted by the Department's licensing inspectors for compliance with health, safety, and fire standards prior to issuing a license or registration to operate a family child care home or group child care home.

2. Describe your state/territory's requirements for annual, unannounced inspections of licensed CCDF family child care providers

Unannounced inspections and off-year visits during a biennial registration or license are completed annually, along with possibly drop-in visits or additional monitoring visits, are conducted by the Department's licensing inspectors for compliance with health and safety for licensed group homes or registered family child care homes.

Off-year visits during a biennial license may be conducted reviewing abbreviated health and safety requirements rather than the all of the requirements, unless thelicensing inspector finds violations during the off-year visit which may result in a full review of all of the requirements, additional monitoring visits, and possibly issuance of a temporary permit.

3. Identify the frequency of unannounced inspections:

- [x] Once a year
- [ ] More than once a year

Describe:

4. Describe the monitoring procedures (including differential monitoring, if applicable) and how the inspections ensure that CCDF family child care providers comply with the applicable licensing standards, including health, safety, and fire standards.

Pre-licensure or pre-registration inspections are conducted by the Department's licensing inspectors for compliance with health, safety, and fire standards prior to

issuing a license or registration to operate a childcare home or center. Annual, unannounced inspections, drop-in visits, monitoring visits and off-year visits are conducted by the Department's licensing inspectors for compliance with health and safety for licensed and registered homes and centers.

Off-year visits during a biennial license may be conducted reviewing abbreviated health and safety requirements rather than the all of the requirements, unless thelicensing inspector finds violations during the off-year visit which may result in a full review of all of the requirements, additional monitoring visits, and possibly issuance of a temporary permit.

5. List the citation(s) for your state/territory's policies regarding inspections for licensed CCDF family child care providers

Hawai`i Administrative Rules §§17-891.2-3, 17-892.1-3,

c) Licensed in-home CCDF child care

☑ N/A. In-home CCDF child care (care in the child's own home) is not licensed in the State/Territory. Skip to 5.3.2 (d).

1. Describe your state/territory's requirements for *pre-licensure inspections* of licensed in-home child care providers for compliance with health, safety, and fire standards

2. Describe your state/territory's requirements for annual, unannounced inspections of licensed CCDF in-home child providers

3. Identify the frequency of unannounced inspections:

☐ Once a year

☐ More than once a year

Describe:

4. Describe the monitoring procedures (including differential monitoring, if applicable) and how the inspections ensure that in-home CCDF child care providers comply with the applicable licensing standards, including health, safety, and fire standards.

5. List the citation(s) for your state/territory's policies regarding inspections for licensed in-home CCDF providers

d) List the entity(ies) in your state/territory that are responsible for conducting pre-licensure inspections and unannounced inspections of licensed CCDF providers

Hawai`i Department of Human Services, Benefit, Employment and Support Services Division's child care licensing staff statewide.

5.3.3 Inspections for license-exempt CCDF providers

Lead Agencies must have policies and practices that require licensing inspectors (or qualified monitors designated by the Lead Agency) to perform an annual monitoring visit of each license-exempt CCDF provider for compliance with health, safety (including, but not limited to, those requirements described in 98.41), and fire standards (658E(c)(2)(K)(i)(IV); 98.42(b)(2)(ii)). Lead Agencies have the option to exempt relative providers (as described in section (658P(6)(B)) from this requirement. To certify, respond to the questions below to describe the policies and practices for the annual monitoring of:

a) License-exempt center-based CCDF providers, including if monitoring is announced or unannounced, occurs more frequently than once per year, and if differential monitoring is used

The Hawai`i Department of Human Services has not completed implementation of monitoring legally exempt child care providers caring for CCDF subsidy children against health and safety requirements. Once monitoring of legally exempt child care providers caring for CCDF subsidy children is implemented, the Department will conduct a complaint investigation for allegations of violation of health and safety requirements and monitoring inspection visits will be conducted to ensure compliance with the law and administrative rules for minimum health and safety requirements.

Implemented components:

1. The Hawai`i Department of Human Services obtained statutory authority to subject legally exempt child care providers caring for CCDF subsidy children to minimum health

and safety requirements, including monitoring inspections. Bill passed and was signed into law on June 21, 2016.

2. Developed data system modification in order to track complaint reports from paper-based reports to electronic-based reports with data entered into the child care licensing data system and tracking of each complaint investigation within the data system for all types of licensed and registered child care homes and facilities and exempt child care providers caring for subsidy children.

3. Partnered with the Department's Child Care Provider Registry contractor and the Learning to Grow contractor to receive, review, and enter data into the Department's child care licensing data system for each individual working with children at a licensed or registered or legally exempt child care facility or home of the completion of initial and on-going training requirements.

Pending components and expected completion date:

1. For legally exempt child care providers caring for CCDF subsidy children and licensed and registered providers, develop language for amendments to the Department's six (6) sets of administrative rules for subsidy program and legally exempt centers to be listed with the Department and all licensed and registered child care facilities and homes in consultation with the Department of the Attorney General and complete process of adopting amended administrative rules for requirements for initial and on-going training for individuals who work with children in care.

September 30, 2019

2. Develop data system modification in order to track monitoring inspection visit reports from paper-based reports to electronic-based reports with data entered into the child care licensing data system and tracking of each monitoring visit within the data system for all exempt child care providers caring for subsidy children.

August 31, 2019

3. Develop outreach materials and engage in public outreach to licensed and registered

providers and legally exempt child care providers caring for subsidy children for home-based, non-relative, providers and center-based exempt providers informing them of the coming health and safety and training requirements and ensuring that exempt center-based programs request to be listed with the Department and exempt, non-relative home-based providers implement the health and safety and training requirements.

December 31, 2019

4. For the Department's child care licensing staff: Review the current process and develop procedures/guidelines/training for consistent application of the health and safety standards and training requirements for licensed and registered child care providers as well as for legally exempt child care providers caring for CCDF subsidy children.

December 31, 2019

Provide the citation(s) for this policy or procedure

N/A

b) License-exempt family child care CCDF providers, including if monitoring is announced or unannounced, occurs more frequently than once per year, and if differential monitoring is used

The Hawai`i Department of Human Services has not completed implementation of monitoring legally exempt child care providers caring for CCDF subsidy children against health and safety requirements. Once monitoring of legally exempt child care providers caring for CCDF subsidy children is implemented, the Department will conduct a complaint investigation for allegations of violation of health and safety requirements and monitoring inspection visits will be conducted to ensure compliance with the law and administrative rules for minimum health and safety requirements.

Implemented components:

1. The Hawai`i Department of Human Services obtained statutory authority to subject legally exempt child care providers caring for CCDF subsidy children to minimum health

and safety requirements, including monitoring inspections. Bill passed and was signed into law on June 21, 2016.

2. Developed data system modification in order to track complaint reports from paper-based reports to electronic-based reports with data entered into the child care licensing data system and tracking of each complaint investigation within the data system for all types of licensed and registered child care homes and facilities and exempt child care providers caring for subsidy children.

3. Partnered with the Department's Child Care Provider Registry contractor and the Learning to Grow contractor to receive, review, and enter data into the Department's child care licensing data system for each individual working with children at a licensed or registered or legally exempt child care facility or home of the completion of initial and on-going training requirements.

Pending components and expected completion date:

1. For legally exempt child care providers caring for CCDF subsidy children and licensed and registered providers, develop language for amendments to the Department's six (6) sets of administrative rules for subsidy program and legally exempt centers to be listed with the Department and all licensed and registered child care facilities and homes in consultation with the Department of the Attorney General and complete process of adopting amended administrative rules for requirements for initial and on-going training for individuals who work with children in care.

September 30, 2019

2. Develop data system modification in order to track monitoring inspection visit reports from paper-based reports to electronic-based reports with data entered into the child care licensing data system and tracking of each monitoring visit within the data system for all exempt child care providers caring for subsidy children.

August 31, 2019

3. Develop outreach materials and engage in public outreach to licensed and registered

providers and legally exempt child care providers caring for subsidy children for home-based, non-relative, providers and center-based exempt providers informing them of the coming health and safety and training requirements and ensuring that exempt center-based programs request to be listed with the Department and exempt, non-relative home-based providers implement the health and safety and training requirements.

December 31, 2019

4. For the Department's child care licensing staff: Review the current process and develop procedures/guidelines/training for consistent application of the health and safety standards and training requirements for licensed and registered child care providers as well as for legally exempt child care providers caring for CCDF subsidy children.

December 31, 2019

Provide the citation(s) for this policy or procedure

N/A

c) License-exempt in-home CCDF providers, including if monitoring is announced or unannounced, occurs more frequently than once per year, if relative care is exempt from monitoring, and if differential monitoring is used

The Hawai`i Department of Human Services has not completed implementation of monitoring legally exempt child care providers caring for CCDF subsidy children against health and safety requirements. Once monitoring of legally exempt child care providers caring for CCDF subsidy children is implemented, the Department will conduct a complaint investigation for allegations of violation of health and safety requirements and monitoring inspection visits will be conducted to ensure compliance with the law and administrative rules for minimum health and safety requirements.

Implemented components:

1. The Hawai`i Department of Human Services obtained statutory authority to subject legally exempt child care providers caring for CCDF subsidy children to minimum health and safety requirements, including monitoring inspections. Bill passed and was signed

into law on June 21, 2016.

2. Developed data system modification in order to track complaint reports from paper-based reports to electronic-based reports with data entered into the child care licensing data system and tracking of each complaint investigation within the data system for all types of licensed and registered child care homes and facilities and exempt child care providers caring for subsidy children.

3. Partnered with the Department's Child Care Provider Registry contractor and the Learning to Grow contractor to receive, review, and enter data into the Department's child care licensing data system for each individual working with children at a licensed or registered or legally exempt child care facility or home of the completion of initial and on-going training requirements.

Pending components and expected completion date:

1. For legally exempt child care providers caring for CCDF subsidy children and licensed and registered providers, develop language for amendments to the Department's six (6) sets of administrative rules for subsidy program and legally exempt centers to be listed with the Department and all licensed and registered child care facilities and homes in consultation with the Department of the Attorney General and complete process of adopting amended administrative rules for requirements for initial and on-going training for individuals who work with children in care.

September 30, 2019

2. Develop data system modification in order to track monitoring inspection visit reports from paper-based reports to electronic-based reports with data entered into the child care licensing data system and tracking of each monitoring visit within the data system for all exempt child care providers caring for subsidy children.

August 31, 2019

3. Develop outreach materials and engage in public outreach to licensed and registered providers and legally exempt child care providers caring for subsidy children for home-

based, non-relative, providers and center-based exempt providers informing them of the coming health and safety and training requirements and ensuring that exempt center-based programs request to be listed with the Department and exempt, non-relative home-based providers implement the health and safety and training requirements.

December 31, 2019

4. For the Department's child care licensing staff: Review the current process and develop procedures/guidelines/training for consistent application of the health and safety standards and training requirements for licensed and registered child care providers as well as for legally exempt child care providers caring for CCDF subsidy children.

December 31, 2019

Provide the citation(s) for this policy or procedure

N/A

d) Lead Agencies have the option to develop alternate monitoring requirements for care provided in the child's home (98.42(b)(2)(iv)(B)). Does your state use alternate monitoring procedures for monitoring in-home care?

- [x] No
- [ ] Yes. If yes,

decsibe:

e) List the entity(ies) in your state/territory that are responsible for conducting inspections of license-exempt CCDF providers

Hawai`i Department of Human Services, Benefit, Employment and Support Services Division's child care licensing staff statewide.

5.3.4 Licensing inspectors.

Lead Agencies will have policies and practices that ensure that individuals who are hired as licensing inspectors (or qualified monitors designated by the Lead Agency) are qualified to inspect child care providers and facilities and have received health and safety training appropriate to the provider setting and age of the children served. Training shall include, but is not limited to, those requirements described in 98.41(a)(1) and all aspects of the State's licensure requirements (658E(c)(2)(K)(i)(I); 98.42(b)(1-2)).

a) To certify, describe how the Lead Agency ensures that licensing inspectors (or qualified monitors designated by the Lead Agency) are qualified to inspect child care facilities and providers and that those inspectors have received training on health and safety requirements that are appropriate to the age of the children in care and the type of provider setting (98.42(b)(1-2)).

The Department has established minimum qualification requirements for individuals hired to be licensing inspectors. These qualification requirements have been approved through the position classification process, which includes approval by the state employees' union and collective bargaining, required for state employee positions.

Graduation from an accredited 4 year college or university with a bachelor's degree which included a minimum of 12 semester credit hours in courses such as counseling, criminal justice, human services, psychology, social work, social welfare, sociology, or other behavioral sciences, or a bachelor's or master's degree from social working a program of study accredited by the Council on Social Work Education, or a doctoral degree in social work from a college or university accredited by the Western Association of Schools and Colleges, or comparable regional accreditation body.

Six months for the Level II, one and one-half years for Level III, and for level IV, two and one-half years of progressively responsible professional work experience which involved helping individuals and their families find satisfactory ways of identifying their problems, coping with their conditions, and functioning effectively within their environments.

Depending of the employment setting and the kinds of clients served, job duties and

responsibilities may vary, although typically the work will include the identification and evaluation of the client's problems and needs; the development of a service or treatment plan, sometimes in tandem with other professionals working within an interdisciplinary team; the initiation and implementation of the service plan, either directly or through the authorization of provider/vendor services; monitoring of services being provided; and evaluation/assessment of the client's progress, with amendments to the service/treatment plan made as appropriate.

Possession of a Master's degree in Social Work from an accredited college or university will be deemed to meet all requirements for the Human Services Professional III, if coursework focused on preparation for direct services work, i.e., helping people in need, rather than, e.g., being concerned primarily with administration or academic research. Practicum experience which focused on helping people in need is also preferred.

The Department provides on-going language access and civil rights training to all Departmental staff, including licensing inspectors, including provision of free interpreter services and not discriminating against persons due to any protected class.

On-going development of training for licensing inspectors related to health and safety requirements, including the Department's licensure and registration requirements. Completed training for licensing inspectors related to health and safety requirements, including the Department's licensure and registration requirements and appropriate to the different ages of children in care and care types.

The Hawai`i Department of Human Services obtained statutory authority to subject legally exempt child care providers caring for CCDF subsidy children to minimum health and safety requirements, including monitoring inspections.

Procedures and training for health and safety standards and monitoring inspections and complaint investigations of legally exempt child care providers caring for children whose families are receiving CCDF subsidies have been developed. Licensing inspectors received training to conduct monitoring inspections and complaint investigations of legally exempt child care providers caring for children whose families are receiving CCDF subsidies.

b) Provide the citation(s) for this policy or procedure

Department of Human Resources and Development position classification requirements and Benefit, Employment and Support Services Division's new hire employment procedures.

All newly hired child care licensing inspectors complete the training for licensing inspector modules provided by the Staff Development Office within the Department's Benefit, Employment and Support Services Division. All existing child care licensing inspectors completed the training for licensing inspector modules in the latter half of 2017.

5.3.5 The states and territories shall have policies and practices that require the ratio of licensing inspectors to child care providers and facilities in the state/territory to be maintained at a level sufficient to enable the state/territory to conduct effective inspections of child care providers and facilities on a timely basis in accordance with federal, state, and local laws (658E(c)(2)(K)(i)(III); 98.42(b)(3)).

a) To certify, describe the state/territory policies and practices regarding the ratio of licensing inspectors to child care providers (i.e. number of inspectors per number of child care providers) and facilities in the state/territory and include how the ratio is sufficient to conduct effective inspections on a timely basis.

Procedures and training for health and safety standards and monitoring inspections and complaint investigations of legally exempt child care providers caring for children whose families are receiving CCDF subsidies have been developed. Licensing inspectors received training to conduct monitoring inspections and complaint investigations of legally exempt child care providers caring for children whose families are receiving CCDF subsidies.

Operational practices have been established that licensing inspectors' positions are maintained and vacancies filled as soon as allowable at a sufficient level to enable the

Department to conduct inspections of licensed and registered child care homes and facilities on a timely basis in accordance with State requirements.

DHS conducted a survey of the caseloads that other states are using for their licensed and registered child care providers and compared it with the national best practice recommendations.

DHS conducted an analysis of the number of legally exempt providers that are caring for children whose families receive CCDF subsidies and who are not the child's grandparent, great-grandparent, adult sibling residing outside the home, aunt or uncle. DHS considered regional variations and driving distances, to enable the State to conduct inspections of such child care providers and facilities on a timely basis.

b) Provide the policy citation and state/territory ratio of licensing inspectors

1 licensing inspector : 48 providers is the average inspector caseload, per the Statewide Branch Administrator for the Benefit, Employment and Support Services Division.

5.3.6 States and territories have the option to exempt relatives (defined in CCDF regulations as grandparents, great-grandparents, siblings if living in a separate residence, aunts, and uncles (98.42(c)) from inspection requirements. Note: This exception only applies if the individual cares only for relative children. Does the state/territory exempt relatives from the inspection requirements listed in 5.3.3?

☐ Yes, relatives are exempt from all inspection requirements.

If the state/territory exempts relatives from all inspection requirements, describe how the state ensures the health and safety of children in relative care.

☑ Yes, relatives are exempt from some inspection requirements.

If the state/territory exempts relatives from the inspection requirements, describe which inspection requirements do not apply to relative providers (including which relatives may be exempt) and how the State ensures the health and safety of children in relative care.

Complaint investigation visits may be conducted for illegal child care or allegations of violations of minimum health and safety requirements for legally exempt providers caring for only related children whose families receive subsidies. Exempt relative providers are the child's aunt, uncle, grandparent, great-grandparent, and adult sibling living in a separate residence.

The Hawai`i Department of Human Services has not completed implementation of monitoring legally exempt child care providers caring for CCDF subsidy children against health and safety requirements. Once monitoring of legally exempt child care providers caring for CCDF subsidy children is implemented, the Department will conduct a complaint investigation for allegations of violation of health and safety requirements and monitoring inspection visits will be conducted to ensure compliance with the law and administrative rules for minimum health and safety requirements, even for relative providers. However, relative providers will not be subject to annual monitoring inspections.

☐ No, relatives are not exempt from inspection requirements.

5.4 Criminal Background Checks

The CCDBG Act requires states and territories to have in effect requirements, policies and procedures to conduct criminal background checks for all child care staff members (including prospective staff members) of all child care programs that are 1) licensed, regulated, or registered under state/territory law; or, 2) all other providers eligible to deliver CCDF services (e.g., license-exempt CCDF eligible providers) (98.43(a)(1)(i)). Background check requirements apply to any staff member who is employed by a child care provider for compensation, including contract employees and self-employed individuals; whose activities involve the care or supervision of children; or who has unsupervised access to children (98.43(2)). For FCC homes, this requirement includes the caregiver and any other adults residing in the family child care home who are age 18 or older (98.43(2)(ii)(C)). This requirement does not apply to individuals who are related to all children for whom child care services are provided (98.43(2)(B)(ii)).

A criminal background check must include 8 specific components (98.43(2)(b)), which encompass 3 in-state checks, 2 national checks, and 3 inter-state checks

Components	In-State	National	Inter-State
1. Criminal registry or repository using fingerprints in the current state of residency	x		
2. Sex offender registry or repository check in the current state of residency	x		
3. Child abuse and neglect registry and database check in the current state of residency	x		
4. FBI fingerprint check		x	
5. National Crime Information Center (NCIC) National Sex Offender Registry (NSOR)		x	
6. Criminal registry or repository in any other state where the individual has resided in the past 5 years, with the use of fingerprints being optional			x
7. Sex offender registry or repository in any other state where the individual has resided in the past 5 years			x
8. Child abuse and neglect registry and database in any other state where the individual has resided in the past 5 years			x

In recognition of the significant challenges to implementing the Child Care and Development Fund (CCDF) background check require+J514ments, all States applied for and received extensions through September 30, 2018. The Office of Child Care (OCC)/Administration for Children and Families (ACF)/U. S. Department of Health and Human Services (HHS) is committed to granting additional waivers of up to 2 years, in one year increments (i.e., potentially through September 30, 2020) if significant milestones for background check requirements are met.

In order to receive these time-limited waivers, states and territories will demonstrate that the milestones are met by responding to questions 5.4.1 through 5.4.4 and then apply for the time-limited waiver by completing the questions in Appendix A: Background Check Waiver Request Form. By September 30, 2018, states and territories must have requirements, policies and procedures for four specific background check components, and must be conducting those checks for all new (prospective) child care staff, in accordance with 98.43 and 98.16(o):

--The national FBI fingerprint check; and,	
--The three in-state background check provisions for the current state of residency:	
	--state criminal registry or repository using fingerprints;
	--state sex offender registry or repository check;
	--state-based child abuse and neglect registry and database.

All four components are required in order for the milestone to be considered met.

Components	New (Prospective) Staff	Existing Staff
1. Criminal registry or repository using fingerprints in the current state of	Milestone/Prerequisite for Waiver	Possible Time Limited Waiver for current

residency		(existing) staff
2. Sex offender registry or repository check in the current state of residency	Milestone/Prerequisite for Waiver	Possible Time Limited Waiver for current (existing) staff
3. Child abuse and neglect registry and database check in the current state of residency	Milestone/Prerequisite for Waiver	Possible Time Limited Waiver for current (existing) staff
4. FBI fingerprint check	Milestone/Prerequisite for Waiver	Possible Time Limited Waiver for current (existing) staff
5. National Crime Information Center (NCIC) National Sex Offender Registry (NSOR)	Possible Time Limited Waiver for: --Establishing requirements and procedures and/or --Conducting checks on all new (prospective) staff and/or --Conducting checks on current (existing) staff	
6. Criminal registry or repository in any other state where the individual has resided in the past 5 years, with the use of fingerprints being optional	Possible Time Limited Waiver for: --Establishing requirements and procedures and/or --Conducting checks on all new (prospective) staff and/or --Conducting checks on current (existing) staff	
7. Sex offender registry or repository in any other state where the individual has resided in the past 5 years	Possible Time Limited Waiver for: --Establishing requirements and procedures and/or --Conducting checks on all new (prospective) staff and/or --Conducting checks on current (existing) staff	
8. Child abuse and neglect registry and database in any other state where the individual has resided in the past 5 years	Possible Time Limited Waiver for: --Establishing requirements and procedures and/or --Conducting checks on all new (prospective) staff and/or --Conducting checks on current (existing) staff	

Use the questions below to describe the status of the requirements, policies and procedures for background check requirements. These descriptions must provide sufficient information to demonstrate how the milestone prerequisites are being met and the status of the other components that are not part of the milestone. Lead Agencies have the opportunity to submit a waiver request in Appendix A: Background Check Waiver Request Form, for components not included in the milestones. Approval of these waiver requests will be subject to verification that the milestone components have been met as part of the CCDF Plan review and approval process.

In-state Background Check Requirements

5.4.1 In-State Criminal Registry or Repository Checks with Fingerprints Requirements (98.43(b)(3)(i)).

Note: A search of a general public facing judicial website does not satisfy this requirement. This check is required in addition to the national FBI criminal history check (5.4.4 below) to mitigate any gaps that may exist between the two sources.

a) Milestone #1 Prerequisite for New (Prospective) Child Care Staff: Describe the requirements, policies and procedures for the search of the in-state criminal registry or repository, with the use of fingerprints required in the state where the staff member resides.

i. Describe how these requirements, policies and procedures apply to all licensed, regulated, or registered child care providers, in accordance with 98.43(a)(1)(i) and 98.16(o). Describe and provide citations

For licensed and registered providers for new (prospective) child care staff and household members, Hawai`i Revised Statutes (HRS) §346-154(a) states, "the department shall develop standards to ensure the reputable and responsible character of an applicant to operate a child care facility, prospective employees of the applicant, household members, and new employees or household members of the provider after registration or licensure, which shall include criminal history record checks in accordance with section 846-2.7… "

HRS §846-2.7(a) states, "…The criminal history record check shall include the submission of fingerprints to: (1) The Federal Bureau of Investigation for a national criminal history record check; and (2) The Hawaii criminal justice data center for a state criminal history record check that shall include nonconviction data. …"

HRS §846-2.7(b)(10) states, "Criminal history record checks may be conducted by … (t)he department of human services or its designee on applicants to operate child care facilities, household members of the applicant, prospective employees of the applicant,

and new employees and household members of the provider after registration or licensure as provided by section 346-154, and persons subject to section 346-152.5…"

Under the Hawai`i Administrative Rules (HAR) §§17-891.1-2, 17-891.1-3, 17-892.1-2, 17-892.1-3, 17-895-2, 17-895-3, 17-896-2, and 17-896-3 require all applicants, employees and adult household members to be fingerprinted and have the criminal history background checks.

New employees are fingerprinted at the Department's six (6) child care licensing offices statewide (or for Oahu also at four (4) of the Department's TANF Work Participation offices). New employees at child care facilities work under supervision by another employee whose background checks are fully completed and cleared.

ii. Describe how these requirements, policies and procedures apply to all other providers eligible to deliver CCDF services (e.g., license-exempt CCDF eligible providers), in accordance with 98.43(a)(1)(i) and 98.16(o). Describe and provide citations

For all other providers that are not licensed or registered with the Department due to operating under exemptions established in accordance with HRS §346-152, HRS 346-152.5(a) requires "to be eligible to provide child care for a child whose family receives a child care subsidy from the department, persons exempt pursuant to section 346-152 shall be required to agree to: (1) A criminal history record check, a sex offender registry check, a child abuse record check, and an adult abuse perpetrator check in the same manner as a prospective applicant or licensed provider in accordance with section 346-154; provided that the criminal history record check shall be limited to a criminal history record check conducted through files maintained by the Hawaii criminal justice data center for the following relatives of the child who requires care: grandparents, great-grandparents, aunts, uncles, and siblings aged eighteen or older living in a separate residence. …"

HRS 846-2.7(b)(11) states, "Criminal history record checks may be conducted by … (t)he department of human services on persons exempt pursuant to section 346-152 to be eligible to provide child care and receive child care subsidies as provided by section 346-152.5; …"

Hawai`i Administrative Rules §17-798.2-9 requires background checks for exempt, child care providers, including exempt centers, caring for children whose families are receiving subsidies, including employees or persons who provide care and adult household members living in the exempt provider's home. Household members, employees, and exempt child care providers who are the aunt, uncle, grandparent, great-grandparent, or adult sibling living in a separate residence are not required to complete fingerprint-based federal and state criminal record background checks; all other background checks apply.

New child care providers, employees, or household members are fingerprinted at the Department's six (6) child care licensing offices statewide (or for Oahu also at four (4) of the Department's TANF Work Participation offices). New employees at exempt child care facilities that care for children whose families receive child care subsidies work under supervision by another employee whose background checks are fully completed and cleared. Child care subsidy payments for families using home-based exempt providers do not begin until all background check results are completed and cleared for the provider (and household members when care is in the providers' home).

b) Has the search of the in-state criminal registry or repository, with the use of fingerprints, been conducted for all current (existing) child care staff?

☑ Yes

Describe, if applicable, any differences in the process for existing staff than what was described for new staff and provide citations.

For licensed and registered child care homes and centers, the requirement for fingerprint-based criminal history checks has been in place since at least 1987 when the current administrative rules were adopted.

For legally exempt providers caring for a child whose family receives a child care subsidy from the Department, the requirement for fingerprint-based criminal history checks has been in place since 2003.

Therefore, all existing child care staff at licensed and registered homes and centers and exempt non-relative child care providers, employees, and household members have completed fingerprint-based criminal history checks in Hawai`i and with the Federal Bureau of Investigation.

Hawai`i Revised Statutes (HRS) §§846-2.7, 346-152.5, and 346-154, and Hawai`i Administrative Rules (HAR) §§17-891.2-3, 17-892.1-3, 17-895-3, 17-896-3, 17-798.21-49, and 17-798.2-9.

☐ No. (Waiver request allowed. See Appendix A). Describe the status of conducting the search of the state criminal registry or repository, using fingerprints for current (existing) child care staff including:

-- Efforts to date to complete the requirement for all existing child care staff in licensed, regulated or registered programs

-- Efforts to date to complete the requirement for all existing child care staff in other programs eligible to receive CCDF services (e.g. license-exempt CCDF eligible providers)

-- Key challenges to fully implementing this requirements

-- Strategies used to address these challenges

Describe:

5.4.2 In-State Sex Offender Registry Requirements (98.43(b)(3)(B)(ii))..

Note: This check must be completed in addition to the national NCIC sex offender registry check (5.4.5 below) to mitigate any gaps that may exist between the two sources. Use of fingerprints is optional to conduct this check.

a) Milestone #2 Prerequisite for New (Prospective) Child Care Staff: Describe the requirements, policies and procedures for the search of the in-state sex offender registry.

i. Describe how these requirements, policies and procedures apply to all licensed, regulated, or registered child care providers, in accordance with 98.43(a)(1)(i) and 98.16(o). Describe and provide citations

For licensed and registered providers for new (prospective) child care staff and household members, Hawai`i Revised Statutes (HRS) §346-154(a) states, "the department shall develop standards to ensure the reputable and responsible character of an applicant to operate a child care facility, prospective employees of the applicant,

household members, and new employees or household members of the provider after registration or licensure, which shall include … sex offender registry checks … "

Under the Hawai`i Administrative Rules (HAR) §§17-891.1-2, 17-891.1-3, 17-892.1-2, 17-892.1-3, 17-895-2, 17-895-3, 17-896-2, and 17-896-3 require all applicants, employees and adult household members have the criminal history background checks.

New employees are fingerprinted at the Department's six (6) child care licensing offices statewide (or for Oahu also at four (4) of the Department's TANF Work Participation offices) and criminal history background checks are conducted, including a search of the Hawai`i state sex offender registry through the state criminal repository agency's database. New employees at child care facilities work under supervision by another employee whose background checks are fully completed and cleared.

ii. Describe how these requirements, policies and procedures apply to all other providers eligible to deliver CCDF services (e.g., license-exempt CCDF eligible providers), in accordance with 98.43(a)(1)(i) and 98.16(o). Describe and provide citations

For all other providers that are not licensed or registered with the Department due to operating under exemptions established in accordance with HRS §346-152, HRS 346-152.5(a) requires "to be eligible to provide child care for a child whose family receives a child care subsidy from the department, persons exempt pursuant to section 346-152 shall be required to agree to: (1) A criminal history record check, a sex offender registry check, a child abuse record check, and an adult abuse perpetrator check in the same manner as a prospective applicant or licensed provider in accordance with section 346-154; provided that the criminal history record check shall be limited to a criminal history record check conducted through files maintained by the Hawaii criminal justice data center for the following relatives of the child who requires care: grandparents, great-grandparents, aunts, uncles, and siblings aged eighteen or older living in a separate residence. …"

Hawai`i Administrative Rules §17-798.2-9 requires background checks for exempt, child care providers, including exempt centers, caring for children whose families are receiving subsidies, including employees or persons who provide care and adult household members living in the exempt provider's home. Household members, employees, and

exempt child care providers who are the aunt, uncle, grandparent, great-grandparent, or adult sibling living in a separate residence are not required to complete fingerprint-based federal and state criminal record background checks; all other background checks apply, including the Hawai`i state sex offender registry check.

New child care providers, employees, or household members are fingerprinted at the Department's six (6) child care licensing offices statewide (or for Oahu also at four (4) of the Department's TANF Work Participation offices) and criminal history background checks are conducted, including a search of the Hawai`i state sex offender registry through the state criminal repository agency's database. New employees at exempt child care facilities that care for children whose families receive child care subsidies work under supervision by another employee whose background checks are fully completed and cleared. Child care subsidy payments for families using home-based exempt providers do not begin until all background check results are completed and cleared for the provider (and household members when care is in the providers' home).

b) Has the search of the in-state sex offender registry been conducted for all current (existing) child care staff?

☑ Yes

Describe, if applicable, any differences in the process for existing staff than what was described for new staff and provide citations.

For licensed and registered child care homes and centers, the requirement for state sex offender registry checks has been in place since 2012, under the existing authority for the Department to conduct criminal history record checks.

For legally exempt providers caring for a child whose family receives a child care subsidy from the Department, the requirement for state sex offender registry checks has been in place since 2012, under the existing authority for the Department to conduct criminal history record checks.

Therefore, all existing child care staff at licensed and registered homes and centers and exempt non-relative child care providers, employees, and household members have completed the Hawai`i sex offender registry checks.

Hawai`i Revised Statutes (HRS) §§346-152.5 and 346-154, and Hawai`i Administrative Rules (HAR) §§17-891.2-3, 17-892.1-3, 17-895-3, 17-896-3, and 17-798.2-9.

☐ No. (Waiver request allowed. See Appendix A). Describe the status of conducting the search of the state criminal registry or repository, using fingerprints for current (existing) child care staff including:

-- Efforts to date to complete the requirement for all existing child care staff in licensed, regulated or registered programs

-- Efforts to date to complete the requirement for all existing child care staff in other programs eligible to receive CCDF services (e.g. license-exempt CCDF eligible providers)

-- Key challenges to fully implementing this requirements

-- Strategies used to address these challenges

Describe:

5.4.3 In-State Child Abuse and Neglect Registry Requirements (98.43(b)(3)(B)(iii)).

Note: This is a name-based search.

a) Milestone #3 Prerequisite for New (Prospective) Child Care Staff: Describe the requirements, policies and procedures for the search of the in-state child abuse and neglect registry.

i. Describe how these requirements, policies and procedures apply to all licensed, regulated, or registered child care providers, in accordance with 98.43(a)(1)(i) and 98.16(o). Describe and provide citations

For licensed and registered providers for new (prospective) child care staff and household members, Hawai`i Revised Statutes (HRS) §346-154(a) states, "the department shall develop standards to ensure the reputable and responsible character of an applicant to operate a child care facility, prospective employees of the applicant, household members, and new employees or household members of the provider after

registration or licensure, which shall include … child abuse record checks … "

Under the Hawai`i Administrative Rules (HAR) §§17-891.1-2, 17-891.1-3, 17-892.1-2, 17-892.1-3, 17-895-2, 17-895-3, 17-896-2, and 17-896-3 require all applicants, employees and adult household members have the child abuse record checks.

New employees are fingerprinted at the Department's six (6) child care licensing offices statewide (or for Oahu also at four (4) of the Department's TANF Work Participation offices) and criminal history background checks are conducted, including a search of the Hawai`i state child abuse or neglect registry. New employees at child care facilities work under supervision by another employee whose background checks are fully completed and cleared.

ii. Describe how these requirements, policies and procedures apply to all other providers eligible to deliver CCDF services (e.g., license-exempt CCDF eligible providers), in accordance with 98.43(a)(1)(i) and 98.16(o). Describe and provide citations

For all other providers that are not licensed or registered with the Department due to operating under exemptions established in accordance with HRS §346-152, HRS 346-152.5(a) requires "to be eligible to provide child care for a child whose family receives a child care subsidy from the department, persons exempt pursuant to section 346-152 shall be required to agree to: (1) A criminal history record check, a sex offender registry check, a child abuse record check, and an adult abuse perpetrator check in the same manner as a prospective applicant or licensed provider in accordance with section 346-154; provided that the criminal history record check shall be limited to a criminal history record check conducted through files maintained by the Hawaii criminal justice data center for the following relatives of the child who requires care: grandparents, great-grandparents, aunts, uncles, and siblings aged eighteen or older living in a separate residence. …"

Hawai`i Administrative Rules §17-798.2-9 requires background checks for exempt, child care providers, including exempt centers, caring for children whose families are receiving subsidies, including employees or persons who provide care and adult household members living in the exempt provider's home. Household members, employees, and exempt child care providers who are the aunt, uncle, grandparent, great-grandparent, or

adult sibling living in a separate residence are not required to complete fingerprint-based federal and state criminal record background checks; all other background checks apply, including the Hawai`i child abuse and neglect registry check.

New child care providers, employees, or household members are fingerprinted at the Department's six (6) child care licensing offices statewide (or for Oahu also at four (4) of the Department's TANF Work Participation offices) and criminal history background checks are conducted, including a search of the Hawai`i child abuse and neglect registry. New employees at exempt child care facilities that care for children whose families receive child care subsidies work under supervision by another employee whose background checks are fully completed and cleared. Child care subsidy payments for families using home-based exempt providers do not begin until all background check results are completed and cleared for the provider (and household members when care is in the providers' home).

b) Has the search of the in-state child abuse and neglect registry been conducted for all current (existing) child care staff?

☑ Yes

Describe, if applicable, any differences in the process for existing staff than what was described for new staff and provide citations.

For licensed and registered child care homes and centers, the requirement for state child abuse and neglect registry checks has been in place since at least 1987 when the current administrative rules were adopted.

For legally exempt providers caring for a child whose family receives a child care subsidy from the Department, the requirement for state child abuse and neglect registry check has been in place since 2002, under the previous administrative rules that were in effect at that time.

Therefore, all existing child care staff at licensed and registered homes and centers and exempt non-relative child care providers, employees, and household members have completed the Hawai`i child abuse and neglect registry checks.

Hawai`i Revised Statutes (HRS) §§346-152.5 and 346-154, and Hawai`i

Administrative Rules (HAR) §§17-891.2-3, 17-892.1-3, 17-895-3, 17-896-3, and 17-798.2-9.

☐ No. (Waiver request allowed. See Appendix A). Describe the status of conducting the search of the state child abuse and neglect registry for current (existing) child care staff including:

-- Efforts to date to complete the requirement for all existing child care staff in licensed, regulated or registered programs

-- Efforts to date to complete the requirement for all existing child care staff in other programs eligible to receive CCDF services (e.g. license-exempt CCDF eligible providers)

-- Key challenges to fully implementing this requirements

-- Strategies used to address these challenges

Describe:

National Background Check Requirements

5.4.4 National FBI Criminal Fingerprint Search Requirements (98.43(b)(1)).

Note: The in-state (5.4.1 above) and the inter-state (5.4.6 below) criminal history check must be completed in addition to the FBI fingerprint check because there could be state crimes that do not appear in the national repository. Also note, that an FBI fingerprint check satisfies the requirement to perform an interstate check of another State's criminal history records repository if the responding state (where the child care staff member has resided within the past five years) participates in the National Fingerprint File program (CCDF-ACF-PIQ-2017-01).

a) Milestone #4 Prerequisite for New (Prospective) Child Care Staff. Describe the requirements, policies and procedures for the search of the National FBI fingerprint check.

i. Describe how these requirements, policies and procedures apply to all licensed, regulated, or registered child care providers, in accordance with 98.43(a)(1)(i) and 98.16(o). Describe and provide citations

For licensed and registered providers for new (prospective) child care staff and household members, Hawai`i Revised Statutes (HRS) §346-154(a) states, "the department shall develop standards to ensure the reputable and responsible character of an applicant to operate a child care facility, prospective employees of the applicant, household members, and new employees or household members of the provider after registration or licensure, which shall include criminal history record checks in accordance with section 846-2.7… "

HRS §846-2.7(a) states, "…The criminal history record check shall include the submission of fingerprints to: (1) The Federal Bureau of Investigation for a national criminal history record check; and (2) The Hawaii criminal justice data center for a state criminal history record check that shall include nonconviction data. …"

HRS §846-2.7(b)(10) states, "Criminal history record checks may be conducted by … (t)he department of human services or its designee on applicants to operate child care facilities, household members of the applicant, prospective employees of the applicant, and new employees and household members of the provider after registration or licensure as provided by section 346-154, and persons subject to section 346-152.5…"

Under the Hawai`i Administrative Rules (HAR) §§17-891.1-2, 17-891.1-3, 17-892.1-2, 17-892.1-3, 17-895-2, 17-895-3, 17-896-2, and 17-896-3 require all applicants, employees and adult household members to be fingerprinted and have the criminal history background checks.

New employees are fingerprinted at the Department's six (6) child care licensing offices statewide (or for Oahu also at four (4) of the Department's TANF Work Participation offices). New employees at child care facilities work under supervision by another employee whose background checks are fully completed and cleared.

ii. Describe how these requirements, policies and procedures apply to all other providers eligible to deliver CCDF services (e.g., license-exempt CCDF eligible providers), in accordance with 98.43(a)(1)(i) and 98.16(o). Describe and provide citations

For all other providers that are not licensed or registered with the Department due to operating under exemptions established in accordance with HRS §346-152, HRS 346-

152.5(a) requires "to be eligible to provide child care for a child whose family receives a child care subsidy from the department, persons exempt pursuant to section 346-152 shall be required to agree to: (1) A criminal history record check, a sex offender registry check, a child abuse record check, and an adult abuse perpetrator check in the same manner as a prospective applicant or licensed provider in accordance with section 346-154; provided that the criminal history record check shall be limited to a criminal history record check conducted through files maintained by the Hawaii criminal justice data center for the following relatives of the child who requires care: grandparents, great-grandparents, aunts, uncles, and siblings aged eighteen or older living in a separate residence. …"

HRS 846-2.7(b)(11) states, "Criminal history record checks may be conducted by … (t)he department of human services on persons exempt pursuant to section 346-152 to be eligible to provide child care and receive child care subsidies as provided by section 346-152.5; …"

Hawai`i Administrative Rules §17-798.2-9 requires background checks for exempt, child care providers, including exempt centers, caring for children whose families are receiving subsidies, including employees or persons who provide care and adult household members living in the exempt provider's home. Household members, employees, and exempt child care providers who are the aunt, uncle, grandparent, great-grandparent, or adult sibling living in a separate residence are not required to complete fingerprint-based federal and state criminal record background checks; all other background checks apply.

New child care providers, employees, or household members are fingerprinted at the Department's six (6) child care licensing offices statewide (or for Oahu also at four (4) of the Department's TANF Work Participation offices). New employees at exempt child care facilities that care for children whose families receive child care subsidies work under supervision by another employee whose background checks are fully completed and cleared. Child care subsidy payments for families using home-based exempt providers do not begin until all background check results are completed and cleared for the provider (and household members when care is in the providers' home).

b) For all current (existing) child care staff, has the FBI criminal fingerprint check been conducted?

☐ Yes

Describe, if applicable, any differences in the process for existing staff than what was described for new staff and provide citations.

☑ No. (Waiver request allowed. See Appendix A). Describe the status of conducting the FBI fingerprint check for current (existing) child care staff including:

-- Efforts to date to complete the requirement for all existing child care staff in licensed, regulated or registered programs

-- Efforts to date to complete the requirement for all existing child care staff in other programs eligible to receive CCDF services (e.g. license-exempt CCDF eligible providers)

-- Key challenges to fully implementing this requirements

-- Strategies used to address these challenges

Describe:

The FBI fingerprint-based check must be completed every 5 years for current (existing) child care staff. Hawai`i has not yet completed renewal FBI checks for the 5,400 individuals in State Fiscal Year (SFY) 2019 working or living in child care homes and centers throughout the state at licensed, registered, or exempt providers that care for subsidy children whose FBI checks were done 5 or more years ago and then 1,800 individuals in SFY 2020 whose FBI checks were done 5 or more years ago.

Efforts to date:

1. For licensed and registered child care homes and centers, the requirement for fingerprint-based criminal history checks through the state and the Federal Bureau of Investigation (FBI) has been in place since at least 1987 when the current administrative rules were adopted.

For legally exempt providers caring for a child whose family receives a child care subsidy from the Department, the requirement for fingerprint-based criminal history checks through the state and the FBI has been in place since 2003.

Therefore, all existing child care staff at licensed and registered homes and centers and exempt non-relative child care providers, employees, and household members have completed fingerprint-based criminal history checks in Hawai`i and with the Federal Bureau of Investigation.

If a current (existing) child care staff at licensed and registered homes and centers and exempt non-relative child care providers, employees, and household members stop providing child care or leaves Hawaii for 6 months or longer, the individual is required to complete the FBI background check again, along with all of the other background checks.

Hawai`i Revised Statutes (HRS) §§846-2.7, 346-152.5, and 346-154, and Hawai`i Administrative Rules (HAR) §§17-891.2-3, 17-892.1-3, 17-895-3, 17-896-3, 17-798.21-49, and 17-798.2-9.

2. The Department continues to discuss and develop specifications for data system modifications to the child care subsidy and child care licensing case management system to track individual background checks completed and results and identify when subsequent checks are coming due or expired.

3. The Department continues to discuss the specifications for the development of an online portal to view generic information (Provisionally Cleared, Fully Cleared, Not Cleared) for approved human resources staff at child care centers to access the generic background check results directly, rather than the Department sending manual written notifications to child care centers for every single employee's background check generic information.

Key challenges to fully implementing this requirement:

1. The Department had to obtain data regarding the number of individuals working or living in child care homes and centers throughout the state at licensed, registered, or exempt providers that care for subsidy children. The first data analysis was incorrect as the data was extracted based on assumptions of how the data was being coded in the Department's child care subsidy and licensing case management system. When the

issue was identified, the Department needed to find another way to extract the data that was needed to identify the number of individuals needing to complete another FBI background check. The corrected data analysis was completed in July 2018 and Hawai`i has 5,400 individuals in State Fiscal Year (SFY) 2019 working or living in child care homes and centers throughout the state at licensed, registered, or exempt providers that care for subsidy children that will need to be re-fingerprinted as their FBI checks were done 5 or more years ago and then 1,800 individuals that will need to be re-fingerprinted in SFY 2020 as their FBI checks were done 5 or more years ago.

2. The Department has limited staffing and capacity and fingerprinting equipment to address this backlog of existing individuals working or residing in child care homes or centers needing to be re-fingerprinted while also trying to keep up with the new child care providers, employees, and household members that need to complete their initial background checks and suitability assessments with the Department. The Department's child care licensing staff already conducted initial and annual background checks for over 8,000 individuals each year.

3. Finalizing the plan for re-fingerprinting the existing individuals working or living in child care homes and centers throughout the state at licensed, registered, or exempt providers that care for subsidy children is contingent upon the Department then being able to determine the optimal supports and then to develop and execute agreements or contracts to assist with additional fingerprinting services.

4. Without having finalized the plan for re-fingerprinting the existing individuals, the Department is not yet able to develop the outreach materials and engage in public outreach to licensed and registered child care homes and centers or exempt providers that care for subsidy children with the instructions of what to do to get re-fingerprinted.

5. Re-fingerprinting all existing individuals will be a substantial burden to and will cause financial hardship for child care centers and homes who are responsible for the $12 fee from the FBI to request the FBI fingerprint results for an individual.

6. Limited capacity within Hawai`i for:

a. The Department's programmatic/policy office in development of the policy changes

and procedures needed as well as leading the direction of the data system modifications for all of the requirements under the federal law and regulations, not just the background check requirements; and

b. The Department's IT staffing and data system contractor to develop and implement all of the necessary changes for all of the requirements under the federal law and regulations, not just the background check requirements.

Strategies to address the challenges:

1. The Department is discussing with the state criminal repository agency the projected timelines of when state and federal Rap Back program will be implemented for non-criminal justice agencies in Hawai`i, including the Department of Human Services, which may possibly provide some reduction in time for the child care licensing staff in conducting the annual background checks completed for all individuals working or living in child care homes and centers throughout the state at licensed, registered, or exempt providers that care for subsidy children.

2. The Department is also continuing to discuss with the state criminal repository agency about considerations for an agreement with the state criminal repository agency for assistance in re-fingerprinting the backlog of individual either directly at the state criminal repository agency office located on Oahu or utilizing the contracted service that the state criminal repository agency has for fingerprinting services statewide.

3. The Department is likely to use some of the additional CCDF Discretionary funding to off-set the cost of the $12 fee from the FBI to request the FBI fingerprint results for re-fingerprinting all existing individuals.

National Background Check Requirements

5.4.5 National Crime Information Center (NCIC) National Sex Offender Registry (NSOR) Search Requirements (98.43(b)(2)).

Note: This is a name-based search. Searching general public facing sex offender registries does not satisfy this requirement. This national check must be required in addition to the in-state (5.4.2 above) or inter-state (5.4.7 below) sex offender registry check requirements. This check must be performed by law enforcement.

a) Has the National Crime Information Center (NCIC) National Sex Offender Registry (NSOR) check been put in place for all new (prospective) child care staff

☐ Yes. If yes,

i. Describe how these requirements, policies and procedures apply to all licensed, regulated, or registered child care providers, in accordance with 98.43(a)(1)(i) and 98.16(o). Describe and provide citations

ii. Describe how these requirements, policies and procedures apply to all other providers eligible to deliver CCDF services (e.g., license-exempt CCDF eligible providers), in accordance with 98.43(a)(1)(i) and 98.16(o). Describe and provide citations

☑ No. (Waiver request allowed. See Appendix A). Describe the status of conducting the the National Crime Information Center (NCIC) National Sex Offender Registry (NSOR) for new (prospective) child care staff including:

-- Efforts to date to complete the requirement for all existing child care staff in licensed, regulated or registered programs

-- Efforts to date to complete the requirement for all existing child care staff in other programs eligible to receive CCDF (e.g. license-exempt CCDF eligible providers)

-- Key challenges to fully implementing this requirements

-- Strategies used to address these challenges

Describe:

The NCIC NSOR check must be completed for new child care staff and thereafter every 5 years for current (existing) child care staff. Hawai`i has not yet completed NCIC NSOR checks for the 5,400 individuals in State Fiscal Year (SFY) 2019 working or living in child care homes and centers throughout the state at licensed, registered, or exempt providers that care for subsidy children whose NCIC NSOR checks are not completed and then 1,800 individuals in SFY 2020 whose NCIC NSOR checks are not completed.

Efforts to date:

1. Hawai`i Department of Human Services continues to work with the state criminal repository agency toward obtaining information provided through the state criminal repository from the NCIC NSOR database for all new providers, employees, or household members in licensed and registered child care homes and centers or exempt providers that care for subsidy children.
2. The Department currently obtains for new providers, employees, or household members in licensed and registered child care homes and centers or exempt providers that care for subsidy children the results of fingerprint-based criminal records from the state and the Federal Bureau of Investigation (FBI), conducts searches of the national sex offender public website and Hawai`i state sex offender registry, and conducts searches of the Hawai`i child abuse and neglect registry and Hawai`i adult abuse perpetrator registry. All background checks except for the fingerprint-based checks are conducted annually as well as a name-based check of the state criminal records.
3. For exempt providers that care for subsidy children, the Department introduced legislation in the 2018 legislative session to require specified relatives that are grandparents, great grandparents, adult siblings living in a separate household from the child, aunts, and uncles to undergo fingerprint-based criminal record checks through the state and the FBI. Currently, these relatives are exempt from the fingerprint-based background checks. The proposed legislation did not pass in the 2018 legislative session.

Key challenges to fully implement this requirement:

1. The Hawai`i Department of Human Services is not a criminal justice agency and cannot directly get access to the NCIC NSOR database.
2. Since the Department will not have direct access to the NCIC NSOR database and will only obtain the information when submitting a fingerprint request through the state criminal repository agency, the Department will not be able to conduct NCIC NSOR checks for relatives who are the child's grandparent, great grandparent, adult sibling living in a separate household from the child, aunt, and uncle until there

is a change to Hawaii Revised Statutes (HRS) §346-152.5 to require fingerprint-based criminal records checks.

3. The state criminal repository agency would not be able to provide updated NCIC NSOR checks for all NSOR records regardless whether the NSOR record has a Universal Control Number from the FBI fingerprint record to the Department without the Department submitting the information with a fingerprint check request. The NCIC NSOR database has records that have the UCN and records that do not have a UCN. Therefore, in order to conduct the required full NCIC NSOR check every 5 years, the Department may need to re-fingerprint every 5 years all existing individuals working or residing in licensed and registered child care homes and centers or exempt providers that care for subsidy children even though Hawai`i will soon be a NFF state that will have rap back from the FBI database and the Hawaii criminal repository database. Re-fingerprinting all existing individuals every 5 years will be a substantial burden to the Department resource- and capacity-wise and will cause financial hardship for child care providers who are the ones to cover the $12 fee from the FBI to request the FBI fingerprint results.
4. The Department had to obtain data regarding the number of individuals working or living in child care homes and centers throughout the state at licensed, registered, or exempt providers that care for subsidy children. The first data analysis was incorrect as the data was extracted based on assumptions of how the data was being coded in the Department's child care subsidy and licensing case management system. When the issue was identified, the Department needed to find another way to extract the data that was needed to identify the number of individuals needing to complete NCIC NSOR checks as well as their renewal FBI checks. The corrected data analysis was completed in July 2018 and Hawai`i has 5,400 individuals working or living in child care homes and centers throughout the state at licensed, registered, or exempt providers that care for subsidy children that will need to be re-fingerprinted as their FBI checks were done 5 or more years ago in State Fiscal Year (SFY) 2019 and then also complete the NCIC NSOR checks and then 1,800 individuals that will need to be re-fingerprinted and also complete the NCIC NSOR checks in SFY 2020 as their FBI checks were done 5 or more years ago.

Strategies used to address these challenges:

1. The Department has been actively partnering with the state criminal repository agency since 2014 to helping them understand the federal law and requirement for the Department. The state criminal repository agency has been actively working with the Department and supporting the Department in getting access the required NCIC NSOR database information through data system modifications for the state criminal repository agency's online portal system which the Department uses to

access the fingerprint-based criminal records results for the those working or residing in licensed and registered child care homes and centers or exempt providers that care for subsidy children.

2. The Department is considering the feasibility of reintroducing the proposed legislation to require specified relatives that are grandparents, great grandparents, adult siblings living in a separate household from the child, aunts, and uncles to undergo fingerprint-based criminal record checks through the state and the FBI which would also allow the Department to conduct the NCIC NSOR checks for relatives as well.

b) Has the National Crime Information Center (NCIC) National Sex Offender Registry (NSOR) check been put in place for all current (existing) child care staff?

☐ Yes

Describe, if applicable, any differences in the process for existing staff than what was described for new staff and provide citations.

☑ No. (Waiver request allowed. See Appendix A). Describe the status of conducting the National Crime Information Center (NCIC) National Sex Offender Registry (NSOR) check for current (existing) child care staff including:

-- Efforts to date to complete the requirement for all existing child care staff in licensed, regulated or registered programs

-- Efforts to date to complete the requirement for all existing child care staff in other programs eligible to receive CCDF services (e.g. license-exempt CCDF eligible providers)

-- Key challenges to fully implementing this requirements

-- Strategies used to address these challenges

Describe:

The NCIC NSOR check must be completed for current (existing) child care staff. Hawai`i has not yet completed NCIC NSOR checks for the 5,400 individuals in State Fiscal Year (SFY) 2019 working or living in child care homes and centers throughout the state at licensed, registered, or exempt providers that care for subsidy children whose NCIC NSOR checks are not completed and then 1,800 individuals in SFY 2020 whose NCIC NSOR checks are not completed.

Efforts to date:

1. Hawai`i Department of Human Services continues to work with the state criminal

repository agency toward obtaining information provided through the state criminal repository from the NCIC NSOR database for all current (existing) providers, employees, or household members in licensed and registered child care homes and centers or exempt providers that care for subsidy children.

2. The Department currently obtains for new providers, employees, or household members in licensed and registered child care homes and centers or exempt providers that care for subsidy children the results of fingerprint-based criminal records from the state and the Federal Bureau of Investigation (FBI), conducts searches of the national sex offender public website and Hawai`i state sex offender registry, and conducts searches of the Hawai`i child abuse and neglect registry and Hawai`i adult abuse perpetrator registry. All background checks except for the fingerprint-based checks are conducted annually as well as a name-based check of the state criminal records for current (existing) providers, employees, or household members.
3. For exempt providers that care for subsidy children, the Department introduced legislation in the 2018 legislative session to require specified relatives that are grandparents, great grandparents, adult siblings living in a separate household from the child, aunts, and uncles to undergo fingerprint-based criminal record checks through the state and the FBI. Currently, these relatives are exempt from the fingerprint-based background checks. The proposed legislation did not pass in the 2018 legislative session.

Key challenges to fully implement this requirement:

1. The Hawai`i Department of Human Services is not a criminal justice agency and cannot directly get access to the NCIC NSOR database.
2. Since the Department will not have direct access to the NCIC NSOR database and will only obtain the information when submitting a fingerprint request through the state criminal repository agency, the Department will not be able to conduct NCIC NSOR checks for relatives who are the child's grandparent, great grandparent, adult sibling living in a separate household from the child, aunt, and uncle until there is a change to Hawaii Revised Statutes (HRS) §346-152.5 to require fingerprint-based criminal records checks.
3. The state criminal repository agency would not be able to provide updated NCIC NSOR checks for all NSOR records regardless whether the NSOR record has a Universal Control Number (UCN) from the FBI fingerprint record to the Department without the Department submitting the information with a fingerprint check request. The NCIC NSOR database has records that have the UCN and records that do not have a UCN. Therefore, in order to conduct the required full NCIC NSOR check every 5 years, the Department may need to re-fingerprint every 5 years all existing individuals working or residing in licensed and registered child care homes and

centers or exempt providers that care for subsidy children even though Hawai`i will soon have the rap back notifications from the FBI database and the Hawai`i criminal repository database. Re-fingerprinting all existing individuals every 5 years will be a substantial burden to the Department resource- and capacity-wise and will cause financial hardship for child care providers who are the ones to cover for their employees the $12 fee from the FBI to request the FBI fingerprint results.

4. The Department had to obtain data regarding the number of individuals working or living in child care homes and centers throughout the state at licensed, registered, or exempt providers that care for subsidy children. The first data analysis was incorrect as the data was extracted based on assumptions of how the data was being coded in the Department's child care subsidy and licensing case management system. When the issue was identified, the Department needed to find another way to extract the data that was needed to identify the number of individuals needing to complete NCIC NSOR checks as well as their renewal FBI checks. The corrected data analysis was completed in July 2018 and Hawai`i has 5,400 individuals in State Fiscal Year (SFY) 2019 working or living in child care homes and centers throughout the state at licensed, registered, or exempt providers that care for subsidy children that will need to be re-fingerprinted as their FBI checks were done 5 or more years ago and then also complete the NCIC NSOR checks and then 1,800 individuals in SFY 2020 that will need to be re-fingerprinted and also complete the NCIC NSOR checks as their FBI checks were done 5 or more years ago.

Strategies used to address these challenges:

1. The Department has been actively partnering with the state criminal repository agency since 2014 to helping them understand the federal law and requirement for the Department. The state criminal repository agency has been actively working with the Department and supporting the Department in getting access the required NCIC NSOR database information through data system modifications for the state criminal repository agency's online portal system which the Department uses to access the fingerprint-based criminal records results for the those working or residing in licensed and registered child care homes and centers or exempt providers that care for subsidy children.
2. The Department is considering the feasibility of reintroducing the proposed legislation to require specified relatives that are grandparents, great grandparents, adult siblings living in a separate household from the child, aunts, and uncles to undergo fingerprint-based criminal record checks through the state and the FBI which would also then allow the Department to obtain the NCIC NSOR results through the state criminal repository agency for these relatives as well.

Inter-state Background Check Requirements

Checking a potential employee's history in any state other than that in which the provider's services are provided qualifies as an inter-state check, per the definition of required criminal background checks in 98.43(b)(3). For example, an inter-state check would include situations when child care staff members work in one state and live in another state. The statute and regulations require background checks in the state where the staff member resides and each state where the staff member resided during the previous 5 years. Background checks in the state where the staff member is employed may be advisable, but are not strictly required.

5.4.6 Interstate Criminal Registry or Repository Check Requirement (including in any other state where the individual has resided in the past 5 years). (98.43 (b)(3)(i)).

Note: It is optional to use a fingerprint to conduct this check. Searching a general public facing judicial website does not satisfy this requirement. This check must be completed in addition to the national FBI history check (5.4.4 above) to mitigate any gaps that may exist between the two sources (unless the responding state participates in the National Fingerprint File program).

a) Has the interstate criminal registry or repository check been put in place for all new (prospective) child care staff?

☐ Yes. If yes,

i. Describe how these requirements, policies and procedures apply to all licensed, regulated, or registered child care providers, in accordance with 98.43(a)(1)(i) and 98.16(o). Describe and provide citations

ii. Describe how these requirements, policies and procedures apply to all other providers eligible to deliver CCDF services (e.g., license-exempt CCDF eligible providers), in accordance with 98.43(a)(1)(i) and 98.16(o). Describe and provide citations

☑ No. (Waiver request allowed. See Appendix A). Describe the status of conducting the the interstate criminal registry or repository check for new (prospective) child care staff including:

-- Efforts to date to complete the requirement for all existing child care staff in licensed, regulated or registered programs

-- Efforts to date to complete the requirement for all existing child care staff in other programs eligible to receive CCDF (e.g. license-exempt CCDF eligible providers)

-- Key challenges to fully implementing this requirements

-- Strategies used to address these challenges

Describe:

The interstate criminal registry or repository check has not been put in place for all new (prospective) child care staff.

Efforts to date for this requirement are:

1. In September 2016, the Department revised its consent form to conduct background clearance checks for new (prospective) and current (existing) licensed, regulated and registered providers and caregivers to require the individual to identify all of the states that the individual has lived in during the preceding 5 years.
2. In September 2016, the Department's child care licensing units were instructed to track the number of providers (as indicated on the revised consent form) who have lived outside of the state of Hawai`i and notating the states that they have lived in, in the preceding 5 years of the current background check request. From September 2016 through May 2018, there are a total of 1,026 caregivers that have lived outside of the state of Hawai`i. Some of these caregivers have lived in more than 1 state during the preceding 5 years of their most recent background check.
3. The Department continues to participate in technical assistance opportunities provided by the Administration for Children and Families' Office of Child Care regarding the background check requirements and implementation issues and strategies that other jurisdictions are identifying.
4. The Department has discussed with the state criminal repository agency and verified that there is no electronic process already established for Hawai`i's repository to be able to transmit the fingerprint samples to another jurisdiction in order for the Department to obtain the fingerprint-based criminal records from another jurisdiction.
5. The Department has discussed the inter-state background checks requirements with the Department's Child Welfare agency and the state criminal repository agency. Both agencies have not reported a large influx of requests received from other jurisdictions and both acknowledged that they are not specifically tracking whether such inter-state requests are due to the Child Care and Development Block Grant requirement.

Key challenges to fully implement this requirement:

1. Having child care licensing staff be able to track and be aware of the details involved with securing the required out-of-state checks from each of the separate jurisdictions to ensure that the requests are submitted to each separate jurisdiction in a timely manner for the jurisdiction to be able to provide a response to the Department within the 45 days of receipt of request to complete the background check. The Office of Child Care, Technical Assistance Center, or some other entity will need to be diligent in maintaining the information in the Background Check Resource Listing as to the requirements for all states and territories accurately in order for the child care licensing staff to follow the Resource Listing information correctly. Because there are variations in the requirements to submit a request for a criminal record or child abuse and neglect registry check, there is likely to be delays in obtaining the correct forms completed by the individual needing the background check along with possibly payment (check, money order, etc.) for other jurisdictions to complete the requested check. Some jurisdictions require notarized consents to be submitted along with remittance of a fee in order to conduct the background check.
2. Child abuse and neglect registries are separate from the criminal repositories so dual processes that **differ** in requirements to complete the criminal, sex offender, and Child abuse and neglect checks will need to be initiated timely but then waiting for and tracking of the responses received from the other jurisdiction will create additional administrative processes for the Department's child care licensing staff that complete the suitability determinations for child care purposes.
3. The Department's child care licensing agency would not be responsible to process the requests for background checks received from other jurisdictions, since the data belongs to the Child Welfare agency and the state criminal repository agency. Therefore, the Department's child care licensing agency would not be able to control the response time to other jurisdictions for their background check requests to always be completed within the 45 day timeframe under the federal law.
4. Without having finalized the plan for conducting the inter-state background checks for new (prospective) and the current (existing) individuals, the Department is not yet able to develop the outreach materials and engage in public outreach to licensed and registered child care homes and centers or exempt providers that care for subsidy children with the instructions of what to do to in order for the Department to be able to get the inter-state background checks completed for such individuals.
5. Developing and going through the process of adopting amendments to the administrative rules will be delayed until the process of how staff would implement the inter-state background checks requirements has been clarified.
6. Limited capacity within Hawai`i for:

1. The Department's programmatic/policy office in development of the policy changes and procedures needed as well as leading the direction of the data system modifications for all of the requirements under the federal law and regulations, not just the background check requirements;

The Department needs to complete an analysis and develop the procedures as to what the state will do if all of the background checks are not completed within the 45 days of receipt of request to conduct the background checks;

The Department needs to develop the procedures and instructions to child care licensing staff as to what they need to do to get the information from the individual needing the background checks and sending the information to the other jurisdiction and track and follow up with the other jurisdiction on pending results;

The Department needs to develop procedures and instructions to child care licensing staff as to what to do if the other state is a "closed" state and will not provide results of a background check to Hawai`i to determine whether the person is suitable to provide care to children; and

b. The Department's child care licensing staff that will need to request, track, and complete suitability assessments including results from inter-state background checks in addition to also taking on the health and safety monitoring of legally exempt non-relative providers that care for subsidy children.c. The Department's IT staffing and data system contractor to develop and implement all of the necessary changes for all of the requirements under the federal law and regulations, not just the background check requirements.

Strategies used to address these challenges:

1. The regulations allow for states to determine procedures to follow if the other states do not provide the results within the 45-day timeframe
2. Hawai`i is a National Fingerprint File (NFF) state and likely will not receive many requests for the inter-state criminal repository check from other states, since the full information is already provided to the FBI and would the information the other jurisdiction would receive with the FBI results, therefore the state repository agency is unlikely to see an increase in requests from other jurisdictions.
3. Continuing to participate in forums and technical assistance opportunities with the Office of Child Care, nationally and regionally, and the Technical Assistance centers to gain further clarification about and strategies that other jurisdictions are implementing for the requirements for the inter-state background checks.

b) Has the interstate criminal registry or repository check been put in place for all current (existing) child care staff?

☐ Yes

Describe, if applicable, any differences in the process for existing staff than what was described for new staff and provide citations.

☑ No. (Waiver request allowed. See Appendix A). Describe the status of conducting the interstate criminal registry or repository check for current (existing) child care staff including:

-- Efforts to date to complete the requirement for all existing child care staff in licensed, regulated or registered programs

-- Efforts to date to complete the requirement for all existing child care staff in other programs eligible to receive CCDF services (e.g. license-exempt CCDF eligible providers)

-- Key challenges to fully implementing this requirements

-- Strategies used to address these challenges

Describe:

The interstate criminal registry or repository check has not been put in place for all current (existing) child care staff.

Efforts to date for this requirement are:

1. In September 2016, the Department revised its consent form to conduct background clearance checks for new (prospective) and current (existing) licensed, regulated and registered providers and caregivers to require the individual to identify all of the states that the individual has lived in during the preceding 5 years.
2. In September 2016, the Department's child care licensing units were instructed to track the number of providers (as indicated on the revised consent form) who have lived outside of the state of Hawai`i and notating the states that they have lived in, in the preceding 5 years of the current background check request. From September 2016 through May 2018, there are a total of 1,026 caregivers that have lived outside of the state of Hawai`i. Some of these caregivers have lived in more than 1 state during the preceding 5 years of their most recent background check.
3. The Department continues to participate in technical assistance opportunities provided by the Administration for Children and Families' Office of Child Care regarding the background check requirements and implementation issues and

strategies that other jurisdictions are identifying.

4. The Department has discussed with the state criminal repository agency and verified that there is no electronic process already established for Hawai`i's repository to be able to transmit the fingerprint samples to another jurisdiction in order for the Department to obtain the fingerprint-based criminal records from another jurisdiction.
5. The Department has discussed the inter-state background checks requirements with the Department's Child Welfare agency and the state criminal repository agency. Both agencies have not reported a large influx of requests received from other jurisdictions and both acknowledged that they are not specifically tracking whether such inter-state requests are due to the Child Care and Development Block Grant requirement.

Key challenges to fully implement this requirement:

1. Having child care licensing staff be able to track and be aware of the details involved with securing the required out-of-state checks from each of the separate jurisdictions to ensure that the requests are submitted to each separate jurisdiction in a timely manner for the jurisdiction to be able to provide a response to the Department within the 45 days of receipt of request to complete the background check. The Office of Child Care, Technical Assistance Center, or some other entity will need to be diligent in maintaining the information in the Background Check Resource Listing as to the requirements for all states and territories accurately in order for the child care licensing staff to follow the Resource Listing information correctly. Because there are variations in the requirements to submit a request for a criminal record or child abuse and neglect registry check, there is likely to be delays in obtaining the correct forms completed by the individual needing the background check along with possibly payment (check, money order, etc.) for other jurisdictions to complete the requested check. Some jurisdictions require notarized consents to be submitted along with remittance of a fee in order to conduct the background check.
2. Child abuse and neglect registries are separate from the criminal repositories so dual processes that **differ** in requirements to complete the criminal, sex offender, and Child abuse and neglect checks will need to be initiated timely but then waiting for and tracking of the responses received from the other jurisdiction will create additional administrative processes for the Department's child care licensing staff that complete the suitability determinations for child care purposes.
3. The Department's child care licensing agency would not be responsible to process the requests for background checks received from other jurisdictions, since the data belongs to the Child Welfare agency and the state criminal repository agency. Therefore, the Department's child care licensing agency would not be able to

control the response time to other jurisdictions for their background check requests to always be completed within the 45 day timeframe under the federal law.

4. Without having finalized the plan for conducting the inter-state background checks for new (prospective) and the current (existing) individuals, the Department is not yet able to develop the outreach materials and engage in public outreach to licensed and registered child care homes and centers or exempt providers that care for subsidy children with the instructions of what to do to in order for the Department to be able to get the inter-state background checks completed for such individuals.
5. Developing and going through the process of adopting amendments to the administrative rules will be delayed until the process of how staff would implement the inter-state background checks requirements has been clarified.
6. Limited capacity within Hawai`i for:

a. The Department's programmatic/policy office in development of the policy changes and procedures needed as well as leading the direction of the data system modifications for all of the requirements under the federal law and regulations, not just the background check requirements;

The Department needs to complete an analysis and develop the procedures as to what the state will do if all of the background checks are not completed within the 45 days of receipt of request to conduct the background checks;

The Department needs to develop the procedures and instructions to child care licensing staff as to what they need to do to get the information from the individual needing the background checks and sending the information to the other jurisdiction and track and follow up with the other jurisdiction on pending results;

The Department needs to develop procedures and instructions to child care licensing staff as to what to do if the other state is a "closed" state and will not provide results of a background check to Hawai`i to determine whether the person is suitable to provide care to children; and

b. The Department's child care licensing staff that will need to request, track, and complete suitability assessments including results from inter-state background checks in addition to also taking on the health and safety monitoring of legally exempt non-relative providers that care for subsidy children.

c. The Department's IT staffing and data system contractor to develop and implement all of the necessary changes for all of the requirements under the federal law and regulations, not just the background check requirements.

Strategies used to address these challenges:

1. The regulations allow for states to determine procedures to follow if the other states do not provide the results within the 45-day timeframe.

2. Hawai`i is a National Fingerprint File (NFF) state and likely will not receive many requests for the inter-state criminal repository check from other states, since the full information is already provided to the FBI and would the information the other jurisdiction would receive with the FBI results, therefore the state repository agency is unlikely to see an increase in requests from other jurisdictions.
3. Continuing to participate in forums and technical assistance opportunities with the Office of Child Care, nationally and regionally, and the Technical Assistance centers to gain further clarification about and strategies that other jurisdictions are implementing for the requirements for the inter-state background checks.

5.4.7 Interstate Sex Offender Registry or Repository Check Requirements (including in any state where the individual has resided in the past 5 years). (98.43 (b)(3)(ii)).

Note: It is optional to use a fingerprint to conduct this check. This check must be completed in addition to the National Crime Information Center (NCIC) National Sex Offender Registry (NSOR) (5.4.5 above) to mitigate any gaps that may exist between the two sources.

a) Has the interstate sex offender registry or repository check been put in place for all new (prospective) child care staff?

☐ Yes. If yes,

i. Describe how these requirements, policies and procedures apply to all licensed, regulated, or registered child care providers, in accordance with 98.43(a)(1)(i) and 98.16(o). Describe and provide citations

ii. Describe how these requirements, policies and procedures apply to all other providers eligible to deliver CCDF services (e.g., license-exempt CCDF eligible providers), in accordance with 98.43(a)(1)(i) and 98.16(o). Describe and provide citations

☑ No. (Waiver request allowed. See Appendix A). Describe the status of conducting the interstate sex offender registry or repository check for new (prospective) child care staff including:

-- Efforts to date to complete the requirement for all existing child care staff in licensed, regulated or registered programs

-- Efforts to date to complete the requirement for all existing child care staff in other programs eligible to receive CCDF (e.g. license-exempt CCDF eligible providers)

-- Key challenges to fully implementing this requirements

-- Strategies used to address these challenges

Describe:

The interstate sex offender registry or repository check has not been put in place for all new (prospective) child care staff.

Efforts to date for this requirement are:

1. In September 2016, the Department revised its consent form to conduct background clearance checks for new (prospective) and current (existing) licensed, regulated and registered providers and caregivers to require the individual to identify all of the states that the individual has lived in during the preceding 5 years.
2. In September 2016, the Department's child care licensing units were instructed to track the number of providers (as indicated on the revised consent form) who have lived outside of the state of Hawai`i and notating the states that they have lived in, in the preceding 5 years of the current background check request. From September 2016 through May 2018, there are a total of 1,026 caregivers that have lived outside of the state of Hawai`i. Some of these caregivers have lived in more than 1 state during the preceding 5 years of their most recent background check.
3. The Department continues to participate in technical assistance opportunities provided by the Administration for Children and Families' Office of Child Care regarding the background check requirements and implementation issues and strategies that other jurisdictions are identifying.
4. The Department has discussed with the state criminal repository agency and verified that there is no electronic process already established for Hawai`i's repository to be able to transmit the fingerprint samples to another jurisdiction in order for the Department to obtain the fingerprint-based criminal records from another jurisdiction.
5. The Department has discussed the inter-state background checks requirements with the Department's Child Welfare agency and the state criminal repository agency. Both agencies have not reported a large influx of requests received from other jurisdictions and both acknowledged that they are not specifically tracking whether such inter-state requests are due to the Child Care and Development Block Grant requirement.

Key challenges to fully implement this requirement:

1. Having child care licensing staff be able to track and be aware of the details involved with securing the required out-of-state checks from each of the separate jurisdictions to ensure that the requests are submitted to each separate jurisdiction in a timely manner for the jurisdiction to be able to provide a response to the

Department within the 45 days of receipt of request to complete the background check. The Office of Child Care, Technical Assistance Center, or some other entity will need to be diligent in maintaining the information in the Background Check Resource Listing as to the requirements for all states and territories accurately in order for the child care licensing staff to follow the Resource Listing information correctly. Because there are variations in the requirements to submit a request for a criminal record or child abuse and neglect registry check, there is likely to be delays in obtaining the correct forms completed by the individual needing the background check along with possibly payment (check, money order, etc.) for other jurisdictions to complete the requested check. Some jurisdictions require notarized consents to be submitted along with remittance of a fee in order to conduct the background check.

2. Child abuse and neglect registries are separate from the criminal repositories so dual processes that **differ** in requirements to complete the criminal, sex offender, and Child abuse and neglect checks will need to be initiated timely but then waiting for and tracking of the responses received from the other jurisdiction will create additional administrative processes for the Department's child care licensing staff that complete the suitability determinations for child care purposes.
3. The Department's child care licensing agency would not be responsible to process the requests for background checks received from other jurisdictions, since the data belongs to the Child Welfare agency and the state criminal repository agency. Therefore, the Department's child care licensing agency would not be able to control the response time to other jurisdictions for their background check requests to always be completed within the 45 day timeframe under the federal law.
4. Without having finalized the plan for conducting the inter-state background checks for new (prospective) and the current (existing) individuals, the Department is not yet able to develop the outreach materials and engage in public outreach to licensed and registered child care homes and centers or exempt providers that care for subsidy children with the instructions of what to do to in order for the Department to be able to get the inter-state background checks completed for such individuals.
5. Developing and going through the process of adopting amendments to the administrative rules will be delayed until the process of how staff would implement the inter-state background checks requirements has been clarified.
6. Limited capacity within Hawai`i for:

a. The Department's programmatic/policy office in development of the policy changes and procedures needed as well as leading the direction of the data system modifications for all of the requirements under the federal law and regulations, not just the background check requirements;

The Department needs to complete an analysis and develop the procedures as to what

the state will do if all of the background checks are not completed within the 45 days of receipt of request to conduct the background checks;

The Department needs to develop the procedures and instructions to child care licensing staff as to what they need to do to get the information from the individual needing the background checks and sending the information to the other jurisdiction and track and follow up with the other jurisdiction on pending results;

The Department needs to develop procedures and instructions to child care licensing staff as to what to do if the other state is a "closed" state and will not provide results of a background check to Hawai`i to determine whether the person is suitable to provide care to children; and

b. The Department's child care licensing staff that will need to request, track, and complete suitability assessments including results from inter-state background checks in addition to also taking on the health and safety monitoring of legally exempt non-relative providers that care for subsidy children.

c. The Department's IT staffing and data system contractor to develop and implement all of the necessary changes for all of the requirements under the federal law and regulations, not just the background check requirements.

Strategies used to address these challenges:

1. The regulations allow for states to determine procedures to follow if the other states do not provide the results within the 45-day timeframe.
2. Hawai`i is a National Fingerprint File (NFF) state and likely will not receive many requests for the inter-state criminal repository check from other states, since the full information is already provided to the FBI and would the information the other jurisdiction would receive with the FBI results, therefore the state repository agency is unlikely to see an increase in requests from other jurisdictions.
3. Continuing to participate in forums and technical assistance opportunities with the Office of Child Care, nationally and regionally, and the Technical Assistance centers to gain further clarification about and strategies that other jurisdictions are implementing for the requirements for the inter-state background checks.

b) Has the interstate sex offender registry or repository check been put in place for all current (existing) child care staff?

☐ Yes

Describe, if applicable, any differences in the process for existing staff than what was described for new staff and provide citations.

☑ No. (Waiver request allowed. See Appendix A). Describe the status of conducting the interstate sex offender registry or repository check for current (existing) child care staff including:

-- Efforts to date to complete the requirement for all existing child care staff in licensed, regulated or registered programs

-- Efforts to date to complete the requirement for all existing child care staff in other programs eligible to receive CCDF services (e.g. license-exempt CCDF eligible providers)

-- Key challenges to fully implementing this requirements

-- Strategies used to address these challenges

Describe:

The interstate sex offender registry or repository check has not been put in place for all current (existing) child care staff.

Efforts to date for this requirement are:

1. In September 2016, the Department revised its consent form to conduct background clearance checks for new (prospective) and current (existing) licensed, regulated and registered providers and caregivers to require the individual to identify all of the states that the individual has lived in during the preceding 5 years.
2. In September 2016, the Department's child care licensing units were instructed to track the number of providers (as indicated on the revised consent form) who have lived outside of the state of Hawai`i and notating the states that they have lived in, in the preceding 5 years of the current background check request. From September 2016 through May 2018, there are a total of 1,026 caregivers that have lived outside of the state of Hawai`i. Some of these caregivers have lived in more than 1 state during the preceding 5 years of their most recent background check.
3. The Department continues to participate in technical assistance opportunities provided by the Administration for Children and Families' Office of Child Care regarding the background check requirements and implementation issues and strategies that other jurisdictions are identifying.
4. The Department has discussed with the state criminal repository agency and verified that there is no electronic process already established for Hawai`i's repository to be able to transmit the fingerprint samples to another jurisdiction in order for the Department to obtain the fingerprint-based criminal records from another jurisdiction.
5. The Department has discussed the inter-state background checks requirements with the Department's Child Welfare agency and the state criminal repository agency. Both agencies have not reported a large influx of requests received from other jurisdictions and both acknowledged that they are not specifically tracking whether such inter-state requests are due to the Child Care and Development Block Grant requirement.

Key challenges to fully implement this requirement:

1. Having child care licensing staff be able to track and be aware of the details involved with securing the required out-of-state checks from each of the separate jurisdictions to ensure that the requests are submitted to each separate jurisdiction in a timely manner for the jurisdiction to be able to provide a response to the Department within the 45 days of receipt of request to complete the background check. The Office of Child Care, Technical Assistance Center, or some other entity will need to be diligent in maintaining the information in the Background Check Resource Listing as to the requirements for all states and territories accurately in order for the child care licensing staff to follow the Resource Listing information correctly. Because there are variations in the requirements to submit a request for a criminal record or child abuse and neglect registry check, there is likely to be delays in obtaining the correct forms completed by the individual needing the background check along with possibly payment (check, money order, etc.) for other jurisdictions to complete the requested check. Some jurisdictions require notarized consents to be submitted along with remittance of a fee in order to conduct the background check.
2. Child abuse and neglect registries are separate from the criminal repositories so dual processes that **differ** in requirements to complete the criminal, sex offender, and Child abuse and neglect checks will need to be initiated timely but then waiting for and tracking of the responses received from the other jurisdiction will create additional administrative processes for the Department's child care licensing staff that complete the suitability determinations for child care purposes.
3. The Department's child care licensing agency would not be responsible to process the requests for background checks received from other jurisdictions, since the data belongs to the Child Welfare agency and the state criminal repository agency. Therefore, the Department's child care licensing agency would not be able to control the response time to other jurisdictions for their background check requests to always be completed within the 45 day timeframe under the federal law.
4. Without having finalized the plan for conducting the inter-state background checks for new (prospective) and the current (existing) individuals, the Department is not yet able to develop the outreach materials and engage in public outreach to licensed and registered child care homes and centers or exempt providers that care for subsidy children with the instructions of what to do to in order for the Department to be able to get the inter-state background checks completed for such individuals.
5. Developing and going through the process of adopting amendments to the administrative rules will be delayed until the process of how staff would implement the inter-state background checks requirements has been clarified.
6. Limited capacity within Hawai`i for:

a. The Department's programmatic/policy office in development of the policy changes and procedures needed as well as leading the direction of the data system modifications for all of the requirements under the federal law and regulations, not just the background check requirements;

The Department needs to complete an analysis and develop the procedures as to what the state will do if all of the background checks are not completed within the 45 days of receipt of request to conduct the background checks;

The Department needs to develop the procedures and instructions to child care licensing staff as to what they need to do to get the information from the individual needing the background checks and sending the information to the other jurisdiction and track and follow up with the other jurisdiction on pending results;

The Department needs to develop procedures and instructions to child care licensing staff as to what to do if the other state is a "closed" state and will not provide results of a background check to Hawai`i to determine whether the person is suitable to provide care to children; and

b. The Department's child care licensing staff that will need to request, track, and complete suitability assessments including results from inter-state background checks in addition to also taking on the health and safety monitoring of legally exempt non-relative providers that care for subsidy children.

c. The Department's IT staffing and data system contractor to develop and implement all of the necessary changes for all of the requirements under the federal law and regulations, not just the background check requirements.

Strategies used to address these challenges:

1. The regulations allow for states to determine procedures to follow if the other states do not provide the results within the 45-day timeframe.
2. Hawai`i is a National Fingerprint File (NFF) state and likely will not receive many requests for the inter-state criminal repository check from other states, since the full information is already provided to the FBI and would the information the other jurisdiction would receive with the FBI results, therefore the state repository agency is unlikely to see an increase in requests from other jurisdictions.
3. Continuing to participate in forums and technical assistance opportunities with the Office of Child Care, nationally and regionally, and the Technical Assistance centers to gain further clarification about and strategies that other jurisdictions are implementing for the requirements for the inter-state background checks.

5.4.8 Interstate Child Abuse and Neglect Check Registry Requirements (98.43 (b)(3)(iii)).

Note: This is a name-based search.

a) Has the interstate child abuse and neglect check been put in place for all new (prospective) child care staff?

☐ Yes. If yes,

i. Describe how these requirements, policies and procedures apply to all licensed, regulated, or registered child care providers, in accordance with 98.43(a)(1)(i) and 98.16(o). Describe and provide citations

ii. Describe how these requirements, policies and procedures apply to all other providers eligible to deliver CCDF services (e.g., license-exempt CCDF eligible providers), in accordance with 98.43(a)(1)(i) and 98.16(o). Describe and provide citations

☑ No. (Waiver request allowed. See Appendix A). Describe the status of conducting the interstate child abuse and neglect check for new (prospective) child care staff including:

-- Efforts to date to complete the requirement for all existing child care staff in licensed, regulated or registered programs

-- Efforts to date to complete the requirement for all existing child care staff in other programs eligible to receive CCDF (e.g. license-exempt CCDF eligible providers)

-- Key challenges to fully implementing this requirements

-- Strategies used to address these challenges

Describe:

The interstate child abuse and neglect check has not been put in place for all new (prospective) child care staff.

Efforts to date for this requirement are:

1. In September 2016, the Department revised its consent form to conduct background clearance checks for new (prospective) and current (existing) licensed,

regulated and registered providers and caregivers to require the individual to identify all of the states that the individual has lived in during the preceding 5 years.

2. In September 2016, the Department's child care licensing units were instructed to track the number of providers (as indicated on the revised consent form) who have lived outside of the state of Hawai`i and notating the states that they have lived in, in the preceding 5 years of the current background check request. From September 2016 through May 2018, there are a total of 1,026 caregivers that have lived outside of the state of Hawai`i. Some of these caregivers have lived in more than 1 state during the preceding 5 years of their most recent background check.
3. The Department continues to participate in technical assistance opportunities provided by the Administration for Children and Families' Office of Child Care regarding the background check requirements and implementation issues and strategies that other jurisdictions are identifying.
4. The Department has discussed with the state criminal repository agency and verified that there is no electronic process already established for Hawai`i's repository to be able to transmit the fingerprint samples to another jurisdiction in order for the Department to obtain the fingerprint-based criminal records from another jurisdiction.
5. The Department has discussed the inter-state background checks requirements with the Department's Child Welfare agency and the state criminal repository agency. Both agencies have not reported a large influx of requests received from other jurisdictions and both acknowledged that they are not specifically tracking whether such inter-state requests are due to the Child Care and Development Block Grant requirement.

Key challenges to fully implement this requirement:

1. Having child care licensing staff be able to track and be aware of the details involved with securing the required out-of-state checks from each of the separate jurisdictions to ensure that the requests are submitted to each separate jurisdiction in a timely manner for the jurisdiction to be able to provide a response to the Department within the 45 days of receipt of request to complete the background check. The Office of Child Care, Technical Assistance Center, or some other entity will need to be diligent in maintaining the information in the Background Check Resource Listing as to the requirements for all states and territories accurately in order for the child care licensing staff to follow the Resource Listing information correctly. Because there are variations in the requirements to submit a request for a criminal record or child abuse and neglect registry check, there is likely to be delays in obtaining the correct forms completed by the individual needing the background check along with possibly payment (check, money order, etc.) for other jurisdictions to complete the requested check. Some jurisdictions require notarized consents to be submitted along with remittance of a fee in order to conduct the background check.

2. Child abuse and neglect registries are separate from the criminal repositories so dual processes that **differ** in requirements to complete the criminal, sex offender, and Child abuse and neglect checks will need to be initiated timely but then waiting for and tracking of the responses received from the other jurisdiction will create additional administrative processes for the Department's child care licensing staff that complete the suitability determinations for child care purposes.
3. The Department's child care licensing agency would not be responsible to process the requests for background checks received from other jurisdictions, since the data belongs to the Child Welfare agency and the state criminal repository agency. Therefore, the Department's child care licensing agency would not be able to control the response time to other jurisdictions for their background check requests to always be completed within the 45 day timeframe under the federal law.
4. Without having finalized the plan for conducting the inter-state background checks for new (prospective) and the current (existing) individuals, the Department is not yet able to develop the outreach materials and engage in public outreach to licensed and registered child care homes and centers or exempt providers that care for subsidy children with the instructions of what to do to in order for the Department to be able to get the inter-state background checks completed for such individuals.
5. Developing and going through the process of adopting amendments to the administrative rules will be delayed until the process of how staff would implement the inter-state background checks requirements has been clarified.
6. Limited capacity within Hawai`i for:

a. The Department's programmatic/policy office in development of the policy changes and procedures needed as well as leading the direction of the data system modifications for all of the requirements under the federal law and regulations, not just the background check requirements;

The Department needs to complete an analysis and develop the procedures as to what the state will do if all of the background checks are not completed within the 45 days of receipt of request to conduct the background checks;

The Department needs to develop the procedures and instructions to child care licensing staff as to what they need to do to get the information from the individual needing the background checks and sending the information to the other jurisdiction and track and follow up with the other jurisdiction on pending results;

The Department needs to develop procedures and instructions to child care licensing staff as to what to do if the other state is a "closed" state and will not provide results of a background check to Hawai`i to determine whether the person is suitable to provide care to children; and

b. The Department's child care licensing staff that will need to request, track, and complete suitability assessments including results from inter-state background checks in

addition to also taking on the health and safety monitoring of legally exempt non-relative providers that care for subsidy children.

c. The Department's IT staffing and data system contractor to develop and implement all of the necessary changes for all of the requirements under the federal law and regulations, not just the background check requirements.

Strategies used to address these challenges:

1. The regulations allow for states to determine procedures to follow if the other states do not provide the results within the 45-day timeframe.
2. Hawai`i is a National Fingerprint File (NFF) state and likely will not receive many requests for the inter-state criminal repository check from other states, since the full information is already provided to the FBI and would the information the other jurisdiction would receive with the FBI results, therefore the state repository agency is unlikely to see an increase in requests from other jurisdictions.
3. Continuing to participate in forums and technical assistance opportunities with the Office of Child Care, nationally and regionally, and the Technical Assistance centers to gain further clarification about and strategies that other jurisdictions are implementing for the requirements for the inter-state background checks.

b) Has the interstate child abuse and neglect check been put in place for all current (existing) child care staff?

☐ Yes

Describe, if applicable, any differences in the process for existing staff than what was described for new staff and provide citations.

☑ No. (Waiver request allowed. See Appendix A). Describe the status of conducting the interstate child abuse and neglect check for current (existing) child care staff including:

-- Efforts to date to complete the requirement for all existing child care staff in licensed, regulated or registered programs

-- Efforts to date to complete the requirement for all existing child care staff in other programs eligible to receive CCDF services (e.g. license-exempt CCDF eligible providers)

-- Key challenges to fully implementing this requirements

-- Strategies used to address these challenges

Describe:

The interstate child abuse and neglect check has not been put in place for all current (existing) child care staff.

Efforts to date for this requirement are:

1. In September 2016, the Department revised its consent form to conduct background clearance checks for new (prospective) and current (existing) licensed, regulated and registered providers and caregivers to require the individual to identify all of the states that the individual has lived in during the preceding 5 years.
2. In September 2016, the Department's child care licensing units were instructed to track the number of providers (as indicated on the revised consent form) who have lived outside of the state of Hawai`i and notating the states that they have lived in, in the preceding 5 years of the current background check request.From September 2016 through May 2018, there are a total of 1,026 caregivers that have lived outside of the state of Hawai`i.Some of these caregivers have lived in more than 1 state during the preceding 5 years of their most recent background check.
3. The Department continues to participate in technical assistance opportunities provided by the Administration for Children and Families' Office of Child Care regarding the background check requirements and implementation issues and strategies that other jurisdictions are identifying.
4. The Department has discussed with the state criminal repository agency and verified that there is no electronic process already established for Hawai`i's repository to be able to transmit the fingerprint samples to another jurisdiction in order for the Department to obtain the fingerprint-based criminal records from another jurisdiction.
5. The Department has discussed the inter-state background checks requirements with the Department's Child Welfare agency and the state criminal repository agency.Both agencies have not reported a large influx of requests received from other jurisdictions and both acknowledged that they are not specifically tracking whether such inter-state requests are due to the Child Care and Development Block Grant requirement.

Key challenges to fully implement this requirement:

1. Having child care licensing staff be able to track and be aware of the details involved with securing the required out-of-state checks from each of the separate jurisdictions to ensure that the requests are submitted to each separate jurisdiction in a timely manner for the jurisdiction to be able to provide a response to the Department within the 45 days of receipt of request to complete the background check.The Office of Child Care, Technical Assistance Center, or some other entity will need to be diligent in maintaining the information in the Background Check Resource Listing as to the requirements for all states and territories accurately in order for the child care licensing staff to follow the Resource Listing information

correctly.Because there are variations in the requirements to submit a request for a criminal record or child abuse and neglect registry check, there is likely to be delays in obtaining the correct forms completed by the individual needing the background check along with possibly payment (check, money order, etc.) for other jurisdictions to complete the requested check.Some jurisdictions require notarized consents to be submitted along with remittance of a fee in order to conduct the background check.

2. Child abuse and neglect registries are separate from the criminal repositories so dual processes that **differ** in requirements to complete the criminal, sex offender, and Child abuse and neglect checks will need to be initiated timely but then waiting for and tracking of the responses received from the other jurisdiction will create additional administrative processes for the Department's child care licensing staff that complete the suitability determinations for child care purposes.
3. The Department's child care licensing agency would not be responsible to process the requests for background checks received from other jurisdictions, since the data belongs to the Child Welfare agency and the state criminal repository agency.Therefore, the Department's child care licensing agency would not be able to control the response time to other jurisdictions for their background check requests to always be completed within the 45 day timeframe under the federal law.
4. Without having finalized the plan for conducting the inter-state background checks for new (prospective) and the current (existing) individuals, the Department is not yet able to develop the outreach materials and engage in public outreach to licensed and registered child care homes and centers or exempt providers that care for subsidy children with the instructions of what to do to in order for the Department to be able to get the inter-state background checks completed for such individuals.
5. Developing and going through the process of adopting amendments to the administrative rules will be delayed until the process of how staff would implement the inter-state background checks requirements has been clarified.
6. Limited capacity within Hawai`i for:

a. The Department's programmatic/policy office in development of the policy changes and procedures needed as well as leading the direction of the data system modifications for all of the requirements under the federal law and regulations, not just the background check requirements;

The Department needs to complete an analysis and develop the procedures as to what the state will do if all of the background checks are not completed within the 45 days of receipt of request to conduct the background checks;

The Department needs to develop the procedures and instructions to child care licensing staff as to what they need to do to get the information from the individual needing the background checks and sending the information to the other jurisdiction and track and follow up with the other jurisdiction on pending results;

The Department needs to develop procedures and instructions to child care licensing staff as to what to do if the other state is a "closed" state and will not provide results of a background check to Hawai`i to determine whether the person is suitable to provide care to children; and

b. The Department's child care licensing staff that will need to request, track, and complete suitability assessments including results from inter-state background checks in addition to also taking on the health and safety monitoring of legally exempt non-relative providers that care for subsidy children.

c. The Department's IT staffing and data system contractor to develop and implement all of the necessary changes for all of the requirements under the federal law and regulations, not just the background check requirements.

Strategies used to address these challenges:

1. The regulations allow for states to determine procedures to follow if the other states do not provide the results within the 45-day timeframe.
2. Hawai`i is a National Fingerprint File (NFF) state and likely will not receive many requests for the inter-state criminal repository check from other states, since the full information is already provided to the FBI and would the information the other jurisdiction would receive with the FBI results, therefore the state repository agency is unlikely to see an increase in requests from other jurisdictions.
3. Continuing to participate in forums and technical assistance opportunities with the Office of Child Care, nationally and regionally, and the Technical Assistance centers to gain further clarification about and strategies that other jurisdictions are implementing for the requirements for the inter-state background checks.

Provisional Employment

The CCDF final rule states a child care provider must submit a request to the appropriate state/territory agency for a criminal background check for each child care staff member, including prospective staff members, prior to the date an individual becomes a child care staff member and at least once every 5 years thereafter (98.43(d)(1) and (2). A prospective child care staff member may not begin work until one of the following results have been returned as satisfactory: either the FBI fingerprint check or the search of the state/territory criminal registry or repository using fingerprints in the state/territory where the staff member resides. The child care staff member must be supervised at all times pending completion of all the background check components (98.43(d)(4)).

Note: In recognition of the concerns and feedback OCC received related to the provisional hire provision of the CCDF final rule, OCC will allow states and territories to request time-limited waiver extensions for the provisional hire provision. State/territories may submit a waiver request to allow additional time to meet the requirements related to provisional hires (see Appendix A). A state/territory may receive a waiver from this requirement only when:

1. the state requires the provider to submit the background check requests before the staff person begins working; and
2. the staff member, pending the results of the elements of the background check, is supervised at all times by an individual who has completed the background check.

5.4.9 Describe the state/territory requirements related to prospective child care staff members using the checkboxes below. (Waiver request allowed. See Appendix A). Check all that apply.

☐ The state/territory allows prospective staff members to begin work on a provisional basis (if supervised at all times) after completing and receiving satisfactory results on either the FBI fingerprint check or a fingerprint check of the state/territory criminal registry or repository in the state where the child care staff member resides.

Describe and include a citation:

☑ The state/territory allows prospective staff members to begin work on a provisional basis (if supervised at all times) after the request has been submitted, but before receiving satisfactory results on either the FBI fingerprint check or a fingerprint check of the state/territory criminal registry or repository in the state where the child care staff member resides. Note: A waiver request is allowed for this provision (see Appendix A).

Describe and include a citation:

The current Hawaii Administrative Rules (HAR) §§17-891.1-2, 17-892.1-2, 17-895-2, 17-896-2 allows prospective staff members to begin work on a provisional basis if supervised always after submitting the request to conduct background checks within 5 working days of employment.

The Department continues to draft and refine amendments to the administrative rules to allow prospective staff members to begin work on a provisional basis (if supervised always) after completing and receiving satisfactory results on the FBI fingerprint check and in-state criminal fingerprint check.

☐ Other.

Describe:

5.4.10 The state/territory must conduct the background checks as quickly as possible and shall not exceed 45 days after the child care provider submitted the request. The state/territory shall provide the results of the background check in a statement that indicates whether the staff member is eligible or ineligible, without revealing specific disqualifying information. If the staff member is ineligible, the state/territory will provide information about each disqualifying crime to the staff member.

Describe the requirements, policies, and procedures in place to respond as expeditiously as possible to other states', territories', and tribes' requests for background check results to accommodate the 45-day timeframe, including any agencies/entities responsible for responding to requests from other states (98.43(a)(1)(iii)).

The Department's Child Welfare Services Branch staff respond to request for child abuse and neglect registry checks from other states for provisions of the Adam Walsh Act. The Department's Child Welfare Services Branch staff currently complete all requests for child abuse neglect registry checks within 2-14 days of the receipt of the request. The Department will continue to consider its administrative resources needed to conduct and provide responses to requests for child abuse and neglect registry checks from other states for provisions of the Child Care and Development Block Grant (CCDBG) Act of 2014 for childcare providers. The CCDF agency will work with the Child Welfare Services Branch to ensure that the child welfare agency has sufficient staffing and resources to meet the requirements of CCDBG. If additional staffing will be needed, the Department would need to submit to the Legislature the request for funding and establishment of positions.

The state criminal repository agency is the Hawai`i Criminal Justice Data Center (HCJDC). HCJDC staff are under the Department of the Attorney General and are responsible to respond to requests for state criminal repository checks from other states. Since Hawai`i participates in the National Fingerprint File (NFF) Program, the HCJDC has not seen a significant increase in inquiries received for the provisions of the Child Care and Development Block Grant (CCDBG) Act of 2014 for child care providers. The

HCJDC usually responds to all criminal history record check requests, whether name-based or fingerprint-based within three (3) business days. The HCJDC will conduct criminal history record checks requests and charges a separate administrative fee to do so, which is in addition to the FBI submission fee. For name-based requests HCJDC's administrative fee is $30 and for fingerprint-based requests HCJDC's administrative fee is $35. The Hawai`i Department of Human Services will work with HCJDC to ensure that the HCJDC agency has sufficient staffing and resources to meet the requirements of CCDBG. The HCJDC does not anticipate having an increase in workload due to the CCDBG requirements since Hawai`i is a National Fingerprint File (NFF) state and other jurisdictions will receive the complete criminal history results through the required FBI fingerprint check. If additional staffing is needed, the HCJDC would need to submit to the Legislature the request for funding and establishment of positions.

5.4.11 Child care staff members cannot be employed by a child care provider receiving CCDF subsidy funds if they refuse a background check, make materially false statements in connection with the background check, or are registered or required to be registered on the state or National Sex Offender Registry. Potential staff members also cannot be employed by a provider receiving CCDF funds if they have been convicted of: a felony consisting of murder, child abuse or neglect, crimes against children, spousal abuse, crimes involving rape or sexual assault, kidnapping, arson, physical assault or battery, or - subject to an individual review (at the state/territory's option)- a drug-related offense committed during the preceding 5 years; a violent misdemeanor committed as an adult against a child, including the following crimes - child abuse, child endangerment, or sexual assault; or a misdemeanor involving child pornography (98.43(c)(1)).

Note: The Lead Agency may not publicly release the results of individual background checks. It may release aggregated data by crime as long as the data do not include personally identifiable information (98.43(e)(2)(iii)).

Does the state/territory disqualify child care staff members based on their conviction for other crimes not specifically listed in 98.43(c)(i)?

☐ No

☑ Yes.

Describe other disqualifying crimes and provide citation:

The Department has established other disqualifying crimes which are described in full in Hawaii Administrative Rules §§17-891.1-3(e)(1)(A), 17-892.1-3(e)(1)(A), 17-895-3(e)(1)(A), and 17-896-3(e)(1)(A). Also, the Department may assess on a case-by-case basis any background history, including convictions for other crimes not specifically listed, to consider the suitability of an individual in which the Department may consider the nature of the incident, when the incident occurred, patterns of behavior which are considered reckless or negligent and resulted in or could have resulted in an injury to the person or others, and evidence of rehabilitation.

5.4.12 The state/territory has a process for a child care staff member to appeal the the results of his or her background check to challenge the accuracy or completeness of the criminal background report, as detailed in 98.43(e)(3).

Describe how the Lead Agency ensures the privacy of background checks and provides opportunities for applicants to appeal the results of background checks. In addition, describe whether the state/territory has a review process for individuals disqualified due to a felony drug offense to determine if that individual is still eligible for employment (98.43(e)(2-4)).

The Department has established a process for a child care provider or staff member to appeal the results of their background check to challenge the accuracy and completeness. If the staff member is determined to pose a risk to children, the Department will provide information about each disqualifying crime to the staff member.

For child care centers, the Department provides the results of the background check in a statement that indicates whether the staff member is suitable or not suitable without revealing the specific disqualifying information.

5.4.13 The state/territory may not charge fees that exceed the actual costs of processing applications and administering a criminal background check (98.43(f)).

Describe how the state/territory ensures that fees charged for completing the background checks do not exceed the actual cost of processing and administration, regardless of whether they are conducted by the state/territory or a third-party vendor or contractor. Lead Agencies can report that no fees are charged if applicable (98.43(f)).

The Department charges a nominal fee for processing FBI fingerprint checks of $12.00 which is the cost of the fee charged by the FBI. The fee is assessed to the individual needing background checks, including the FBI fingerprint check. This fee is assessed to the Department by the State's criminal justice data agency processing the fingerprint samples on behalf FBI. There are no other fees that are associated with the remaining background checks completed by the Department that are passed on to the individual.

5.4.14 Federal requirements do not address background check requirements for relative providers who receive CCDF; therefore, states have the flexibility to decide which background check requirements relative providers must meet, as defined by CCDF in 98.2 under eligible child care provider.

Note: This exception only applies if the individual cares only for relative children. Does the state/territory exempt relatives from background checks?

- ☐ No, relatives are not exempt from background check requirements.
- ☐ Yes, relatives are exempt from all background check requirements.
- ☑ Yes, relatives are exempt from some background check requirements. If the state/territory exempts relatives from some background check requirements, describe which background check requirements do not apply to relative providers.

Household members and exempt child care providers who are related to all children in care when they are the aunt, uncle, grandparent, great-grandparent, or adult sibling living in a separate residence are not required to complete fingerprint-based federal and state criminal record background checks and NCIC NSOR checks; all other

background checks apply.

6 Recruit and Retain a Qualified and Effective Child Care Workforce

This section covers the state or territory framework for training, professional development, and post-secondary education (98.44(a)); provides a description of strategies used to strengthen the business practices of child care providers (98.16(z)); and addresses early learning and developmental guidelines.

States and territories are required to describe their framework for training, professional development, and post-secondary education for caregivers, teachers, and directors, including those working in school-age care (98.44(a)). This framework is part of a broader systematic approach building on health and safety training (as described in section 5) within a state/territory. States and territories must incorporate their knowledge and application of health and safety standards, early learning guidelines, responses to challenging behavior, and the engagement of families. States and territories are required to establish a progression of professional development opportunities to improve the knowledge and skills of CCDF providers (658E(c)(2)(G)). To the extent practicable, professional development should be appropriate to work with a population of children of different ages, English-language learners, children with disabilities, and Native Americans (98.44(b)(2)(iv)). Training and professional development is one of the options that states and territories have for investing their CCDF quality funds (658G(b)(1)).

6.1 Professional Development Framework

6.1.1 Each state or territory must describe their professional development framework for training, professional development, and post-secondary education for caregivers, teachers and directors, which is developed in consultation with the State Advisory Council on Early Childhood Education and Care or similar coordinating body. The framework should include these components: (1) professional standards and competencies, (2) career pathways, (3) advisory structures, (4) articulation, (5) workforce information, and (6) financing (98.44(a)(3)). Flexibility is provided on the strategies, breadth, and depth with which states and territories will develop and implement their framework.

a) Describe how the state/territory's framework for training and professional development addresses the following required elements:

-- State/territory professional standards and competencies. Describe:

The Department's Child Care Provider Registry contractor utilizes the standards and competencies developed by the community-based collaborative workgroup of 27 agencies, organizations and State Departments, which can be found at http://patchhawaii.org/wp-content/uploads/2016/12/ASK-Booklet.pdf.

The competencies define what all staff in all early childhood roles and setting are required to know and be able to do.

-- Career pathways. Describe:

The Department has a career lattice and framework that is in alignment with the requirements for staff at licensed center-based child care facilities and can be found at http://patchhawaii.org/wp-content/uploads/2016/12/ASK-Booklet.pdf

The career lattice describes the sequence of qualifications related to professional development, including education, training, and experience required to fulfill various roles at licensed child care facilities throughout Hawai`i. The career lattice is used as a voluntary guide and planning resource for career counseling provided through the Department's contracted agency for the Child Care Provider Registry service and to guide early childhood staff in securing scholarships through the Department's Training and Scholarship contracted services for continuing education in the early childhood workforce.

The Department will continue to work with early childhood stakeholders from the Department's Child Care Advisory Committee and the community-based collaborative workgroup of 27 agencies, organizations and State Departments to determine if updated competencies specific for early care workforce, including home providers and center-based staff will be developed or updated.

-- Advisory structure. Describe:

The Hawai`i Department of Human Services convenes quarterly the Child Care Advisory Committee with 20 voting members statewide from a variety of early childhood stakeholders, including:

a statewide child care center director's group;
an association for independent schools;
the Head Start Association;
the statewide Child Care Resource and Referral agency;
a Kauai island representative;
a Family Child Care provider;
a Hawaii island representative;
a parent representative;
the Tribal/Native Hawaiian CCDF agency;
a faith-based representative;
the Hawaii Association for the Education of Young Children;
the Department of Health;
a multi-site child care center organization group;
a Maui County representative;
a school-aged care representative;
the non-TANF child care subsidy case management agency;
the University of Hawaii, Center on the Family;
the Department of Education;
the University of Hawaii Community Colleges; and
an early childhood advocacy group.

Additionally, other early childhood stakeholders are invited to attend the Child Care Advisory Committee meetings and participate in the discussions.

The Department has had discussions with the Child Care Advisory Committee members and early childhood stakeholder attendees regarding workforce development issues. The Department will continue to work with the Department's Child Care Advisory Committee to discuss on an on-going basis and possible workgroup to review and improve upon the Professional Development requirements.

-- Articulation. Describe:

Articulation agreements are in place across and within institutions of higher education within Hawai`i. This is also monitored within the group of higher education representatives that meet regularly to discuss ways to increase the availability and accessibility of higher education coursework.

-- Workforce information. Describe:

The Department has standardized the evaluation of staff qualifications for education and experience through a statewide contracted service for the Department's Child Care Provider Registry. Staff employed at licensed infant and toddler centers, group child care centers, and group child care homes are required to submit their education and experience qualifications to the registry service to determine which position(s) the individual is qualified to fill at a licensed infant and toddler center, group child care center, or group child care home. Registered family child care home operators and legally exempt child care providers caring for children whose families are receiving CCDF subsidies are not required to participate in the Child Care Provider Registry.

-- Financing. Describe:

The Hawai`i Department of Human Services offers scholarships to child care providers and staff working with children and pursing Child Development Associate credential or post-secondary degrees in early childhood education or child development through the contracted Training and Scholarships services.

b) The following are optional elements, or elements that should be implemented to the extent practicable, in the training and professional development framework.

☐ Continuing education unit trainings and credit-bearing professional development to the extent practicable

Describe:

☑ Engagement of training and professional development providers, including higher education, in aligning training and educational opportunities with the state/territory's framework

Describe:

The Hawai`i Department of Human Services convenes quarterly the Child Care Advisory Committee with 20 voting members statewide from a variety of early childhood stakeholders, including:

a statewide child care center director's group;
an association for independent schools;
the Head Start Association;
the statewide Child Care Resource and Referral agency;
a Kauai island representative;
a Family Child Care provider;
a Hawaii island representative; a parent representative;
the Tribal/Native Hawaiian CCDF agency;
a faith-based representative;
the Hawaii Association for the Education of Young Children;
the Department of Health;
a multi-site child care center organization group;
a Maui County representative;
a school-aged care representative;
the non-TANF child care subsidy case management agency;
the University of Hawaii, Center on the Family;
the Department of Education;
the University of Hawaii Community Colleges; and
an early childhood advocacy group.

Additionally, other early childhood stakeholders are invited to attend the Child Care Advisory Committee meetings and participate in the discussions. The Department has had discussions with the Child Care Advisory Committee members and early childhood stakeholder attendees, including higher education and providers of community-based trainings, regarding in aligning training and professional development opportunities and supporting the early childhood workforce in on-going professional development, including meeting the on-going training requirements that the Department is in the process of establishing.

The Department contracts for services to provide training and scholarship services to

promote on-going professional development opportunities to support quality child care settings to interested persons, including parents and caregivers for a nominal cost that covers 12 separate series and 93 classes. The trainings include information about research and best practices in child development. The contractor and the Department continue to explore ways to make community-based child care training more accessible to all child care providers statewide. Hawai`i is made up of 6 primary islands, and there are local community needs and transportation issues. On-line training has been a great help to those providers who reside in areas that are not easily accessible or who lack adequate transportation. Scholarships are provided for post-secondary education coursework to individuals working in the child care sector or not yet entered and pursuing their post-secondary degrees in Early Childhood Education or obtaining a Child Development Associate to promote qualified staff and retention of staff through a career pathway.

The Department contracts for infant and toddler training that meets the requirements of initial 30 hours and an additional 15 hours of training in infant and toddler development needed within 2 years for staff employed at licensed infant and toddler centers. The goals of this service is to increase the availability of infant and toddler care settings by increasing the pool of qualified infant and toddler center staff who are appropriately trained to care for infants and toddlers and increase the quality of care in early childhood settings by providing training which increases the knowledge and expertise of caregivers who work with infants and toddlers.

The Attitude, Skills, and Knowledge (ASK) core competencies for center-based child care program were adopted in 2000 and are utilized by the Department's Child Care Provider Registry, which has standardized the review and evaluation of qualifications for education and experience for staff at licensed infant and toddler centers, group child care centers, and group child care homes. The Department will continue to work with early childhood stakeholders from the Department's Child Care Advisory Committee and the community-based collaborative workgroup of 27 agencies, organizations and State Departments that are interested in having a workgroup update the core competencies for center-based staff and formalizing core competencies for home-based child care providers that can be adopted by the Hawai`i Department of Human Services which will align with the Department's child care licensing and registration requirements and can be utilized in the Department's Child Care Registry contracted agency.

The Department contracts for services to provide educational outreach services, technical assistance, and resources to promote quality of care for subsidy families utilizing legally exempt friend, family, and neighbor (FFN) care and their child care providers as well as registered family child care providers. The contractor sends monthly informational packets to home-based child care providers and subsidy families, and the packets provide the providers and families with information about research and best practices in child development. The contractor also provides activity sheets and reflection surveys that can be returned to the contractor and the provider or family will receive children's books to keep. The contractor also posts the newsletters on their website. The contractor is also developed the initial health and safety training guidebook that is being used for all licensed and registered child care homes and facilities as well as legally exempt providers caring for children whose families receive CCDF subsidies. The contractor also currently is operating a small pilot project to provide facilitation and support for child care homes to complete National Association for Family Child Care (NAFCC) accreditation. The pilot project provides educational outreach services and resources to registered home-based Family Child Care providers, also known as FCC providers, with the aim of increasing their expectations and efforts to provide quality care that fosters children's early learning, school-readiness, and healthy development, including technical assistance to support registered FCC providers in providing quality child care and promoting accreditation by the National Association for Family Child Care (NAFCC). The contract's NAFCC Accreditation Facilitation Project supports FCC providers in achieving higher quality by offering monthly training sessions, home visits, observations, and one-to-one coaching sessions as they move towards becoming accredited.

The Department continues to look at opportunities to partnering with the Department of Education on the development of professional development curricula and providing school-age specific providers (home-based and center-based) sustainable, on-going professional development modules to meet the on-going training requirements for CCDF.

☑ Other

Describe:

The Department will continue discussion with higher education institutions to consider collaborations and partnerships in the development of continuing edcuation unit trainings and credit-bearing professional development.

6.1.2 Describe how the state/territory developed its professional development framework in consultation with the State Advisory Council on Early Childhood Education and Care (if applicable) or similar coordinating body if there is no SAC that addresses the professional development, training, and education of child care providers and staff.

The Hawai`i Department of Human Services convenes quarterly the Child Care Advisory Committee with 20 voting members statewide from a variety of early childhood stakeholders, including:

a statewide child care center director's group;
an association for independent schools;
the Head Start Association;
the statewide Child Care Resource and Referral agency;
a Kauai island representative;
a Family Child Care provider;
a Hawaii island representative; a parent representative;
the Tribal/Native Hawaiian CCDF agency;
a faith-based representative;
the Hawaii Association for the Education of Young Children;
the Department of Health;
a multi-site child care center organization group;
a Maui County representative;
a school-aged care representative;
the non-TANF child care subsidy case management agency;
the University of Hawaii, Center on the Family;
the Department of Education;
the University of Hawaii Community Colleges; and
an early childhood advocacy group.

Additionally, other early childhood stakeholders are invited to attend the Child Care Advisory Committee meetings and participate in the discussions. The Department has had discussions with the Child Care Advisory Committee members and early childhood stakeholder attendees, including higher education and providers of community-based trainings, regarding in aligning training and professional development opportunities and supporting the early childhood workforce in on-going professional development, including meeting the on-going training requirements that the Department is in the process of establishing.

6.1.3 Describe how the framework improves the quality, diversity, stability, and retention of caregivers, teachers, and directors (98.44(a)(7)).

The career lattice describes the sequence of qualifications related to professional development, including education, training, and experience required to fulfill various roles at licensed child care facilities throughout Hawai`i. The career lattice is used as a voluntary guide and planning resource for career counseling provided through the Department's contracted agency for the Child Care Provider Registry service and to guide early childhood staff in securing scholarships through the Department's Training and Scholarship contracted services for continuing education in the early childhood workforce.

Articulation agreements are in place across and within institutions of higher education within Hawai`I allow for the early childhood workforce to be able to transfer higher education coursework across campuses to obtain required credits toward the early childhood education or child development degrees.

Financial assistance is provided to attain credentials and post-secondary degrees:

The Hawai`i Department of Human Services offers scholarships to child care providers and staff working with children and pursing Child Development Associate credential or post-secondary degrees in early childhood education or child development through the contracted Training and Scholarships services.

The Department contracts for services to provide training and scholarship services to promote on-going professional development opportunities to support quality child care settings to interested persons, including parents and caregivers for a nominal cost that covers 12 separate series and 93 classes. The trainings include information about research and best practices in child development. The contractor and the Department continue to explore ways to make community-based child care training more accessible to all child care providers statewide. Hawai`i is made up of 6 primary islands, and there are local community needs and transportation issues. On-line training has been a great help to those providers who reside in areas that are not easily accessible or who lack adequate transportation. Scholarships are provided for post-secondary education coursework to individuals working in the child care sector or not yet entered and pursuing their post-secondary degrees in Early Childhood Education or obtaining a Child Development Associate to promote qualified staff and retention of staff through a career pathway.

The Department contracts for infant and toddler training that meets the requirements of initial 30 hours and an additional 15 hours of training in infant and toddler development needed within 2 years for staff employed at licensed infant and toddler centers. The goals of this service is to increase the availability of infant and toddler care settings by increasing the pool of qualified infant and toddler center staff who are appropriately trained to care for infants and toddlers and increase the quality of care in early childhood settings by providing training which increases the knowledge and expertise of caregivers who work with infants and toddlers.

The Attitude, Skills, and Knowledge (ASK) core competencies for center-based child care program were adopted in 2000 and are utilized by the Department's Child Care Provider Registry, which has standardized the review and evaluation of qualifications for education and experience for staff at licensed infant and toddler centers, group child care centers, and group child care homes. The Department will continue to work with early childhood stakeholders from the Department's Child Care Advisory Committee and the community-based collaborative workgroup of 27 agencies, organizations and State Departments that are interested in having a workgroup update the core competencies for center-based staff and formalizing core competencies for home-based child care providers that can be adopted by the Hawai`i Department of Human Services which will align with the Department's child care licensing and registration requirements and can be utilized in the Department's Child Care Registry contracted agency.

The Department contracts for services to provide educational outreach services, technical assistance, and resources to promote quality of care for subsidy families utilizing legally exempt friend, family, and neighbor (FFN) care and their child care providers as well as registered family child care providers. The contractor sends monthly informational packets to home-based child care providers and subsidy families, and the packets provide the providers and families with information about research and best practices in child development. The contractor also provides activity sheets and reflection surveys that can be returned to the contractor and the provider or family will receive children's books to keep. The contractor also posts the newsletters on their website. The contractor is also developed the initial health and safety training guidebook that is being used for all licensed and registered child care homes and facilities as well as legally exempt providers caring for children whose families receive CCDF subsidies. The contractor also currently is operating a small pilot project to provide facilitation and support for child care homes to complete National Association for Family Child Care (NAFCC) accreditation. The pilot project provides educational outreach services and resources to registered home-based Family Child Care providers, also known as FCC providers, with the aim of increasing their expectations and efforts to provide quality care that fosters children's early learning, school-readiness, and healthy development, including technical assistance to support registered FCC providers in providing quality child care and promoting accreditation by the National Association for Family Child Care (NAFCC). The contract's NAFCC Accreditation Facilitation Project supports FCC providers in achieving higher quality by offering monthly training sessions, home visits, observations, and one-to-one coaching sessions as they move towards becoming accredited.

6.2 Training and Professional Development Requirements

The Lead Agency must describe how its established health and safety requirements for pre-service or orientation training and ongoing professional development requirements--as described in Section 5 for caregivers, teachers, and directors in CCDF programs--align, to the extent practicable, with the state/territory professional development framework. These

requirements must be designed to enable child care providers to promote the social, emotional, physical, and cognitive development of children and to improve the knowledge and skills of the child care workforce. Such requirements shall be applicable to child care providers caring for children receiving CCDF funds across the entire age span, from birth through age 12 (658E(c)(2)(G)). Ongoing training and professional development should be accessible and appropriate to the setting and age of the children served (98.44(b)(2)).

6.2.1 Describe how the state/territory incorporates the knowledge and application of its early learning and developmental guidelines (where applicable); its health and safety standards (as described in section 5); and social-emotional/behavioral and early childhood mental health intervention models, which can include positive behavior intervention and support models (as described in section 2) in the training and professional development framework (98.44(b)).

The Department's contractor for the Training services must align the existing training curricula provided through the Department's contracted Training services to reflect the applicable components of the Hawai`i Early Learning and Development Standards (HELDS), which is the early learning guidelines for Hawai`i. Other professional development opportunities, including credit-bearing courses and community-based trainings, align the curricula to the HELDS.

Services to provide infant and toddler training that meets the requirements of initial 30 hours and an additional 15 hours of training in infant and toddler development that is required by the Department's licensing rules within 2 years for staff employed at licensed infant and toddler centers. The goals of this service is to increase the availability of infant and toddler care settings by increasing the pool of qualified infant and toddler center staff who are appropriately trained to care for infants and toddlers and increase the quality of care in early childhood settings by providing training which increases the knowledge and expertise of caregivers who work with infants and toddlers.

The agency that Hawai`i contracts with for training services offers an online infant and toddler trainings that addresses social-emotional development and early childhood mental health, including strategies to reducing challenging behaviors. Additional training series addresses strategies to reducing challenging behaviors in preschool-age children and promoting nurturing positive behaviors and building positive relationships with children and their families.

The Hawai`i Department of Human Services collaborates with Department of Health, including the Early Intervention Services Section, the University of Hawai`i John A. Burns School of Medicine, Department of Pediatrics, the Hawai`i chapter of American Academy of Pediatrics, and stakeholders to continue a pilot project to improve young children's social and emotional development through training and technical assistance and, in some locations, mental health/behavioral consultation to child care providers.
There are four levels that are addressed through the pilot project:

A. Developing guidelines and resources to support child care provider's ability to promote children's optimal social and emotional development.

B. Training and technical assistance will be available to licensed and registered childcare providers (those who work with young children) to increase their knowledge and skills to encourage good mental health and social emotional wellness and to manage children's challenging behaviors.

C. Preventing the occurrence or escalation of mental health problems and minimizing children's social emotional development risk will be done through referrals to community based resources and access to a mental health/behavioral health consultant who will work with child care providers (and/or families) to support the child’s developmental needs.

D. Children who may have a developmental concern need to be properly identified and referred to treatment to support positive developmental progress. Services are available through: Department of Health's Early Intervention Section (IDEA Part Agency) for those children birth - 3 years old; and through Department of Education's Preschool Special Education (IDEA Part B, 619) for those 3-5 years old. The use of valid screening and assessment procedures to identify concerns and delays is an essential part to supporting and monitoring children's development.

6.2.2 Describe how the state/territory's training and professional development are accessible to providers supported through Indian tribes or tribal organizations receiving CCDF funds (as applicable) (98.44(b)(2)(vi)).

The Department also contracts for services to provide training services to promote on-going professional development opportunities to support quality child care settings to early childhood practitioners, including providers supported through tribal organizations and the statewide Hawaiian medium early learning provider and its employees, for a nominal cost that covers 12 separate series and 93 classes. The trainings include information about research and best practices in child development, including social emotional development, cognitive development, physical health and development, cultural diversity, and meaningful parent and family engagement.

The training contractor also provides quarterly newsletters to those who have signed up for the newsletters and the newsletters are posted on the training contractor's website for the general public to access.

The statewide Hawaiian medium early learning provider's employees may access the Department's Training and Scholarship contract services for employees to pursue obtaining additional early childhood coursework to obtain an early childhood degree and become qualified for assistant teacher, teacher, or director positions at the program. Scholarships are provided for post-secondary education coursework to individuals working in the child care sector or not yet entered and pursuing their post-secondary degrees in Early Childhood Education or Child Development to promote qualified staff and retention of staff through a career pathway. The scholarships are available to staff working in the system of Hawaiian medium early learning centers to obtain early childhood coursework and obtain a Child Development Associate credential or a degree in early childhood education or child development.

6.2.3 States/territories are required to facilitate participation of child care providers with limited English proficiency and disabilities in the subsidy system (98.16 (dd)). Describe how the state/territory will recruit and facilitate the participation of providers:

a) with limited English proficiency

The contracted agency for the Training services is required to provide interpreter services and reasonable accommodations for attendees of 12 separate training series and 93 classes provided through the training contracts.

b) who have disabilities

The contracted agency for the Training services is required to provide reasonable accommodations for attendees of 12 separate training series and 93 classes provided through the training contracts.

6.2.4 Describe how the state/territory's training and professional development requirements are appropriate, to the extent practicable, for child care providers who care for children receiving child care subsidies, including children of different age groups (such as specialized credentials for providers who care for infants and/or school-age children); English-language learners; children with developmental delays and disabilities; and Native Americans, including Indians and Native Hawaiians (98.44(b)(2)(iii--iv)).

The Department contracts for community-based training services for a nominal cost that covers 12 separate series and 93 classes addressing the on-going professional development needs of the early childhood sector. The trainings include information about research and best practices in child development, including social emotional development, cognitive development, physical health and development, and meaningful parent and family engagement.

1. Various methodologies of training are available: online training, in- person training, and live-webinar training. This is to ensure that best practice is being met and the quality of the child care workforce increases. Continuing training provides opportunities to the child care

workforce by keeping them abreast of the latest research and allows them to be more responsive to child development, program management and professionalism.

2. The training is available to any employee of licensed child care facilities, including Hawaiian medium early learning and care employees, or registered family child care provider, or potential applicant to become a registered family child care provider.

3. The contracted agency is required to provide interpreter services for attendees of trainings provided through the contract.

4. Community-based trainings provided through the Department's contracted training services address a range of ages in care from birth to school age. Trainings also address cultural diversity and family partnerships for child care providers.

5. A training series focus on an inclusive environment in early childhood settings for special needs children. Some of the areas addressed in the classes are the importance of building family partnerships, cultural awareness and effective communication, strategies for building tolerance and acceptance, exploring attitudes towards inclusion.

Hawai`i is a state that officially recognizes two languages English and Hawaiian. Consequently, there is a statewide system of Hawaiian medium early learning centers. Children from these centers are prepared to enter public schools where Hawaiian is the medium of instruction. There are 19 such schools that are located throughout the state on every island, except Lanai. In addition, the Native American Languages Act of 1990 (NALA), a landmark legislation addresses generations of federally imposed suppression of Native American languages, provides that it is the policy of the United States to preserve, protect, and promote the rights of Native peoples to use, practice and develop Native languages, including the Hawaiian language, specifically in education, tribal affairs, and public proceedings. The Department is also coordinating with 'Aha Punana Leo, the statewide Hawaiian medium early learning provider for Native Hawaiian children, in the on-going development of three proposed collaborative pilot projects:

1. Between the Department, the statewide Hawaiian medium early learning provider, other Hawaiian medium providers, and the Hawai`i State Hawaiian Language College at the University of Hawai`i at Hilo in the development of a Hawaiian language domain for Hawai`i's

Early Learning and Development Standards to recognize the developmental process and progress for children acquiring Hawaiian language skills as their primary language at-home and/or in a program offering Hawaiian language medium curriculum.

2. Between the Department, the statewide Hawaiian medium early learning provider, other Hawaiian medium providers, and the Hawai`i State Hawaiian Language College at the University of Hawai`i at Hilo in the development of a framework detailing the competencies and guidelines for Hawaiian medium early learning workforce that align with the State's early care and development workforce competencies, where applicable, to ensure that the Native Hawaiian culture and language continue to thrive in Hawai`i's communities.

3. Between the Department, the statewide Hawaiian medium early learning provider, other Hawaiian medium providers, and the Hawai`i State Hawaiian Language College at the University of Hawai`i at Hilo in the development of a degree program, courses, professional development opportunities, and/or a Child Development Associate (CDA) -like credential equivalent established through the Hawai`i State Hawaiian Language College and recognized by the Department for staff qualifications for the Hawaiian medium early learning workforce and to provide career pathway for the Hawaiian medium early learning workforce to ensure that the Native Hawaiian culture and language continue to thrive in Hawai`i's communities.

The statewide Hawaiian medium early learning provider will continue to partner with the Department in promoting healthy and safe environments through licensure by the Department for all keiki (children) in its programs and ensure school readiness for keiki who continue their Hawaiian medium education into kindergarten and beyond. The statewide Hawaiian medium early learning provider will continue to engage with the Department's Healthy Child Care Hawai`i contracted training services provided in partnership by University of Hawai`i John A. Burns School of Medicine, Department of Pediatrics, the Hawai`i chapter of American Academy of Pediatrics, and the Department of Health, that promote and support healthy child development in child care settings.

The Hawai`i Department of Human Services has not completed implementation of initial and

on-going training requirements for licensed and registered child care providers as well as for legally exempt child care providers caring for CCDF subsidy children. The Department has requested licensed and registered child care providers and providers operating A-Plus programs at 180 public elementary schools statewide to participate in completion of initial and on-going training since August 2017 and 6,400 individuals have completed initial training as of August 2018. Once the initial and on-going training requirements are implemented, the Department will have training and professional development requirements for licensed and registered child care providers as well as for legally exempt child care providers caring for CCDF subsidy children.

Implemented components:

1. The Hawai`i Department of Human Services obtained statutory authority to subject legally exempt child care providers caring for CCDF subsidy children to minimum health and safety requirements, including initial and on-going training. Bill passed and was signed into law on June 21, 2016.

2. Developed data system modification in order to track completion of initial and on-going training requirements in the child care licensing data system for each individual working with children at a licensed or registered or legally exempt child care facility or home.

3. Partnered with the Department's Child Care Provider Registry contractor and the Learning to Grow contractor to receive, review, and enter data into the Department's child care licensing data system for each individual working with children at a licensed or registered or legally exempt child care facility or home of the completion of initial and on-going training requirements.

Pending components and expected completion date:

1. For legally exempt child care providers caring for CCDF subsidy children, develop language for amendments to the Department's six (6) sets of administrative rules for subsidy program and legally exempt centers to be listed with the Department and all licensed and registered child care facilities and homes in consultation with the Department of the Attorney General and complete process of adopting amended administrative rules for requirements for initial and on-going training for individuals who work with children in care.

September 30, 2019

2. Develop outreach materials and engage in public outreach to legally exempt child care providers caring for subsidy children for home-based, non-relative, providers and center-based exempt providers informing them of the coming health and safety and training requirements and ensuring exempt center-based programs request to be listed with the Department and exempt, non-relative home-based providers implement the health and safety and training requirements.

December 31, 2019

3. For the Department's child care licensing staff: Review the current process and develop procedures/guidelines/training for consistent application of the health and safety and training requirements for licensed and registered child care providers as well as for legally exempt child care providers caring for CCDF subsidy children.

December 31, 2019

6.2.5 The Lead Agency must provide training and technical assistance to providers and appropriate Lead Agency (or designated entity) staff on identifying and serving children and families experiencing homelessness (658E(c)(3)(B)(i)).

a) Describe the state/territory's training and TA efforts for providers in identifying and serving homeless children and their families (relates to question 3.2.2).

The Hawai`i Department of Human Services will be partnering with the Governor's Coordinator on Homelessness and the Department's Homeless Programs Office to focus on increasing outreach to the numerous community organizations who are serving homeless families across the State through the Continuum of Care. The Department will focus on strategies to improve training and technical assistance for outreach to partner agencies in

obtaining information about the availability of Department's child care services, including the child care subsidy program and the child care resource and referral services, so that the community providers are helping the families access these services that are essential to supporting homeless families with young children find and maintain stable employment or secure vocational training or educational opportunities in order for the families to maintain and increase their economic self-sufficiency and to be able to secure and maintain permanent housing for themselves.

b) Describe the state/territory's training and TA efforts for Lead Agency (or designated entity) staff in identifying and serving children and their families experiencing homelessness (connects to question 3.2.2).

The Hawai`i Department of Human Services will be partnering with the Governor's Coordinator on Homelessness and the Department's Homeless Programs Office to focus on increasing outreach to the numerous community organizations who are serving homeless families across the State through the Continuum of Care. The Department will focus on strategies to improve training and technical assistance for outreach to partner agencies in obtaining information about the availability of Department's child care services, including the child care subsidy program and the child care resource and referral services, so that the community providers are helping the families access these services that are essential to supporting homeless families with young children find and maintain stable employment or secure vocational training or educational opportunities in order for the families to maintain and increase their economic self-sufficiency and to be able to secure and maintain permanent housing for themselves.

6.2.6 States and territories are required to describe effective internal controls that are in place to ensure program integrity and accountability (98.68(a)). Describe how the state/territory ensures that all providers for children receiving CCDF funds are informed and trained regarding CCDF requirements and integrity (98.68(a)(3)). Check all that apply

- [x] Issue policy change notices
- [ ] Issue new policy manual
- [x] Staff training

☐ Orientations

☐ Onsite training

☐ Online training

☐ Regular check-ins to monitor the implementation of CCDF policies

Describe the type of check-ins, including the frequency.

☑ Other

Describe:

The Department contracts with an agency that maintains the Department's early childhood workforce registry for all individuals working with children in licensed and registered child care centers and homes. This agency tracks completion of initial and on-going training of all individuals working with children in licensed and registered chil care centers and homes.

The Department contracts for services to provide educational outreach services, technical assistance, and resources to promote quality of care for subsidy families utilizing legally exempt friend, family, and neighbor (FFN) care and their child care providers. This agency also tracks for the Department the completion of initial and on-going training of all individuals working at legally exempt child care centers (except the after-school programs operated for the Department of Education's - DOE - A-Plus program) and homes.

For the DOE A-Plus program, the Department of Education conducts quality assurance reviews of contracted A-Plus organizations as well as programs operated by DOE schools to ensure that staff working with children in the A-Plus programs have completed initial and on-going training requirements of the Department of Human Services.

6.2.7 Lead Agencies must develop and implement strategies to strengthen the business practices of child care providers to expand the supply and to improve the quality of child care services (98.16 (z)). Describe the state/territory's strategies to strengthen provider's business practices, which can include training and/or TA efforts.

a) Describe the strategies that the state/territory is developing and implementing for training and TA.

The Department contracts with an agency that provides training to child care providers. This agency offers several courses in business practices for the Family Child Care provider. Some of the areas addressed by these business courses are budgeting, record keeping, marketing and parent-provider communication. Since the fall of 2015, the agency began to offer courses in business practice for the Group Child Care Providers. Some of the areas addressed by these courses are the fundamentals of early childhood education and care, staff qualifications and professional development, diversity and inclusive settings and families, child care centers and community partnerships.

b) Check the topics addressed in the state/territory's strategies. Check all that apply.

- [ ] Fiscal management
- [x] Budgeting
- [x] Recordkeeping
- [ ] Hiring, developing, and retaining qualified staff
- [ ] Risk management
- [x] Community relationships
- [x] Marketing and public relations
- [x] Parent-provider communications, including who delivers the training, education, and/or technical assistance
- [ ] Other

Describe:

6.3 Early Learning and Developmental Guidelines

6.3.1 States and territories are required to develop, maintain, or implement early learning and developmental guidelines that are appropriate for children in a forward progression from birth to kindergarten entry (i.e., birth-to-three, three-to-five, birth-to-five), describing what children should know and be able to do and covering the essential domains of early childhood development. These early learning and developmental guidelines are to be used statewide and territory-wide by child care providers and in the development and

implementation of training and professional development (658E(c)(2)(T)). The required essential domains for these guidelines are cognition, including language arts and mathematics; social, emotional, and physical development; and approaches toward learning (98.15(a)(9)). At the option of the state/territory, early learning and developmental guidelines for out-of-school time may be developed. Note: States and territories may use the quality set-aside, discussed in section 7, to improve on the development or implementation of early learning and developmental guidelines.

a) Describe how the state/territory's early learning and developmental guidelines are research-based, developmentally appropriate, culturally and linguistically appropriate, and aligned with kindergarten entry

Hawai`i's early learning and developmental guidelines was established in 2012. A workgroup of higher education early childhood stakeholders will be reviewing the Hawai`i Early Learning and Development Standards starting in the fall of 2018 for possible revisions.

b) Describe how the state/territory's early learning and developmental guidelines are appropriate for all children from birth to kindergarten entry.

The current Hawai`i Early Learning and Developmental Standards (HELDS) were endorsed by the Governor and the Early Learning Advisory Board in 2012. A workgroup consisting of members from higher education institutions from the early childhood education faculty in Hawai`i began reviewing the HELDS for revisions and updates in the fall of 2018 for revisions to be finalized and approved by various stakeholder groups.

The HELDS span five age groups:

1. Infants (children from birth to 12 months old),
2. Younger Toddlers (children 12-24 months old),
3. Older Toddlers (children 24-36 months old),
4. 3-years old (children 36-48 months old),
5. 4 years old (children 48 months - Kindergarten entry), with the standards listed for each age range indicating what the child should be able to do by the end of the age range.

The HELDS are grouped by the children's ages; however, the Hawai`i Department of Education standards are grouped by grade. Since some children will turn five prior to attending kindergarten, the HELDS addresses their development.

c) Verify by checking the domains included in the state/territory's early learning and developmental guidelines. Responses for "other" is optional

- [x] Cognition, including language arts and mathematics
- [x] Social development
- [x] Emotional development
- [x] Physical development
- [x] Approaches toward learning
- [ ] Other

Describe:

d) Describe how the state/territory's early learning and developmental guidelines are implemented in consultation with the educational agency and the State Advisory Council or similar coordinating body.

In 2014, Hawai`i's public pre-kindergarten (Pre-K) program was established for the 2014-2015 school year. It currently is operating in 26 classrooms on 24 public elementary school campuses across the state. The Executive Office on Early Learning (EOEL), the agency administrative attached to the Department of Education, administers the public Pre-K program. The teachers in the public Pre-K program have incorporated the HELDS into the public Pre-K curricula. The HELDS are vertically aligned with three sets of learning standards for kindergarten children currently being implemented in the Hawai`i Department of Education:

1. The Common Core State Standards (CCSS) for English language Arts and Literacy and Mathematics;

2. The Hawaii Content and Performance Standards (HCPS) III in seven content areas (Social Studies, Science, Health, Physical Education, Fine Arts, World Languages, and Career and Technical Education); and

3. General Learner Outcome (GLOs) that have indicators that identify student effort, work habits and behavior.

e) Describe how the state/territory's early learning and developmental guidelines are updated and include the date first issued and/or the frequency of updates

Hawai`i's early learning and developmental guidelines was established in 2012. A workgroup of higher education early childhood stakeholders will be reviewing the Hawai`i Early Learning and Development Standards starting in the fall of 2018 for possible revisions.

f) If applicable, discuss the state process for the adoption, implementation and continued improvement of state out-of-school time standards

The Hawai`i Department of Education is in the process of adopting the quality guidelines for school-age programs developed by the Hawai`i Afterschool Alliance. The guidelines will be used by the DOE for its Out of School Time programs for 21st Century Community Learning Centers, UPLINK and REACH programs at middle schools throughout the state, and the A-Plus programs at elementary schools statewide.

g) Provide the Web link to the state/territory's early learning and developmental guidelines.

http://earlylearning.hawaii.gov/wp-content/uploads/2014/02/HELDS-continuum-2014.04.01.pdf

6.3.2 CCDF funds cannot be used to develop or implement an assessment for children that:

-- Will be the primary or sole basis to determine a child care provider ineligible to participate in the CCDF,

-- Will be used as the primary or sole basis to provide a reward or sanction for an individual provider,

-- Will be used as the primary or sole method for assessing program effectiveness,

-- Will be used to deny children eligibility to participate in the CCDF (658E(c)(2)(T)(ii)(I); 98.15(a)(2)).

Describe how the state/territory's early learning and developmental guidelines are used.

The Department’s contractor for the Training services must align the existing training curricula provided through the Department’s contracted Training services to reflect the applicable components of the Hawai`i Early Learning and Development Standards (HELDS), which is the early learning guidelines for Hawai`i. Other professional development opportunities, including credit-bearing courses and community-based trainings, align the curricula to the HELDS.

7 Support Continuous Quality Improvement

Lead Agencies are required to reserve and use a portion of their Child Care and Development Fund program expenditures for activities designed to improve the quality of child care services and to increase parental options for and access to high-quality child care (98.53). The quality activities should be aligned with a statewide or territory-wide assessment of the state's or territory's need to carry out such services and care. States and territories are required to report on these quality improvement investments through CCDF in three ways:

1. In the Plan, states and territories will describe the types of activities supported by quality investments over the 3-year period (658G(b); 98.16(j)).

2. ACF will collect annual data on how much CCDF funding is spent on quality activities using the expenditure report (ACF-696). This report will be used to determine compliance with the required quality and infant and toddler spending requirements (658G(d)(1); 98.53(f)).

3. For each year of the Plan period, states and territories will submit a separate annual Quality Progress Report that will include a description of activities to be funded by quality expenditures and the measures used by the state/territory to evaluate its progress in improving the quality of child care programs and services within the state/territory (658G(d); 98.53(f)).

States and territories must fund efforts in at least one of the following 10 activities:

-- Supporting the training and professional development of the child care workforce

-- Improving on the development or implementation of early learning and developmental guidelines

-- Developing, implementing, or enhancing a tiered quality rating and improvement system for child care providers and services

-- Improving the supply and quality of child care programs and services for infants and toddlers

-- Establishing or expanding a statewide system of child care resource and referral services

-- Supporting compliance with state/territory requirements for licensing, inspection, monitoring, training, and health and safety (as described in section 5)

-- Evaluating the quality of child care programs in the state/territory, including evaluating how programs positively impact children

-- Supporting providers in the voluntary pursuit of accreditation

-- Supporting the development or adoption of high-quality program standards related to health, mental health, nutrition, physical activity, and physical development

-- Performing other activities to improve the quality of child care services, as long as outcome measures relating to improved provider preparedness, child safety, child well-being, or kindergarten entry are possible.

Throughout this Plan, states and territories will describe the types of quality improvement activities where CCDF investments are being made, including but not limited to, quality set-aside funds and will describe the measurable indicators of progress used to evaluate state/territory progress in improving the quality of child care services for each expenditure (98.53(f)) These activities can benefit infants and toddlers through school age populations.

This section covers the quality activities needs assessment and quality improvement activities and indicators of progress for each of the activities undertaken in the state or territory.

7.1 Quality Activities Needs Assessment for Child Care Services

7.1.1 Lead Agencies must invest in quality activities based on an assessment of the state/territory's needs to carry out those activities. Lead Agencies have the flexibility to design an assessment of their quality activities that best meet their needs, including how often they do the assessment. Describe your state/territory assessment process,

including the frequency of assessment (658G(a)(1); 98.53(a)).

The University of Hawai`i Center on the Family (COF) conducted a needs assessment, with data collection occurring in the fall of 2016. This study was commissioned by the Hawai`i Children's Action Network (HCAN) with funding from the Samuel N. and Mary Castle Foundation, and was designed in partnership with HCAN and the Executive Office on Early Learning
(EOEL).

*Hawai`i early learning needs assessment*, DeBaryshe, B.D., Bird, O., Stern, I., & Zysman, D. (2017). Honolulu: University of Hawai`i Center on the Family.

The study conducted by the University of Hawai`i Center on the Family may be reoccurring or further refined to gather additional data not captured by the 2017 analysis and report.

The Department will work with the EOEL to determine the methodology and scope of subsequent assessments that may be conducted.

7.1.2 Describe the findings of the assessment and if any overarching goals for quality improvement were identified.

The University of Hawai`i Center on the Family (COF) conducted a needs assessment, with data collection occurring in the fall of 2016. This study was commissioned by the Hawai`i Children's Action Network (HCAN) with funding from the Samuel N. and Mary Castle Foundation, and was designed in partnership with HCAN and the Executive Office on Early Learning (EOEL).

Per the report, Hawai`i early learning needs assessment, DeBaryshe, B.D., Bird, O., Stern, I., & Zysman, D. (2017). Honolulu: University of Hawai`i Center on the Family, the report recommends:

1. Increase the capacity of childcare and preschool programs with a priority on infant-

toddler seats and regions

A. Increase and diversify funding streams including state, county, business, and philanthropic support.
B. Update DHS tuition subsidy rates and develop other solutions to help providers remain in business.

2. Decrease out-of-pocket costs, especially for low- and moderate-income families, while protecting freedom of choice in selecting care.
A. Increase the pool of funds for tuition subsidies and reduce co-payments so that recipients spend no more than 7% of family income on childcare.
B. Ensure that subsidies reflect the differential cost of infant-toddler care.

3. Support high quality early childhood experiences throughout the community.
A. Explore options for quality metrics and a continuous quality improvement system.
B. Assist and provide incentives for providers to become accredited.
C. Provide outreach and support to informal family, friend, and neighbor care providers.
D. Educate families on how to identify high quality childcare and early learning options.

4. Make strategic investments in a skilled and stable early childhood workforce.
A. Develop strategies to strengthen career pathways.
B. Ensure that professional development offerings are tailored to the unique needs of each sector and Increase access to evidence-based practices such as ongoing coaching.

The Department has developed the following goals for quality improvement that align with the report's recommendations:

Goal 1: Promoting access to quality and accredited child care for low-income families receiving the CCDF subsidies.

In federal fiscal year 2017, approximately 71% of Hawaii's children whose families receive CCDF child care subsidies were in the care of legally exempt child care providers. It is not clear whether families are choosing legally exempt child care because that is their preference due to a variety of reasons which can include cultural values or non-traditional work schedules or because of limited slots are available in licensed and registered child care settings or because of the cost of regulated child care. In adjusting the child care payment rates and reducing family co-payments for accredited and licensed child care providers, the Hawai`i Department of Human Services may be able to identify trends as to whether families would shift to utilizing accredited licensed and registered child care homes and facilities when their out-of-pocket cost for such care is lowered.

The Hawai`i Department of Human Services analyzes the utilization trends annually to monitor whether or not families shift to accessing accredited licensed and registered child care homes and facilities when their out-of-pocket cost for such care is lowered.

The Department will continue to evaluate the feasibility of implementing technical assistance services to increase the number of child care facilities that complete the accreditation process for both National Association for the Education for Young Children (NAEYC) or the National Early Childhood Program Accreditation (NECPA).

The Department currently has a small pilot project to provide facilitation and support for child care homes to complete National Association for Family Child Care (NAFCC) accreditation. The pilot project will look at strategies to provide opportunities to registered family child care homes on the Neighbor Islands as well.

The Department raised the child care payment rates for group care and NAEYC and NECPA accredited centers. The Department anticipates establishing higher payment rates for family child care homes that are accredited by NAFCC when the Department adopts administrative rules to fully implement the remaining requirements for the Child Care and Development Block Grant.

The Department anticipates establishing decreased family co-payments for all families receiving child care subsidies and waives a portion of the family's co-payment when at least one subsidy child between the ages of birth to kindergarten entry is attending a licensed group care facility or early childhood nationally accredited facility.

The increased child care payment rates and future decreased family co-payments will allow Hawai`i's working families who are struggling to make ends meet have the opportunity to afford quality child care and promote continuity and stability of care and increase school readiness for Hawai`i's most vulnerable children.

1. The Hawai`i Department of Human Services provides technical assistance services to increase the number of child care that complete the accreditation process for NAFCC and continue to explore the feasibility of support centers pursue and obtain NAEYC or NECPA accreditation;

2. The Hawai`i Department of Human Services provides a higher child care subsidy amount to families due to increased payment rates and lowered family co-payments;

3. Number of child care referral services provided by child care resource and referral agency;

4. Number of unduplicated persons receiving child care referral services provided by child care resource and referral agency;

5. Number of unduplicated persons finding child care as a result of child referral services provided by child care resource and referral agency;

6. Number of referrals to other types of resources or services needed provided by child care resource and referral agency.

Goal 2: Ensuring the health, safety, and welfare of children in licensed and registered child care homes and facilities and in legally exempt, non-relative care for children.

Hawai`i obtained statutory authority to subject legally exempt child care providers caring for children whose families are receiving child care subsidies to health and safety standards. For federal fiscal year 2017, Hawai`i's children were cared for by 824 legally exempt, non-relative child care providers, the majority of which are home-based providers.

Implementing health and safety monitoring inspections of such legally exempt, non-relative child care providers presents a significant change for child care licensing staff by nearly doubling the number of child care providers that licensing staff need to cover, in addition to completing the additional background check requirements. Monitoring of legally exempt, non-relative child care providers requires additional training and support for the licensing staff as they transition into the legally exempt sector. The Department will continue to assess the workload and caseload ratio for licensing staff after implementation of the monitoring requirements for legally exempt child care providers caring for children whose families are receiving CCDF subsidies.

The Department's priority is to ensure the health, safety and well-being of children in care with licensed, registered, and legally exempt providers through on-going monitoring inspections, completion of background checks, and supporting providers in meeting the minimum standards for health and safety for legally exempt providers caring for children whose families are receiving CCDF subsidies as well as for licensed and registered child care providers.

1. Number of licensed and registered child care homes and facilities were provided training services;

2. Number of legally exempt providers caring for children whose families receive CCDF subsidies received health and safety training guidebooks;

3. Number of licensed and registered child care homes and facilities received health and safety training guidebooks;

4. Number of children served by the licensed and registered child care homes and facilities receiving training services;

5. Number of subsidy children served by the legally exempt provider caring for children whose families receive CCDF subsidies;

6. Number of licensed and registered child care homes and facilities receiving health consultation services;

7. Number of licensed and registered child care homes and facilities receiving menu reviews;

8. Number of licensed child care facilities inspected annually;

9. Number of legally exempt providers caring for children whose families receive CCDF subsidies inspected annually;

10. Number of background checks completed annually;

Goal 3: Improving the quality of child care, wherever children are, by providing resources and supports for licensed and registered child care providers and for legally exempt providers caring for children whose families are receiving CCDF subsidies.

The Department is interested in continuing to support child care providers in improving the quality of care provided to children and offers a variety of services for Hawaii's child care providers, including licensed, registered, and legally exempt caring for CCDF subsidy children.The Hawai`i Department of Human Services continues to review existing services being provided as well as considering additional services and needs that may be needed.

1. Number of registered family child care providers and child care staff that receive scholarship funds from the Department;

2. Number of registered family child care providers and child care staff that receive a post-secondary degree or Child Development Associate through the scholarship funds from the Department;

3. Number of legally exempt child care providers caring for children whose families are receiving subsidies that are visited and meet minimum health and safety requirements;

4. Number of children whose families are receiving CCDF subsidies who attend an accredited child care facility or home.

Existing contracted services provided by the Department are:

1. Services to provide training and scholarship services to promote on-going professional development opportunities to support quality child care settings to interested persons, including parents and caregivers for a nominal cost that covers 12 separate series and 93 classes. The trainings include information about research and best practices in child development. The contractor and the Department are exploring ways to make community-based child care training more accessible to all child care providers statewide. Hawai`i is made up of 6 primary islands, and there are local community needs and transportation issues. On-line training has been a great help to those providers who reside in areas that are not easily accessible or who lack adequate transportation. Scholarships are provided for post-secondary education coursework to individuals working in the child care sector or not yet entered and pursuing their post-secondary degrees in Early Childhood Education to promote qualified staff and retention of staff through a career pathway.

2. Services to provide infant and toddler training that meets the requirements of initial 30 hours and an additional 15 hours of training in infant and toddler development needed within 2 years for staff employed at licensed infant and toddler centers. The goals of this service is to increase the availability of infant and toddler care settings by increasing the pool of qualified infant and toddler center staff who are appropriately trained to care for infants and toddlers and increase the quality of care in early childhood settings by providing training which increases the knowledge and expertise of caregivers who work with infants and toddlers.

3. Health consultation services, which trains community-based medical professionals so that they can be health consultants for licensed child care facilities, and provides trainings throughout the year to licensed and registered child care providers about current issues or new research-based practices affecting the child care sector, such as emergency preparedness, resiliency, toxic stress, and infectious diseases. As part of the child care licensing or registration application process, the licensing workers provide to applicants a resource listing of available community programs including the health consultation program and community public health
offices.

4. Nutrition training and menu review program, which provides community-based nutrition

training for licensed and registered child care homes and facilities as well as menu review services for child care programs that are not participating in the Child and Adult Care Food Program (CACFP). As part of the child care licensing or registration application process, the licensing workers provide to applicants a resource listing of available community programs including the nutrition training and menu review program.

5. The Department contracts for services to provide educational outreach services, technical assistance, and resources to promote quality of care for subsidy families utilizing legally exempt friend, family, and neighbor (FFN) care and their child care providers as well as registered family child care providers. The contractor sends monthly informational packets to home-based child care providers and subsidy families, and the packets provide the providers and families with information about research and best practices in child development. The contractor also provides activity sheets and reflection surveys that can be returned to the contractor and the provider or family will receive children's books to keep. The contractor also posts the newsletters on their website. The contractor also developed the initial health and safety training guidebook that is being used for all licensed and registered child care homes and facilities as well as legally exempt providers caring for children whose families receive CCDF subsidies. The contractor also currently is operating a small pilot project to provide facilitation and support for child care homes to complete National Association for Family Child Care (NAFCC) accreditation. The pilot project provides educational outreach services and resources to registered home-based Family Child Care providers, also known as FCC providers, with the aim of increasing their expectations and efforts to provide quality care that fosters children's early learning, school-readiness, and healthy development, including technical assistance to support registered FCC providers in providing quality child care and promoting accreditation by the National Association for Family Child Care (NAFCC). The contract's NAFCC Accreditation Facilitation Project supports FCC providers in achieving higher quality by offering monthly training sessions, home visits, observations, and one-to-one coaching sessions as they move towards becoming accredited. The project continues to look for ways to expand to provide support to family child care homes on the Neighbor Islands.

6. The Department contracts for the Child Care Provider Registry services which has standardized the review and evaluation of qualifications for education and experience for staff at licensed infant and toddler centers, group child care centers, and group child care homes.

Additional services that may be considered by the Department: mental health consultation and technical assistance support services to promote children's social-emotional health; an infant-toddler specialist network to support providers caring for infants and toddlers; piloting home-visitation service model to exempt home-based providers who are friend, family, or neighbor (FFN) and care for children whose families receive child care subsidy payments from the Department; a professional development entity to provide a comprehensive cross-sector calendar of available professional development opportunities throughout the state that can be accessed by the child care workforce; development of a quality assurance process for reviewing community-based early childhood/child care training and trainers to support the child care workforce in its work with children; technical assistance and support services for providers seeking or maintaining national accreditation through NAEYC, NECPA, and NAFCC to promote families' access to high quality care; considerations for partnering with the Department of Education on the development of professional development opportunities to meet the on-going training requirements for school-age specific providers (home-based and center-based); and other quality improvement opportunities that may arise.

7.2 Use of Quality Funds

7.2.1 Check the quality improvement activities in which the state/territory is investing

- [x] Supporting the training and professional development of the child care workforce If checked, respond to section 7.3 and indicate which funds will be used for this activity. Check all that apply.
  - [x] CCDF funds
  - [ ] Other funds

  Describe:

☐ Developing, maintaining, or implementing early learning and developmental guidelines. If checked, respond to section 6.3 and indicate which funds will be used for this activity. Check all that apply.

☐ CCDF funds

☐ Other funds

Describe:

☐ Developing, implementing, or enhancing a tiered quality rating and improvement system. If checked, respond to 7.4 and indicate which funds will be used for this activity. Check all that apply.

☐ CCDF funds

☐ Other funds

Describe:

☑ Improving the supply and quality of child care services for infants and toddlers. If checked, respond to 7.5 and indicate which funds will be used for this activity. Check all that apply

☑ CCDF funds

☑ Other funds

Describe:

State general revenue funds

☑ Establishing or expanding a statewide system of CCR&R services, as discussed in 1.7. If checked, respond to 7.6 and indicate which funds will be used for this activity. Check all that apply.

☑ CCDF funds

☐ Other funds

Describe:

☑ Facilitating compliance with state/territory requirements for inspection, monitoring, training, and health and safety standards (as described in section 5). If checked, respond to 7.7 and indicate which funds will be used for this activity. Check all that apply.

☑ CCDF funds

☑ Other funds

Describe:

State general revenue funds

☑ Evaluating and assessing the quality and effectiveness of child care services within the state/territory. If checked, respond to 7.8 and indicate which funds will be used for this activity. Check all that apply.

☑ CCDF funds

☑ Other funds

Describe:

State general revenue funds

☑ Supporting accreditation. If checked, respond to 7.9 and indicate which funds will be used for this activity. Check all that apply.

☑ CCDF funds

☐ Other funds

Describe:

☐ Supporting state/territory or local efforts to develop high-quality program standards relating to health, mental health, nutrition, physical activity, and physical development. If checked, respond to 7.10 and indicate which funds will be used for this activity. Check all that apply.

☐ CCDF funds

☐ Other funds

Describe:

☑ Other activities determined by the state/territory to improve the quality of child care services and which measurement of outcomes related to improved provider preparedness, child safety, child well-being, or kindergarten entry is possible. If checked, respond to 7.11 and indicate which funds will be used for this activity. Check all that apply

☑ CCDF funds

☐ Other funds

Describe:

7.3 Supporting Training and Professional Development of the Child Care Workforce With CCDF Quality Funds

Lead Agencies can invest in the training, professional development, and post-secondary education of the child care workforce as part of a progression of professional development activities, such as those included at 98.44 in addition to the following (98.53(a)(1)).

7.3.1 Describe how the state/territory funds the training and professional development of the child care workforce

a) Check and describe which content is included in training and professional development activities and describe who or how an entity is funded to address this topic. Check all that apply.

- [x] Promoting the social, emotional, physical, and cognitive development of children, including those efforts related to nutrition and physical activity, using scientifically based, developmentally appropriate, and age-appropriate strategies

Describe:

The Hawai`i Department of Human Services contracts with a service provider to provide health consultation services, which trains community-based medical professionals so that they can be health consultants for licensed child care facilities, and provides trainings throughout the year to licensed and registered child care providers about current issues or new research-based practices affecting the child care sector, such as emergency preparedness, resiliency, toxic stress, and infectious diseases. As part of the child care licensing or registration application process, the licensing workers provide to applicants a resource listing of available community programs including the health consultation program and community public health offices.

The Hawai`i Department of Human Services 's contracted service provider provides collaboration with the Early Learning Board and the Department to strengthen health and safety in early childhood care; expand a statewide system of child care health consultants; provide training to pediatric residents and child care licensing workers, with opportunities for teaching early childhood development and health issues to staff

and families at child care sites; promote health and safety in child care, and provide information on medical homes and health resources. This provider also conducts a pilot project to improve young children's social and emotional development through training and technical assistance and, in some locations, mental health/behavioral consultation to child care providers. There are four levels that are addressed through the pilot project:

1. Developing guidelines and resources to support child care provider's ability to promote children's optimal social and emotional development.

2. Training and technical assistance will be available to licensed and registered childcare providers (those who work with young children) to increase their knowledge and skills to encourage good mental health and social emotional wellness and to manage children's challenging behaviors.

3. Preventing the occurrence or escalation of mental health problems and minimizing children's social emotional development risk will be done through referrals to community based resources and access to a mental health/behavioral health consultant who will work with child care providers (and/or families) to support the child's developmental needs.

4. Children who may have a developmental concern need to be properly identified and referred to treatment to support positive developmental progress. Services are available through: Department of Health's Early Intervention Section (IDEA Part Agency) for those children birth - 3 years old; and through Department of Education's Preschool Special Education (IDEA Part B, 619) for those 3-5 years old. The use of valid screening and assessment procedures to identify concerns and delays is an essential part to supporting and monitoring children's development.

Services to provide training and scholarship services to promote on-going professional development opportunities to support quality child care settings to interested persons, including parents and caregivers for a nominal cost that covers 12 separate series and 93 classes. The trainings include information about research and best practices in child development. The contractor and the Hawai`i Department of Human Services are exploring ways to make community-based child care training more accessible to all

child care providers statewide. Hawai`i is made up of 6 primary islands, and there are local community needs and transportation issues. On-line training has been a great help to those providers who reside in areas that are not easily accessible or who lack adequate transportation. Scholarships are provided for post-secondary education coursework to individuals working in the child care sector or not yet entered and pursuing their post-secondary degrees in Early Childhood Education to promote qualified staff and retention of staff through a career pathway.

Services to provide infant and toddler training that meets the requirements of initial 30 hours and an additional 15 hours of training in infant and toddler development needed within 2 years for staff employed at licensed infant and toddler centers. The goals of this service is to increase the availability of infant and toddler care settings by increasing the pool of qualified infant and toddler center staff who are appropriately trained to care for infants and toddlers and increase the quality of care in early childhood settings by providing training which increases the knowledge and expertise of caregivers who work with infants and toddlers.

Services to provide nutrition training and menu review program, which provides community-based nutrition training for licensed and registered child care homes and facilities as well as menu review services for child care programs that are not participating in the Child and Adult Care Food Program (CACFP). As part of the child care licensing or registration application process, the licensing workers provide to applicants a resource listing of available community programs including the nutrition training and menu review program.

The Department contracts for services to provide educational outreach services, technical assistance, and resources to promote quality of care for subsidy families utilizing legally exempt friend, family, and neighbor (FFN) care and their child care providers as well as registered family child care providers. The contractor sends monthly informational packets to home-based child care providers and subsidy families, and the packets provide the providers and families with information about research and best practices in child development. The contractor also provides activity sheets and reflection surveys that can be returned to the contractor and the provider or family will receive children's books to keep. The contractor also posts the newsletters on their website. The contractor is also developing initial health and safety

training guidebook that would be used for all licensed and registered child care homes and facilities as well as legally exempt providers caring for children whose families receive CCDF subsidies.

☑ Implementing behavior management strategies, including positive behavior interventions and support models that promote positive social-emotional development and early childhood mental health and that reduce challenging behaviors, including a reduction in expulsions of preschool-age children from birth to age five for such behaviors. (See also section 2.5.)

Describe:

The Hawai`i Department of Human Services contracts with a service provider to provide Health consultation services, which trains community-based medical professionals so that they can be health consultants for licensed child care facilities, and provides trainings throughout the year to licensed and registered child care providers about current issues or new research-based practices affecting the child care sector, such as emergency preparedness, resiliency, toxic stress, and infectious diseases. As part of the child care licensing or registration application process, the licensing workers provide to applicants a resource listing of available community programs including the health consultation program and community public health offices.

The Hawai`i Department of Human Services 's contracted service provider provides collaboration with the Early Learning Board and the Department to strengthen health and safety in early childhood care; expand a statewide system of child care health consultants; provide training to pediatric residents and child care licensing workers, with opportunities for teaching early childhood development and health issues to staff and families at child care sites; promote health and safety in child care, and provide information on medical homes and health resources. This provider also conducts a pilot project to improve young children's social and emotional development through training and technical assistance and, in some locations, mental health/behavioral consultation to child care providers. There are four levels that are addressed through the pilot project:

1. Developing guidelines and resources to support child care provider's ability to

promote children's optimal social and emotional development.

2. Training and technical assistance will be available to licensed and registered childcare providers (those who work with young children) to increase their knowledge and skills to encourage good mental health and social emotional wellness and to manage children's challenging behaviors.

3. Preventing the occurrence or escalation of mental health problems and minimizing children's social emotional development risk will be done through referrals to community based resources and access to a mental health/behavioral health consultant who will work with child care providers (and/or families) to support the child's developmental needs.

4. Children who may have a developmental concern need to be properly identified and referred to treatment to support positive developmental progress. Services are available through: Department of Health's Early Intervention Section (IDEA Part Agency) for those children birth - 3 years old; and through Department of Education's Preschool Special Education (IDEA Part B, 619) for those 3-5 years old. The use of valid screening and assessment procedures to identify concerns and delays is an essential part to supporting and monitoring children's development.

The agency that Department contracts with for training services offers an online infant and toddler trainings that addresses social-emotional development and early childhood mental health, including strategies to reducing challenging behaviors. The Department's contractor for training and scholarships also developed additional training series to address strategies to reducing challenging behaviors in preschool-age children and promoting nurturing positive behaviors and building positive relationships with children and their families.

☑ Engaging parents and families in culturally and linguistically appropriate ways to expand their knowledge, skills, and capacity to become meaningful partners in supporting their children's positive development

Describe:

The agency that Department contracts with for training services offers an online infant

and toddler trainings that addresses social-emotional development and early childhood mental health, including strategies to reducing challenging behaviors. The Department's contractor for training and scholarships also developed additional training series to address strategies to reducing challenging behaviors in preschool-age children and promoting nurturing positive behaviors and building positive relationships with children and their families.

☑ Implementing developmentally appropriate, culturally and linguistically responsive instruction, and evidence-based curricula and designing learning environments that are aligned with state/territory early learning and developmental standards.

Describe:

Services to provide training and scholarship services to promote on-going professional development opportunities to support quality child care settings to interested persons, including parents and caregivers for a nominal cost that covers 12 separate series and 93 classes. The trainings include information about research and best practices in child development.

The contractor and the Hawai`i Department of Human Services are exploring ways to make community-based child care training more accessible to all child care providers statewide. Hawai`i is made up of 6 primary islands, and there are local community needs and transportation issues. On-line training has been a great help to those providers who reside in areas that are not easily accessible or who lack adequate transportation.

Scholarships are provided for post-secondary education coursework to individuals working in the child care sector or not yet entered and pursuing their post-secondary degrees in Early Childhood Education or Child Development to promote qualified staff and retention of staff through a career pathway. The scholarships are available to staff working in the system of Hawaiian medium early learning centers to obtain early childhood coursework and obtain a Child Development Associate credential or a degree in early childhood education or child development.

The training is available to any employee of licensed child care facilities, including Hawaiian medium early learning and care employees, or registered family child care

provider, or potential applicant to become a registered family child care provider.

The contracted agency is required to provide interpreter services for attendees of trainings provided through the contract.

Community-based trainings provided through the Department's contracted training services address a range of ages in care from birth to school age. Trainings also address cultural diversity and family partnerships for child care providers.

A training series focused on inclusive environments in early childhood settings for special needs children. Some of the areas addressed in the classes are the importance of building family partnerships, cultural awareness and effective communication, strategies for building tolerance and acceptance, exploring attitudes towards inclusion.

The statewide Hawaiian medium early learning provider's employees may access the Department's Training and Scholarship contract services or Infant and Toddler Training contract services for employees to pursue obtaining additional early childhood coursework to obtain an early childhood degree and become qualified for assistant teacher, teacher, caregiver, lead caregiver, or director positions at the program.

Hawai`i is a state that officially recognizes two languages English and Hawaiian. Consequently, there is a statewide system of Hawaiian medium early learning centers. Children from these centers are prepared to enter public schools where Hawaiian is the medium of instruction. There are 19 such schools that are located throughout the state on every island, except Lanai. In addition, the Native American Languages Act of 1990 (NALA), a landmark legislation addresses generations of federally imposed suppression of Native American languages, provides that it is the policy of the United States to preserve, protect, and promote the rights of Native peoples to use, practice and develop Native languages, including the Hawaiian language, specifically in education, tribal affairs, and public proceedings.
The statewide Hawaiian medium early learning provider will continue to partner with the Department in promoting healthy and safe environments through licensure by the Department for all keiki (children) in its programs and ensure School Readiness for

keiki who continue their Hawaiian medium education into kindergarten and beyond. The statewide Hawaiian medium early learning provider will continue to engage with the Department's Healthy Child Care Hawai`i contracted training services provided in partnership by University of Hawai`i John A. Burns School of Medicine, Department of Pediatrics, the Hawai`i chapter of American Academy of Pediatrics, and the Department of Health, that promote and support healthy child development in child care settings.

☐ Providing onsite or accessible comprehensive services for children and developing community partnerships that promote families' access to services that support their children's learning and development

Describe:

☐ Using data to guide program evaluation to ensure continuous improvement

Describe:

☐ Caring for children of families in geographic areas with significant concentrations of poverty and unemployment

Describe:

☐ Caring for and supporting the development of children with disabilities and developmental delays

Describe:

☑ Supporting the positive development of school-age children

Describe:

The Hawai`i Department of Human Services (DHS) has a contracted service with the Department of Education (DOE) to reimburse DOE for the operational costs of after-school care providers operating at public elementary schools statewide for the children who qualify for the USDA free and reduced lunch program. The DOE operates the after-school care programs directly or contracts with private providers to operate the after-school care programs at 180 public elementary school campuses statewide. During the 2018-2019 school year, the DOE charges $120 per child per month for the

after-school child care program.

The DHS continues discussion with the DOE for collaborating and partnering with the DOE on the development of professional development modules for school-age specific providers (home-based and center-based) to meet the on-going training requirements that are in the process of being implemented by DHS.

☐ Other

Describe:

b) Check how the state/territory connects child care providers with available federal and state/territory financial aid or other resources to pursue post-secondary education relevant for the early childhood and school-age workforce. Check all that apply

- ☑ Coaches, mentors, consultants, or other specialists available to support access to post-secondary training, including financial aid and academic counseling
- ☑ Statewide or territory-wide, coordinated, and easily accessible clearinghouse (i.e., an online calendar, a listing of opportunities) of relevant post-secondary education opportunities
- ☑ Financial awards, such as scholarships, grants, loans, or reimbursement for expenses, from the state/territory to complete post-secondary education
- ☐ Other

Describe:

7.3.2 Describe the measureable indicators of progress relevant to this use of funds that the state/territory will use to evaluate its progress in improving the quality of child care programs and services within the state/territory and the data on the extent to which the state or territory has met these measures

The Hawai`i Department of Human Service will review and evaluate its operations and contracted service providers' quarterly activity report that provides data on number of individuals served and outcome measures to ensure outcome goals are met.

Number of licensed child care facilities inspected annually;

Number of legally exempt providers caring for children whose families receive CCDF subsidies inspected annually;

Number of background checks completed annually;

Number of licensed child care facilities becoming accredited by the National Association for the Education for Young Children (NAEYC) or the National Early Childhood Program Accreditation (NECPA);

Number of registered family child care homes that become accredited by the National Accreditation for Family Child Care (NAFCC);

Number of registered family child care providers and child care staff that receive scholarship funds from the Department;

Number of registered family child care providers and child care staff that receive a post-secondary degree or Child Development Associate through the scholarship funds from the Department;

Number of legally exempt child care providers caring for children whose families are receiving subsidies that are visited and meet minimum health and safety requirements;

Number of children whose families are receiving CCDF subsidies who attend an accredited child care facility or home;

Number of licensed and registered child care homes and facilities were provided training services;

Number of legally exempt providers caring for children whose families receive CCDF subsidies received health and safety training guidebooks;

Number of licensed and registered child care homes and facilities received health and safety training guidebooks;

Number of children served by the licensed and registered child care homes and facilities

receiving training services;

Number of subsidy children served by the legally exempt provider caring for children whose families receive CCDF subsidies;

Number of licensed and registered child care homes and facilities receiving health consultation services;

Number of licensed and registered child care homes and facilities receiving menu reviews;

Number of child care referral services provided by child care resource and referral agency;

Number of unduplicated persons receiving child care referral services provided by child care resource and referral agency;

Number of unduplicated persons finding child care as a result of child referral services provided by child care resource and referral agency;

Number of referrals to other types of resources or services needed provided by child care resource and referral agency;

The number of children served by the child care centers on or near the DOE public high school campuses;

The number of teens that are promoted to the next grade level or graduate from high school;

The number of family child care providers or employees of licensed infant and toddler centers that are trained through the infant and toddler training contractor;

The number of infant and toddler age children served in programs operated by the participating trainees;

The number of registered family child care homes and licensed infant and toddler centers adhering to the safe sleep requirements; and

The number of children whose families are receiving CCDF subsidies who are less than 12 months of age and are being cared for by a legally exempt child care provider.

7.4 Quality Rating and Improvement System (QRIS)

Lead Agencies may respond in this section based on other systems of quality improvement, even if not called a QRIS, as long as the other quality improvement system contains the elements of a QRIS. QRIS refers to a systematic framework for evaluating, improving and communicating the level of quality in early childhood programs and contains five key elements:

1. Program standards
2. Supports to programs to improve quality
3. Financial incentives and supports
4. Quality assurance and monitoring
5. Outreach and consumer education

7.4.1 Does your state/territory have a quality rating and improvement system or other system of quality improvement?

- ☐ No, but the state/territory is in the QRIS development phase. If no, skip to 7.5.1.
- ☑ No, the state/territory has no plans for QRIS development. If no, skip to 7.5.1.
- ☐ Yes, the state/territory has a QRIS operating statewide or territory-wide

Describe how the QRIS is administered (e.g., statewide or locally or through CCR&R entities) and any partners and provide a link, if available.

☐ Yes, the state/territory has a QRIS initiative operating as a pilot-test in a few localities or only a few levels but does not have a fully operating initiative on a statewide or territory-wide basis.

Provide a link, if available.

☐ Yes, the state/territory has another system of quality improvement

If the response is yes to any of the above, describe the measureable indicators of progress relevant to this use of funds that the state/territory will use to evaluate its progress in improving the quality of child care programs and services within the state/territory and the data on the extent to which the state or territory has met these measures.

7.4.2 QRIS participation

a) Are providers required to participate in the QRIS?

☐ Participation is voluntary

☐ Participation is mandatory for providers serving children receiving a subsidy. If checked, describe the relationship between QRIS participation and subsidy (e.g., minimum rating required, reimbursed at higher rates for achieving higher ratings, participation at any level).

N/A

☐ Participation is required for all providers.

b) Which types of settings or distinctive approaches to early childhood education and care participate in the state/territory's QRIS? Check all that apply

☐ Licensed child care centers

☐ Licensed family child care homes

☐ License-exempt providers

☐ Early Head Start programs

☐ Head Start programs

☐ State prekindergarten or preschool programs

- [ ] Local district-supported prekindergarten programs
- [ ] Programs serving infants and toddlers
- [ ] Programs serving school-age children
- [ ] Faith-based settings
- [ ] Tribally operated programs
- [ ] Other

Describe:

N/A

7.4.3 Support and assess the quality of child care providers.

The Lead Agency may invest in the development, implementation, or enhancement of a tiered quality rating and improvement system for child care providers and services. Note: If a Lead Agency decides to invest CCDF quality dollars in a QRIS, that agency can use the funding to assist in meeting consumer education requirements (98.33). If the Lead Agency has a QRIS, respond to questions 7.4.3 through 7.4.6.

Do the state/territory's quality improvement standards align with or have reciprocity with any of the following standards?

- [x] No
- [ ] Yes. If yes, check the type of alignment, if any, between the state/territory's quality standards and other standards. Check all that apply.
  - [ ] Programs that meet state/territory preK standards are able to meet all or part of the quality improvement standards (e.g., content of the standards is the same, there is a reciprocal agreement between preK programs and the quality improvement system) .
  - [ ] Programs that meet federal Head Start Program Performance Standards are able to meet all or part of the quality improvement standards (e.g., content of the standards is the same, there is a reciprocal agreement between Head Start programs and the quality improvement system).
  - [ ] Programs that meet national accreditation standards are able to meet all or part of the quality improvement standards (e.g., content of the standards is the same, an alternative pathway exists to meeting the standards).

- [ ] Programs that meet all or part of state/territory school-age quality standards.
- [ ] Other.

Describe:

N/A

7.4.4 Do the state/territory's quality standards build on its licensing requirements and other regulatory requirements?

- [x] No
- [ ] Yes. If yes, check any links between the state/territory's quality standards and licensing requirements
  - [ ] Requires that a provider meet basic licensing requirements to qualify for the base level of the QRIS.
  - [ ] Embeds licensing into the QRIS
  - [ ] State/territory license is a "rated" license
  - [ ] Other.

Describe:

N/A

7.4.5 Does the state/territory provide financial incentives and other supports designed to expand the full diversity of child care options and help child care providers improve the quality of services that are provided through the QRIS

- [x] No
- [ ] Yes. If yes, check all that apply
  - [ ] One time grants, awards, or bonuses.
  - [ ] Ongoing or periodic quality stipends
  - [ ] Higher subsidy payments
  - [ ] Training or technical assistance related to QRIS.

- ☐ Coaching/mentoring.
- ☐ Scholarships, bonuses, or increased compensation for degrees/certificates
- ☐ Materials and supplies
- ☐ Priority access for other grants or programs
- ☐ Tax credits (providers or parents)
- ☐ Payment of fees (e.g., licensing, accreditation)
- ☐ Other

Describe:

N/A

7.4.6 Describe the measureable indicators of progress relevant to this use of funds that the state/territory will use to evaluate its progress in improving the quality of child care programs and services within the state/territory and the data on the extent to which the state or territory has met these measures

N/A

7.5 Improving the Supply and Quality of Child Care Programs and Services for Infants and Toddlers

Lead Agencies are encouraged to use the needs assessment to systematically review and improve the overall quality of care that infants and toddlers receive, the systems in place or needed to support and enhance the quality of infant and toddler providers, the capacity of the infant and toddler workforce to meet the unique needs of very young children, and the methods in place to increase the proportion of infants and toddlers in higher quality care, including any partnerships or coordination with Early Head Start and IDEA Part C programs. Lead Agencies are required to spend 3 percent of their total CCDF expenditures on activities to improve the supply and quality of their infant and toddler care. This is in addition to the general quality set-aside requirement.

7.5.1 What activities are being implemented by the state/territory to improve the supply (see also section 4) and quality of child care programs and services for infants and toddlers? Check all that apply and describe

☑ Establishing or expanding high-quality community- or neighborhood-based family and child development centers. These centers can serve as resources to child care providers to improve the quality of early childhood services for infants and toddlers from low-income families and to improve eligible child care providers' capacity to offer high-quality, age-appropriate care to infants and toddlers from low-income families

Describe:

The Hawai`i Department of Human Services contracts with a private agency to provide 1 infant and toddler child care center for teen parents enrolled in/attending high schools located on the island of Hawai`i. The center provide care for children ages 6 weeks to 3 years old, and the teen parents must be participating in the Department of Education's (DOE) Reality and Dual Role Skills (GRADS) program or alternate on-campus program that provides educational and parenting support services for pregnant and parenting teens. This childcare service enables them to continue their high school education with a goal of graduation and to learn life skills and child development skills as appropriate parents to ensure a healthy and safe environment for their child. The staff of these high schools select motivated students and refer them to the GRADS program and the child care program. The students' attendance and grades are monitored by the DOE and contracted agency's staff. Participation in the child care program activities is expected. The teen parents sign a contract with respect to enrollment and participation in this service. Violation of their personal contracts dismisses them from using the child care service. The service is available when the public schools are in session. The DOE and contracted agency tracks the number of teen parents enrolled in the program who were promoted to the next grade or graduated high school. The Hawai`i Department of Human Services of Human Services will continue to work with the DOE and the Executive Office on Early Learning to determine the feasibility of DOE opening additional infant and toddler child care center for teen parents enrolled in/attending high schools at other DOE high school campuses statewide.

The Hawai`i Department of Human Services of Human Services contracts with a private agency to provide infant and toddler training that meets the requirements of initial 30 hours and an additional 15 hours of training in infant and toddler development needed

within 2 years for staff employed at licensed infant and toddler centers. The training is available to family child care providers as well. The goals of this service are to increase the availability of infant and toddler care settings by increasing the pool of qualified infant and toddler center staff who are appropriately trained to care for infants and toddlers and increase the quality of care in early childhood settings by providing training which increases the knowledge and expertise of caregivers who work with infants and toddlers.

☐ Establishing or expanding the operation of community- or neighborhood-based family child care networks.

Describe:

☑ Providing training and professional development to enhance child care providers' ability to provide developmentally appropriate services for infants and toddlers

Describe:

The Hawai`i Department of Human Services of Human Services contracts with a private agency to provide infant and toddler training that meets the requirements of initial 30 hours and an additional 15 hours of training in infant and toddler development needed within 2 years for staff employed at licensed infant and toddler centers. The training is available to family child care providers as well. The goals of this service are to increase the availability of infant and toddler care settings by increasing the pool of qualified infant and toddler center staff who are appropriately trained to care for infants and toddlers and increase the quality of care in early childhood settings by providing training which increases the knowledge and expertise of caregivers who work with infants and toddlers.

The Hawai`i Department of Human Services of Human Services contracts with Windward Community College to provide educational outreach services and resources to registered Home Based Family Child Care providers, also known as FCC providers, with the aim of increasing their expectations and efforts to provide quality care that fosters children's early learning, school-readiness, and healthy development, including technical assistance to support registered FCC providers in providing quality child care and promoting accreditation by the National Association for Family Child Care (NAFCC). The contract's NAFCC Accreditation Facilitation Project supports providers in achieving higher quality by offering monthly training sessions, home visits, observations, and one-

to-one coaching sessions as they move towards becoming accredited.

☐ Providing coaching, mentoring, and/or technical assistance on this age group's unique needs from statewide or territory-wide networks of qualified infant-toddler specialists

Describe:

☐ Coordinating with early intervention specialists who provide services for infants and toddlers with disabilities under Part C of the Individuals with Disabilities Education Act (20 U.S.C. 1431 et seq.).

Describe:

☐ Developing infant and toddler components within the state/territory's QRIS, including classroom inventories and assessments

Describe:

☑ Developing infant and toddler components within the state/territory's child care licensing regulations

Describe:

Hawai`i included safe sleep requirements within its administrative requirements for licensed infant and toddler centers and registered family child care homes that cover maintaining policies, annual training, sleep environment, and sleep positioning of children under 12 months of age who are in care.

Hawai`i will be implementing similar minimum health and safety requirements for legally exempt providers caring for children under 12 months of age whose families receive CCDF subsidies, with all steps for implementation expected to be completed by December 31, 2019.

☐ Developing infant and toddler components within the early learning and developmental guidelines

Describe:

☐ Improving the ability of parents to access transparent and easy-to-understand consumer information about high-quality infant and toddler care that includes information on infant and toddler language, social-emotional, and both early literacy and numeracy cognitive development

Describe:

☐ Carrying out other activities determined by the state/territory to improve the quality of infant and toddler care provided within the state/territory and for which there is evidence that the activities will lead to improved infant and toddler health and safety, cognitive and physical development, and/or well-being

Describe:

☐ Coordinating with child care health consultants.

Describe:

☐ Coordinating with mental health consultants.

Describe:

☐ Other

Describe:

7.5.2 Describe the measureable indicators of progress relevant to this use of funds that the state/territory will use to evaluate its progress in improving the quality of child care programs and services for infants and toddlers within the state/territory and the data on the extent to which the state or territory has met these measures

As part of the contract service provider's contract, a quarterly activity report is due that collects data. The data for each contract varies dependent of the type of service being provided. Examples of data collected are:

1. The number of children served by the child care centers on or near the DOE public high school campuses.

2. The number of teens that are promoted to the next grade level or graduate from high

school.

3. The number of family child care providers or employees of licensed infant and toddler centers that are trained through the infant and toddler training contractor.

4. The number of infant and toddler age children served in programs operated by the participating trainees.

5. The number of registered family child care homes and licensed infant and toddler centers adhering to the safe sleep requirements.

6. The number of children whose families are receiving CCDF subsidies who are less than 12 months of age and are being cared for by a legally exempt child care provider.

7.6 Child Care Resource and Referral

A Lead Agency may expend funds to establish or expand a statewide system of child care resource and referral services (98.53(a)(5)). It can be coordinated, to the extent determined appropriate by the Lead Agency, by a statewide public or private non-profit, community-based, or regionally based lead child care resource and referral organization (658E(c)(3)(B)(iii)). This effort may include activities done by local or regional child care and resource referral agencies, as discussed in section 1.7.

7.6.1 Describe the measureable indicators of progress relevant to this use of funds that the state/territory will use to evaluate its progress in improving the quality of child care programs and services within the state/territory and the data on the extent to which the state or territory has met these measures

The contracted service provider, as stipulated in their contract, is required to report on the following outcomes that outlines the proposed annual goal (90-100%), percentage achieved

per quarter and cumulative to correspond with the number of individuals served to ensure:

1. Number of families or individuals whose need for child care needs were met through the R/R services;

2. Number of eligible subsidy families provided consumer education services at time of subsidy intake interview who requested R/R services;

3. Number of families or individuals whose need for information on various programs were met;

4. Number of families or individuals whose need form information on IDEA were met;

5. Number of families or individuals whose need for information on child care assistance were met;

6. Number of child care providers that attended networking events hosted by the provider;

7. Number of prospective providers provided child care information and referral services;

8. Number of prospective providers provided information and referred to family child care recruitment program;

9. Number of child care providers and child care staff Statewide shall have received the requested child care information and referral services regarding he provider support/development activities;

10. Number of child care referral services provided by child care resource and referral agency;

11. Number of unduplicated persons receiving child care referral services provided by child care resource and referral agency;

12. Number of unduplicated persons finding child care because of child referral services

provided by child care resource and referral agency;

13. Number of referrals to other types of resources or services needed provided by child care resource and referral agency;

7.7 Facilitating Compliance With State Standards

7.7.1 What strategies does your state/territory fund with CCDF quality funds to facilitate child care providers' compliance with state/territory requirements for inspection, monitoring, training, and health and safety and with state/territory licensing standards? Describe:

The Hawai`i Department of Human Services contracts with a private agency through the training and scholarship services to actively recruit family child care homes in the efforts to meet the child care needs of Hawaii's families. These potential family child care providers are offered a series of courses to help prepare them for the field of child care. To reach out and increase recruitment of potential child care providers, the agency makes follow up calls, home visits and pre-licensing home visits
promptly.

The Hawai`i Department of Human Services is interested in continuing to support child care providers in improving the quality of care provided to children and offers a variety of services for Hawaii's child care providers, including licensed, registered, and legally exempt caring for CCDF subsidy children. The Hawai`i Department of Human Services will continue to review existing services being provided as well as considering additional services and needs that may be needed.

Existing contracted services provided by the Hawai`i Department of Human Services and partnerships that have been built are:

1. Services to provide training and scholarship services to promote on-going professional development opportunities to support quality child care settings to interested persons, including parents and caregivers for a nominal cost that covers 12 separate series and 93 classes. The trainings include information about research and best practices in child development. The contractor and the Hawai`i Department of Human Services are exploring ways to make community-based child care training more accessible to all child care providers statewide. Hawai`i is made up of 6 primary islands, and there are local community needs and transportation issues. On-line training has been a great help to those providers who reside in areas that are not easily accessible or who lack adequate transportation. Scholarships are provided for post-secondary education coursework to individuals working in the child care sector or not yet entered and pursuing their post-secondary degrees in Early Childhood Education to promote qualified staff and retention of staff through a career pathway.

2. Health consultation services, which trains community-based medical professionals so that they can be health consultants for licensed child care facilities and provides trainings throughout the year to licensed and registered child care providers about current issues or new research-based practices affecting the child care sector, such as emergency preparedness, resiliency, toxic stress, and infectious diseases. As part of the child care licensing or registration application process, the licensing workers provide to applicants a resource listing of available community programs including the health consultation program and community public health offices.

Furthermore, the Department of Human Services collaborates with Department of Health, including the Early Intervention Services Section, the University of Hawai`i John A. Burns School of Medicine, Department of Pediatrics, the Hawai`i chapter of American Academy of Pediatrics, and stakeholders to continue a pilot project to improve young children's social and emotional development through training and technical assistance and, in some locations, mental health/behavioral consultation to child care providers.
There are four levels that are addressed through the pilot project:

A. Developing guidelines and resources to support child care provider's ability to promote children's optimal social and emotional development.

B. Training and technical assistance will be available to licensed and registered childcare

providers (those who work with young children) to increase their knowledge and skills to encourage good mental health and social emotional wellness and to manage children's challenging behaviors.

C. Preventing the occurrence or escalation of mental health problems and minimizing children's social emotional development risk will be done through referrals to community based resources and access to a mental health/behavioral health consultant who will work with child care providers (and/or families) to support the child’s developmental needs.

D. Children who may have a developmental concern need to be properly identified and referred to treatment to support positive developmental progress. Services are available through: Department of Health's Early Intervention Section (IDEA Part Agency) for those children birth - 3 years old; and through Department of Education's Preschool Special Education (IDEA Part B, 619) for those 3-5 years old. The use of valid screening and assessment procedures to identify concerns and delays is an essential part to supporting and monitoring children's development.

3. Nutrition training and menu review program, which provides community-based nutrition training for licensed and registered child care homes and facilities as well as menu review services for child care programs that are not participating in the Child and Adult Care Food Program (CACFP). As part of the child care licensing or registration application process, the licensing workers provide to applicants a resource listing of available community programs including the nutrition training and menu review program.

4. The Hawai`i Department of Human Services contracts for services to provide educational outreach services, technical assistance, and resources to promote quality of care for subsidy families utilizing legally exempt friend, family, and neighbor (FFN) care and their child care providers as well as registered family child care providers. The contractor sends monthly informational packets to home-based child care providers and subsidy families, and the packets provide the providers and families with information about research and best practices in child development. The contractor also provides activity sheets and reflection surveys that can be returned to the contractor and the provider or family will receive children’s books to keep. The contractor also posts the newsletters on their website.

The contractor also developed the health and safety training guidebook that is being used for

the initial training content for all licensed and registered child care homes and facilities as well as legally exempt providers caring for children whose families receive CCDF subsidies.

5. Infant and toddler training that meets the requirements of initial 30 hours and an additional 15 hours of training in infant and toddler development needed within 2 years for staff employed at licensed infant and toddler centers. The goals of this service is to increase the availability of infant and toddler care settings by increasing the pool of qualified infant and toddler center staff who are appropriately trained to care for infants and toddlers and increase the quality of care in early childhood settings by providing training which increases the knowledge and expertise of caregivers who work with infants and toddlers.

6. The Department has standardized the evaluation of staff qualifications for education and experience through a statewide contracted service for the Department's Child Care Provider Registry. Staff employed at licensed infant and toddler centers, group child care centers, and group child care homes are required to submit their education and experience qualifications to the registry service to determine which position(s) the individual is qualified to fill at a licensed infant and toddler center, group child care center, or group child care home. Registered family child care home operators and legally exempt child care providers caring for children whose families are receiving CCDF subsidies are not required to participate in the Child Care Provider Registry.

7. The Department included safe sleep requirements within its administrative requirements for licensed infant and toddler centers and registered family child care homes that cover maintaining policies, annual training, sleep environment, and sleep positioning of children under 12 months of age who are in care. The Hawai`i Department of Human Services is partnering with the Safe Sleep Hawaii coalition of stakeholders which has established a review panel and is developing criteria that will be used for review and recommendation of available safe sleep trainings that may be approved by the Department to meet the initial and annual safe sleep training requirements that providers, caregivers, staff, volunteers, and household members must complete.

8. The Hawai`i Department of Human Services has partnered and collaborated with the Department of Health on strategies to improve coordination of public health information dissemination or health services for child care providers or children in child care. Activities that have resulted from the partnerships include coordinated outreach to child care providers

about:

A. Changes to administrative requirements for tuberculosis health clearances for child care providers and children in child care;

B. Communicable diseases, including dengue, zika, chikungunya, rat lungworm, measles, mumps;

C. Changes to administrative requirements for obtaining food establishment permits and allowable exemptions;

D. Tools and activities to support children's nutritional and physical development; and

E. Professional development opportunities for supporting children's social-emotional development.

F. Information about safe sleep practices that are required for regulated child care providers and why it is important to ensure that children sleep safe each and every time. Informational brochures for parents were developed in collaboration with the Department of Health (DOH) and distribution for a community-wide effort is being coordinated by the DOH.

9. The Hawai`i Department of Human Services has not completed implementation of the consumer education website that is consumer-friendly and easily accessible with the provider search functionality that includes information and a consumer statement about the provider's indicators of quality and history of compliance including visit reports and substantiated complaint reports for licensed and registered providers as well as legally exempt center-based providers that are listed with the Department to care for children whose families receive child care subsidies.

Implemented components:

- Develop data system modification in order to convert monitoring inspection reports from paper-based reports to electronic-based reports with data entered into the child care licensing data system and tracking of each licensing requirement within the data system for all types of licensed and registered child care homes and facilities.

- Developed data system modification in order to track complaint reports from paper-based reports to electronic-based reports with data entered into the child care licensing data system and tracking of each complaint investigation within the data system for all types of licensed and registered child care homes and facilities as well as non-regulated homes and facilities.

- Currently, the statewide resource and referral organization provides provider-specific operational information for licensed and registered child care providers but does not have information about the provider's history of compliance including visit reports and substantiated complaint reports.The statewide resource and referral organization refers families with additional questions about child care providers to the Department's appropriate child care licensing unit for the families to obtain the information about the provider's compliance history.

- The Department also has consumer education information about early childhood development and community resources posted on both the statewide resource and referral organization's website and the Department's own website.

Pending components and expected completion date:

- Deciding upon the format and general content to be included in the plain language summaries and consumer education statement;

March 31, 2019

- Including the data system modifications to include the plain language summary and consumer education statement data field for the child care licensing staff to enter into the data system; and

July 31, 2019

- Functionality to the provider search public website to post the information of the plain language summary and consumer education statementfor each monitoring inspection visit.

August 31, 2019

- Develop data system modification in order to convert monitoring inspection reports from paper-based reports to electronic-based reports with data entered into the child care licensing data system and tracking of each health and safety requirement within the data system for exempt, non-relative child care homes and exempt facilities

- .

- Share provider-specific information about health and safety, licensing or regulatory requirements met by the provider in a consumer education statement (including the last date of inspection, and any history of violations) and substantiated complaint reports for licensed and registered child care facilities and for legally exempt center-based providers that are listed with the Department to care for children whose families receive child care subsidies.

August 31, 2019.

- Ensuring the website is consumer-friendly, easily-accessible, and has plain-language summaries of inspection visits and consumer education statements for regulated providers and has information about the procedures related to criminal background checks and the offenses that prevent individuals from caring for a child at a licensed or registered child care facility or at an exempt child care facility that cares for a child whose family receives a child care subsidy from the Department.

August 31, 2019

- For the Department’s child care licensing staff:develop procedures and training for the process for providing review of the inspection reports and substantiated complaint reports to child care providers before posting on the public website and procedures and training for timelines and processes of posting of the reports to the public website.

October 31, 2019

- For the Department’s child care licensing staff:review the current process and develop procedures / guidelines/training for consistent inspection reports, complaint investigation reports,and consumer education statements/plain language summaries that are understandable to families and the public.

October 31, 2019

- Develop outreach materials and engage in public outreach to licensed and registered child care facilities informing them of the newprovider search public website with

provider-specific information about compliance history, substantiated complaint reports, and a consumer education statement.

December 31, 2019

7.7.2 Does the state/territory provide financial assistance to support child care providers in complying with minimum health and safety requirements?

- [x] No
- [ ] Yes. If yes, which types of providers can access this financial assistance?
  - [ ] Licensed CCDF providers
  - [ ] Licensed non-CCDF providers
  - [ ] License-exempt CCDF providers
  - [ ] Other

  Describe:

7.7.3 Describe the measureable indicators of progress relevant to this use of funds that the state/territory will use to evaluate its progress in improving the quality of child care programs and services within the state/territory and the data on the extent to which the state or territory has met these measures

Number of licensed and registered child care homes and facilities were provided training services;

Number of legally exempt providers caring for children whose families receive CCDF subsidies received health and safety training guidebooks;

Number of licensed and registered child care homes and facilities received health and safety

training guidebooks.;

Number of children served by the licensed and registered child care homes and facilities receiving training services;

Number of subsidy children served by the legally exempt provider caring for children whose families receive CCDF subsidies;

Number of licensed and registered child care homes and facilities receiving health consultation services; and

Number of licensed and registered child care homes and facilities receiving menu reviews.

7.8 Evaluating and Assessing the Quality and Effectiveness of Child Care Programs and Services

7.8.1 Describe how the state/territory measures the quality and effectiveness of child care programs and services in both child care centers and family child care homes currently being offered, including any tools used to measure child, family, teacher, classroom, or provider improvements, and how the state/territory evaluates how those tools positively impact children

The Hawai`i Department of Human Services does not have a system to measure quality and effectiveness of child care programs but is continuing to work on initiatives to support quality child care programs.

The Hawai`i Department of Human Services provides a higher child care payment rate for licensed centers that are nationally accredited by the National Association for the Education for Young Children (NAEYC) or the National Early Childhood Program Accreditation (NECPA).

The Hawai`i Department of Human Services is also considering including a higher child care payment rate for registered family child care homes that are nationally accredited by the National Association for Family Child Care (NAFCC).

The Hawai`i Department of Human Services also contracts for services to provide training services to promote on-going professional development opportunities to support quality child care settings to interested persons working with children, including potential registered family child care providers, employees of licensed center-based providers, for a nominal cost that covers 12 separate series and 93 classes. The trainings include information about research and best practices in child development and providing quality care.

7.8.2 Describe the measureable indicators of progress relevant to this use of funds that the State/Territory will use to evaluate its progress in improving the quality of child care programs and services in child care centers and family child care homes within the state/territory and the data on the extent to which the state or territory has met these measures

Number of registered family child care providers and child care staff that receive scholarship funds from the Department;

Number of registered family child care providers and child care staff that receive a post-secondary degree or Child Development Associate through the scholarship funds from the Department;

Number of legally exempt child care providers caring for children whose families are receiving subsidies that are visited and meet minimum health and safety requirements;
Number of children whose families are receiving CCDF subsidies who attend an accredited child care facility or home;

Number of registered family child care providers and child care staff that receive scholarship funds from the Department;

Number of registered family child care providers and child care staff that receive a post-secondary degree or Child Development Associate through the scholarship funds from the Department;

Number of legally exempt child care providers caring for children whose families are receiving subsidies that are visited and meet minimum health and safety requirements; and

Number of children whose families are receiving CCDF subsidies who attend an accredited child care facility or home.

7.9 Accreditation Support

7.9.1 Does the state/territory support child care providers in the voluntary pursuit of accreditation by a national accrediting body with demonstrated, valid, and reliable program standards of high quality?

☐ Yes, the state/territory has supports operating statewide or territory-wide for both child care centers and family child care homes

Describe the support efforts for all types of accreditation that the state/territory provides to child care centers and family child care homes to achieve accreditation

☐ Yes, the state/territory has supports operating statewide or territory-wide for child care centers only. Describe the support efforts for all types of accreditation that the state/territory provides to child care centers.

Describe:

The Hawai`i Department of Human Services provides a higher child care payment rate for licensed centers that are nationally accredited by the National Association for the

Education for Young Children (NAEYC) or the National Early Childhood Program Accreditation (NECPA).

The Hawai`i Department of Human Services anticipates to implement a higher child care payment rate for registered family child care homes and group child care homes that are nationally accredited by the National Association for Family Child Care (NAFCC) when the Department adopts revised administrative rules for implementation of the remaining Child Care and Development Block Grant requirements by December 31, 2019.

☐ Yes, the state/territory has supports operating statewide or territory-wide for family child care homes only. Describe the support efforts for all types of accreditation that the state/territory provides to family child care

Describe:

☐ Yes, the state/territory has supports operating as a pilot-test or in a few localities but not statewide or territory-wide

☐ Focused on child care centers

Describe:

☑ Focused on family child care homes

Describe:

The Hawai`i Department of Human Services of Human Services contracts with the Windward Community College to provide a pilot program for educational outreach services and resources to registered home-based Family Child Care providers, also known as FCC providers, with the aim of increasing their expectations and efforts to provide quality care that fosters children's early learning, school-readiness, and healthy development, including technical assistance to support registered FCC providers in providing quality child care and promoting accreditation by the National Association for Family Child Care (NAFCC). The contract's NAFCC Accreditation Facilitation Project supports FCC providers in achieving higher quality by offering monthly training sessions, home visits, observations, and one-to-one coaching sessions as they move towards becoming accredited. The project continues to look for ways to expand to provide support to family child care homes on the Neighbor Islands.

☑ No, but the state/territory is in the accreditation development phase

☑ Focused on child care centers

Describe:

The Hawai`i Department of Human Services will seek information and input to consider a pilot project for supporting National Association for the Education for Young Children (NAEYC) or the National Early Childhood Program Accreditation (NECPA) accreditation for center-based programs.

☐ Focused on family child care homes

Describe:

☐ No, the state/territory has no plans for accreditation development

7.9.2 Describe the measureable indicators of progress relevant to this use of funds that the state/territory will use to evaluate its progress in improving the quality of child care programs and services within the state/territory and the data on the extent to which the state or territory has met these measures

Number of licensed child care facilities becoming accredited by the National Association for the Education for Young Children (NAEYC) or the National Early Childhood Program Accreditation (NECPA); and

Number of registered family child care homes and group child care homes that become accredited by the National Accreditation for Family Child Care (NAFCC).

7.10 Program Standards

7.10.1 Describe how the state/territory supports state/territory or local efforts to develop or adopt high-quality program standards, including standards for infants and toddlers, preschoolers, and/or school-age children

The Hawai`i Department of Human Services of Human Services supports efforts to develop

or adopt high-quality program standards, including standards for infants and toddlers, preschoolers, and/or school-age children as evidenced by the following efforts:

1. The Department contracts for health consultation services, which trains community-based medical professionals so that they can be health consultants for licensed child care facilities, and provides trainings throughout the year to licensed and registered child care providers about current issues or new research-based practices affecting the child care sector, such as emergency preparedness, resiliency, toxic stress, and infectious diseases. As part of the child care licensing or registration application process, the licensing workers provide to applicants a resource listing of available community programs including the health consultation program and community public health offices.

2. The Department contracts for nutrition training and menu review program, which provides community-based nutrition training for licensed and registered child care homes and facilities as well as menu review services for child care programs that are not participating in the Child and Adult Care Food Program (CACFP). As part of the child care licensing or registration application process, the licensing workers provide to applicants a resource listing of available community programs including the nutrition training and menu review program.

3. The Department contracts for services to provide educational outreach services, technical assistance, and resources to promote quality of care for subsidy families utilizing legally exempt friend, family, and neighbor (FFN) care and their child care providers as well as registered family child care providers. The contractor sends monthly informational packets to home-based child care providers and subsidy families, and the packets provide the providers and families with information about research and best practices in child development. The contractor also provides activity sheets and reflection surveys that can be returned to the contractor and the provider or family will receive children's books to keep. The contractor also posts the newsletters on their website. The contractor is also developed the initial health and safety training guidebook that is being used for all licensed and registered child care homes and facilities as well as legally exempt providers caring for children whose families receive CCDF subsidies. The contractor also currently is operating a small pilot project to provide facilitation and support for child care homes to complete National Association for Family Child Care (NAFCC) accreditation. The pilot project provides educational outreach services and resources to registered home-based Family Child Care providers, also known as FCC providers, with the aim of increasing their expectations and

efforts to provide quality care that fosters children's early learning, school-readiness, and healthy development, including technical assistance to support registered FCC providers in providing quality child care and promoting accreditation by the National Association for Family Child Care (NAFCC). The contract's NAFCC Accreditation Facilitation Project supports FCC providers in achieving higher quality by offering monthly training sessions, home visits, observations, and one-to-one coaching sessions as they move towards becoming accredited. The project continues to look for ways to expand to provide support to family child care homes on the Neighbor Islands.

4. The Department contracts for services to provide training and scholarship services to promote on-going professional development opportunities to support quality child care settings to interested persons, including parents and caregivers for a nominal cost that covers 12 separate series and 93 classes. The trainings include information about research and best practices in child development. The contractor and the Department continue to explore ways to make community-based child care training more accessible to all child care providers statewide. Hawai`i is made up of 6 primary islands, and there are local community needs and transportation issues. On-line training has been a great help to those providers who reside in areas that are not easily accessible or who lack adequate transportation. Scholarships are provided for post-secondary education coursework to individuals working in the child care sector or not yet entered and pursuing their post-secondary degrees in Early Childhood Education or obtaining a Child Development Associate to promote qualified staff and retention of staff through a career pathway.

5. The Department contracts for infant and toddler training that meets the requirements of initial 30 hours and an additional 15 hours of training in infant and toddler development needed within 2 years for staff employed at licensed infant and toddler centers. The goals of this service is to increase the availability of infant and toddler care settings by increasing the pool of qualified infant and toddler center staff who are appropriately trained to care for infants and toddlers and increase the quality of care in early childhood settings by providing training which increases the knowledge and expertise of caregivers who work with infants and toddlers.

6. The Attitude, Skills, and Knowledge (ASK) core competencies for center-based child care program were adopted in 2000 and are utilized by the Department's Child Care Provider Registry, which has standardized the review and evaluation of qualifications for education

and experience for staff at licensed infant and toddler centers, group child care centers, and group child care homes. The Department will continue to work with early childhood stakeholders from the Department's Child Care Advisory Committee and the community-based collaborative workgroup of 27 agencies, organizations and State Departments that are interested in having a workgroup update the core competencies for center-based staff and formalizing core competencies for home-based child care providers that can be adopted by the Hawai`i Department of Human Services which will align with the Department's child care licensing and registration requirements and can be utilized in the Department's Child Care Registry contracted agency.

7. The Department is considering opportunities to collaborate and partner with the Department of Education (DOE) on the development of professional development curricula and providing school-age specific providers (home-based and center-based) sustainable, on-going professional development modules to meet the on-going training requirements for CCDF. The DOE is in the process of adopting the quality guidelines for school-age programs developed by the Hawai`i Afterschool Alliance. The guidelines will be used by the DOE for its Out of School Time programs for 21st Century Community Learning Centers, UPLINK and REACH programs at middle schools throughout the state, and the A-Plus programs at elementary schools statewide.

7.10.2 Describe the measureable indicators of progress relevant to this use of funds that the state/territory will use to evaluate its progress in improving the quality of child care programs and services within the state/territory and the data on the extent to which the state or territory has met these measures

The Hawai`i Department of Human Services priority is to ensure the health, safety and well-being of children in care with licensed, registered, and legally exempt providers through on-going monitoring inspections, completion of background checks as appropriate to the provider type, and establishing minimum standards for health and safety for legally exempt providers caring for children whose families are receiving CCDF subsidies.

1. Number of licensed child care facilities inspected annually;
2. Number of legally exempt providers caring for children whose families receive CCDF subsidies inspected annually; and
3. Number of background checks completed annually;

7.11 Early Learning and Development Guidelines and Other Quality Improvement Activities

7.11.1 If quality funds are used to develop, maintain, or implement early learning and development guidelines, describe the measureable indicators that will be used to evaluate the state/territory's progress in improving the quality of child care programs and services and the data on the extent to which the state/territory has met these measures (98.53(f)(3)).

N/A

7.11.2 List and describe any other activities that the state/territory provides to improve the quality of child care services for infants and toddlers, preschool-aged, and school-aged children, which may include consumer and provider education activities, and also describe the measureable indicators of progress for each activity relevant to this use of funds that the state/territory will use to evaluate its progress in improving provider preparedness, child safety, child well-being, or kindergarten entry and the data on the extent to which the state or territory has met these measures. Describe:

N/A

8 Ensure Grantee Program Integrity and Accountability

Program integrity and accountability activities are integral to the effective administration of the CCDF program. Lead Agencies are required to describe in their Plan effective internal controls that ensure integrity and accountability while maintaining the continuity of services (98.16(cc)). These accountability measures should address reducing fraud, waste, and abuse, including program violations and administrative errors.

This section includes topics on internal controls to ensure integrity and accountability and processes in place to investigate and recover fraudulent payments and to impose sanctions on clients or providers in response to fraud. Respondents should consider how fiscal controls, program integrity and accountability apply to:

-- Memorandums of understanding within the Lead Agency's various divisions that administer or carry out the various aspects of CCDF

-- MOU's, grants, or contracts to other state agencies that administer or carry out various aspects of CCDF

-- Grants or contracts to other organizations that administer or carry out various aspects of CCDF such as professional development and family engagement activities

-- Internal processes for conducting child care provider subsidy

8.1 Internal Controls and Accountability Measures To Help Ensure Program Integrity

8.1.1 Check and describe how the Lead Agency ensures that all its staff members and any staff members in other agencies who administer the CCDF program through MOUs, grants and contracts are informed and trained regarding program requirements and integrity. Check all that apply:

- [x] Train on policy manual

Describe:

The Department's Child Care Program Office in the Benefit, Employment and Support Services Division is responsible for policy development and administrative direction for the Department's Child Care Subsidy program, including CCDF child care subsidy program and the state-funded Preschool Open Doors Program, Child Care Licensing program, and quality initiatives, including contracted services to support quality care. Since the same Division fulfills all of the requirements for the CCDF program, no agreements are needed with other state agencies to administer various aspects of the CCDF program.

The Staff Development Office (SDO) develops and conducts training for the Department's Benefit, Employment and Support Services Division and provides training on:

1. the Department's child care subsidy policies, procedures, and the IT data system for the TANF Work Participation case management staff for both the Department and contracted provider as well as the non-TANF child care subsidy contracted provider for new staff and refresher training for existing staff;

2. the Department's child care licensing policies, procedures, and the IT data system for child care licensing staff (new and existing staff) who monitor licensed and registered child care providers, as well as legally exempt providers caring for children whose families receive child care subsidy payments from the Department, once implemented by the Department.

☑ Train on policy change notices

Describe:

The Department's Child Care Program Office in the Benefit, Employment and Support Services Division is responsible for policy development and administrative direction for the Department's Child Care Subsidy program, including CCDF child care subsidy program and the state-funded Preschool Open Doors Program, Child Care Licensing program, and quality initiatives, including contracted services to support quality care.

The Child Care Program notifies child care licensing and child care subsidy staff for both TANF and non-TANF cases when any policy clarifications or updated procedures or forms are issued. When there are policy clarifications or updated procedures or forms issued by the Child Care Program Office for the CCDF child care subsidy program, the Staff Development Office incorporates those updates into the training on the Department's child care licensing and subsidy policies, procedures, and the IT data system for the TANF Work Participation case management staff for both the Department and contracted provider as well as the non-TANF child care subsidy contracted provider.

☑ Ongoing monitoring and assessment of policy implementation

Describe:

The Hawai`i Department of Human Services conducts on-going monitoring of the child care licensing and child care subsidy contracted services by the Program Specialist with the Department's Child Care Program Office as well as guidance requested from the child care licensing staff and TANF and non-TANF child care subsidy staff regarding existing policies or procedures or clarifications issued.

The non-TANF child care subsidy cases are contracted to a private organization. The Department's contract requires that the contracted organization implements procedures to monitor administrative and program operations, fiscal administration, and costs for compliance with all requirements. The quality assurance plan shall also provide for procedures to determine whether the target group receives consistent, high quality services. The quality assurance plan shall also identify roles and responsibilities for on-going monitoring. The outcome performance measures for the non-TANF child care subsidy contracted organization has benchmarks of 90% for completing eligibility determination for the family's application for non-TANF child care subsidy payments; 90% of on-going of non-TANF child care subsidy cases are processed and completed with correct child care benefit amount issued; and 90% of total non-TANF child care cases have all of the required forms, verification, and documentation to determine eligibility and correct child care benefit amount issued.

☑ Other

Describe:

On-going quality assurance reviews of the child care licensing records and child care subsidy cases by the TANF and non-TANF child care subsidy offices by the supervisors, Section Administrators, the contractor's quality assurance staff, the Program Specialists with the Employment and Training Program Office and Child Care Program Office through on-going monitoring of the (contracted) services.

8.1.2 Lead Agencies must ensure the integrity of the use of funds through sound fiscal management and must ensure that financial practices are in place (98.68 (a)(1)). Describe the processes in place for the Lead Agency to ensure sound fiscal management practices for all expenditures of CCDF funds. Check all that apply:

☑ Verifying and processing billing records to ensure timely payments to providers

Describe:

For the subrecipient contracted to implement the non-TANF child care subsidy program and the statewide child care resource and referral agency, monitoring activities include review of quarterly reports and monthly invoices. For the subsidy program subrecipient, the Department also reviews monthly data reports, conducts random case reviews to determine issuance of correct payments and to determine the need for retraining or policy clarifications, and a penalty provision in the contract is specified for lack of satisfactory performance as defined by the contract.

☑ Fiscal oversight of grants and contracts

Describe:

The Department's Child Care Program Administrator and the Child Care Program Specialist assigned to oversee and monitor the contract or grant. The Program Specialist conducts reviews of contractors through other methods: specialist does not process payments to the sub-contractors without receipt of original invoices and verify costs and expenditures align with the approved budget. Quarterly activity reports are submitted by contractors. If necessary, payment may be withheld until receipt of the quarterly report. Annual reports are submitted by sub-contractors. Final payment will not be processed without receipt of the annual report, even if an invoice has been received. Program Specialist reviews quarterly and annual reports and may cross-check the reports to

ensure accuracy of data reporting. If inconsistencies are noted, Program Specialist follows up with contractors for clarification and/or correction. Program Specialist also tracks payments already issued to contractors to ensure that aggregate payments do not exceed the contract maximum amount at the end of the fiscal year. Meetings may occur when there are any concerns or questions, as well as for status updates about the services providing under the scope of services specifications for a contract. Contractors must submit copies of their annual audit reports to the Program Specialist and the DHS Financial Evaluation office will conduct reviews if the contractors do not have an annual audit completed or for any contract services where an additional review is needed.

☑ Tracking systems to ensure reasonable and allowable costs

Describe:

Budgets are received, reviewed, and approved by the Department for each contract year with all budget line items having justification for the line item budget items; monthly or quarterly invoice and expenditure reports are reviewed against the approved budget and requests for budget amendments are approved by the Department; monthly or quarterly activity reports and year end reports are reviewed.

☐ Other

Describe:

8.1.3 Check and describe the processes that the Lead Agency will use to identify risk in their CCDF program. Check all that apply:

☐ Conduct a risk assessment of policies and procedures

Describe:

☑ Establish checks and balances to ensure program integrity

Describe:

Child care subsidy case Managers and supervisors who have authority to authorize child care subsidy benefits are not able to issue Electronic Benefit Transfer (EBT) cards to subsidy families. Administrative support staff who do not have authority to authorize child

care subsidy benefits are the persons allowed to verify and issue EBT cards for subsidy families.

The Department runs system reports that flag errors (include types) and/or collects cumulative data for monthly review. System reports include data such as: the number of untimely applications processed; which cases and subsidy workers have frequent changes to bank account information; providers that have had the license or registration suspended; and completion of Health& Safety Training.

☑ Use supervisory reviews to ensure accuracy in eligibility determination

Describe:

The Department's Research Office runs a monthly extract to identify a list of cases to be reviewed by supervisor's staff for quality assurance reviews for TANF Work Participation (approximately 500 cases annually) and non-TANF child care subsidy cases (approximately 2,000 cases annually).

☐ Other

Describe:

8.1.4 Lead Agencies conduct a wide variety of activities to fight fraud and ensure program integrity. Lead Agencies are required to have processes in place to identify fraud and other program violations to ensure program integrity. Program violations can include both intentional and unintentional client and/or provider violations, as defined by the Lead Agency. These violations and errors, identified through the error-rate review process may result in payment or nonpayment (administrative) errors and may or may not be the result of fraud, based on the Lead Agency definition. Check and describe any activities that the Lead Agency conducts to ensure program integrity.

a) Check and describe all activities that the Lead Agency conducts to identify and prevent fraud or intentional program violations. Include in the description how each activity assists in the identification and prevention of fraud and intentional program violations. Include a description of the results of such activity.

☐ Share/match data from other programs (e.g., TANF program, Child and Adult Care Food Program, Food and Nutrition Service (FNS), Medicaid) or other databases (e.g., State Directory of New Hires, Social Security Administration, Public Assistance Reporting Information System (PARIS)).

Describe

☑ Run system reports that flag errors (include types).

Describe:

The Department's Child Care Program Office reviews monthly system reports that include data such as the number of untimely applications processed and which cases and subsidy workers have frequent changes to bank account information completed in the data system and reports identifying child care providers whose license or registration has been suspended.

☐ Review enrollment documents and attendance or billing records

Describe:

☑ Conduct supervisory staff reviews or quality assurance reviews.

Describe:

The Department's Research Office runs a monthly extract to identify a list of cases to be reviewed by supervisor's staff for quality assurance reviews for TANF Work Participation (approximately 500 cases annually) and non-TANF child care subsidy cases (approximately 2,000 cases annually).

☐ Audit provider records.

Describe:

☑ Train staff on policy and/or audits.

Describe:

The Department's Child Care Program Office in the Benefit, Employment and Support Services Division is responsible for policy development and administrative direction for the Department's Child Care Subsidy program, including CCDF child care subsidy program and the state-funded Preschool Open Doors Program, Child Care Licensing program, and quality initiatives, including contracted services to support quality care.

Since the same Division fulfills all of the requirements for the CCDF program, no agreements are needed with other state agencies to administer various aspects of the CCDF program.

The Staff Development Office (SDO) develops and conducts training for the Department's Benefit, Employment and Support Services Division and provides training on:

1. the Department's child care subsidy policies, procedures, and the IT data system for the TANF Work Participation case management staff for both the Department and contracted provider as well as the non-TANF child care subsidy contracted provider for new staff and refresher training for existing staff;

2. the Department's child care licensing policies, procedures, and the IT data system for child care licensing staff (new and existing staff) who monitor licensed and registered child care providers, as well as legally exempt providers caring for children whose families receive child care subsidy payments from the Department, once implemented by the Department.

☐ Other

Describe:

b) Check and describe all activities the Lead Agency conducts to identify unintentional program violations. Include in the description how each activity assists in the identification and prevention of unintentional program violations. Include a description of the results of such activity.

☐ Share/match data from other programs (e.g., TANF program, CACFP, FNS, Medicaid) or other databases (e.g., State Directory of New Hires, Social Security Administration, PARIS).

Describe:

☑ Run system reports that flag errors (include types).

Describe:

The Department's Child Care Program Office reviews monthly system reports that include data such as the number of untimely applications processed and which cases

and subsidy workers have frequent changes to bank account information completed in the data system and reports identifying child care providers whose license or registration has been suspended

☐ Review enrollment documents and attendance or billing records
Describe:

☑ Conduct supervisory staff reviews or quality assurance reviews.
Describe:
The Department's Research Office runs a monthly extract to identify a list of cases to be reviewed by supervisor's staff for quality assurance reviews for TANF Work Participation (approximately 500 cases annually) and non-TANF child care subsidy cases (approximately 2,000 cases annually).

☐ Audit provider records.
Describe:

☑ Train staff on policy and/or audits.
Describe:

The Department's Child Care Program Office in the Benefit, Employment and Support Services Division is responsible for policy development and administrative direction for the Department's Child Care Subsidy program, including CCDF child care subsidy program and the state-funded Preschool Open Doors Program, Child Care Licensing program, and quality initiatives, including contracted services to support quality care. Since the same Division fulfills all of the requirements for the CCDF program, no agreements are needed with other state agencies to administer various aspects of the CCDF program.

The Staff Development Office (SDO) develops and conducts training for the Department's Benefit, Employment and Support Services Division and provides training on:

1. the Department's child care subsidy policies, procedures, and the IT data system

for the TANF Work Participation case management staff for both the Department and contracted provider as well as the non-TANF child care subsidy contracted provider for new staff and refresher training for existing staff;

2. the Department's child care licensing policies, procedures, and the IT data system for child care licensing staff (new and existing staff) who monitor licensed and registered child care providers, as well as legally exempt providers caring for children whose families receive child care subsidy payments from the Department, once implemented by the Department.

☐ Other

Describe:

c) Check and describe all activities the Lead Agency conducts to identify and prevent agency errors. Include in the description how each activity assists in the identification and prevention of agency errors.

☐ Share/match data from other programs (e.g., TANF program, CACFP, FNS, Medicaid) or other databases (e.g., State Directory of New Hires, Social Security Administration, PARIS).

Describe:

☑ Run system reports that flag errors (include types).

Describe:

The Department's Child Care Program Office reviews monthly system reports that include data such as the number of untimely applications processed and which cases and subsidy workers have frequent changes to bank account information completed in the data system and reports identifying child care providers whose license or registration has been suspended.

☐ Review enrollment documents and attendance or billing records

Describe:

☑ Conduct supervisory staff reviews or quality assurance reviews.

Describe:

The Department's Research Office runs a monthly extract to identify a list of cases to be reviewed by supervisor's staff for quality assurance reviews for TANF Work Participation (approximately 500 cases annually) and non-TANF child care subsidy cases (approximately 2,000 cases annually).

☐ Audit provider records.
Describe:

☑ Train staff on policy and/or audits.
Describe:

The Department's Child Care Program Office in the Benefit, Employment and Support Services Division is responsible for policy development and administrative direction for the Department's Child Care Subsidy program, including CCDF child care subsidy program and the state-funded Preschool Open Doors Program, Child Care Licensing program, and quality initiatives, including contracted services to support quality care. Since the same Division fulfills all of the requirements for the CCDF program, no agreements are needed with other state agencies to administer various aspects of the CCDF program.

The Staff Development Office (SDO) develops and conducts training for the Department's Benefit, Employment and Support Services Division and provides training on:

1. the Department's child care subsidy policies, procedures, and the IT data system for the TANF Work Participation case management staff for both the Department and contracted provider as well as the non-TANF child care subsidy contracted provider for new staff and refresher training for existing staff;

2. the Department's child care licensing policies, procedures, and the IT data system for child care licensing staff (new and existing staff) who monitor licensed and registered child care providers, as well as legally exempt providers caring for children

whose families receive child care subsidy payments from the Department, once implemented by the Department.

☐ Other

Describe:

8.1.5 The Lead Agency is required to identify and recover misspent funds as a result of fraud, and it has the option to recover any misspent funds as a result of errors.

a) Check and describe all activities that the Lead Agency uses to investigate and recover improper payments due to fraud. Include in the description how each activity assists in the investigation and recovery of improper payment due to fraud or intentional program violations. Include a description of the results of such activity. Activities can include, but are not limited to, the following:

☐ Require recovery after a minimum dollar amount of an improper payment and identify the minimum dollar amount

Describe:

☐ Coordinate with and refer to the other state/territory agencies (e.g., state/territory collection agency, law enforcement agency).

Describe:

☑ Recover through repayment plans.

Describe:

By order of the court through a criminal conviction, monthly restitution payments may be established by the court. Such restitution payments will be processed by the Division's Investigation's Office.

☐ Reduce payments in subsequent months.

Describe:

☐ Recover through state/territory tax intercepts.

Describe:

☑ Recover through other means.

Describe:

By order of the court through a criminal conviction, if the convicted criminal has the means to pay the restitution amount in full.

☑ Establish a unit to investigate and collect improper payments and describe the composition of the unit below.

Describe:

Refer to the Investigations Office within the Department's Benefit, Employment and Support Services Division comprising of investigators to review, investigate and pursue TANF, SNAP, and CCDF intentional improper violations and fraud. Cases may then be referred to the Department of the Attorney General by the Division's Investigations Office for criminal charges being filed in a court of law.

☐ Other

Describe:

b) Check any activities that the Lead Agency will use to investigate and recover improper payments due to unintentional program violations. Include in the description how each activity assists in the investigation and recovery of improper payments due to unintentional program violations. Include a description of the results of such activity. Activities can include, but are not limited to, the following:

☐ Require recovery after a minimum dollar amount of an improper payment and identify the minimum dollar amount

Describe:

☐ Coordinate with and refer to the other state/territory agencies (e.g., state/territory collection agency, law enforcement agency).

Describe:

☑ Recover through repayment plans.

Describe:

The child care subsidy case manager will establish the overpayment amount and

notify the client of the overpayment amount, and the client may choose to establish a repayment plan if the client is unable to remit the overpayment amount in full. The Fiscal Management Office's Collections and Recovery Section maintains and processes remittances if the client is sending repayments back to the Department and the client is not actively receiving child care subsidy payments from which to deduct repayments.

☑ Reduce payments in subsequent months.

Describe:

The child care subsidy case manager will establish the overpayment amount and notify the client of the overpayment amount, and the client may choose to establish a repayment plan if the client is unable to remit the overpayment amount in full. If the client is actively receiving child care subsidy payments then the child care subsidy case manager will deduct the monthly repayment amount from the on-going child care subsidy payments until the overpayment amount is recovered in full.

☑ Recover through state/territory tax intercepts.

Describe:

The child care subsidy case manager will establish the overpayment amount and notify the client of the overpayment amount, and the client may choose to establish a repayment plan if the client is unable to remit the overpayment amount in full. The Fiscal Management Office's Collections and Recovery Section maintains and processes remittances if the client is sending repayments back to the Department and the client is not actively receiving child care subsidy payments from which to deduct repayments. If the client fails to make remittances for 36 months, the Collections and Recovery Section will refer the overpayment case to the Department of the Attorney General to process the case for recovery of the remaining balance of the overpayment through state tax intercept.

☑ Recover through other means.

Describe:

The child care subsidy case manager will establish the overpayment amount and

notify the client of the overpayment amount, and the client may choose to make a one-time payment if the client is able to remit the overpayment amount in full.

If the client has chosen to forward the child care payments directly to the licensed and registered child care provider's financial account that has been registered with the Department and the child disenrolled from the child care provider's program, the child care provider may also opt to return the child care subsidy overpayment amount back to the Department.

☑ Establish a unit to investigate and collect improper payments and describe the composition of the unit below.

Describe:

The Fiscal Management Office has a Collections and Recovery Section unit that will process remittances from clients who received over payments.

☐ Other

Describe:

c) Check and describe all activities that the Lead Agency will use to investigate and recover improper payments due to agency errors. Include in the description how each activity assists in the investigation and recovery of improper payments due to administrative errors. Include a description of the results of such activity.

☐ Require recovery after a minimum dollar amount of an improper payment and identify the minimum dollar amount

Describe:

☐ Coordinate with and refer to the other state/territory agencies (e.g., state/territory collection agency, law enforcement agency).

Describe:

☑ Recover through repayment plans.

Establish a unit to investigate and collect improper payments.

The child care subsidy case manager will establish the overpayment amount and notify the client of the overpayment amount, and the client may choose to establish a

repayment plan if the client is unable to remit the overpayment amount in full. The Fiscal Management Office's Collections and Recovery Section maintains and processes remittances if the client is sending repayments back to the Department and the client is not actively receiving child care subsidy payments from which to deduct repayments.

☑ Reduce payments in subsequent months.

Describe:

The child care subsidy case manager will establish the overpayment amount and notify the client of the overpayment amount, and the client may choose to establish a repayment plan if the client is unable to remit the overpayment amount in full. If the client is actively receiving child care subsidy payments then the child care subsidy case manager will deduct the monthly repayment amount from the on-going child care subsidy payments until the overpayment amount is recovered in full.

☑ Recover through state/territory tax intercepts.

Describe:

The child care subsidy case manager will establish the overpayment amount and notify the client of the overpayment amount, and the client may choose to establish a repayment plan if the client is unable to remit the overpayment amount in full. The Fiscal Management Office's Collections and Recovery Section maintains and processes remittances if the client is sending repayments back to the Department and the client is not actively receiving child care subsidy payments from which to deduct repayments. If the client fails to make remittances for 36 months, the Collections and Recovery Section will refer the overpayment case to the Department of the Attorney General to process the case for recovery of the remaining balance of the overpayment through state tax intercept.

☑ Recover through other means.

Describe:

The child care subsidy case manager will establish the overpayment amount and notify the client of the overpayment amount, and the client may choose to make a one-time payment if the client is able to remit the overpayment amount in full.

If the client has chosen to forward the child care payments directly to the licensed and registered child care provider's financial account that has been registered with the Department and the child disenrolled from the child care provider's program, the child care provider may also opt to return the child care subsidy overpayment amount back to the Department.

☑ Establish a unit to investigate and collect improper payments and describe the composition of the unit below.

Describe:

The Fiscal Management Office has a Collections and Recovery Section unit that will process remittances from clients who received over payments.

☐ Other

Describe:

8.1.6 What type of sanction will the Lead Agency place on clients and providers to help reduce improper payments due to program violations? Check and describe all that apply:

☐ Disqualify the client. If checked, describe this process, including a description of the appeal process for clients who are disqualified.

Describe:

☐ Disqualify the provider. If checked, describe this process, including a description of the appeal process for providers who are disqualified.

Describe:

☑ Prosecute criminally.

Describe:

For situations where improper payments occur due to program violations, child care subsidy staff are to complete a referral to the Investigations Office within the Department's Benefit, Employment and Support Services Division comprising of

investigators to review, investigate and pursue TANF, SNAP, and CCDF intentional improper violations and fraud. Cases may then be referred to the Department of the Attorney General by the Division's Investigations Office for criminal charges being filed in a court of law.

☐ Other.
Describe:

Appendix A: Background Check Waiver Request Form

Lead Agencies may apply for a temporary waiver for certain background check requirements if milestone prerequisites have been fully implemented. These waivers will be considered "transitional and legislative waivers" to provide transitional relief from conflicting or duplicative requirements preventing implementation, or an extended period of time in order for the state/territory legislature to enact legislation to implement the provisions (98.19(b)(1)) These waivers are limited to a one-year period and may be extended for at most one additional year from the date of initial approval.

Approval of these waiver requests is subject to and contingent on OCC review and approval of responses in section 5 questions 5.4.1 -- 5.4.4 to confirm that the milestones are met. If milestone prerequisites are not met, the waiver request will not be approved. Approved waivers would begin October 1, 2018 through September 30, 2019. If approved, States and Territories will have the option to renew these waivers for one additional year as long as progress is demonstrated during the initial waiver period. Separate guidance will be issued later on the timeline and criteria for requesting the waiver renewal.

Overview of Background Check Implementation deadlines

Original deadline for implementation (658H(j)(1) of CCDBG Act): September 30, 2017

Initial one-year extension deadline (658H(j)(2) of CCDBG Act): September 30, 2018

One-year waiver deadline (45 CFR 98.19(b)(1)(i)): September 30, 2019

Waiver deadline one-year renewal (45 CFR 98.19(b)(1)(ii)): September 30, 2020

Waiver approval for new (prospective) staff, existing staff or staff hired provisionally until background checks are completed, are subject to and contingent upon the OCC review and approval of responses to 5.4.9 that demonstrate that the state/territory requires: (1) the provider to submit the background check request before the staff person begins working; and (2) pending the results of the background check, the staff person must be supervised at all times by an individual who has completed the background check.

To submit a background check waiver request, complete the form below.

Check and describe each background check provision for which the Lead Agency is requesting a time-limited waiver extension.

☑ **Appendix A.4:** National FBI fingerprint search requirements for existing staff. (See related question at 5.4.4 (b))

Describe the provision from which the state/territory seeks relief.

The FBI fingerprint-based check must be completed every 5 years for current (existing) child care staff.

Describe how a waiver of the provision will, by itself, improve the delivery of child care services for children

Allowing Hawai`i DHS additional time to implement this provision, including for the Department to revise and to implement the policies, will allow for improved delivery of child care services for children in Hawai`i, in accordance with the goals of the CCDBG Act of 2014.

Certify and describe how the health, safety, and well-being of children served through assistance received through CCDF will not be compromised as a result of the waiver.

The Hawai`i DHS certifies that the health, safety, and well-being of children served through assistance received through CCDF will not be compromised as a result of the temporary extension, as Hawai`i DHS' existing requirements for background checks already established will continue to be implemented as Hawai`i DHS works toward implementing the additional requirements.

☑ **Appendix A.5:** National Crime Information Center (NCIC) National Sex Offender Registry (NSOR) search requirements for new or prospective staff. (See related question at 5.4.5 (a))

Describe the provision from which the state/territory seeks relief.

The NCIC NSOR check must be completed for new child care staff and thereafter every 5 years for current (existing) child care staff.

Describe how a waiver of the provision will, by itself, improve the delivery of child care services for children

Allowing Hawai`i DHS additional time to implement this provision, including for the Department to revise and to implement the policies, will allow for improved delivery of child care services for children in Hawai`i, in accordance with the goals of the CCDBG Act of 2014.

Certify and describe how the health, safety, and well-being of children served through assistance received through CCDF will not be compromised as a result of the waiver.

The Hawai`i DHS certifies that the health, safety, and well-being of children served through assistance received through CCDF will not be compromised as a result of the temporary extension, as Hawai`i DHS' existing requirements for background checks already established will continue to be implemented as Hawai`i DHS works toward implementing the additional requirements.

☑ **Appendix A.6:** National Crime Information Center (NCIC) National Sex Offender Registry (NSOR) search requirements for existing staff. (See related question at 5.4.5 (b))

Describe the provision from which the state/territory seeks relief.

The NCIC NSOR check must be completed for current (existing) child care staff.

Describe how a waiver of the provision will, by itself, improve the delivery of child care services for children

Allowing Hawai`i DHS additional time to implement this provision, including for the Department to revise and to implement the policies, will allow for improved delivery of child care services for children in Hawai`i, in accordance with the goals of the CCDBG Act of 2014.

Certify and describe how the health, safety, and well-being of children served through assistance received through CCDF will not be compromised as a result of the waiver.

The Hawai`i DHS certifies that the health, safety, and well-being of children served through assistance received through CCDF will not be compromised as a result of the temporary extension, as Hawai`i DHS' existing requirements for background checks already established will continue to be implemented as Hawai`i DHS works toward implementing the additional requirements.

☑ **Appendix A.7:** Interstate criminal registry or repository check for new or prospective staff. (See related question at 5.4.6 (a))

Describe the provision from which the state/territory seeks relief.

The interstate criminal registry or repository check has not been put in place for all new (prospective) child care staff.

Describe how a waiver of the provision will, by itself, improve the delivery of child care services for children

Allowing Hawai`i DHS additional time to implement this provision, including for the Department to revise and to implement the policies, will allow for improved delivery of child care services for children in Hawai`i, in accordance with the goals of the CCDBG Act of 2014.

Certify and describe how the health, safety, and well-being of children served through assistance received through CCDF will not be compromised as a result of the waiver.

The Hawai`i DHS certifies that the health, safety, and well-being of children served through assistance received through CCDF will not be compromised as a result of the temporary extension, as Hawai`i DHS' existing requirements for background checks already established will continue to be implemented as Hawai`i DHS works toward implementing the additional requirements.

☑ **Appendix A.8:** Interstate criminal registry or repository check for existing staff. (See related question at 5.4.6 (b))

Describe the provision from which the state/territory seeks relief.

The interstate criminal registry or repository check has not been put in place for all current (existing) child care staff.

Describe how a waiver of the provision will, by itself, improve the delivery of child care services for children

Allowing Hawai`i DHS additional time to implement this provision, including for the Department to revise and to implement the policies, will allow for improved delivery of child care services for children in Hawai`i, in accordance with the goals of the CCDBG Act of 2014.

Certify and describe how the health, safety, and well-being of children served through assistance received through CCDF will not be compromised as a result of the waiver.
The Hawai`i DHS certifies that the health, safety, and well-being of children served through assistance received through CCDF will not be compromised as a result of the temporary extension, as Hawai`i DHS' existing requirements for background checks already established will continue to be implemented as Hawai`i DHS works toward implementing the additional requirements.

☑ **Appendix A.9:** Interstate sex offender registry or repository check for new or prospective staff. (See related question at 5.4.7 (a))

Describe the provision from which the state/territory seeks relief.
The interstate sex offender registry or repository check has not been put in place for all new (prospective) child care staff.

Describe how a waiver of the provision will, by itself, improve the delivery of child care services for children

Allowing Hawai`i DHS additional time to implement this provision, including for the Department to revise and to implement the policies, will allow for improved delivery of child care services for children in Hawai`i, in accordance with the goals of the CCDBG Act of 2014.

Certify and describe how the health, safety, and well-being of children served through assistance received through CCDF will not be compromised as a result of the waiver.
The Hawai`i DHS certifies that the health, safety, and well-being of children served through assistance received through CCDF will not be compromised as a result of the

temporary extension, as Hawai`i DHS' existing requirements for background checks already established will continue to be implemented as Hawai`i DHS works toward implementing the additional requirements.

☑ **Appendix A.10:** Interstate sex offender registry or repository check for existing staff. (See related question at 5.4.7 (b))

Describe the provision from which the state/territory seeks relief.

The interstate sex offender registry or repository check has not been put in place for all current (existing) child care staff.

Describe how a waiver of the provision will, by itself, improve the delivery of child care services for children

Allowing Hawai`i DHS additional time to implement this provision, including for the Department to revise and to implement the policies, will allow for improved delivery of child care services for children in Hawai`i, in accordance with the goals of the CCDBG Act of 2014.

Certify and describe how the health, safety, and well-being of children served through assistance received through CCDF will not be compromised as a result of the waiver.

The Hawai`i DHS certifies that the health, safety, and well-being of children served through assistance received through CCDF will not be compromised as a result of the temporary extension, as Hawai`i DHS' existing requirements for background checks already established will continue to be implemented as Hawai`i DHS works toward implementing the additional requirements.

☑ **Appendix A.11:** Interstate child abuse and neglect registry check for new or prospective staff. (See related question at 5.4.8 (a))

Describe the provision from which the state/territory seeks relief.

The interstate child abuse and neglect check has not been put in place for all new (prospective) child care staff.

Describe how a waiver of the provision will, by itself, improve the delivery of child care services for children

Allowing Hawai`i DHS additional time to implement this provision, including for the Department to revise and to implement the policies, will allow for improved delivery of child care services for children in Hawai`i, in accordance with the goals of the CCDBG Act of 2014.

Certify and describe how the health, safety, and well-being of children served through assistance received through CCDF will not be compromised as a result of the waiver.

The Hawai`i DHS certifies that the health, safety, and well-being of children served through assistance received through CCDF will not be compromised as a result of the temporary extension, as Hawai`i DHS' existing requirements for background checks already established will continue to be implemented as Hawai`i DHS works toward implementing the additional requirements.

☑ **Appendix A.12:** Interstate child abuse and neglect registry check for existing staff. (See related question at 5.4.8 (b))

Describe the provision from which the state/territory seeks relief.

The interstate child abuse and neglect check has not been put in place for all current (existing) child care staff.

Describe how a waiver of the provision will, by itself, improve the delivery of child care services for children

Allowing Hawai`i DHS additional time to implement this provision, including for the Department to revise and to implement the policies, will allow for improved delivery of child care services for children in Hawai`i, in accordance with the goals of the CCDBG Act of 2014.

Certify and describe how the health, safety, and well-being of children served through assistance received through CCDF will not be compromised as a result of the waiver.

The Hawai`i DHS certifies that the health, safety, and well-being of children served through assistance received through CCDF will not be compromised as a result of the temporary extension, as Hawai`i DHS' existing requirements for background checks already established will continue to be implemented as Hawai`i DHS works toward implementing the additional requirements.

☑ **Appendix A. 13:** New staff hired to work provisionally until background checks are completed. (See related question at 5.4.9)

Describe the provision from which the state/territory seeks relief.

Hawai`I's current administrative rules allow prospective staff members to begin work on a provisional basis (if supervised at all times) after the request has been submitted, but before receiving satisfactory results on either the FBI fingerprint check or a fingerprint check of the state/territory criminal registry or repository in the state where the child care staff member resides.

Describe how a waiver of the provision will, by itself, improve the delivery of child care services for children

Allowing Hawai`i DHS additional time to implement this provision, including for the Department to revise and to implement the policies, will allow for improved delivery of child care services for children in Hawai`i, in accordance with the goals of the CCDBG Act of 2014.

Certify and describe how the health, safety, and well-being of children served through assistance received through CCDF will not be compromised as a result of the waiver.

The Hawai`i DHS certifies that the health, safety, and well-being of children served through assistance received through CCDF will not be compromised as a result of the temporary extension, as Hawai`i DHS' existing requirements provide that new (prospective) staff members work under supervision by another staff member that has completed all of the required background checks as Hawai`i DHS works toward implementing the additional requirements.